



# COLORADO DEPARTMENT OF EDUCATION

## OFFICE OF FEDERAL PROGRAMS

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**Dwight D. Jones**  
Commissioner of Education

**Robert K. Hammond**  
Deputy Commissioner

**Diana Sirko, Ph.D.**  
Deputy Commissioner

**To:** Title I, Title IIA, HR Contacts, and Authorized Representatives  
**From:** CDE Office of Federal Programs, Title IA and Title IIA  
**Date:** August 5, 2010  
**Re:** Highly Qualified requirements in Title IA Programs

As schools are gearing up for the beginning of the 2010-11 school year, this is the time to ensure that all core content teachers in Title IA schools are highly qualified (HQ). Title I teachers in schools operating a Targeted Assistance program must meet the HQ requirements; whereas, *all* core content teachers (including special education teachers) in a school operating a Title IA Schoolwide program must meet the highly qualified requirements. CDE no longer accepts HQ plans for these teachers in the Highly Qualified Online System (HQOS). In 2009-10, several districts were found to be out of compliance on this particular requirement and had to remove teachers from assignments mid-year. To avoid this situation for this year, we would like to clarify the expectations early.

Here are some things to consider:

- Federal Programs offices and HR staff should work together now to double check that (1) Title I teachers in Targeted Assistance programs and (2) any core content teachers are HQ for their assignment. Do not rely on CDE to catch these potential problems in the Consolidated Application.
- If you have a non-HQ teacher in a Title I Schoolwide program and cannot fix the situation, then you must re-designate the school as a Targeted Assistance Program. The change would need to be made on Data Table 4 in the Title IA portion of the Consolidated Application. If changes to the Title IA program status are necessary, those *changes must be made by August 31, 2010*. On September 1, 2010, the Title IA School Designation table in the application will lock and districts will not be able to make any changes.

Please contact CDE if you have any concerns as to whether teachers in your Title I programs are highly qualified. CDE is committed to working with districts to anticipate any problems to ensure that the district and the state meet federal requirements while also providing quality programs for students.

Sincerely,

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To: Human Resource Contacts, Highly Qualified Contacts, Title IA Contacts, and Title IIA Contacts, and Authorized Representatives  
From: CDE Office of Federal Programs, Title IA and Title IIA  
Date: January 19, 2010  
Re: Highly Qualified requirements for teachers in Title IA Schoolwide Programs

The purpose of this memorandum is to clarify the NCLB Highly Qualified requirements for teachers in a Title IA Schoolwide program. According to NCLB, all core content teachers must meet the HQ requirements at this time. To date, CDE has been granting extensions to teachers that need a little more time, but have a feasible plan in place. However in the past year, the USDE has found Colorado out of compliance on this issue and will no longer allow the state to grant extensions to teachers in Title I programs. This means that all Title I teachers in targeted assistance programs and all core content teachers in schoolwide programs **MUST** be HQ in this year's HR collection. CDE can no longer grant extensions (code 4 in HQOS) for those teachers.

Despite providing this information in trainings and emails, we are receiving a surprising number of HQOS plans for non-HQ teachers in Title IA Schoolwide programs. Many districts have been caught off guard by this, thinking that all core content teachers were highly qualified. Until you see the data, you may not realize this applies to your district as well. We urge districts to prioritize completing the HR files for core content teachers in Title IA Schoolwide programs to determine if you have any non-highly qualified teachers in a Title IA Schoolwide program.

To help districts prioritize this issue, CDE is requiring that **all districts must pass level 1 edits by January 29, 2010**. Once level 1 edits are passed, records will generate in HQOS on non-highly qualified teachers. In other words, you will know if you have any potential problems once you enter level 2 edits. If at that time, you have any records in HQOS for teacher in a Title IA Schoolwide program and cannot resolve the teacher's HQ status, contact CDE immediately. We will help you problem solve this by discussing options. If a reassignment is necessary, you will need to provide the name of the replacement teacher in HQOS and state how the replacement teacher is highly qualified for the assignment. The Regular HR Collection is expected to close by February 26, 2010.

The requirement that all core content teachers in Title IA Schoolwide programs has forced districts to make some difficult decisions. Again, we urge you to submit your data as soon as possible to determine if your district is in compliance with this requirement.

As always, if you have any questions, please contact Cheryl Miller ([miller\\_c@cde.state.co.us](mailto:miller_c@cde.state.co.us); 303-866-6214) or Lisa Medler ([medler\\_l@cde.state.co.us](mailto:medler_l@cde.state.co.us); 303-866-6993).