

# School District of Escambia County

## Teacher Certification Handbook



### Out-of-Field Teachers NCLB & HOUSSE Teachers

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## STANDARD OPERATING PROCEDURES FOR HIRING OUT-OF-FIELD TEACHERS

1. Principals must email Dr. Alan Scott ([ascott@escambia.k12.fl.us](mailto:ascott@escambia.k12.fl.us)) requesting permission to hire out-of field. Please refer to the Standard Operating Procedures (SOP) for hiring out-of-field teachers (pages 3 and 4).
2. With approval from Dr. Scott, principals must send a memo to the Certification Department requesting Board approval. Certification will add the requested individual to the next months' agenda for Board approval. **See sample #1.**
3. An out-of-field agreement letter will be sent to the teacher from the Certification Department for signature. **See sample #2.**
4. TERMS generated reports will be printed once a week and will be sent to the data specialists' printer. The Certification Department will code in TERMS when the teacher has been Board approved. The code "BA" will be used and the subject (s) being taught out-of-field will be listed. **See sample #3.**
5. Notification to parents/guardians must be sent prior to the reporting of the out-of-field teacher's class in a FTE survey week. This notification letter may be printed by the school's data clerk once steps 1–4 have been completed. The information in the letter is generated from student records and certification. **See sample #4 and sample #5** (directions to print letters).
6. Appropriate specialist and/or directors will be advised of the out-of-field teacher for special consideration for workshops. The specialist may visit the teacher's class for an observation to determine the need for assistance.

## **STANDARD OPERATING PROCEDURES FOR NEW HIRES IN READING**

The district will allow appointments of new hires in reading if there are not any NCLB compliant applicants available. Prior to recommending an out-of-field reading teacher, the principal must report to Human Resource Services the number of applicants interviewed for the reading position and the number of applicants who were eligible for certification in reading. A justification must be included to explain the selection of the out-of-field applicant. All new hires who are out-of-field in reading must agree to begin the reading endorsement program their first year and to complete the program by the end of their second year in order to be reappointed to a teaching position in reading. Documented evidence of adequate progress toward compliance must be provided before the teacher will be eligible for reappointment at the end of the first year of employment. Completion of the reading endorsement program will be a requirement for reappointment at the end of the second year.

### **Principals will need to:**

- report the number of applicants interviewed.
- report the number of applicants interviewed and eligible for certification/compliance in reading.
- report the reason for choosing the out-of-field applicant.
- prepare and send a parent letter for students of the teacher non-compliant with NCLB.
- prepare and send memo to Teacher Certification requesting school board approval to teach out-of-field.

### **Applicants will need to:**

- begin reading endorsement program during first year of employment.
- document adequate progress by completing at least two courses toward the reading endorsement by the end of first year and provide that documentation to the Teacher Certification Office.
- complete reading endorsement program by end of second year.
- understand the requirement of documented course work to be eligible for reappointment after year one and year two.
- complete all other certification requirements as outlined in the Statement of Eligibility.

## **STANDARD OPERATING PROCEDURES FOR NEW HIRES IN ESE (Gifted Not Included)**

The district will allow appointments of new hires in ESE if there are not any NCLB compliant applicants available. Prior to recommending an out of field ESE teacher, the principal must report to Human Resource Services the number of applicants interviewed for the ESE position and the number of applicants who were eligible for certification in ESE, or subject taught under ESE. A justification must be included to explain the selection of the out-of-field applicant. All new hires who are out-of-field in ESE, or subject taught under ESE (not both) must agree to pass the appropriate subject area exam, or ESE exam during the first year of employment. Each applicant will understand in order to be reappointed to a teaching position in ESE in subsequent years, documented evidence of compliance must be provided to the Teacher Certification Office.

### **Principals shall**

- report number of applicants interviewed.
- report number of applicants interviewed and eligible for certification/compliance in ESE or subject taught under ESE.
- report the reason for choosing the out-of-field applicant.
- prepare and send a parent letter for students of teachers non-compliant with NCLB.

