

Tulsa Public Schools
Division of Teaching and Learning
Department of Special Education and Student Services

To: Principals, All Special Education Teachers

From: Taylor L. Young, Ph.D.
Assistant Superintendent for Special Education and Student Services

Date: September 25, 2006

Re: HOUSSE Requirements for Special Education Teachers

In response to directives from the Federal Department of Education, the Oklahoma Department of Education has made changes to the HOUSSE requirements for special education teachers effective in this school year. These changes will alter the future requirements for employment for special education teachers in the State of Oklahoma.

The Oklahoma Department of Education has recently issued the new requirements on a rather short timeline. It is our intent to reduce your stress in regards to this topic as much as possible. Your assistance and patience during this time period will be greatly beneficial to all of us.

The Oklahoma Department of Education has indicated that elementary teachers who met the HOUSSE requirement in the 2005-06 school year will not need submit a new HOUSSE. However, TPS will need to verify each and every elementary HOUSSE form completed to ensure that official transcripts and documentation is on file in compliance with the State rules.

The new changes require special education teachers who teach core subjects, as defined by NCLB, to special education students as the teacher of record to either meet the HOUSSE requirements for each core subject taught or to have passed the State test leading to certification for each core subject taught. The NCLB-defined core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Art, Music, History and Geography.

To expedite the process of completing a HOUSSE application, the attached form must be completed and returned to Lynelle Burrows via email.

Upon receipt, Lynelle (in Human Resources) will verify your satisfactory teaching experience from 1981 to the present and will provide copies of the official transcripts which you have on file in HR. If you have more recent transcripts which are not on file with HR, you need to request them immediately from your university.

Several mandatory information meetings are being scheduled for you so that you may hear, first hand, the issues related to the changes and how the District will implement the required changes.

Therefore, two mandatory meetings are being scheduled on the following dates:

September 27, 2006 at 3:30 p.m. – Nathan Hale High School in the auditorium for elementary school special education teachers.

September 28, 2006 at 4:00 p.m. – Nathan Hale High School in the auditorium for secondary and alternative school special education teachers.

At the conclusion of these meetings, ESC special education staff will be scheduling individual appointments with you to assist in the completion and verification of your HOUSSE form.

Directions at Nathan Hale: Park in the East parking lot, enter through east door, go to the second floor, right at the top of the stairs, enter double doors on west wall.

I have attached, for your review, a series of questions and answers developed by the Oklahoma Department of Education to the most frequently asked questions regarding HOUSSE.