



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

P-12
Information and Reporting Services
Tel. (518) 474-7965
Fax (518) 474-4351 or (518) 402-5361

April 2012

TO: Charter School Principals

FROM: Jeff Baker

SUBJECT: Teachers Teaching Out of Certification/Not Highly Qualified 2011-12

Lists posted on the IRS Portal at <http://portal.nysed.gov> identify teachers who according to records in the BEDS 2011-12 Personnel Master File were:

- teaching outside of their specific area(s) of certification, and/or
- teaching a core course, or courses, for which they were not highly qualified

Teachers were identified as uncertified following a computer match of the teacher's social security number and assignment code(s) from their BEDS Personnel Data Form with the Department's Teacher Certification file. An assignment certification of "None" means that the teacher had no valid teaching certificate for any subject area. An assignment certification of "Charter Oth/No Cert Req" means that the teacher held a valid teaching certificate, though not for the specific assignment being taught. To the left of the teacher's name you will see a "C" and/or an "HQ". The "C" indicates that the teacher lacked specific subject area certification. Please note that a "C" will be displayed for your information for "Charter Oth/No Cert Req" assignments even though the teacher did receive certification credit for such assignments.

Charter school teachers receive certification credit for "HQ" purposes if they hold any valid teaching certificate. Some teachers are considered on this report as Not Highly Qualified (not HQ) because they either purposefully or inadvertently reported "No" for Highly Qualified status on their personnel data form.

If "Not On Tcert File" appears next to the teacher's name, check the accuracy of the social security number listed for the teacher. Inaccurate social security numbers should be corrected directly on the enclosed list. If the number is accurate, send a copy of the teacher's certificate(s) to Information and Reporting Services at the fax number or address below so that the teacher certification file can be corrected. The Office of Teaching will not research and address the problem without a legible copy of the teaching certificate in question.

IMPORTANT: Charter school legislation allows up to thirty percent, with a maximum of five teachers per school to teach without holding any teaching certificate. This variance has not yet been taken into account on the enclosed listing. Each charter school may select as many as thirty percent of all teachers employed by the school, with a maximum of five, for whom they wish the “30/5 exemption” to apply; such teachers are still required to meet all other Highly Qualified Teacher requirements. A school would have to employ at least 17 teachers in order to qualify five teachers for the “30/5 exemption” (Note that $.3 * 16 = 4.8$ and $.3 * 17 = 5.1$). Please indicate your order of preference, writing “1” next to the name of your first teacher preference, “2” next to the name of your second teacher preference, etc. If you do not wish to apply the “30/5 exemption” to any record indicating “None” under Assignment Cert, please return the report and indicate “No 30/5 Exemptions”.

More information on “highly qualified” is on our website www.p12.nysed.gov/irs/beds/home under:

Personnel Master File (PMF)

- NCLB Fall 2011 Supplement (Memos)
- Administration Manual – Teachers (Manuals)
- PMF FAQ 2011-12

Please note that all assignments/classes appearing on the reports should be reported as of BEDS Day, October 5, 2011. Corrections, if any, should be made keeping that in mind. **Corrections need to be received by the department by May 11, 2012 in order to be processed in time for federal and state reporting purposes.** You may mail corrections to Information and Reporting Services, NYS Education Department, Room 863 EBA, Albany, NY 12234. You may fax corrections to us at either 518-402-5361 or 518-474-4351.

If you need further clarification of the data, contact Shaun Fratus or Margaret Hovish by email at sfratus@mail.nysed.gov and mhovish@mail.nysed.gov respectively, or call either at 518-474-7965.

Enclosures