### **Applicants shall**

- pass the appropriate exam during first year of employment.
- provide documented evidence of passing the exam to the Teacher Certification Office.
- understand requirement(s) of passing the appropriate exam and of compliance under NCLB for reappointment.
- Complete certification requirement(s) as outlined in the Statement of Eligibility.

**NO CHILD LEFT BEHIND (NCLB)  
Certification/Highly Qualified Status Requirements**

Public Law 107-110, the No Child Left Behind Act of 2001 (NCLB), created new requirements and time lines designed to ensure that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of a highly qualified teacher.

Under NCLB, core academic subjects are defined as:

English	Civics
Reading	Government
Language Arts	Economics
Mathematics	History
Science	Geography
Foreign Languages	Arts

**Reading Certification in Sixth Grade:**

It has been determined that a teacher who holds a certification in Elementary Education (Grades K-6 or 1-6) and is teaching reading in grades 1-6, or in a Kindergarten classroom are not required to have the Reading Endorsement or Reading Certification. **This includes sixth grade in an elementary or middle school.**

**Reading Certification Requirements for Exceptional Student Education Teachers:**

It has been determined that a teacher who has certification in an appropriate ESE area to match the ESE table in the Course Code Directory and is teaching Reading to ESE students in grades K-6 is not required to have the Reading Endorsement or Reading Certification. **This includes sixth grade in an elementary or middle school.**

**Core Academic Courses in Middle School Sixth Grade:**

A teacher who has certification in Elementary Education (Grades K-6 or 1-6) and is teaching a core academic course in Mathematics, Science, Social Science, and/or English/Language Arts in sixth grade in an elementary, or middle school is not required to have a separate subject area content certification, or the middle grades integrated curriculum certification.

**Core Academic Courses in Grades 7-12:**

Must hold a Florida Educator's Certificate appropriate for the subject(s) and grade level(s) assigned.

**Elementary Education Certified Teachers Considered Highly Qualified:**

To be considered "Highly Qualified" with Elementary Education certification, a teacher must have passed the Subject Area Examination for Elementary Education or meet the requirements for a HOUSSE Plan.

**Teachers with Certificates in a Separate Social Science Area:**

Teachers who hold a valid certificate in one or more of the separate 6-12 Social Science areas are deemed Highly Qualified for teaching courses in that specific Social Science area(s). Separate areas: History, Economics, Geography, and Political Science.

**Teachers with certificates in Social Science 6-12, Middle Grades Social Science 5-9, or Middle Grades Integrated Curriculum 5-9:**

Teachers who hold a valid certificate in the areas listed above are deemed highly qualified for teaching History, Economics, Geography, and Civics/Government by passing the appropriate subject area exam or by using the HOUSSE Plan for the appropriate area.

**ESE Teachers of Core Areas:**

ESE teachers of core areas are required to pass the ESE subject area exam and the subject area exam for the core area taught to be considered “Highly Qualified.”

**Out of State/County New Hires:** Teachers hired from another district or state will need to provide proof of their highly qualified status on a Subject Area Exam verification form or HOUSSE verification form Sample #11 and Sample #12.

**Infield vs No Child Left Behind:**

A distinction must be made between the highly qualified designation of NCLB and the designation of teachers as infield, out-of-field, or qualified by Florida Statutes, State Board of Education Rules, or the Florida Course Code Directory. A teacher may be considered infield based on the requirements in the Course Code Directory but not meet the NCLB requirements to be designated as “Highly Qualified.”



**NO CHILD LEFT BEHIND QUALIFICATIONS**  
**Elementary K-6 (Includes 6<sup>th</sup> grade Middle School)**

**Elementary Core Subject Areas:**

*Elementary K-6*

Must pass the Elementary Subject Area Exam  
OR  
HOUSSE Plan  
OR  
National Board Certification

**Exceptional Student Education:**

*Elementary K-6 ESE and  
Elementary K-6 ESE Reading*

Must pass the Exceptional Student Education Exam  
OR  
HOUSSE Plan  
OR  
National Board Certification

**AND**

Must pass the subject area exam for content area taught  
OR  
HOUSSE Plan  
OR  
National Board Certification

