

LEA RECOMMENDATION FOR DESIGNATION AS “HIGHLY QUALIFIED”

For use by school units only.

last name	first name	middle name	maiden name
social security number	school unit and number	telephone number of personnel officer	

It is the responsibility of the employing LEA to follow the NCLB criteria for establishing that a teacher is “highly qualified.” The accountability for the recommendation provided on this form, should there be a federal audit, rests with the LEA.

The above teacher meets the NCLB “highly qualified” criteria for the licensure area

(please provide area and license code)

based on the following (check applicable item):

- ☐ Met testing in the area based on NC testing requirement
- ☐ Met testing in the area based on another state’s testing requirement (specify state: _____)
- ☐ Undergraduate academic major
- ☐ Coursework equivalent to an academic major
- ☐ Graduate degree
- ☐ Master’s level licensure or above
- ☐ NBPTS Certification

LEA

Signature of Superintendent or designated Personnel Administrator

Date