

SAN DIEGO CITY SCHOOLS

Date: February 17, 2006

To: School Site Administrators, and Division and Department Heads

Subject: NO CHILD LEFT BEHIND (NCLB) HIGHLY QUALIFIED TEACHER (HQT) COMPLIANCE TRAINING FOR SPECIAL EDUCATION TEACHERS

Department and/or Persons Concerned: Principals, Division and Department Heads, San Diego Educational Association (SDEA) Representatives and Certificated Special Education Teaching Staff

Due Date: Upon Receipt

Reference: SDCS Guidebook for Assessment of Qualification of Experiences for the California High Objective Uniform State Standard of Evaluation (HOUSSE)

Action Requested:

1. Print and distribute a copy of the circular for the SDEA representative, or principal designee, if there is no site SDEA representative at the school site.
2. Please share with Special Education teachers and encourage them to attend the training.

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. For the first time, Special Education teachers who provide instruction in a core academic subject will be included in the NCLB Highly Qualified Teacher (HQT) audit for 2005-2006. Teachers who are identified in the audit as not having compliance information on file with the Human Resource Services Division (HRSD) will be sent a letter by mid-April 2006, reminding them of the compliance requirements. The San Diego Education Association (SDEA) and the district will present a joint training for Special Education teachers and all interested site administrators on NCLB compliance requirements for Special Education teachers. This training will review the HOUSSE process for experienced Special Education teachers as well as explain the options for compliance for Special Education teachers new to the profession. The training is scheduled as follows:

DATE/TIME: March 1, 2006 / 3:30-5:00 p.m.
LOCATION: Mission Bay High School Auditorium

Reservations for the training are not needed. NCLB HOUSSE process training materials for site administrators and Special Education teachers are available on the district web site at: www.sandi.net/nclb. The SDCS Guidebook for Assessment of Qualification of Experiences for HOUSSE and the PowerPoint training materials have been updated with Special Education examples.

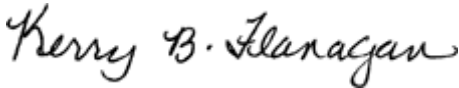
Site administrators are asked to assist their Special Education teachers in completing HOUSSE compliance forms and to turn in completed forms as soon as the process is completed. The deadline for submission of HOUSSE forms and their supporting documents for the audit for data on Title I compliance was December 1, 2005, for the 2005-2006 school year. The district's database will be updated with HOUSSE compliance forms again at the end of this school year for continued federal and/or state NCLB monitoring. Site administrators are encouraged to complete and return HOUSSE compliance forms as soon as possible. The site administrator can mail the form and all supporting documents to the Eugene Brucker Education Center—Human Resources, 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 Special Education teacher's credential information on the site's Assignment Book Report. A NCLB HOUSSE Certificate of Compliance will be issued to Special Education teachers after HRSD receives the documentation from the principal.

Any questions regarding the training can be e-mailed to Lisa Ruiz at lruiz@sandi.net.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Kerry Flanagan
Chief of Staff

KF:cv

Distribution: Lists A, C, D, E, F, H and S