

PLEASANTVILLE SCHOOL DISTRICT -HQ STATUS REPORT: 2013



DIRECTIONS:

Part A: For all Certificated Staff.

Please complete the form titled **HQS Form PPS 2013**. If you previously established your HQ Status with the district you do **NOT** need to provide any supporting documentation. It is assumed that you previously supplied the appropriate documentation. Once completed please e-mail to HQS@pps-nj.us. For all certificated staff who have **never** documented their HQ status with the district please move on to **Part C after reading Part B.**

Part B: The following Certificated Staff need to complete only the top two portions, “Staff Information” and Certifications of the HQS Form PPS and are NOT required to establish HQ status:

- Preschool teachers
- Health/Physical Education
- Educational Services Personnel
 Librarians/Guidance/ LDT-Cs, Psychologists, Social Workers/ Speech-Language Specialists
- Business
- School nurses
- Family and Consumer Science
- Technological Literacy & Technical Education
- Special education teachers providing in-class resource programs
- Special education teachers providing consultation as a service P-12
- Teachers of gifted and talented who do not provide direct instruction

Part C: For staff that has never completed HQ Documentation please complete the appropriate HQ Approved Form. They are found in the attachment entitled HQ Approved Forms 2013. Please complete a Form for each content area you are currently teaching.

- Form A: Holders of Elementary Education and Special Education Certifications Teaching Elementary Grades and Content.
- Form B: Holders of Elementary Certificates Teaching Middle Grades (Departmentalized) or Secondary Basic Skills.
- Form C: Holders of Middle/Secondary Education Content Area Certificates Teaching in Middle and Secondary Schools.
- Form D: Holders of Special Education Certificates Teaching in Departmentalized Settings.
- Form E: Holders of K-12 Content Area or ESL Certificates.

Part D: For staff who were declared HQ in another district

Please make arrangements to obtain a copy of the appropriate forms from your prior district. This is particularly important if you are relying on the HOUSE Matrix. However, you must still complete HQS Form PPS.

**Please note the HOUSE matrix is no longer available to establish HQ Status
for any new teaching assignment.**

PLEASE COMPLETE THE ABOVE NO LATER THAN

November 1, 2013

RETURN ALL DOCUMENTATION TO HUMAN RESOURCES

Questions e-mail HQS@pps-nj.us