

MEMORANDUM

TO: New Teaching Staff  
FROM: Karyn Berkowicz  
RE: **“Highly Qualified” Standard**

As many of you know, the *No Child Left Behind* law requires that all teachers meet the “Highly Qualified.” To help me understand who has met this goal, as the EPIMS administrator for Auburn Public Schools, I am asking all new teaching staff to answer a series of questions to help me with this task.

Please take a few minutes to complete this survey at your earliest convenience. I would appreciate you sending the survey back to me at Auburn High School.

Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade(s): \_\_\_\_\_  
Subject(s): \_\_\_\_\_  
DOE License: \_\_\_\_\_

1. **Do you teach one of the following subjects? (Special Education teachers: If you are the sole person responsible for delivering any of the curriculum listed below, please consider yourself a subject area teacher):**

English	Reading	Language Arts	Mathematics
Science	Foreign Language	Civics and Government	Economics
Arts (visual art, dance, theatre and music)	History		Geography

- No. Please stop here and return this form to me.  
 Yes. Please continue.

***Important: Most elementary teachers teach several of the subjects listed above. Please note that you must be “Highly Qualified” in each subject that you teach.***

2. **Do you have a Massachusetts teaching license?**

- Yes. Please continue.  
 No. Please stop here and send this form to me. You are not considered to be Highly Qualified and you will need to take the Massachusetts teachers’ test.

**Over.....**

**3. Is your teaching certification issued by waiver? (In other words, your certification is not a full certification at either the initial, preliminary or professional level).**

**Yes.** Please stop here as you are not considered Highly Qualified. You will need to take the teacher's test to become Highly Qualified. Please send this form to me.

**No.** Please continue.

**4. Do you have at least a Bachelor's Degree and have passed the Massachusetts Teacher Test for all subject areas that you are teaching?**

**Yes.** Please stop here and send this form to me. You are Highly Qualified.

**No.** Please continue.

**5. Do you possess an academic major in the subject(s) that you are currently teaching? For example, a BA in English and you are teaching English.**

**Yes.** Please stop here and send this form to me. You are Highly Qualified.

**No.** Please continue.

**6. Do you possess a graduate degree in the subject(s) that you are currently teaching? For example, a Master's Degree in History and you are a history teacher.**

**Yes.** Please stop here and send this form to me. You are Highly Qualified.

**No.** Please continue.

**7. Have you completed coursework, which would be considered equivalent to an undergraduate major in the subject(s) that you are currently teaching?**

**Yes.** Please stop here and send this form to me. You may be Highly Qualified.

**No.** Please continue.

**8. Have you received National Board or American Board certification in the subject(s) that you are currently teaching?**

**Yes.** Please stop here and send this form to me. You are Highly Qualified.

**No.** Please continue.

**9. Have you previously developed a HOUSSE (High Objective Uniform State Standard of Evaluation) plan? This form looks very similar to the IPDP (Individual Professional Development Plan) that you may have developed to recertify your professional license.**

**Yes.** Please continue.

**No.** Please stop here and send this form to me. You may not be considered Highly Qualified.

**10. If you did develop a HOUSSE plan, did you complete 120 of the PDPs?**

**Yes.** Please stop here and send this form to me. You are likely to be Highly Qualified.

**No.** Please stop here and send this form to me. You may not be considered Highly Qualified.