**Reading/Not ESE:**

*Elementary K-6 Reading (includes 6<sup>th</sup> grade middle school)*

Must pass Elementary Education Exam  
OR  
HOUSSE Plan for Elementary Education  
OR  
National Board Certification for Elementary Education  
OR  
Reading Certification  
OR  
Reading Endorsement



# **NO CHILD LEFT BEHIND QUALIFICATIONS SECONDARY GRADES 6-12**

## **Exceptional Student Education Reading:**

*Secondary Grades 7-12, ESE Reading*  
(Grade 6/ESE Reading, See Elementary Qualifications)

Must pass ESE Exam  
OR  
HOUSSE Plan for ESE  
OR  
National Board Certification

**AND**

Reading Endorsement  
OR  
Reading Certification

## **Social Science Option A and/or B:**

### ***A. Secondary Grades 6-12, Social Science***

Certification in Elementary Education K-6 (Grade 6 only) **OR**  
Certification in Social Science (Grades 6-12) **OR**  
Certification in Middle Grades Social Science (Grades 5-9) **OR**  
Certification in Middle Grades Integrated Curriculum (Grades 5-9)

Teachers who hold a valid certificate in any of the above must use the plan below in order to be deemed highly qualified in History, Economics, Geography, or Civics/Government.

Certification in the appropriate subject area

**AND**

Must pass the appropriate subject area exam  
**OR**  
HOUSSE Plan for the appropriate area

### ***B. Secondary Grades 6-12, Social Science***

Certification in History (Grades 6-12), **OR**  
Certification in Economics (Grades 6-12), **OR**  
Certification in Geography (Grades 6-12), **OR**  
Certification in Political Science (Grades 6-12)

Teachers who hold a valid certificate in one or more of the above certification areas are deemed highly qualified for teaching History, Economics, Geography, and Civics/Government.

## NCLB PROCEDURES FOR COMPLIANCE

### No Child Left Behind

#### Principals must notify parents...

- of their “right to know” at the beginning of the school year. **See sample #6.**
- if a long-term substitute teacher is in the class longer than 20 days. **See sample #7.**
- when a highly-qualified teacher is hired/placed after the class was taught by a long-term substitute teacher. **See sample #8.**
- when a teacher has been hired to teach out-of-field. **See Sample #4**
- when a teacher is out on a leave of absence. **See sample #9.**

#### Remember...

- TERMS generated reports will be printed once a week and will be sent to the data clerk’s printer. The Certification Department will code in TERMS when the teacher is not in compliance with NCLB. The code “NCLB” will be used and the subject(s) being taught but not in compliance will be listed. **See sample #10.**
- Notification to parents/guardians must be sent prior to the reporting of the NCLB teacher’s class in a FTE survey week. This notification letter may be printed by the school’s data clerk once the “right to know” letter and the notification of long-term substitute letter have been completed/mailed. The information in the letter is generated from student records and certification. **See sample #11** (letter) and **sample #5** (directions to print letters).
- High, Objective Uniform State Standard of Evaluation (HOUSSE). HOUSSE is a method other than certification or subject area testing by which experienced teachers can document subject content competency and knowledge in a core academic subject(s) the teacher is teaching. HOUSSE plan uses multiple components that, in total, documents competency in the subject content to meet requirements for the NCLB highly-qualified designation. **The HOUSSE plan may not be used for Reading or ESOL.**
- Teachers HOUSSED in another state may provide verification using **sample #12.**
- Teachers that were tested in another state may provide verification using **sample #13.**
- TERMS generated reports will be printed once a week and will be sent to the data specialists’ printer. The Certification Department will code in TERMS when the teacher is considered highly-qualified under the HOUSSE Plan. The code “HOUSSE” will be used and is considered a highly qualified status for lifetime unless the teacher changes assignments. **See sample #14.**
- Exam study guides are available from the Department of Education ([www.fl.nesinc.com](http://www.fl.nesinc.com)).

**SAMPLE #1**

**MEMORANDUM TO REQUEST SCHOOL BOARD APPROVAL  
FOR OUT-OF- FIELD TEACHER**

**MEMORANDUM**

To: Teenie Wehmeier, Coordinator  
Educator Certification

From:

Date:

Subject: Out-of-Field Teachers

Please request school board approval for the following teachers to teach out-of-field for the \_\_\_\_ - \_\_\_\_ school year.

