

Special Notice for Teachers Designated Highly Qualified via the High Objective Uniform State Standard of Evaluation (HOUSSE) Form

Regarding the U.S. Department of Education Highly Objective Uniform State Standard of Evaluation (HOUSSE) Appeal for Specific Circumstances ([OSPI Memorandum NO. 060-15M](#))

Background:

Starting in the 2014-15 school year, some Washington teachers discovered OSPI no longer listed them Highly Qualified (HQ) in content areas they had previously been designated HQ in through a HOUSSE form. This resulted when forms were not entered, or incorrectly entered into an on-line data collection tool introduced in the 2011-12 school year. On August 31, 2014 OSPI eliminated the use of the HOUSSE form as a pathway to HQ, with the exception of special education.

A waiver issued October 23, 2015 from the US Department of Education accommodates districts who failed to submit HOUSSE forms prior to August 31, 2014 for **eligible educators**.

Who is an “eligible educator” under this federal waiver?

Individuals must meet all three criteria below to qualify for the waiver:

1. Must be assigned to a classroom or course during the 2015-16 school year
2. Between September 1, 2011 and June 30, 2014, must have been reported to the state as one of the following:
 - Elementary Teacher
 - Secondary Teacher
 - Other Teacher
 - Contracted Teacher
3. Had a previously completed HOUSSE form(s) signed and dated before August 31, 2014 but not submitted to the online data collection tool.

Note: Special Education teachers are still eligible to use the HOUSSE form to become HQ so should not need this waiver to be designated HQ.

Who is responsible for submitting my Highly Qualified status to OSPI?

Your district is responsible for submitting the documentation indicating the content areas you are Highly Qualified. Districts are required by this waiver to submit changes to OSPI no later than January, 14, 2016.

How can I determine in which content areas OSPI considers me a Highly Qualified Teacher?

1. Login to EDS or create an account: <https://eds.ospi.k12.wa.us/Login.aspx?ReturnUrl=%2f>
2. Click “View my applications”
3. Click on “E-Certification”
4. Click on “My Credentials”
5. Click on “Educator” and choose “HQT”
6. View your data and confirm HQT status

What should I do?

You are encouraged to follow the above steps to check what your District has reported to OSPI and, if you believe there are errors, contact your district’s Human Resources office early to ensure the district submits all necessary corrections and paperwork by January 24, 2016.

Members should contact their local president or UniServ staff if they have any problems.

For more information about Highly Qualified Requirements in Washington State, click [HERE](#).