

Desk Audit Compliance Audit Checklist
Meeting the 100% HQT Requirement and
Equitable Distribution of Experienced, Highly Qualified Teachers

District/Charter: _____ **Reviewer:** _____

School: _____ **Desk Audit Review Date(s):** **Begin** May **End** May (100% HQT)
Begin Nov **End** Jan (updates on plans)

Date that data/documentation is available:

HQT data, including equitable distribution of experienced and highly qualified teachers is available in May.

Legislation/Regulation Authority:

Public Law PL 107-110, the No Child Left Behind Act of 2001 (ESEA: Elementary and Secondary Education Act), specifically: ESEA §1111(b)(8)(C) and ESEA §1112(c)(1)(L), ESEA §1119(a)(2)(A); ESEA §2122(a).

Intent of the Legislation/Regulation:

The ESEA legislation is an act to close the achievement gap with accountability, flexibility, and choice, so that no child is left behind.

Focus of Review:

To assure compliance with the 100% HQT requirement and with the equitable distribution of experienced and highly qualified teacher requirements, both in the ESEA statute. The district/charter is to have plans (described in the Consolidated Application) to: meet the 100% HQT requirement and to ensure that poor and minority students as well as English language learners and students with disabilities have equal access to experienced and highly qualified teachers.

Method of Assessment: (Check all that apply)

- Document Review
 - Requires district submission
 - Resides at DOE
- Data Analysis
 - Requires district submission
 - Resides at DOE

From 2007 to 2009 what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

Presentations at personnel directors' meetings, mailings to district/charter school HR staff.

Required District and Charter School Compliance Items of 100% HQT and Equitable Distribution of Experienced, Highly Qualified Teachers	Check in 2009-10? (Y/N)	Evidence	Compliance			Comments
			Yes	No	N/A	
District/charter has met the 100% HQT requirement	Y	DOE will review data; no district action needed				
Update on implementation of the plan (in the Consolidated Application) to meet the 100% HQT requirement	Y	Written update; other evidence, if available				
Update on implementation of the plan (in the Consolidated Application) to assure equitable distribution of experienced, highly qualified teachers	Y	Written update; other evidence, if available				