<u>Name &amp; Social Security #</u>	<u>Out-of-Field Assignment</u>	<u>Number of Classes per Day</u>
---	------------------------------------	--------------------------------------

**\*\* Add paragraph explaining the reason for out-of-field teacher \*\***

**Sample:**

Ms. Teacher is currently enrolled in the District's add-on program for the Gifted Endorsement. There were no applicants that were properly certified in Gifted that applied for the position.

**SAMPLE #2**

**OUT-OF-FIELD AGREEMENT LETTER**  
(sent by Certification after Board approval)

Date

Teacher

School, Courier #

RE: Out of Field Agreement/Subject

Dear Teacher:

The School Board granted approval for you to teach out-of-field for the 2008-2009 school year. This letter is to advise you that the requirements must be met in order to be eligible for reappointment for next school year\*. Please also note if this is the school year in which you will be eligible for your Professional Services Contract, you must have ***all requirements met before the school year ends*** to receive the contract. The No Child Left Behind Act of 2001 stipulates requirements and time lines for ensuring that all public teachers of core academic subjects meet the federal definition of a highly qualified teacher.

Once you have completed the requirements, please come to the certification office to complete the appropriate form to add the area to your certificate (\$75.00 fee, check or money order only), and submit proof of your course work, certificate of completion, test scores, etc. If you have any questions concerning the above information, or need additional information, please feel free to contact the Certification Office at (850) 469-6252.

Sincerely,

Teenie Wehmeier, Coordinator  
Educator Certification

***PLEASE SIGN BELOW AND RETURN TO ME WITHIN TWO WEEKS OF THE ABOVE DATE***

<b>OUT-OF-FIELD AGREEMENT</b>	
I UNDERSTAND THAT I AM PRESENTLY OUT-OF-FIELD AND MUST COMPLETE ALL THE REQUIREMENTS AND ADD THAT AREA TO MY CERTIFICATE BEFORE THE END OF THE SCHOOL YEAR.*	
SIGNATURE	DATE

# SAMPLE #3

RPT- TS8226 REQ- 01			TERMS - STUDENT INFORMATION SERIES			DATE- 08/21/07			PG- 5		
DIST- 17 ESCAMBIA COUNTY SCHOOLS			CERTIFICATION REPORT			TIME- 14:02			SY- 08		
SCHL- 1231 NORTHVIEW HIGH											
NAME / SSN	NBR	SDE	TYPE	EXP	AREAS	CERTIFIED	IN	COURSE	SEC	DESCRIPTION	STATUS
HEATON, BETTY J	060	0000994765	RG	12	61022	HEALTH	EXAM	10004108	123	READ 180 INT-READ YR	*OOF/BA
								10004108	167	READ 180 INT-READ YR	*OOF/BA
								10083001	223	READING 1 (FCAT-1)	*OOF/BA
								10083001	267	READING 1 (FCAT-1)	*OOF/BA
								10083302	125	READING 3	*OOF/BA
								10083302	225	READING 3	*OOF/BA
								22003102	315	NC STUDY HALL 2	*OOF/BA
JOHNSON, LAURA H.	162	0000891888	RG	10	11003	BIOLOGY	EXAM	20003102	321	BIOLOGY 1	
								20003102	324	BIOLOGY 1	
								20003102	326	BIOLOGY 1	
								20003102	327	BIOLOGY 1	
								20003202	323	BIOLOGY 1 HON	
								22003102	347	NC STUDY HALL 2	
MCDONALD, LAWRENCE	156	0000977513	RG	11	11009	EARTH/SPACE SCIENCE	EXAM	20013402	325	ENV SCI	
								20013402	326	ENV SCI	
								20013402	332	ENV SCI	
								20024102	323	INTEG SCI 1 HON	
								20024102	324	INTEG SCI 1 HON	
								22003102	356	NC STUDY HALL 2	
MEEHAN, THOMAS	153	0000794618	RG	09	C1033	MG GENERAL SCIENCE	EXAM	22003102	308	NC STUDY HALL 2	
								86007102	311	CONSTRUCTION TECH I	
								86007102	315	CONSTRUCTION TECH I	
								86007102	317	CONSTRUCTION TECH I	
								86007202	311	CONSTRUCTION TECH II	
								86007202	317	CONSTRUCTION TECH II	
								86008102	312	DRFT/ILL DESIGN I	
								86008102	314	DRFT/ILL DESIGN I	
								86008202	312	DRFT/ILL DESIGN II	
								86008202	314	DRFT/ILL DESIGN II	
NALL, NATALIE	025	0000727557	RG	10	31013	ELEMENTARY EDUCATION		10004109	123	READ 180 INT-READ YR	*OOF/BA
								10004109	167	READ 180 INT-READ YR	*OOF/BA

