

Instructions for LEA

Complete one worksheet for each nonpublic school/off-campus program teacher assigned to students from your LEA. List the courses in which each student is enrolled with the teacher. Identify whether the teacher meets certification requirements for this course via standard SBEC certification or HOUSSE. Attach the following documents to this worksheet:

- Copy of the teacher’s SBEC certification
- HOUSSE worksheet completed by appropriate LEA personnel, if applicable

Certification Verification

Name of Nonpublic School or Off-Campus Program

LEA Name

Name of Teacher

Name and Title of LEA Staff Completing Form

Area(s) of SBEC Certification

Date Completed

Student	Enrolled Course(s)	Teacher is SBEC certified for course(s)	If No: Teacher meets HOUSSE requirements for course(s)
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No