



# WESTPORT COMMUNITY SCHOOLS

## Office of Data Administration

**Please print all information.**

1. First Name \_\_\_\_\_

2. Middle Name/Middle Initial \_\_\_\_\_  
NMN for no middle name

3. Last Name \_\_\_\_\_

4. School – *Check all that apply*

- 00 Not applicable (for central office staff)  
 WHS – Westport High School  
 WMS – Westport Middle School  
 WES – Westport Elementary School  
 MAC – Macomber Primary School

5. Date of Birth - \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month / Day / Year (4 digits)

6. Gender  Female  Male

7. License/Certification Number as assigned by the Massachusetts DESE  
\_\_\_\_\_

8. Ethnicity (Select one only)  Hispanic or Latino  Not Hispanic or Latino

9. Race (Select all those which apply)  White  Black or African American  
 American Indian or Alaska Native  Asian  Native Hawaiian or Pacific Islander

11. Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month / Day / Year (4 digits)

12. Job Title and Grade Level \_\_\_\_\_

12a. Is this position full time?  Yes \_\_\_\_\_ No (List number of days/hours)

13. Degree – Using the chart below, please tell us your educational background. If you are a college graduate, list up to 3 post high school degrees including degree subject.



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### Degree Type:

000	Not Applicable:
001	Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
002	Specialist's degree (e.g., Ed.S.)
003	Master's degree (e.g., M.A., M.S., M.Eng., M.Ed., M.S.W., M.B.A., M.L.S.)
004	Doctoral (Doctors) degree (e.g., Ph.D., Ed.D.)
005	First-professional degree other than JD (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or M.Div., M.H.L., B.D., or Ordination)
006	Juris Doctor (J.D.)
007	Associate's degree
008	Some college but no degree
009	Post high school formal award, certificate or diploma (more than or equal to one year)
010	Post high school formal award, certificate or diploma (less than one year)
011	Post high school graduate (Grade 13)
012	High school graduate--high school diploma or equivalent
013	No high school diploma
014	Certificate of Advanced Graduate Study (C.A.G.S.)

13a. If you do not have a college degree, please use the codes above to best describe your education.

— — —

13b. College Degree Number 1

Type of Degree (from the list above) \_\_\_\_\_

Name of College or University \_\_\_\_\_

Degree Subject \_\_\_\_\_

13c. College Degree Number 2

Type of Degree (from the list above) \_\_\_\_\_

Name of College or University \_\_\_\_\_

Degree Subject \_\_\_\_\_

13d. College Degree Number 3

Type of Degree (from the list above) \_\_\_\_\_

Name of College or University \_\_\_\_\_

Degree Subject \_\_\_\_\_



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**Teachers:** Please complete the questionnaire below, and then answer **Questions 14 and 15**.

### Highly Qualified Status Questionnaire

**A. Do you teach one of the following subjects? (Special Education teachers: If you are the sole person responsible for delivering any of the curriculum listed below, please consider yourself a subject area teacher):**

English, Reading/language arts, Math, Science, Foreign Languages, Civics and Government, Economics the Arts (Art/Visual Art, Dance, Theater, and Music), History, Geography

*Important: Early childhood, preschool and kindergarten teachers are considered to be elementary teachers and, therefore, must meet the Highly Qualified requirements. Please note that you must be "Highly Qualified" in each subject that you teach.*

Yes. Please continue.

No. Please stop here. You are not required to be Highly Qualified. There is no need to answer further questions. Please sign the end of the form.

**B. Do you have a Massachusetts teaching license?**

Yes. Please continue.

No. Please stop here as you are not considered Highly Qualified. Please proceed to Question 14.

**C. Is your teaching certification issued by waiver?** (In other words, your certification is not a full certification at either the initial, preliminary or professional level).

Yes. Please stop here as you are not considered Highly Qualified. Please proceed to Question 14.

No. Please continue.

**D. Do you have at least a Bachelor's Degree and have passed the Massachusetts Teacher Test for all subject areas that you are teaching?**

Yes. Please stop here. You are Highly Qualified. Please proceed to Question 14.

No. Please continue.

**E. Do you possess an academic major in the subject(s) that you are currently teaching? For example, a BA in English and you are teaching English.**

Yes. Please stop here. You are Highly Qualified. Please proceed to Question 14.

No. Please continue.

**F. Do you possess a graduate degree in the subject(s) that you are currently teaching? For example, a Master's Degree in History and you are a history teacher.**

Yes. Please stop here. You are Highly Qualified. Please proceed to Question 14.

No. Please continue.



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**G. Have you completed coursework, which would be considered equivalent to an undergraduate major in the subject(s) that you are currently teaching?**

Yes. Please stop here. You may be Highly Qualified. Your coursework will be reviewed. Please proceed to Question 14.

No. Please continue.

**H. Have you received National Board or American Board certification in the subject(s) that you are currently teaching?**

Yes. Please stop here. You are Highly Qualified. Please proceed to Question 14.

No. Please continue

**I. Have you previously developed a HOUSSE (High Objective Uniform State Standard of Evaluation) plan? This form looks very similar to the IPDP (Individual Professional Development Plan) that you may have developed to recertify your professional license.**

Yes. Please continue.

No. Please stop here. You may not be considered Highly Qualified. Please proceed to Question 14.

**J. If you did develop a HOUSSE plan, did you complete 120 of the PDP's by October 2, 2006?**

Yes. Please turn in a copy of your HOUSSE plan. You are likely to be Highly Qualified. Please proceed to Question 14.

No. Please stop here. You may not be considered Highly Qualified. Someone will contact you to follow up on this question. Please proceed to Question 14.

**14. Highly Qualified Teacher Status** - Now that you have completed the questionnaire, please indicate your status.

**Are you considered Highly Qualified?**

00 = Not Applicable

01 = Yes

02 = No



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### 15. What makes you Highly Qualified?

- 00 = Not Applicable.
- 01 = Has not yet demonstrated subject matter competency.
- 02 = Passed the Massachusetts Test for Educator Licensure (MTEL) appropriate Subject Matter Test.
- 03 = Completion of an appropriate academic major.
- 04 = Completion of an appropriate graduate degree.
- 05 = Completion of comparable coursework equivalent to an undergraduate academic matter.
- 06 = Advanced certification or credentialing.
- 07 = Massachusetts High Objective Uniform State Standard of Evaluation (HOUSSE\*): an approved Individual Professional Development Plan (IPDP) aligned with HOUSSE requirements.

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Signature

Date

**PLEASE Return form to Kristin McDaniel, Human Resources**