## SAMPLE #4

\*\* SCHOOL LETTERHEAD \*\*

Date:

To the parents of:  
Smith, Bobby  
1234 West Road  
Unknown City, FL 32502

Dear Parent,

We are fortunate to employ teachers that are certified in multiple areas in order to provide students with a wide variety curriculum. Each school is allocated a certain number of instructional personnel to provide instruction to students. It is sometimes necessary to assign teaching duties in a class dealing with subject matter that is outside the field in which the teacher is certified.

Your child's teacher, \_\_\_\_\_, is currently teaching out-of-field in \_\_\_\_\_ and is actively working towards adding this area to his/her certificate.

\_\_\_\_\_ is currently on an individualized study plan to attain in-field certification and "highly-qualified" status in accordance with the No Child Left Behind Act of 2001.

The School District of Escambia County is dedicated to providing an education that encourages life-long learning and stimulates, encourages, and prepares students for the future. Please contact me at \_\_\_\_\_ if you have any questions or need additional information about the out-of-field status.

Sincerely,

Principal Name  
School Name  
School Address

## **SAMPLE #5**

### **INSTRUCTIONS TO PRINT NCLB & OUT-OF-FIELD TEACHER LETTERS**

- NCLB and out-of-field teacher letters should be printed from Job Submission.
- The jobs are found under B – Scheduling and are named MTS8351P – print NCLB and MTS8354P – print out-of-field and Board approved letters.
- You can run these letters for your entire school or just one teacher. If you select a teacher that is not either out-of-field or not highly qualified, nothing will print.

**Note:** To print the letters on school letterhead, print the letters first then reload the paper upside down and backwards in your printer and then print the letterhead from Word.

- Please contact Data Support at (850) 429-2900 if you have any problems running these letters.
- Please contact Teenie Wehmeier at (850) 469-6250 if you have any questions about the certification process.

**Special Note:** As with the regular Certification report, any changes in TERMS will not be reflected in the letters until the next day.

## SAMPLE #6

### NCLB – Parent’s Right to Know Letter

**\*\* SCHOOL LETTERHEAD \*\***

Date

Dear Parents:

On January 8, 2002, the United States Congress approved the federal *No Child Left Behind Act*. You may have read or heard about *No Child Left Behind* in subsequent news reports since that time.

The School District of Escambia County is committed to following all guidelines as established by *No Child Left Behind*. This Act focuses on the requirement that teachers who provide instruction in core academic subjects meet criteria which classifies them as “highly-qualified.”

You, as a parent, have the right to ask for the following information about each of your child’s classroom teachers:

- Certification of the teacher through meeting the state requirements for the appropriate grade level and subject for the teaching assignment(s).
- Certification of the teacher if teaching under a provisional status or if certification requirements were waived.
- The bachelor degree and/or any graduate degrees/certifications held and subject area of the certification or degree.
- Qualifications of paraprofessionals or teacher’s aides who assist in the instruction of your child.

This information regarding teacher qualifications, in accordance with the No Child Left Behind Act, may be obtained through your child’s school. You will also be notified in writing if your child has a teacher who will be on an individualized plan to attain “highly-qualified” status.

The School District of Escambia County is dedicated to providing an education that encourages life-long learning and stimulates, encourages, and prepares students for the future. If you have questions or seek further information, please call the school’s office so we may assist you.

