

**HIGHLY QUALIFIED TEACHERS  
REPORT EXPLANATION  
.TXT\_CCYYK\_STF\_COURSE\_HQT\_NO  
.TXT\_CCYYK\_STF\_COURSE\_HQT\_YES  
.CSV\_CCYYK\_STF\_COURSE\_HQT\_ALL  
.TXT\_CCYYK\_STF\_COURSE\_HQT\_PROV**

**Education Management Information System (EMIS)**



Revision Date October 20, 2008

**Prepared by  
Office of Information Policy and Management**

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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 8, 2006		Created from report, SAS and COBOL programs; valid for FY07 October (K) reporting period
November 15, 2006	IPM, ODE	Added clarification of numbers on summary page, excluded "I" as HQT value on report.
August 15, 2007	IPM, ODE/McKeand/Assoon	Deleted "Self-Contained" Subject Area Category
August 20, 2008	Bkm	Revised for FY09. Deleted Location IRN Number Element from Table and added HQT IRN Element.

## Report Overview

### *General Description and Significance*

These reports give the district an opportunity to view the Highly Qualified Teacher information as it has been recorded at ODE. It presents four different views for criteria of the course type and course code:

The CSV file lists all teachers.

The HQT YES text file profiles all teachers who are Highly Qualified.

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The HQT NO text file profiles all teachers who are not Highly Qualified.  
 The HQT PROV text profiles service providers who contract with regular districts.

From these reports, a district can ascertain whether or not its Highly Qualified Teacher information has been correctly submitted to ODE.

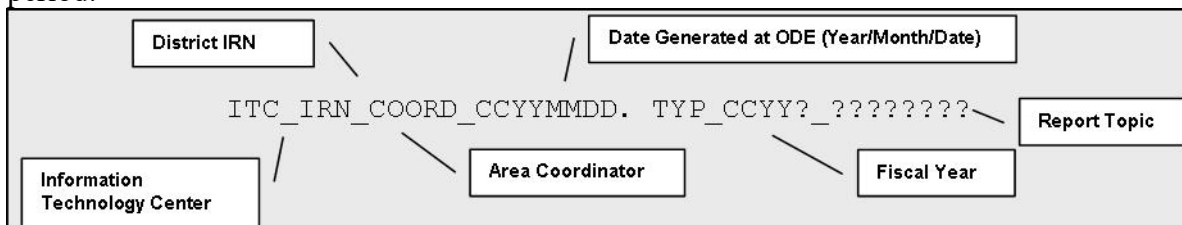
**Tips for Reading This Document**

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in BOLD SMALL CAPITAL LETTERS.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYYP denotes the century and year and processing period.

**Report Name and Timing**

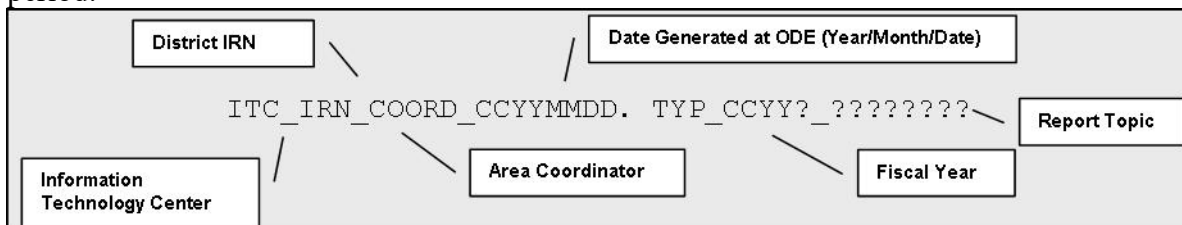
The file name for the HQT NO report is:

**ITC\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_COURSE\_HQT\_NO**; its components are described below. This report is produced during the October (K) reporting period.



