Secondary Teacher (7-12)  
Highly Qualified Verification

Section A - Teacher Information

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Last 4 Digits of SSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indiana Teacher License Number(s):</td>
<td>Years of Licensed Teaching Experience:</td>
</tr>
<tr>
<td>LVIS License Number(s):</td>
<td>Grade Level Assignment:</td>
</tr>
</tbody>
</table>

Does your current teaching assignment include more than one Core Academic Subject? _______

***YOU MUST FILL OUT ONE FORM FOR EACH CORE ACADEMIC SUBJECT (CAS) THAT YOU TEACH***

What Core Academic Subject are you currently assigned to teach?

- [ ] English/language arts  
- [ ] reading  
- [ ] mathematics  
- [ ] science  
- [ ] world languages  
- [ ] social studies (civics and government, economics, history, geography)  
- [ ] fine arts (music or visual arts)

New Teacher Definition
A new teacher is a fully licensed teacher hired **AFTER the 2006-07 school year** or a teacher who has changed Core Academic Subject teaching assignments after the 2006-07 school year.

Veteran Teacher Definition
A veteran teacher is a fully licensed teacher with more than one year of full-time teaching experience hired **PRIOR to or during the 2006-2007 school year**.

Section B – Do you meet the definition of a Highly Qualified Teacher?

1. Have you earned at least a bachelor’s degree?  
   - Yes  
   - No

2. Do you hold one of the following valid licenses for the Core Academic Subject area that you are currently assigned to teach?  
   - **Junior High/Middle School Teachers** should hold a valid Indiana teaching license appropriate for Junior High/Middle School (6-8), Secondary (grades 5-12), or a special education teaching license that includes middle school grades.  
   - **High School Teachers** should hold a valid Indiana secondary education teaching license or a special education teaching license that covers grades 9-12.  
   - Yes  
   - No
3. Have you successfully completed **one** of the following for the **Core Academic Subject area that you are currently assigned to teach**?

- [ ] I have passed the PRAXIS II exam for the Core Academic Subject area to which I am currently assigned.

- [ ] I have passed the National Teacher Exam (NTE) specialty area exam for the Core Academic Subject area to which I am currently assigned. **Yes No**

- [ ] I have earned either a bachelor’s or master’s degree or completed at least 24 college credit hours in the Core Academic Subject area to which I am currently assigned.

- [ ] I have earned National Board for Professional Teaching Standards (NBPTS) certification in the Core Academic Subject area to which I am currently assigned.

- [ ] I have been considered Highly Qualified in another state.

- [ ] I have earned 100 points on the HOUSSE rubric. **HOUSSE is not an option for New Teachers, and can only be used by Veteran Teachers hired prior to or during the 2006-07 school year who have not changed Core Academic Subject teaching assignments.**

If you answered **YES** to **ALL** of the three questions above, **you meet the definition of Highly Qualified and do not need to complete the remainder of this form.** **Documentation of the completion of each chosen requirement above MUST be kept on file at your central office along with this verification form.** Please see **Documenting Teachers’ Highly Qualified Status** for guidance on what items must be kept on file for HQ documentation.

If you answered **NO** to **ANY** of the questions above, **you DO NOT MEET the definition of Highly Qualified and should proceed to “Section C.” Section C will be your Action Plan for becoming Highly Qualified.**
Section C - How will you become Highly Qualified?

Check the appropriate boxes demonstrating how you will become Highly Qualified. Answer all of the questions associated with your choice(s). Make a copy of this form and ALL DOCUMENTATION for your records and send the completed information to your school corporation office. If you have any questions concerning this form, contact HQT@doe.in.gov

If you answered “No” to question #1 in Section B:

☐ I will earn a bachelor’s degree from a regionally accredited institution.
  ● By what date do you anticipate earning the degree? __________
  ● From what institution of higher learning will you earn the degree? __________________________

If you answered “No” to question #2 in Section B:

☐ I will earn a valid Indiana Core Academic Subject area teaching license.
  ● In which Core Academic Subject area will you earn a license? _________________
  ● How many credit hours do you need to earn your license? ________
  ● From which institution of higher learning? ______________________
  ● What classes will you take toward your license by the next school year? __________________________
  ● On what date will you take the Praxis II exam in your Core Academic Subject? ________
  ● By what date will you apply to have this area added to your license based on passing the Praxis II exam? ________
  ● By what date will you have earned the license selected above? ________

If you answered “No” to question #3 in Section B:

☐ I will pass the PRAXIS II exam in my Core Academic Subject (CAS) area.
  ● List the date that you are scheduled to take the exam. ________
  ● Name the site where you will take the test. ______________________

☐ I will earn a bachelor’s or master’s degree or complete a minimum of 24 college credit hours in my CAS area.
  ● If completing credit hours, how many additional hours do you need to earn in the CAS area? ________
  ● How many hours will you complete by next school year? ________
  ● By what date do you anticipate having the full 24 college credit hours required? ________
  ● If earning a degree in the CAS, how many college credit hours do you have left to earn? ________
  ● From which institution of higher learning will you eventually receive either your bachelor’s or master’s degree in the CAS? __________________________
  ● By what date do you anticipate earning the bachelor’s or master’s degree in the CAS area? ________

☐ I will earn National Board for Professional Teaching Standards (NBPTS) certification in my CAS area.
  ● List the date that you are scheduled to earn the certification. ________

☐ I can demonstrate 100 points on the HOUSSE (High Objective Uniform State Standard of Evaluation) rubric for secondary teachers earned PRIOR to the end of the 2006-07 school year (Note: HOUSSE is not an option for New Teachers nor for Veteran Teachers who have changed CAS teaching assignments since the 2006-07 school year).
  ● List the date by which you will provide the Indiana HOUSSE and supporting documentation to your school corporation. ________