Building Administrators HQT Instruction Sheet
Fall 2013

Directions for Building Administrators:

1) Obtain the HQT Status Sheets (sample included) from the EMIS coordinator following the first submission of the EMIS October report each school year.

2) Instruct all K-12 core academic subject teachers to complete the appropriate HQT Worksheet form(s) (Form A, Form A-Exception, Form B, Form B-Exception, Form C, Form C-Exception, Form D and/or Form E) for all current teaching assignment(s) and include copies of supporting documentation, *and* complete the Ohio Highly Qualified Teacher Status Sheet for EMIS.

3) Keep HQT forms and documentation on file. Follow local policies and procedures for record retention.

4) Instruct staff to complete, sign and date the Ohio Highly Qualified Teacher Status Sheet. The status sheets should be returned to the building administrator for filing with the district EMIS coordinator.

5) Complete the Principal's Recording Sheet for HQT Status, listing all teachers of core academic subjects.

6) Have instructional paraprofessionals in Title I schools or working in Title I programs complete Form F and attach supporting documentation. Complete the Principal's Recording Sheet for Qualified Instructional Paraprofessionals. This information will be submitted through EMIS as part of the October reporting period.

7) Have tutors in Title I schools or working in Title I programs complete the appropriate HQT Worksheet form(s) for their current assignment(s) (Form A, Form A-Exception, Form B, Form B-Exception, Form C, Form C-Exception, Form D and/or Form E) and attach supporting documentation. Since this is not reported in EMIS, it should be kept on file.

Filing Instructions for Building Administrators:

1) The original copy of the completed Ohio Highly Qualified Teacher Status Sheet and Principal's Recording Sheet for all core academic teachers should be kept on file.

2) Building administrators should submit a copy of the Ohio Highly Qualified Teacher Status Sheet and the Principal's Recording Sheet for HQT to the EMIS coordinator for entry into the EMIS October report.

3) Submit a status report for the instructional paraprofessionals in Title I schools or working in Title I programs (see page 26, *Who Must Meet These Requirements* section).

If you have questions or need additional support in meeting these federal requirements, please consult the Ohio Department of Education website: www.education.ohio.gov. Send your questions to: hqt@education.ohio.gov.