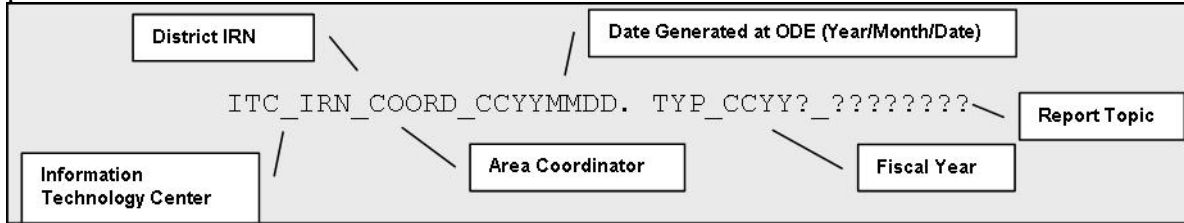
The file name for HQT YES report is:

**ITC\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_COURSE\_HQT\_YES**; its components are described below. This report is produced during the October (K) reporting period.

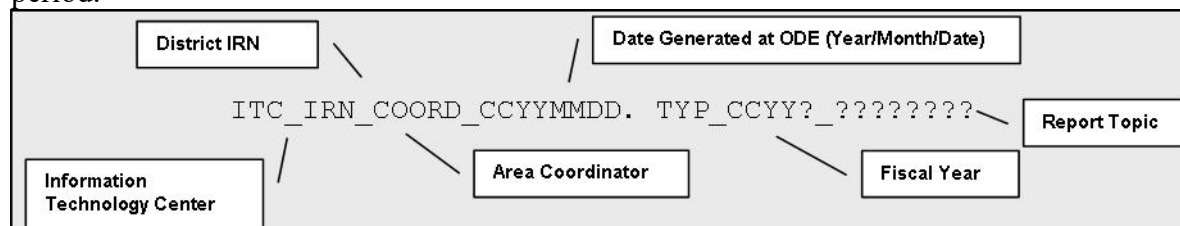


The file name for comma-delimited report is:

**ITC\_IRN\_COORD\_CCYYMMDD.CSV\_CCYYK\_STF\_COURSE\_HQT\_ALL**; its components are described below. This report is produced during the October (K) reporting period.



The file name for the HQT PROV report is:  
**ITC\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_COURSE\_HQT\_PROV**; its components are described below. This report is produced during the October (K) reporting period.



## ODE Processing

### Process Description

The **COURSE MASTER** file is submitted by districts and collected during the week-end process. The **ACGR** file is a staff course aggregation process that provides counts of students by grade/race/gender which is then submitted to ODE.

After these data have been collected, a program extracts the data for all teachers against whom the Highly Qualified Teacher determination is made.

Each of the four reports is distributed, through its ITC, to any district that submitted data during the processing week.

### Data Source

The primary sources for this data are the **COURSE MASTER** file submitted by the district, **STAFF DEMOGRAPHICS** and **OEDS**.

### Submitted Data Used in Report

The data listed below are either included in the output or are used in filtering and/or calculations:

Element Name	Record Field #	File Name	Special Notes
COURSE TYPE	CN130	<i>Course Master</i>	
DISTRICT IRN	CN040	<i>Course Master</i>	Used to find GRS Course records
EMPLOYEE ID	CN070	<i>Course Master</i>	
HIGHLY QUALIFIED TEACHER	CN260	<i>Course Master</i>	
LOCAL CLASS CODE	CN060	<i>Course Master</i>	Used to find GRS Course records
SUBJECT CODE	CN050	<i>Course Master</i>	
POSITION STATUS	CK070	<i>Staff Employment</i>	
AREA COORDINATOR		<i>OEDS</i>	