Sincerely,

---

Principal



## **SAMPLE #7**

Classroom with sub until “highly-qualified” teacher is hired

**\*\* SCHOOL LETTERHEAD \*\***

Date

Dear Parents:

You may have read or heard about the *No Child Left Behind Act* in subsequent news reports. The School District of Escambia County is committed to following all guidelines as established by this federal law.

*No Child Left Behind* includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as “highly-qualified.”

We are currently in the process of locating a “highly-qualified” teacher for your child’s classroom. A substitute teacher is filling that position until a “highly-qualified” teacher is hired or until the substitute teacher meets the “highly-qualified” status.

\_\_\_\_\_ meets all qualifications set by the school district and has school district approval and endorsement to work on a long-term basis. The School District of Escambia County requires, upon availability, that all long-term substitutes have at least a bachelor’s degree.

We are dedicated to meeting the educational needs of our students and are working to ensure that your child receives the best possible education. Please contact me if you have questions or would like additional information.

Sincerely,

\_\_\_\_\_  
Principal

**SAMPLE #8**

“Highly-Qualified’ teacher hired after sub

**\*\* SCHOOL LETTERHEAD \*\***

Date

Dear Parents:

Recently you received a letter reviewing the status of your child’s teacher for the federal *No Child Left Behind Act*.

I stated in the letter that we were in the process of locating a ‘highly-qualified’ teacher in accordance with *No Child Left Behind*.

The *No Child Left Behind Act*, approved by the U. S. Congress, includes a focus on instruction requiring teachers teaching core academic subjects meet criteria classifying them as “highly-qualified.”

I am pleased to announce that your child’s new teacher, \_\_\_\_\_, has met all the criteria to be “highly-qualified’ under *No Child Left Behind*.

The School District of Escambia County is dedicated to providing an education that encourages life-long learning and stimulates, encourages, and prepares students for the future. If you have questions or seek further information, please call the school’s office so we may assist you.

Sincerely,

\_\_\_\_\_,  
Principal

**SAMPLE #9**

Letters to Parents of “highly-qualified” teachers going on leave

**\*\* SCHOOL LETTERHEAD \*\***

Date

Dear Parents:

On January 8, 2002, the United States Congress approved the federal *No Child Left Behind Act*. You may have read or heard about *No Child Left Behind* in subsequent news reports since that time.

The School District of Escambia County is committed to following all guidelines as established by *No Child Left Behind* legislation. The Act focuses on instruction requiring teachers of core academic subjects to meet criteria classifying them as “highly-qualified.”

\_\_\_\_\_ will be out on leave beginning on \_\_\_\_\_ and will return \_\_\_\_\_. During this time, \_\_\_\_\_, a substitute teacher, will be instructing your child.

\_\_\_\_\_ meets all qualifications set by the school district and has school district approval and endorsement to work on a long-term basis. The School District of Escambia County requires, upon availability, that all long-term substitutes have at least a bachelor’s degree.

The School District of Escambia County is dedicated to providing an education that encourages life-long learning and stimulates, encourages, and prepares students for the future. If you have questions or seek further information, please call the school’s office so we may assist you.

