



OKLAHOMA STATE DEPARTMENT OF EDUCATION

(No Child Left Behind Act of 2001 (NCLB), PL 107-110, Section 1119)

Highly Qualified Teachers – Corrective Action Plan 2011-2012

District Information

County Number: _____ County Name: _____
 District Number: _____ District Name: _____

Current HQT Percentage: _____

Please complete the following Corrective Action Plan if your district is not currently at 100% highly qualified.

1. Enter the names of teachers who are not highly qualified as reported on the HQT System.

Name	School Name	Check All Actions that Apply			
		<input type="checkbox"/> Taking Test	<input type="checkbox"/> Additional Course Work	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Other
		<input type="checkbox"/> Taking Test	<input type="checkbox"/> Additional Course Work	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Other
		<input type="checkbox"/> Taking Test	<input type="checkbox"/> Additional Course Work	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Other
		<input type="checkbox"/> Taking Test	<input type="checkbox"/> Additional Course Work	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Other

2. Check the boxes to the right if the district has met the following requirements:

a. Has the district disseminated the NCLB annual report cards with the required teacher information for both the district and the school sites it serves? §1111(h)(2)(B) <i>If applicable, the report card must include the percentage of classes <u>not</u> taught by highly qualified teachers.</i>	
b. Does the district ensure that a copy of the Parent’s Right to Know Policy is disseminated to all parents? §1111(h)(6)(A)	
c. Does the district ensure that all schools notify parents when their children are taught by a teacher that does not meet the highly qualified requirements? §1111(h)(6)(B)(ii) (Enclose a copy of the letter sent to parents with the teacher corrective action plan.)	
d. Has the district made adequate yearly progress (AYP) on state academic assessments? §1111(b)(2)(B)	

Sections of the NCLB law cited in the above text may be found at <www.ed.gov>.

3. The complete Highly Qualified Corrective Action Plan should include the following:

District Information Page signed by the district superintendent (page 1)	
District Corrective Action Plan (page 2)	
Teacher Corrective Action Plan (Complete this page for <u>each</u> teacher that does not meet the Highly Qualified Teacher requirements) (page 3)	
Letter sent to parents notifying them of the status of each teacher not highly qualified (page 4)	

Send the completed corrective action plan to the Title I, II, VI, and X office by **Monday, October 10, 2011**.
 Phone: (405) 521-2846
 Fax: (405) 521-2998
 Mailing address: 2500 North Lincoln Boulevard, Oklahoma City, OK 73105-4599

Superintendent Signature: _____ Date: _____

District Corrective Action Plan

County Number: _____ County Name: _____
District Number: _____ District Name: _____

Objective: The district will ensure that all core academic classes are taught by highly qualified teachers.

1. Action/Strategies/Interventions (e.g., Pass Oklahoma Subject Area Test (OSAT), additional content area course work):

2. Timeline:

3. Professional Development Resources/Estimated Cost(s):

4. Name of Person(s) Responsible (e.g., site principal, teacher):

5. Means of Evaluation (e.g., Documentation of Oklahoma Subject Area Test (OSAT) results, college transcripts):

Listed below are strategies for districts that support teachers becoming highly qualified in the core academic subject area(s):

- Strategy 1 Reimburse teacher(s) for courses needed for certification or demonstration of content knowledge mastery.
- Strategy 2 Reimburse teacher(s) for the appropriate subject area test(s).
- Strategy 3 Provide study sessions for the appropriate subject area test.
- Strategy 4 Design schedules so that teachers are assigned to classes for which they are highly qualified.

Teacher Corrective Action Plan

County Number: _____ County Name: _____
District Number: _____ District Name: _____
School Site Number: _____ School Site Name: _____
Teacher Number: _____ Teacher Name: _____
Core Content Area(s): _____
*Is this teacher funded with Title I, Part A funds? _____

Objective: All teachers who teach the core academic subjects will meet the highly qualified teacher requirements.

1. Action/Strategies/Interventions (e.g., Pass Oklahoma Subject Area Test (OSAT), additional content area course work):
2. Timeline:
3. Professional Development Resources/Estimated Cost(s):
4. Name of Person(s) Responsible (e.g., site principal, teacher):
5. Means of Evaluation (e.g., Documentation of Oklahoma Subject Area Test (OSAT) results, college transcripts):

****If yes, Title I funds will not be reimbursed until the teacher meets the highly qualified requirements.***

**PARENTS NOTIFICATION REGARDING “HIGHLY QUALIFIED” STATUS OF
TEACHER**

Parent Notification Letter

Date

Dear Parents and Guardians:

The federal *No Child Left Behind Act of 2001* (NCLB) requires all schools to notify parents or guardians after a class has been taught for four consecutive weeks by a teacher who is not considered “highly qualified” for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is “highly qualified” in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas.

The purpose of this letter is to notify you as required that Mr./Ms. _____ is not currently considered “highly qualified” under NCLB in one or more subjects being taught to your son or daughter.

Please be assured that this does not mean this teacher is not qualified for this assignment. Mr./Ms. _____ does meet the state requirements for this position. Given his/her professional experience, we believe that your child is receiving high-quality education in his/her class. (Additional information or explanation, at district’s discretion.)

If you have any concerns regarding this information, you have a right as a parent to review the qualification of your child’s teachers. Please contact name/title at number if you have any questions.

Sincerely,

District Superintendent