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Element Name	Record Field #	File Name	Special Notes
BUILDING NAME		<i>OEDS</i>	
COUNTY		<i>OEDS</i>	
DISTRICT NAME		<i>OEDS</i>	
ITC		<i>OEDS</i>	
SCHOOL TYPE		<i>OEDS</i>	
GRADE LEVEL	G1130	<i>Student Demographic</i>	
MAPPED LCC		<i>Cross Reference File in aggregation process</i>	
COUNT	A4220	<i>ACGR</i>	Number from zero to 9999
SCHOOL LEVEL		<i>HQTCYY_MASTER_COURSE_ALL.DAT</i>	“E” = Elementary, “H” = High School, “N” = no enrollment data available
LOWEST GRADE LEVEL		<i>HQTCYY_MASTER_COURSE_ALL.DAT</i>	2-character GRADE LEVEL, if no enrollment, value = “#”
HIGHEST GRADE LEVEL		<i>HQTCYY_MASTER_COURSE_ALL.DAT</i>	2-character GRADE LEVEL, if no enrollment, value = “#”
<a href="#">SUBJECT AREA FLAG</a>		<i>HQTCYY_MASTER_COURSE_ALL.DAT</i>	

### Derived Data Used in Report

These data are not submitted by the district but are derived during the aggregations or the ODE process.

### Report Selection Criteria

The SAS program filters Course Master and GRS Course records using the following criteria:

- EMPLOYEE ID not = ‘999999999’
- COURSE TYPE not =, ‘S01’, ‘I00’, ‘D00’, ‘G00’, ‘X01’, ‘X02’, ‘D08’, ‘P08’
- MAPPED LCC = spaces
- COURSE CODE =

SUBJECT AREA 1:  
'080312','080315',

SUBJECT AREA 2:  
'050337','050600'

SUBJECT AREA 3:  
'122000','120000','120300','120400','120500', '120800','129926','129999', '321700'

SUBJECT AREA 4:

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'020012','020100','020101','020210','020240','020242','020250','020270','020280','020290','029902','020320','029100','029110','029120','029130','029999','321650','322300','322350','322750'

SUBJECT AREA 5:

'150300','159950','159960','150305','150308'

SUBJECT AREA 6:

'150600','159930','159940','150610','031800','320950'

SUBJECT AREA 7:

'050014','050220','050300','050400','050403','050500','050545','059920','059930','059999','050152','050154','050156','050160','050170','050180','050190','050102','050104','050106','050119','051905','030600','250510','250519','320200','321900','321950','322000','322050','322650'

SUBJECT AREA 8:

'060101','060102','060103','060104','060107','060218','060221','060227','060230','060235','060245','060250','060255','060265','060900','060207','061050','069914','069916','069922','069930','069915','069935','069925','069910','069918','069912','069920','069951','069952','069953','069954','069955','069956','069957','069958','069959','069960','069961','069962','069963','320250','320300','320350','320400','320450','320500','320550','320600','320650','320700','320750','320800','320850'

SUBJECT AREA 9:

'150700','152820','150701','321000'

SUBJECT AREA 10:

'150807','152310','152410','150888','150810','152300','152400','150890','152810','152600','152700','321050','321100'

SUBJECT AREA 11:

'110003','110150','110175','110050','110301','111200','110302','110099','110010','110020','110030','110040','110190','110480','110490','110500','111950','111300','111600','111850','111500','119550','110600','119930','119960','119999','030500','251110','320050','320150','321800','321850','322600'

SUBJECT AREA 12:

'132110','132120','132130','132212','132214','132216','132900','132220','132230','132350','132240','130301','130302','132330','132326','132340','132325','139903','139905','139940','139950','139906','139930','139999','251310','321350','321400','321450','321550','322400','322450','322800'

- POSITION CODE not = “P” or “U”

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If the STATE EQUIVALENT GRADE LEVEL is

- *PS or 1-6*
- 7-23
- Not available

School Level is

Elementary School level, “E”

High School level, “H”

Neither, “N”

If the class enrollment includes students from both levels, the greater percentage determines whether the counts are included at the high school or the elementary school level.

## Report Sample, HQT NO

### *Header Information*

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district. That is followed by the building name and the building IRN on the first two sections of the report, those which report building data. The third section of the report contains a district summary and no building information is printed in the header.

