

Non-Highly Qualified Corrective Action Plan

Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind

In the event that a teacher is determined to be not highly qualified in the core content area for which he/she is assigned, the Arizona Department of Education will require the development of a Corrective Action Plan. An acceptable Corrective Action Plan must outline the **most expedient means** for a teacher to reach the highly qualified status in the identified core content area(s).

**** PLEASE NOTE: Federal funds may be withheld for non-compliance. ****

Teacher Name:		School:	
USA:		Principal:	
Current Grade Level Assignment:		Non-Highly Qualified Content Area(s):	

✓ Check the appropriate box(es) and complete requested information below:

Elementary Certificates (K-5)
Approved Area(s) on Certificate/Endorsements:
Secondary Certificates (7-12)
Approved Area(s) on Certificate/Endorsements:
Special Education Certificates (K-12)
Disability Area(s)/Endorsements:
Other (Indicate in the Space Provided)

Indicate below the **specific steps** the teacher will take to become highly qualified in the content area/grade level identified above. Each step must be measurable. The Corrective Action Plan must outline the most expedient means of reaching the highly qualified status.

Completion of the Correction Action Plan is not to exceed: January 1, 2015

Action Step(s) to Reach Highly Qualified Status	Projected Completion Date

Your signature indicates your commitment to implementing the Corrective Action Plan indicated above:

Signature of Employee (Not Applicable if Vacant Position) Date

Signature of Building Administrator Date

Signature of Superintendent/Charter Representative Date