Sincerely,

\_\_\_\_\_,  
Principal

# SAMPLE #10

RPRT- TS8226 REQ- 01 DIST- 17 ESCAMBIA COUNTY SCHOOLS SCHL- 1231 NORTHVIEW HIGH							TERMS - STUDENT INFORMATION SERIES CERTIFICATION REPORT			DATE- 08/21/07 TIME- 14:02		PG- 2 SY- 08					
NAME / SSN		NBR	SDE	TYPE	EXP	AREAS	CERTIFIED IN	COURSE	SEC	DESCRIPTION	STATUS						
CAGLE, CONNER	050	0000835579	TP	09	61036	PHYSICAL EDUCATION 61077 EXCEPTIONAL STUDENT	NCLB	2200310Z	334	NC STUDY HALL 2	**NCLB**						
								EXAM	7912050Z	324		MATH: 9-12					
									7912050Z	326		MATH: 9-12					
									7921010Z	321		SOCIAL STUDIES: 9-12					
									7921010Z	322		SOCIAL STUDIES: 9-12					
		0000000000	NC	08	K1013	ELEM ED K-6		7921010Z	327	SOCIAL STUDIES: 9-12							
CARROLL, MEGAN BROOK	041	0001026656	TP	09	11015	ENGLISH	OOF/BA	1001310Z	331	ENG 1	*OOF/BA *OOF/BA						
									1001310Z	334		ENG 1					
									1001340Z	332		ENG 2					
									1001340Z	336		ENG 2					
									10083101	317		READING 2 (FCAT-1)					
								10083102	317	READING 2 (FCAT-2)							
								2200310Z	325	NC STUDY HALL 2							
CASTOR, JENNIFER	056	00E0992830	SB	03	6077	SUBSTITUTE TEACHER		01013001	111	ART/2-D COMP 1	**SUB						
								01013001	116	ART/2-D COMP 1	**SUB						
								01013001	117	ART/2-D COMP 1	**SUB						
								01013302	211	ART/3-D COMP 1	**SUB						
								01013302	216	ART/3-D COMP 1	**SUB						
								01013302	217	ART/3-D COMP 1	**SUB						
								01043403	111	DRAW 1	**SUB						
								01043403	116	DRAW 1	**SUB						
								01043403	117	DRAW 1	**SUB						
								01043503	211	DRAW 2	**SUB						
								01043503	216	DRAW 2	**SUB						
								01043503	217	DRAW 2	**SUB						
								1000400Z	334	INTENSIVE LANG ARTS	**SUB						
								10083101	312	READING 2 (FCAT-1)	**SUB						
								10083102	312	READING 2 (FCAT-2)	**SUB						
								2200310Z	332	NC STUDY HALL 2	**SUB						
CHASTAIN, JOSEPH	012	0000782507	TP	09	11052	SOCIAL SCIENCE	EXAM	0800300Z	113	HEALTH 1-LF MGMT SKL	**OUT						
								0800300Z	214	HEALTH 1-LF MGMT SKL	**OUT						
								0800310Z	116	HEALTH 2-PER HEALTH	**OUT						
								0800310Z	213	HEALTH 2-PER HEALTH	**OUT						
								2100310Z	315	AMER HISTORY							
								2100310Z	317	AMER HISTORY							
								2107300Z	112	PSYCHOLOGY 1							
								2108300Z	212	SOCIOLOGY							
								2200310Z	323	NC STUDY HALL 2							

## SAMPLE #11

### \*\* SCHOOL LETTERHEAD \*\*

Date

To the parents of:  
Smith, Bobby  
1234 West Road  
Unknown City, FL 32502

Dear Parent:

On January 8, 2002, the United States Congress approved the federal *No Child Left Behind Act*. You may have read or heard about *No Child Left Behind* in subsequent news reports since that time.

The School District of Escambia County is committed to following all guidelines as established by *No Child Left Behind* legislation. The Act focuses on instruction requiring teachers of core academic subjects to meet criteria classifying them as “highly-qualified.”

Your child’s teacher, \_\_\_\_\_, is appropriately certified to teach \_\_\_\_\_ in Florida, but to meet federal requirements, must take the Subject Area Knowledge Test and in some cases coursework.

\_\_\_\_\_ is currently on a individualized study plan to attain infield certification and “highly-qualified” status in accordance with the *No Child Left Behind Act*.

Please contact me at \_\_\_\_\_ if you have any questions or need additional information about the *No Child Left Behind Act*.

The School District of Escambia County is dedicated to providing an education that encourages life-long learning and stimulates, encourages, and prepares students for the future. If you have questions or seek further information, please call the school’s office so we may assist you.

Sincerely,

\_\_\_\_\_,  
Principal

SAMPLE #12

VERIFICATION OF A HIGHLY QUALIFIED  
OUT-OF-STATE HOUSSE PLAN

Fill in the information above the broken line. Please print or type.

last name	first name	middle name	maiden name
street address		city	state
			zip code
social security number		date of birth (month, day, year)	

TO THE STATE EDUCATION AGENCY OR SCHOOL DISTRICT NCLB OFFICER:

Please complete the information below that applies to the above-named Florida teacher and return the form to the Florida School District Certification Office as indicated below.