NOTE: only sample pages of the report are shown, therefore the total district numbers will not necessarily match the building numbers and the building numbers will not necessarily match the staff listing numbers

### *Detail Information*

There are three sections of detail:

- staff within a building
- building information with enrollments and grade levels/subjects
- district information with enrollments and grade levels/subjects

The first section of the report presents building information. Each staff member who does not meet the High Quality Teacher standard has data printed, i.e. staff that do not have a value of “1”, “2”, “3”, “5”, “6”, “7”, “8” or “9”. There is a teacher identifier line that contains the Staff ID and Staff Name.

The teacher identifier line is followed by lines containing:

- **LOCAL CLASS CODE** As submitted
- **HQT** Other than “1”-“3”, “5”-“9”
- **DESC** “N” - Not met

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- **COURSE TYPE** As submitted
- **COURSE CODE** As submitted
- **COURSE NAME** from derived *Subject-Name* file
- **LOWEST GRADE LEVEL** as determined from enrollment check in SAS program
- **HIGHEST GRADE LEVEL** as determined from enrollment check in SAS program

The second section of the report presents building totals in two subsets:

**Courses with enrollment: those that do not have ## as the lowest and highest grade levels**

<a href="#">Subject Area/Grade Level</a>	HS or Elem, abbreviated course name
Number of <a href="#">Core Courses</a> , HQT	Sum of courses in which teacher is HQT
Total number <a href="#">Core Courses</a>	Sum of all core courses in this building, includes courses on the YES report and the NO report.
Percent by HQT	Number HQT (column 1)/Total Number (column 2)
Percent <u>not</u> HQT	100% - Percent HQT (column 3)

**Courses with no enrollment: those that do have ## as the lowest and highest grade levels**

<a href="#">Subject Area/Grade Level</a>	HS or Elem, abbreviated course name
Number of <a href="#">Core Courses</a> , HQT	Sum of courses in which teacher is HQT
Total number <a href="#">Core Courses</a>	Sum of all core courses in this building, includes courses on the YES report and the NO report.
Percent by HQT	Number HQT (column 1)/Total Number (column 2)
Percent <u>not</u> HQT	100% - Percent HQT (column 3)

The third section of the report presents the district totals in the same format as each building total was presented.

SOURCE: FY 2009K EMIS DATA

Office of Information Policy and Management  
 Education Management Information System  
 Staff Data submitted to ODE as of 02/16/2009  
 COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
 INCLUDES ALL COURSES WITH HQT = \*

Page: 1  
 Rpt Period: K

District: Good City SD  
 IRN: 444444 County: Cuyahoga

Information Technology Center: LNOCA  
 Area Coordinator: 08

HQT Building: Good High School  
 IRN: 333333

STAFF ID: OH1111111 STAFF NAME: WASHINGTON, GEORGE

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
1600-5125-01	N	N	R00	050600	Theatre Arts	10	12

STAFF ID: KU0000000 STAFF NAME: ADAMS, ABILGAIL

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
1600-2151-01	N	N	D01	111950	Intervention Mathematics	10	11
1600-2151-02	N	N	D01	111950	Intervention Mathematics	09	12
1600-2152-01	N	N	D01	111950	Intervention Mathematics	10	11
1600-2152-02	N	N	D01	111950	Intervention Mathematics	09	12
3600-2151-02	N	N	D01	111950	Intervention Mathematics	#	#

NOTE:

# will appear if there are no students enrolled in a course.

\* HQT: Y - Highly Qualified, N - Not Highly Qualified.

\*\* DESC: N - Teacher does NOT meet def of Highly Qualified Teacher for course  
 I - Not applicable; not core course OR course type isn't eval. for HQT



Program: COURSE\_HQT\_NO\_2009K  
SOURCE: FY 2009K EMIS DATA

Ohio Department of Education  
Office of Policy and Management  
Education Management Information System  
Staff Data submitted to ODE as of 02/16/2009  
COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = \*

Date: 02/25/2009  
Page: 2  
Rpt Period: K

District: Good City SD  
IRN: 444444 County: Cuyahoga

Information Technology Center: LNOCA  
Area Coordinator: 08

HQT Building: Good High School  
IRN: 333333

Totals for the Building Good High School (333333)

