



ARIZONA HIGHLY QUALIFIED ATTESTATION FORM

This document is intended as a guidance tool for LEA use.

SPECIAL EDUCATION: Non-Teacher of Record (K-12)

To be completed by Special Education Teachers who are not the Teacher of Record to verify Highly Qualified status. Pursuant to requirements mandated by H.R. 1350, Sec. 602 – Individuals with Disabilities Education Improvement Act of 2004.

Definition of a Non-Teacher of Record

A Non-Teacher of Record is a Special Education teacher who **does not** directly instruct, evaluate or assign grades to students. Instead, the role is limited to providing Highly Qualified Teachers with consultation on the adaptation of curriculum, or the use of behavioral supports and interventions, or the selection of appropriate accommodations, or assisting students with study or organization skills, or reinforcing instruction the child has already received from a General Education Teacher who is Highly Qualified in that Core Academic Subject.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Employment Start Date (mm/yyyy) (Date of Hire):	

Please complete the following:

1. Holds a bachelor’s degree or a more advanced degree from an accredited institution.

AND

2. Holds a valid Arizona Special Education Certificate (A.R.S. §15-502.B) - Intern, Provisional, Reciprocal or Standard

- o **ALL SPED teachers must hold a valid AZ SPED certificate.**
- o HI and VI certificates do not apply to this attestation.

List Disability Area(s): _____

Teaching Assignment: _____
grades and # of periods taught in this disability area

If you met the requirements for 1 and 2 under federal guidelines, you are considered Highly Qualified.

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date

Note: SPED Teachers that are the “Teacher of Record” for part of the school day must also be Highly Qualified for this second teaching assignment.