

Date: August 5, 2010
To: District Administrators
From: Michael J. Thompson, PhD, Deputy State Superintendent
Subject: U.S. Dept. of Education 2010 Monitoring Visit and District Impact

The United States Department of Education (ED) recently monitored the Wisconsin Department of Public Instruction regarding our oversight and monitoring of Highly Qualified Teachers and Title II Part A funds in the state. This year's monitoring visit has resulted in feedback that clarifies who must be identified as "highly qualified" and "not highly qualified" in our monitoring process and the use of federal funds.

Identification of Highly Qualified Teachers

- In Wisconsin, a teacher of core academic subjects* at any developmental level is "highly qualified" if fully licensed for his/her assignment. As of August 31, 2004, fully licensed teachers have demonstrated content knowledge through the completion of a major or minor and passing a content knowledge exam.
- In addition, a teacher of core academic subjects at any developmental level working under an emergency license or emergency permit can be "highly qualified" if the teacher meets all three of the following criteria:
 - a) Has a major or minor in the subjects he/she is assigned to teach or has passed the WI approved content knowledge exam (Praxis II) for the appropriate license; and
 - b) Is enrolled in an approved teacher training program leading to the license and can complete that program in no more than three school years; and
 - c) Is receiving high quality professional development and intense supervision or mentoring from the district while in the assignment.

*Core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts (general music, choral music, instrumental music, dance, theatre and art), history and geography.

Identification of Not Highly Qualified Teachers

- In Wisconsin, we have identified educators who have completed an approved program in another state or country, but have not met Wisconsin's testing requirement(s) as highly qualified. It has been our practice to issue a one-year license, to allow these out-of-state candidates one year in which to pass the Wisconsin content exam. During this time, we have counted them as highly qualified. As a result of the USDE monitoring visit, we can

no longer identify elementary education teachers in developmental levels 70 Early Childhood (EC), 71 Early Childhood Middle Childhood (EC-MC), and 72 Middle Childhood Early Adolescence (MC-EA) as highly qualified, if they have not posted passing scores on Wisconsin's content exam(s).

- Beginning in the 2010-2011 school year, the department will continue to issue out-of-state individuals a 1-year Initial Educator License (type 24) or 1-year Professional Educator License (type 34), but they must be identified as "not highly qualified" until they have passed the appropriate Praxis II content exam(s) required in Wisconsin. If you employ an elementary education teacher with a license type of 24 or 34, please report these teachers on the PI-9550-IIC Highly Qualified Teacher Plan if they have not met our state's testing requirement before the November 15 deadline for submission of this form.

Use of Federal Funds and Highly Qualified Teachers

- As a result of the monitoring visit, ED will require the DPI to ensure: *All teachers whose assignments are funded through Title I or Title II Part A class size reduction must be highly qualified at the time of hire.* We will utilize our state HQ and ESEA monitoring processes to ensure ED that Wisconsin meets these requirements.
- Please take time to review your Title I and Title IIA funded positions to ensure they are staffed by teachers identified as "highly qualified." If you have questions or are in need of assistance, please do not hesitate to contact Julie Hagen at (608) 266-6794 or at julie.hagen@dpi.wi.gov.
- Please remember, if a teacher is not fully licensed and requires an emergency license or emergency permit, all three of the highly qualified criteria must be met to be considered highly qualified under emergency licensure. The criteria are further described on the emergency license application form PI-1602-EL available at: <http://dpi.wi.gov/tepd/application.html#1602-el>.
- These resources will provide additional assistance:
Highly Qualified Monitoring information available at: <http://dpi.wi.gov/tepd/hqwis.html>.
Title II A funds information available at: <http://www.dpi.wi.gov/tepd/t2agrant.html>.

We look forward to working with you in meeting the federal requirements for highly qualified teacher reporting and the use of federal funds.