Courses with Students Enrolled

Course Subject/Grade Level	# of Core Courses taught by Teachers identified as HQT	# of Core Courses with students enrolled	% of Core Courses taught by Teachers identified as HQT	% of Core Courses NOT taught by Teachers identified as HQT
Elementary Courses	0	0	0	0
High School - ARTS	20	21	95	5
High School - Civics & Gvmt	0	0	0	0
High School - Economics	0	0	0	0
High School - Eng/LA/Reading	48	48	100	0
High School - Foreign Lang	26	26	100	0
High School - Geography	0	0	0	0
High School - History	35	35	100	0
High School - Mathematics	49	53	92	8
High School - Science	27	27	100	0

Courses with NO Students Enrolled

Course Subject	# of Courses with NO enrollment rptd, taught by HQT	# of Courses with NO enrollment rptd	% of courses with NO enrollment rptd, taught by HQT	% of courses with NO enrollment rptd, NOT taught by HQT
Arts	0	0	0	0
Civics & Government	0	0	0	0
Economics	0	0	0	0
English/Lang Arts/Reading	2	2	100	0
Foreign Language	0	0	0	0
Geography	0	0	0	0
History	0	0	0	0
Mathematics	0	1	0	100
Science	2	2	100	0

## Report Samples, Yes

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### *Detail Information*

There are three sections of detail:

- staff within a building
- building information with enrollments and grade level/subjects
- district information with enrollments and grade level/subjects

The first section of the report presents building information. Each staff member who meets the High Quality Teacher standard has data printed, i.e. staff that have a HQT value of “1”, “2”, “3”, “5”, “6”, “7”, “8” or “9”. There is a teacher identifier line that contains the **STAFF ID** and **STAFF NAME**.

The teacher identifier line is followed by lines containing:

- **LOCAL CLASS CODE** As submitted
- **HQT** “Y”
- **DESC** Only “1”-“3”, “5”-“9”
- **COURSE TYPE** As submitted
- **COURSE CODE** As submitted
- **COURSE NAME** from a *Subject Name* file

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- **LOWEST GRADE LEVEL** as determined from enrollment check in intermediate program
- **HIGHEST GRADE LEVEL** as determined from enrollment check in intermediate program

The second section of the report presents building totals in two subsets:  
Courses with enrollment  
Courses with no enrollment

The detail lines under each subset contain:

<u>Course subject/Grade Level</u>	HS or Elem, abbreviated course name
Number of <u>Core Courses</u> , HQT	Sum of courses in which teacher is HQT
Total number <u>Core Courses</u>	Sum of all core courses in this building
Percent by HQT	Number HQT/Total Number
Percent <u>not</u> HQT	100% - Percent by HQT

The third section of the report presents the district totals in the same format as each building total was presented.

Program: COURSE\_HQT\_YES\_2009K  
 SOURCE: FY 2009K EMIS DATA

Ohio Department of Education  
 Office of Policy Information and Management  
 Education Management Information System  
 Staff Data submitted to ODE as of 03/03/2009  
 COURSES TAUGHT BY HIGHLY QUALIFIED TEACHERS  
 INCLUDES ALL COURSES WITH HQT = 1-9

Date: 03/05/2009  
 Page: 101  
 Rpt Period: K

District: A-One City SD  
 IRN: 040404 County: Stark

Information Technology Center: SPARCC  
 Area Coordinator: 07

HQT Building: WhataGood Elementary School  
 IRN: 141414

STAFF ID: UA0000000 STAFF NAME: WASHINGTON, MARTHA.

