



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:** District Superintendents  
School Superintendents

**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 out of certification on more than an incidental basis; 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. The designation of "None" for assignment certification means that the teacher has no permanent or provisional certificate for that particular assignment; they may have one or more valid certificates that do not apply to that particular assignment. To the left of the teacher's name you will see a "C" and/or an "HQ". The "C" indicates that the teacher appears uncertified on more than an incidental basis; the "HQ" indicates that the teacher was Not Highly Qualified for one or more reported core classes.

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.

Some teachers are considered on this report as Not Highly Qualified (not HQ) because they may have incorrectly completed the self-identification section on their personnel form titled "NCLB Highly Qualified" (HQ status). You may change the reported HQ status shown in the far right column of the report. (Y= Yes; N=No; NC=Not core). Cross out the incorrect HQ status and write the correct HQ status to the right. The pertinent core course assignment codes are in bold print on the listing below the teacher's last name.

**Except for teachers teaching out of certification on an incidental basis or teaching in an approved experiment in organizational change, no teacher can be considered “Highly Qualified” if they were not properly certified for the class.** If a teacher is found not certified to teach a core course, any designation of “Highly Qualified” will be changed to “Not Highly Qualified” by a computer program unless the teacher qualifies for one of the aforementioned exceptions.

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.

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 superintendent 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 superintendents 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 in the first week of 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) 474-7965.



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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