

**SAN DIEGO CITY SCHOOLS**

**Date:** November 7, 2005

**To:** School Site Administrators, and Division and Department Heads

**Subject:** NO CHILD LEFT BEHIND (NCLB) HIGHLY-QUALIFIED TEACHER HOUSSE PROCEDURES

**Department and/or Persons Concerned:** Certificated Staff

**Due Date:** December 1, 2005

**Reference:** SDCS Guidebook for Assessment of Qualification of Experiences for HOUSSE

**Action Requested:** Review instructions and submit completed HOUSSE compliance forms to Human Resource Services

**Brief Explanation:**

The No Child Left Behind (NCLB) Act of 2001 contains specific teacher requirements that must be met by all teachers who teach “core” academic subjects. Core assignments are defined in the federal law as: English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and geography, as well as, elementary teaching assignment. Teachers who received their first full or intern teaching credential dated before July 1, 2002 can be reviewed for NCLB compliance by the High Objective Uniform State Standard of Evaluation (HOUSSE) process. NCLB HOUSSE process training materials for principals are available on the district’s web site at [www.sandi.net/nclb](http://www.sandi.net/nclb).

**Teachers who are assigned to regular education and special education core academic subjects need the HOUSSE process for NCLB compliance.** Site administrators need to identify and assist those teachers who possess credentials dated before July 1, 2002. The deadline for returning completed HOUSSE compliance forms is December 1, 2005. All administrators are encouraged to complete and return HOUSSE compliance forms as soon as possible. Meeting this deadline is needed in order to meet the request for data on Title I compliance. The process for submitting the HOUSSE compliance forms and supporting documents to Human Resources is as follows:

- Step 1: The teacher completes the Assessment of Qualifications and Experience form. All supporting documents that verify points earned are paper clipped to the form and the teacher must write his/her employee ID on the top right-hand corner of each supporting document.
- Step 2: The site administrator reviews the Assessment of Qualifications and Experience form, supporting documents and point calculations for accuracy. The site administrator signs the form when 100 points are verified for meeting subject matter compliance for NCLB.

Step 3: The teacher makes a copy of both sides of the form and supporting documents to keep until a Certificate of Compliance for that subject area is issued and received. The site administrator should mail the form and all supporting documents to the Eugene Brucker Education Center, Human Resource Services Division, Room 1241, Attention: Credentials Unit.

Upon receipt, the Credentials Unit will enter the compliance information in the Human Resource Management System and site administrators will be able to verify the recorded NCLB HOUSSE compliance entry as part of the teacher's credential information on the site's Assignment Book Report. An NCLB HOUSSE Certificate of Compliance will be issued to teachers by the Credentials Unit during the 2005/2006 school year if the Credentials Unit receives the documentation from the principal by the deadline of December 1, 2005.

Please contact your Certificated Staffing Administrator with any further questions.

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