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 000402 01	Y	6	E04	132110	Science (PreK-3)	KG	KG

STAFF ID: BW2222222 STAFF NAME: TAFT, WILLIAM H

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 002601 01	Y	3	R00	132110	Science (PreK-3)	02	03
613008 002602 01	Y	3	R00	132110	Science (PreK-3)	02	02

STAFF ID: PA4444444 STAFF NAME: GRANT, ULYSSYS H

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 008944 01	Y	9	D01	132110	Science (PreK-3)	KG	02

NOTE:

# will appear if there are no students enrolled in a course.  
 \* HQT: Y - Highly Qualified, N - Not Highly Qualified.

\*\* DESC: 1 - NTE/Praxis II - State Licensing Exam, 2 - Academic major or 30 hours in content area, 3 - Masters Degree,  
 5 - 8-year Professional Certificate, 6 - Permanent Certificate, 7 - National Board Certification,  
 8 - Expanded HQT Rubric, 9 - 90 Completed and Approved Clock Hours of Professional Development (LPDC)



## Report Samples, PROV

### *Header Information*

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NOTE: only sample pages of the report are shown, therefore the total district numbers will not necessarily match the building numbers and the building numbers will not necessarily match the staff listing numbers.

### *Detail Information*

There are three sections of detail:

- staff within a building
- building information, staff information
- district information , HQT status, grade level/subjects

The first section of the report presents building information. Each staff member who meets the High Quality Teacher standard has data printed, i.e. staff that have a HQT value of “1”, “2”, “3”, “5”, “6”, “7”, “8” or “9”. There is a teacher identifier line that contains the **STAFF ID** and **STAFF NAME**.

The teacher identifier line is followed by lines containing:

- **RPRT DISTR IRN** As submitted
- **REPORTING DISTRICT NAME**
- **LOCAL CLASS CODE**
- **HQT** Y or N
- **COURSE TYPE** As submitted
- **COURSE CODE** As submitted
- **COURSE NAME** from a *Subject Name* file
- **LOWEST GRADE LEVEL** 1-9
- **HIGHEST GRADE LEVEL** 1-12

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Program: EMIS\_STAFF\_HQT\_PROV\_RPT\_2009K Ohio Department of Education Date: 03/28/2009  
 SOURCE: HQT2009\_MASTER\_COURSE\_ALL\_PROV Office of Information Policy and Management Page: 2  
 EMIS REPORT: TXT\_2009K\_STF\_COURSE\_HQT\_PROV Education Management Information System Rpt Period: K  
 COURSES TAUGHT BY HIGHLY/NOT HIGHLY QUALIFIED TEACHERS AS REPORTED BY CONTRACTING DISTRICT  
 INCLUDES ALL COURSES WITH HQT = \*, 1-9

Provider District: Anaheim City SD Information Technology Center: LNOCA  
 Provider IRN: 555555 County: Waddle Area Coordinator: 00

HQT Building Name: IMAC  
 HQT IRN: 000905

STAFF ID: UK2021776 STAFF NAME: Hopalong, Gerald

RPT DIST	REPORTING (RPT)				COURSE	COURSE		LOWEST	HIGHEST
IRN	DISTRICT NAME	LOCAL CLASS CODE	HQT*	DESC**	TYPE	CODE	COURSE NAME	GR LEV	GR LEV
111111	IPOD	BIFF- 31066-01	Y	6	VA1	050160	Integrated English Language Arts	09	11
111111	IPOD	BIFF -31067-01	Y	6	R00	050160	Integrated English Language Arts	10	10
111111	IPOD	BIFF -32066-01	Y	6	VA1	050170	Integrated English Language Arts	09	11
111111	IPOD	BIFF -32067-01	Y	6	R00	050170	Integrated English Language Arts	10	11
111111	IPOD	BIFF -33066-01	Y	6	VA1	050180	Integrated English Language Arts	11	12
111111	IPOD	BIFF -33067-01	Y	6	R00	050180	Integrated English Language Arts	10	12
111111	IPOD	BIFF -34166-01	Y	6	VA1	050190	Integrated English Language Arts	11	12
111111	IPOD	BIFF -34167-01	Y	6	R00	050190	Integrated English Language Arts	#	#



## Report Sample, CVS file

### *CSV File Format, General Information*

This Comma Separated Value (CSV) format file contains a record for each staff member in a district that is expected to submit data during any reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District	District	County Name
IRN	Name	
012345	My District	Franklin

