

**Official Michigan Highly Qualified Secondary Teacher Report**  
Revised February 2016

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Full Name (as it appears on Michigan teaching certificate)

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Core Academic Subject Area (one report for each subject area)

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Place of Employment (District)

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Building

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Telephone Number

**Note:** All teachers must hold at least a bachelor's degree and full state certification (and be assigned within the subject and grade level validity of the Michigan certificate).

Check one option you have completed that demonstrates you are a Highly Qualified teacher in the core academic content area identified at the top of this page.

Passed the appropriate MTTC subject content area examination,

OR

Have an earned academic major in the content area,

OR

Have an earned master's degree in the content area or a master's degree focused on improving the knowledge and skills needed to teach the content,

OR

Have coursework equivalent (at least 30 semester hours) of a major in the content area,

OR

Have National Board Certification in the content area,

OR completed one of the following HOUSSE options:

Have at least three years of teaching experience and have completed, after issuance of the initial teaching certificate, a minimum of 18 semester hours in a core academic subject program of study or towards a master's or higher degree that supports the teaching of the core academic subject. (HOUSSE Option 1)

Have at least three years of teaching and completed (in the last five years) an individual professional development plan of 90 clock hours of professional development or 6 semester hours of coursework in the content area. (HOUSSE Option 2)

Demonstrated competence, as outlined in a local performance assessment of employing district (approved portfolio or classroom observation model). (HOUSSE Option 3).

**I hereby certify that I have successfully met the option, as noted above, of the Michigan definition of Highly Qualified teacher for the content area stated above and thereby deemed to be a Highly Qualified teacher as defined in the federal law, ESEA/No Child Left Behind, Section 1119 and Section 9101.**

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Signature of Teacher

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Date

**MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF THE TEACHING CERTIFICATE.**

Please submit this report to your local district, ISD, or PSA superintendent or chief administrator upon demonstrating competence and before being assigned to this core academic area.

Mandated by Federal No Child Left Behind Act

Districts are responsible for placing a copy of this report in the teacher's personnel file and providing the teacher with a copy of the completed report for the individual's records.