



2015 - 2016
Guidance for the *New Process* on Submitting
Local School District Plans for Highly Qualified Teachers

The Mississippi State Board of Education Policy for Identifying HQT's requires that all core academic subject teachers be "highly qualified". Refer to pages 76-77 of the [Licensure Guidelines](#). Local Education Agencies (LEAs) that do not have all teachers highly qualified or on-track to be highly qualified before the beginning of the school year must:

1. Develop or revise a plan for the LEA that describes specific actions that will be taken to ensure that all teachers are highly qualified. The plan should also include how the LEA will use Title II funds to meet those requirements. Additionally, the plan must include specific strategies that will be implemented to ensure that poor and minority students are not taught by inexperienced, unqualified, or out-of-field teachers at higher rates than are other students. If the LEA has a plan that meets these requirements, the plan can be refined to describe specific actions the LEA will implement and specific uses of Title I, Title II, and other funds to support the planned actions.

2. Develop a plan for each core academic subject teacher who is not highly qualified. Refer to page 4 of the [One-Year Educator License for Veteran Teachers](#).

The Mississippi Department of Education has implemented a new procedure for submitting the LEA Highly Qualified Teacher Plan. Instead of submitting a copy of the entire LEA Plan to the Office of the Teacher Center, we now only require school districts to maintain a copy of that plan at the district level. **Each district should only send a signed copy of the Letter of Assurances via email or mail to:**

Mississippi Department of Education
Office of the Teacher Center
P.O. Box 771
Jackson, MS 39205
Email: lmajor@mdek12.org

Local school district plans must be approved locally, through the mechanism required by the Local School Board, and submitted to the Mississippi Department of Education no later than **February 29, 2016**.



2015-2016 LEA Plan for Highly Qualified Teachers

Letter of Assurances

Place a check in front of each assurance to acknowledge that LEA administrators are in full compliance.

- All teachers will be assigned to teach a grade level(s) and subject(s) for which the teacher holds proper Mississippi certification and for which the teacher has been deemed highly qualified.
- The LEA has established procedures for developing individual teacher plans that provide for clear and direct communication between the LEA and individual teachers who are not highly qualified.
- The LEA will notify, annually at the beginning of the school year, the parents of each student attending each school that receives Title I, Part A funds may request the professional qualifications of the student's teachers. The LEA will provide, upon a parent's request and in a timely manner, the aforementioned information.
- The LEA will ensure that each school that receives Title I, Part A funds provides to each parent timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. (NOTE: Letters must be sent when **the student is assigned** to a non-highly qualified teacher. If a teacher change during the school year results in a student's class being taught by a non-highly qualified teacher, parents of each student in the class must be notified not later than the date by which students have been taught for four consecutive weeks).
- The LEA has incorporated the state's procedures for hiring a teacher that is not yet highly qualified and will fully implement those procedures when it is necessary to hire a teacher who is not highly qualified for the grade level(s) and/or subject(s) the teacher is assigned to teach. Those procedures are outlined in accordance with the state board of education policy regarding "Local District Requests for One-Year Educator Licenses." Refer to page 34 of the [Licensure Guidelines](#).
- The LEA has policies and procedures to prohibit use of Title II, Part A funds to pay the salary of any teacher who does not meet the state's definition of a "highly qualified" teacher.

The Letter of Assurances should be submitted via mail or email to the:

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P.O. Box 771
Jackson, MS 39205
Email: lmajor@mdek12.org

****The deadline for submission is February 29, 2016.***

LEA Superintendent's Name

LEA Superintendent's Signature

Date

District Name