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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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**Randy I. Dorn** Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

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October 23, 2015

(X) Action Required  
Due date: 1/14/2016, 11:59 p.m.  
(X) Informational

### MEMORANDUM NO. 060-15M SPECIAL PROGRAMS AND FEDERAL ACCOUNTABILITY

TO: Educational Service District Superintendents  
School District Superintendents  
School District Human Resource Directors

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: U.S. Department of Education Highly Objective Uniform State Standard of Evaluation (HOUSSE) Appeal for Specific Circumstances

CONTACT: Maria Flores, Director  
Title II, Part A and Special Programs  
[title2quality@k12.wa.us](mailto:title2quality@k12.wa.us), 360-725-6340  
Agency TTY: 360-664-3631

It is the expectation of the Elementary and Secondary Education Act (ESEA 2001) that all teachers who provide instruction in one or more of the 14 core academic subject areas meet the highly qualified teacher (HQT) requirements. School districts have been required to identify and document teachers and their HQT status using the Highly Qualified Teacher Data Collection Tool since the 2011–12 school year.

In 2013, the U.S. Department of Education strongly encouraged the Office of Superintendent of Public Instruction (OSPI) to limit the use of the HOUSSE forms in all program areas with the exception of special education. The effective date for limiting district use of the points-based HOUSSE was August 31, 2014 ([010-14M](#)).

With special permission from the U.S. Department of Education, OSPI will accommodate school districts who failed to upload HOUSSE forms prior to August 31, 2014 for **eligible educators**. Districts must submit iGrants Form Package (FP) 752 (2015–16) to appeal existing HOUSSE forms for **eligible educators**.

### **Eligible Educators**

Every educator for whom the school district submits a HOUSSE appeal **must meet all three criteria listed below:**

1. Assigned to a classroom or course for the 2015–16 school year.
2. Was reported by a Washington state public school district on a S-275 or CEDARS report anytime between the dates of September 1, 2011–June 30, 2014, **with** one of these Staff Type Codes:
  - 31x (Elementary Teacher)
  - 32x (Secondary Teacher)
  - 33x (Other Teacher)
  - 63x (Contracted Teacher)
3. Had a previously completed HOUSSE form(s) signed and dated before August 31, 2014, on file at the district but not entered into the Highly Qualified Teacher Data Collection Tool.

### **Three Steps to File a HOUSSE Appeal**

School districts must submit HOUSSE appeals for eligible educators through iGrants FP 752 (2015–16) by the submission deadline. There are three steps to complete each HOUSSE appeal:

1. Determine an educator's eligibility for the appeal process.
2. Upload the required documentation for each HOUSSE appeal.
3. Create a HOUSSE appeal record for each eligible educator.

### **Submission Deadline Criteria**

- The deadline to submit iGrants FP 752 to OSPI is **Thursday, January 14, 2016, 11:59 p.m.**
- All appeals must be submitted through iGrants FP 752 by the deadline.
- iGrants FP 752 will lock after the submission deadline and no additions will be allowed.
- OSPI will not accept HOUSSE appeals received after the submission deadline.

### **OSPI Review**

OSPI will make a final determination on each appeal. If OSPI approves an appeal of an eligible educator, OSPI will add their HOUSSE form information to the HQT Data Collection Tool. If OSPI does not approve an appeal, the educator will need to meet the HQT requirements through other available pathways.

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**Webinar—Learn More About iGrants FP 752**

Title II, Part A program staff will host a webinar on **Thursday, November 5, at 1 p.m.** that will outline the three steps a district must complete for each HOUSSE appeal and provide a live demo of how districts will submit the required information/documentation through iGrants FP 752. To register, please go to:

<https://attendee.gotowebinar.com/register/3838153569534516226>.

**Questions**

If you have any questions, you may contact the Title II, Part A program office at [title2quality@k12.wa.us](mailto:title2quality@k12.wa.us) or 360-725-6340.

**K–12 EDUCATION**

Gil Mendoza, Ed.D.  
Deputy Superintendent

**SPECIAL PROGRAMS AND FEDERAL ACCOUNTABILITY**

Gayle Pauley  
Assistant Superintendent

Maria Flores, Director  
Title II, Part A and Special Programs

RD:krb