



SUPERINTENDENT OF PUBLIC INSTRUCTION

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July 18, 2005

() Informational

(X) Action Required

Due Date: August 29, 2005

BULLETIN NO. 062-05 LEARNING AND TEACHING

TO: Educational Service District Superintendents
District Superintendents
District Human Resource Directors

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: 2004–05 School Year Data Collection and Reporting for Highly Qualified Teachers and Paraeducators and Extended Deadline for Paraeducators to Meet the No Child Left Behind (NCLB) Title I Requirements

This memorandum provides information about procedures and timelines to complete the Department of Education data collection and reporting processes to meet the NCLB requirements for highly qualified teachers and paraeducators.

Web-based Data Collection Information

The Office of Superintendent of Public Instruction (OSPI) has developed an online tool that will allow districts to submit the necessary data elements electronically. This reporting process is accessed through the OSPI Education Data System (EDS) portal (<http://eds.ospi.k12.wa.us/>) which will be available by August 1, 2005. Please contact your district's **Data Security Manager** to edit or create an account for the appropriate person at your district who will enter the information into the Teacher Quality Data Collection system. The Data Security Manager will assign you a user name and password.

Your district's Data Security Manager will need the following information:

- EDS application name – Teacher Quality Data Collection
- EDS role name – Teacher Quality Data Collection User

If you have any questions, comments or suggestions about the EDS portal, please contact OSPI Customer Support at Customersupport@ospi.wednet.edu or call 360-725-6371 or the toll-free number at 1-800-725-4311.

Teacher Data Collection

Data is to be reported in the seven areas listed below for each school building in each school district:

1. The **total number of teachers** who teach core academic classes.
2. The **total number of core academic classes** taught.
3. The **number of teachers who DO NOT MEET** the highly qualified definition.
4. The **number of core academic classes taught by teachers who DO NOT MEET** the highly qualified definition.
5. The **number of core academic teachers who hold an emergency certificate.**
6. The **number of core academic teachers who hold a conditional certificate.**

The July 2004 publication, *Washington State NCLB Teacher Qualification Guidelines*, available at <http://www.k12.wa.us/BulletinsMemos/memos2004/M049-04attach1.pdf>, will assist in the identification process. This document includes a general overview of the teacher qualification requirements, a flow chart outlining the identification process, and a question and answer section.

Title I Paraeducator Data Collection

NCLB requires that paraeducators meet certain criteria if they assist with instruction and are either funded by Title I funds directly or employed in a Title I schoolwide program.

Data for paraeducators is to be reported—by district—in the following areas:

1. The total number of paraeducators **who must meet** the Title I requirements.
2. And, of that number required to meet the Title I criteria, the number of paraeducators **who met** the Title I requirements at the end of the 2004–05 school year.

On June 17, 2005, the U.S. Department of Education extended the deadline for paraeducators to meet the Title I NCLB requirements from January 8, 2006, to the end of the 2005–06 school year. To view the notification of this deadline extension, visit the Department of Education Web site at the following URL:
<http://www.ed.gov/news/pressreleases/2005/06/06172005a.html>.

For detailed information about the Title I Paraeducator requirements, refer to the *Washington State Paraeducator Guidelines: Title I Requirements of No Child Left Behind (NCLB) Act of 2001* updated in June 2004. It can be found on the OSPI Web site at <http://www.k12.wa.us/Paraeducators/pubdocs/ParaeducatorGuidelines.pdf>.

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Reporting of paraeducator data will be completed on the same EDS Teacher Quality Data Collection system previously mentioned in this bulletin. Combining these two reports requires that only one person in your district be designated as the user for completing the process.

Assistance from OSPI

OSPI staff are available to help answer questions related to the teacher and paraeducator identification and data collection reporting process. Inquiries may be directed to the following OSPI contacts:

Topic	Contact	Telephone	E-mail
Teacher Quality Data Collection & Accountability	Mary Jo Johnson	360-725-6340	maryjo@ospi.wednet.edu
NCLB Teacher Quality Requirements	Mary Jo Johnson	360-725-6340	maryjo@ospi.wednet.edu
	Rick Maloney	360-725-6406	rmaloney@ospi.wednet.edu
Title I Paraeducator Requirements	Julie Wright	360-725-6340	jwright@ospi.wednet.edu
Teacher Certification	Rick Maloney	360-725-6406	rmaloney@ospi.wednet.edu

LEARNING AND TEACHING

Dr. Mary Alice Heuschel
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Bob Harmon
Assistant Superintendent

TITLE II PART A TEACHER AND PRINCIPAL QUALITY

Mary Jo Johnson
Director

TB:tjb