The applicant is highly qualified in \_\_\_\_\_  
[subject area(s) & level(s)]  
based on meeting the state's High Objective Uniform State Standard of Evaluation (HOUSSE) requirement for that subject area(s) prior to the 2006-2007 school year.

\_\_\_\_\_  
Verifying Officer & Title (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
State

\_\_\_\_\_  
Date

RETURN FORM TO:

(Fax)

Teenie Wehmeier 850-469-6332

Florida School District Certification Officer

Escambia County

School District

215 W. Garden St.

Address

Pensacola, FL 32502

City, State, Zip Code

# SAMPLE #13

## VERIFICATION OF A HIGHLY QUALIFIED SUBJECT AREA CONTENT TEST

Fill in the information above the broken line. Please print or type.

last name	first name	middle name	maiden name
street address		city	state
			zip code
social security number		date of birth (month, day, year)	

TO THE STATE EDUCATION AGENCY OR SCHOOL DISTRICT NCLB OFFICER:

Please complete the information below that applies to the above-named Florida teacher and return the form to the Florida School District Certification Office as indicated below.

The applicant is highly qualified in \_\_\_\_\_  
[subject area(s) & level(s)]  
\_\_\_\_\_ based on having passed a subject area  
content test appropriate for each subject area indicated.

\_\_\_\_\_  
Verifying Officer & Title (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
State

\_\_\_\_\_  
Date

### RETURN FORM TO:

850-

Teenie Wehmeier, fax 469-6332

Florida School District Certification Officer

Escambia County School District

School District

215 West Garden Street

Address

Pensacola, Florida 32502

City, State, Zip Code

## SAMPLE #14

NAME / SSN	NBR	SDE	TYPE EXP AREAS CERTIFIED IN	TERMS - STUDENT INFORMATION SERIES CERTIFICATION REPORT	DATE- 06/04/07 TIME- 21:43	PG- 342 SY- 07	STATUS
RPT- TS8226 REQ- 01 DIST- 17 ESCAMBA COUNTY SCHOOLS SCHL- 0611 YNIESTRA ELEMENTARY							
STANFORD, KIMBERLY	016	0001029951	TP 09 K1013 ELEM ED K-6	EXAM			
TAYLOR, MARGIE MOO	013	0000187980	RG 11 61035 MUSIC	HOUSE			
WEEKS, LINDA	060	0000371911	RG 12 0012 EARLY CHILD ED 31013 ELEMENTARY EDUCATION E1016 ESOL E1046 READING ENDORSEMENT	HOUSE			



## #15, REPORT CODES

You will receive a report once a week with certification deficiencies. The infield teachers will NOT appear on this report. The report is automatically printed out on the schools Data Clerk's printer. Please meet with your Data Clerk and inform them that this report is very important and should be given directly to you.



<b>OOF/BA</b>	Out-of-Field teacher with school board approval
<b>OUT</b>	Out-of-Field teacher NOT reported to the Certification Office and NOT approved by the school board
<b>NCLB</b>	Teacher that is properly certified but not in compliance with NCLB
<b>HOUSSE</b>	Teacher that meets the HOUSSE Plan
<b>BAD SS#</b>	Wrong SS# by Data Clerk or not set up in TERMS
<b>PENDING</b>	New teacher waiting for certificate to be issued
<b>SUB TEACHER</b>	New teacher that was issued a substitute teacher certificate prior to being appointed as a full-time teacher. The Florida certificate has not been issued as of the date of the report.

# Certification Department

The School District of Escambia County  
75 North Pace Blvd – Pensacola, FL 32505  
Fax: (850) 469-6332

*We are committed to excellence and would like to assist you with your certification needs and No Child Left Behind requirements.*

Dawn Ramirez, Education Certification Coordinator (850) 469-6250  
dramirez@escambia.k12.fl.us

Linda Cooper, Certification Specialist (850) 469-6252  
lcooper2@escambia.k12.fl.us

Bonnie Staples, Certification Specialist (850) 469-6251  
bstaples2@escambia.k12.fl.us