

**New York State Education Department  
Office of Information and Reporting Services  
Identification of Teachers for the Charter School Thirty/Five Exemption  
2012-13 School Year**

Charter School Name: \_\_\_\_\_

School BEDS Code: \_\_\_\_\_

Section 2854(3)(a-1) of New York State Education Law allows charter schools an exemption from certification requirements for **up to thirty percent, with a maximum of five teachers**, provided these teachers meet all other requirements to be considered Highly Qualified as specified under federal No Child Left Behind (NCLB) legislation.

In order for the State Education Department (SED) to apply the “thirty/five exemption” each charter school must identify the teachers for whom they want the “thirty/five exemption” to apply. In the chart below, print the names and write the last four digits of the social security number for each teacher for whom you wish the “thirty/five” exemption to apply. Teachers identified would be teachers who you believe hold no valid teaching certificate but for whom you can verify meet all other requirements for being considered Highly Qualified.

SED will assign the “thirty/five” exemption to your selected teachers in your order of preference **up to the maximum allowable for your school**. If we find that one of the first five teachers you have listed is certified, we will pass the exemption to one of the alternates you have listed. If a charter school does not identify teachers for whom they wish the “thirty/five” exemption to apply, then SED will consider any teacher who does not possess a currently valid teaching certificate to be Not Highly Qualified.

Preference #	Teacher’s Name (please print) for the Thirty/Five Exemption:	Last 4 digits of SSN
Teacher 1		
Teacher 2		
Teacher 3		
Teacher 4		
Teacher 5		
Alternate 1		
Alternate 2		

\_\_\_\_\_

Charter School Principal

\_\_\_\_\_

Date

Please fax your completed form to (518) 474-4351 or you may mail it to:

NYS Education Department  
Office of Information and Reporting Services  
89 Washington Ave., Room 865 EBA  
Albany, NY 12234