



## Transition Year

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There are many questions about reporting teacher qualifications in the 2016-17 Human Resources Snapshot in Data Pipeline due to this year being a transition year from the Highly Qualified requirements under No Child Left Behind (NCLB) to the new requirements under the Every Student Succeeds Act (ESSA). This document is intended to serve as a resource to answer those questions. If your question is not answered on this FAQ document, please feel free to contact the staff listed.

For more information on the transition from NCLB to ESSA, please visit

<http://www.cde.state.co.us/fedprograms/hqtessatransition>.

For more information on the process for determining requirements to be implemented beginning in 2017-18, please visit [http://www.cde.state.co.us/fedprograms/essa\\_stateplandevlopment\\_effectiveinstruction](http://www.cde.state.co.us/fedprograms/essa_stateplandevlopment_effectiveinstruction).

## Frequently Asked Questions

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### **Q: How do I code an elementary teacher who was highly qualified through the HOUSSE Provision for Veteran Elementary Teachers?**

A: The snapshot will check for an endorsement that matches the teaching subject area. If the teacher holds an Elementary Education endorsement, then you do not need to code the exam or credit hours fields as 'yes'. The Cognos report will show that the endorsement matches the teaching subject area. If the teacher does not hold the endorsement but has passed the Elementary PLACE or PRAXIS II exam, please code the exam field as 'yes'.

### **Q: How do I count number of classes?**

A: The number of classes should reflect the number of discrete groups of students instructed by the teacher, regardless of the number of times per week the teacher teaches the class. Do not take the number of classes taught in a day (5) and multiply by the 5 days of the week for 25 classes taught. This would only apply if the teacher had a different set of students each day in each class (25 different groups of students).

### **Q: What about teachers who work with students in a one on one setting, such as Special Education teachers? How do I count their classes?**

A: For teachers who work with students one on one, consider the case load. Count one class per case load of up to 30 students (unless the district has a policy limiting class size, in these cases defer to the local class size limit). For example, if the teacher's case load is 45 students, count 2 classes. Please note that there is one record in the interchange per subject area taught. If the teacher is acting as the teacher of record for more than one subject with their students, the number of classes will be entered for each subject. For example, if they are the teacher of record for each student in their case load for Math and Science and they have 45 students in their case load, you will count 2 classes on the Math record and 2 classes on the Science record.

### **Q: I have a secondary Mathematics teacher who holds an endorsement in secondary Mathematics, but she also has a degree in Mathematics. I don't see a field for the endorsement. How do I code this teacher?**



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A: The endorsement is verified against CDE licensure records when the snapshot is taken. However, it is important that all records are as accurate as possible. So please still code the subject area of degree accurately.

**Q: I have a teacher in a Title I school who is in an alternative preparation program. Do I need to move him/her?**

A: No. A teacher who holds an alternative license is considered fully licensed under Colorado law.

For questions about requirements in NCLB or ESSA, please contact:

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For questions about the Staff Assignment File or Human Resources Snapshot, please contact:

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For questions about the Special Education December Count Snapshot, please contact:

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