

**Date:** November 14, 2014

**To:** District Coordinators - Highly Qualified Teacher Reporting

**From:** Tammy G. Huth, Director  
Teacher Education, Professional Development & Licensing

**Subject:** 2014-15 Highly Qualified Teacher Monitoring

As part of the federal requirement to monitor educators who are not highly qualified under the Elementary and Secondary Education Act (ESEA), the Wisconsin Department of Public Instruction (DPI) collects information on the number of educators who are not highly qualified. This monitoring process requires that **annually by November 15**, every district submit the *Highly Qualified Teacher Plan (PI-9550-IIC)* listing educators they employ for the current school year who are “not highly qualified.” Even if every core academic subject educator in the district is “highly qualified,” the district must still submit this form to meet federal compliance.

In this state, an educator of core academic subjects is considered “highly qualified” if the educator is fully licensed for their assignment. An educator working under an emergency license/permit is also considered “highly qualified” if he/she has: 1) demonstrated content knowledge in the core academic subjects he/she is teaching through a major or minor in that subject or a passing score on the appropriate Wisconsin content knowledge exam; 2) enrolled in an approved educator training program that will be completed in three school years; and 3) participated in district-provided, high-quality professional development before and while teaching and received intensive supervision or mentoring while teaching.

The district must also ensure that the educator becomes highly qualified by the end of the school year. **Annually by June 1**, your district will report the progress made for each educator who is “not highly qualified.” The *Highly Qualified Teacher Plan Final Report (PI-9550-IIC3)* is used for this reporting.

It is important that the information on the PI-1202 Staff Report and “highly qualified” statements made on the PI-1602-EL Page 2B supplemental licensing application form all coincide with the information districts report on the *Highly Qualified Teacher Plan (PI-9550-IIC)*.

Please remember that ESEA also requires schools to notify parents or legal guardians when their child has been taught for *four consecutive weeks* by an educator who is not considered “highly qualified” and is working in a Title I targeted assistance program or in a Title I school-wide school.

**At this time, the Wisconsin DPI is accepting  
2014-2015 Highly Qualified Teacher Plans (PI-9550-IIC)**

- If you have not already done so, please submit PI-9550-IIC by: **December 5, 2014**.
- Reporting forms and sample parent letters available at:  
<http://tepd.dpi.wi.gov/programs/-highly-qualified-teachers>
- Submit reports to Eyvonne Crawford-Gray by FAX, email, or U.S. mail as noted on the form

Thank you for completing this annual monitoring process. If you have technical questions about highly qualified provisions and need assistance, please feel free to contact [julie.hagen@dpi.wi.gov](mailto:julie.hagen@dpi.wi.gov).