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.*

### *Header Information*

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains:

FIELD NAME
BLDG-IRN
BLDG-NAME
HQT
TEACHER-ID

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Revision Date October 20, 2008

TEACHER-NAME
LOCAL-CLASSROOM- CODE
COURSE-TYPE
SUBJECT-CODE
SUBJECT-NAME
CORE-SUBJECT-AREA
LOWEST-ENRL- STUDENT-GRADE
HIGHEST-ENRL- STUDENT-GRADE
HQT-DEFINITION
STAFF-DATA- SUBMITTED-TO-ODE-AS- OF

### ***Detail Information***

Each detail line in the CSV file contains data pertaining to a staff member whose records were submitted by the district.

<b>FIELD NAME</b>
COURSE TYPE
DISTRICT IRN
EMPLOYEE ID
HIGHLY QUALIFIED TEACHER
LOCAL CLASS CODE
HQT IRN NUMBER
SUBJECT CODE
POSITION STATUS
AREA COORDINATOR
BUILDING NAME
COUNTY
DISTRICT NAME
ITC
GRADE LEVEL
SCHOOL LEVEL
LOWEST GRADE LEVEL
HIGHEST GRADE LEVEL

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SUBJECT AREA FLAG
SUBJECT NAME

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Bldg-IRN,Bldg-Name,HQT,Teacher-ID,Teacher-Name,Local-Classroom-Code,Course-Type,Subject-Code,Subject-Name,Core-Subject-Area,Lowest-Enrl-Student-Grade,Highest-Enrl-Student-Grade,HQT-Definition,Staff-Data-Submitted-to-ODE-as-of

010101,"A-One High School",Y,XU4444444,"SMITH JR., JOHN W.",1601-9120E-05,VV3,250510,CBI Language Arts,English/Language Arts/Reading,10,12,"2 - Academic major or 30 hours in content area",20060127

010101,"A-One High School (Integrated)",Y,XU4444444,"SMITH JR., JOHN W.",1601-9122-05,VV3,152300,History,History,09,10,"2 - Academic major or 30 hours in content area",20060127

050505,"As-Good-As-It-Gets",Y,OH6666666,"BROWN, JAMES A.",1601-8700-01,D01,150300,Government,Civics & Government,11,12,"1 - NTE/Praxis II - State Licensing Exam",20060127

050505,"As-Good-As-It-Gets",Y,OS1111111,"JONES, NANCY C.",1601-8400-01,VA1,050545,Applied Communications,English/Language Arts/Reading,11,12,"2 - Academic major or 30 hours in content area",20060127

050505,"As-Good-As-It-Gets",Y,OH2222222,"GREEN, MARY A.",1601-6812-01,R00,050170,Integrated English Language Arts II,English/Language Arts/Reading,09,09,"1 - NTE/Praxis II - State Licensing Exam",20060127

050505,"As-Good-As-It-Gets",Y,OH2222222,"GREEN, MARY A.",1601-7812-01,R00,050170,Integrated English Language Arts II,English/Language Arts/Reading,09,10,"1 - NTE/Praxis II - State Licensing Exam",20060127

NOTE: Spaces are displayed between each record for readability and record "wraps around" to a second or third line, but this does not happen in the actual file

## Error Detection and Correction

If there is a discrepancy between the data on any of these reports and the district's data, the **Course Master** and **Staff Employment** values should be verified. The elements that will most directly affect these reports are listed below.

- COURSE TYPE
- DISTRICT IRN
- EMPLOYEE ID
- HIGHLY QUALIFIED TEACHER
- LOCAL CLASS CODE
- HQT IRN NUMBER
- SUBJECT CODE
- POSITION STATUS

If there are no enrollment numbers when districts expect them, the data in the **Student Course** should be verified, particularly the LOCAL CLASSROOM CODE.

The GRADE LEVEL of the **Student Demographic** might impact the numbers on the Elementary and High School detail lines.

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