

## CCIP Note # 340

**Date:** 4-29-2015  
**Attention:** Superintendents and Consolidated Application Contacts  
**Subject:** Fiscal Year 2015 Highly Qualified Teacher Letters

The fiscal year 2015 Highly Qualified Teacher letter has been mailed to all applicable districts and community schools in the state. Only traditional public districts and community schools required to report Highly Qualified Teacher data in EMIS will receive a letter. Both superintendents and CCIP consolidated application contacts should expect to receive hard copies of the letter shortly.

The FY15 letter reports the progress that a district or community school has made in its percentage of core academic courses taught by highly qualified teachers through the 2013-2014 school year. Based on Highly Qualified Teacher results for the previous two school years (2012-2013 and 2013-2014), the district or community school is required to update various parts of its Highly Qualified Teacher Component in the CCIP Planning Tool's District/Agency Plan.

1. District and community schools that met the Highly Qualified Teacher goal of 100 percent for 2013-2014 and districts and community schools that have not met the Highly Qualified Teacher goal of 100 percent for one year as of 2013-2014 are required to revisit their Highly Qualified Teacher data and update the four Highly Qualified Teacher Component required items in the CCIP Planning Tool's District/Agency Plan as necessary.
2. District and community schools that have not met the Highly Qualified Teacher goal of 100 percent for two or more years as of 2013-2014 are required to revisit their Highly Qualified Teacher data and update the four Highly Qualified Teacher Component required items and the three Highly Qualified Teacher optional items in the CCIP Planning Tool's District/Agency Plan as necessary.

The FY16 CCIP Planning Tool opened in October of 2014. Any updates made to the Highly Qualified Teacher Component in the FY15 CCIP Planning Tool must be reflected in the FY16 CCIP Planning Tool. The deadline for updating the Highly Qualified Teacher data is June 1, 2015.