



Submit to:
Oklahoma State Department of Education
Attention: Gloria Bayouth
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

MEMORANDUM

To: District Superintendent

From: Ramona Coats, Executive Director, Title I, II, VI, & X

Date: Thursday, September 22, 2011

Subject: 2011-2012 Highly Qualified Teacher (HQT) Corrective Action Plans

Thank you for all your efforts to help Oklahoma educators achieve the Highly Qualified Teacher requirements set forth in the *No Child Left Behind Act of 2001* (NCLB). Many districts have met the required goal of NCLB and currently have all teachers highly qualified including special education teachers and alternative education teachers who teach core academic subjects.

The HQT system provides opportunities for teachers and administrators to view highly qualified teacher status online. After the October Accreditation Report is complete, the HQT system will be updated to include the 2011-2012 core academic teaching assignments including the highly qualified status for each teacher. A district that does not meet the requirement to have 100 percent of all core academic content classes taught by a highly qualified teacher are out of compliance with federal regulations and will be required to submit a district and teacher corrective action plan. These corrective action plans will be due to the office of Title I, IIA, VI, and X by **Monday, October 24, 2011**. All plans should be submitted electronically or by flash drive. The corrective action plan template is attached.

Districts who do not have 100% highly qualified teachers and have not submitted a Corrective Action Plan by the **October 24th** deadline will not be allowed to move forward with federal programs applications or claims until the Corrective Action Plan(s) has been received and approved by the Title I, IIA, VI, and X office.

Currently, districts that do not meet the goal of 100 percent must set-aside a minimum of 5 percent of their current year Title I, Part A allocation for the appropriate professional development to ensure that all teachers will meet the requirements of NCLB. Per federal guidelines those districts not meeting the objectives stated in the HQT Corrective Action Plans and not making adequate yearly progress (AYP) may have to enter into an agreement with the Oklahoma State Department of Education (SDE) concerning their fiscal year 2012 Title II, Part A allocation. For assistance, please contact the Title I, II, VI, and X office, (405) 521-2846.

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Attachments

c: Principals
Human Resource Directors
Federal Programs Coordinators
Regional Accreditation Officers