



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

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

June 2013

**TO:** Charter School Principals

**FROM:** Ellen Martin

**SUBJECT:** Teachers Teaching Out of Certification/Not Highly Qualified 2012-13

Reports posted on the IRS Portal at <http://portal.nysed.gov> identify teachers who according to records in the BEDS 2012-13 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" indicates that the teacher had no valid teaching certificate for any subject area. An assignment certification of "Charter Oth/No Cert Req" indicates 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.

An incorrectly reported assignment code may have caused a teacher to appear as Not Certified or Not Highly Qualified. **If an incorrect assignment code for a teacher is listed, the corrected information must be entered on the correction form and returned to IRS.** When changing the assignment code, a new "HQ" status will be determined by SED. This status will be determined for each core class based on whether the teacher is found to be certified.

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 correction form.** 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](http://www.p12.nysed.gov/irs) under data collection - BEDS.

Personnel Master File (PMF)

- NCLB Fall 2012 Supplement (Memos)
- Administration Manual – Teachers (Manuals)
- PMF FAQ 2012-13

Please note that all assignments/classes appearing on the reports should be reported as of BEDS Day October 3, 2012. Any teacher that was teaching classes on BEDS Day will not be removed from the report. **Corrections need to be received by the Department by July 12, 2013 in order to be processed in time for federal and state reporting purposes. The attached correction form can also be found on our website: [www.p12.nysed.gov/irs](http://www.p12.nysed.gov/irs) under Data Collection - BEDS and will need to be signed by the principal or authorized person and faxed back with your changes. Please note: If you have no corrections, please fax the correction form to us stating no changes.**

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.

We will be releasing an interim report on August 5, 2013 for principals to assure that all updates have been made. An assurance form will need to be signed and submitted at that time verifying the correctness of the data. We plan to post the final HQ report during the first week in September 2013.

If you need further clarification of the data, contact [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov) or call the office at (518) 474-7954

**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		

\_\_\_\_\_   
 Charter School Principal

\_\_\_\_\_   
 Date



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**TEACHERS WITHOUT CERTIFICATION OR TEACHING OUTSIDE THEIR AREAS OF CERTIFICATION/  
 TEACHERS OF CORE COURSES WHO ARE HIGHLY QUALIFIED: 2012-2013 CORRECTIONS**

(Use additional forms if needed)

Teacher's Name	Social Security # Change	Assignment Code Change/ Reason for Change	Grade- Level Change	Registration Change	HQ Change

School Name \_\_\_\_\_ BEDS Code \_\_\_\_\_

I am authorized for my school district, BOCES or Charter School to request the following changes concerning the attached listing of Teachers Without Certification or Teaching Outside Their Area of Certification/Teachers of Core Courses Who Are Not Highly Qualified. These changes have been reviewed, updated and approved.

\_\_\_\_\_  
 Signature/Title

\_\_\_\_\_  
 Date