ALL Districts must complete and submit a form

EVEN IF ALL TEACHERS ARE HIGHLY QUALIFIED.

Instructions for completing the 2015-2016 LEA HQT Plan Form

1. Determine if the district is 100% HQT, or less than 100% HQT, by viewing the **District HQT Data for 2015-2016** on the Highly Qualified Teachers page on the ADE website. These data reflect the district's October, 2015, Cycle 2 Report.

2. If the district is 100% HQT, fill out Sections 1 and 2 on the LEA HQT Plan Form and submit the form to the address below.

3. If the district is **less than 100% HQT**, complete and submit the entire LEA HQT Plan Form; Sections 1, 2, 3 & 4.
   a. Sections 1 and 2 are informational about the district.
   b. Sections 3 and 4 are to reference **ONLY** those teachers who were reported in Cycle 2 as **NOT HQT**. The list of teachers reported by the district in Cycle 2 as **NOT HQT** is attached to the HQT Plan Commissioner's Memo.
   c. Section 3 is to describe the conditions regarding those teachers reported as **NOT HQT**.
      i. This section can be used to explain if a teacher was erroneously reported as NOT HQT but in fact is HQT. (Maybe it was simply a coding error.)
      ii. For any teacher who in fact is NOT HQT there should be a plan submitted for that teacher to become highly qualified (Individual Teacher Plan to Become Highly Qualified) which can be found on the HQT page on the ADE website.
   d. Section 4 is to be used to list the teachers and the plans being submitted.

WHEN SUBMITTING FORMS:

a. **DO NOT** submit copies of licenses. Licenses do not verify HQT. HQT is demonstrated by a completed and signed **HQT Designation Form**.
b. **DO NOT** indicate that the teacher is licensed in Special Education, or working on an ALP for Special Education.
   i. The teacher must be HQT in the subject-content area that is being taught.
   ii. If a Special Education teacher is teaching a class that requires HQT he or she must be HQT in the CONTENT AREA of the course **(e.g., Math or Science or English, etc.).**
   iii. If a Special Education teacher is teaching multiple content areas (e.g., Math and Science and English, etc.) he or she must demonstrate HQT status in

EACH of those areas. The **Multi-Subject HQT Designation Form** is available for these teachers to demonstrate HQT status in multiple areas.

iv. The Multi-Subject form is **ONLY** available for teachers in Special Education, Alternative Learning Environment (ALE) or Juvenile Detention/Residential Centers (JDC). All others are to use the Single-Subject form (or multiple Single-Subject forms if teaching more than one content area).

Forms, more information, and a PowerPoint on HQT can be found on the HQT page on the ADE website at http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/highly-qualified-teachers.

The completed **LEA HQT Plan Form** may be mailed, faxed, or scanned and emailed, and is to be received by **Friday, December 11, 2015.**
Send to:

Dr. Frank Servedio
Arkansas Department of Education
4 Capitol Mall, Suite 102-B
Little Rock, AR 72201
frank.servedio@arkansas.gov
fax: 501.682-1193

Questions may be addressed to Dr. Frank Servedio at (501) 682-4589.