

**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 January 11, 2010

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

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Revision Date January 11, 2010

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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.  |
| January 11, 2010  | Bkm                     | Added Science course subject codes "139997" and "139998" and revised for FY10 K. Added logic for Position Start Date and Position Separation Date. Added Elements to Data Source Table. Deleted Course Type 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. The CSV file lists all teachers.

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

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.

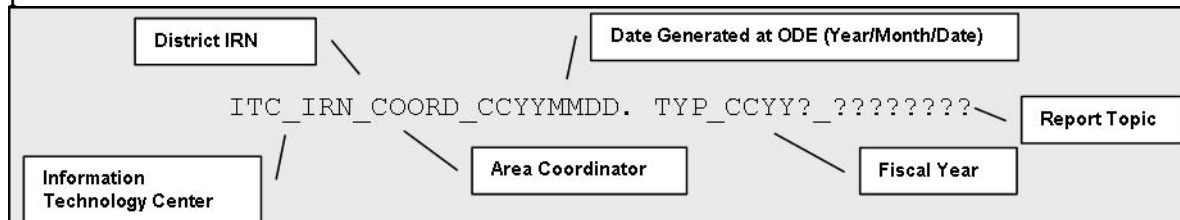
### *Tips for Reading This Document*

- 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**.
- CCYYP denotes the century and year and processing period.

## Report Name and Timing

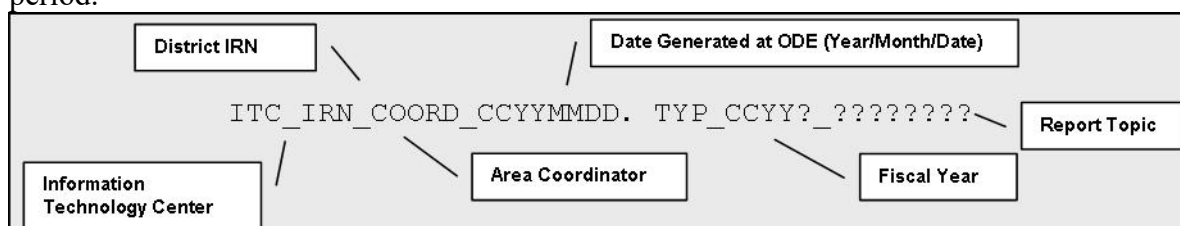
The file name for the HQT NO report is:

**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.



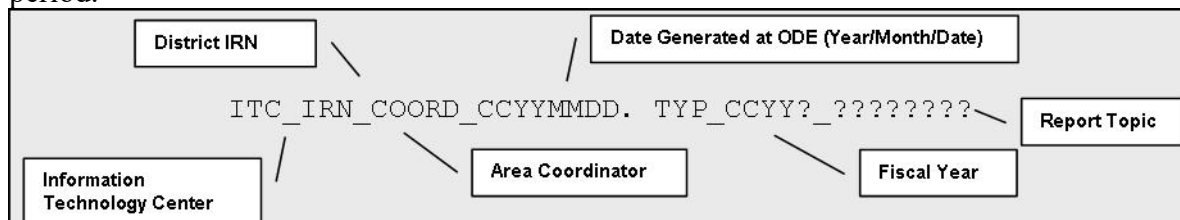
The file name for HQT YES report is:

**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.



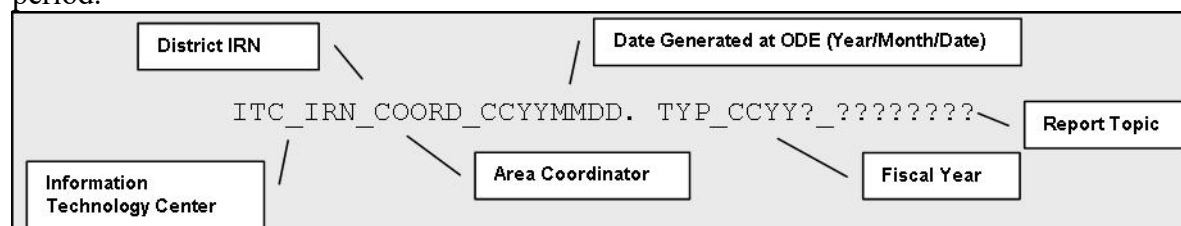
The file name for comma-delimited report is:

**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:

| Ch 5<br>Element<br>Name        | Rpt<br>Per | RMS field                | RMS file            | ODS<br>column | ODS<br>table | EMIS<br>column | EMIS<br>Table |
|--------------------------------|------------|--------------------------|---------------------|---------------|--------------|----------------|---------------|
| CURRICULUM                     | K          | CURRICULUM_CODE          | MASTER_COURSE_CCYYK |               |              |                |               |
| DELIVERY<br>METHOD             | K          | DELVRV_MTHD              | MASTER_COURSE_CCYYK |               |              |                |               |
| DISTRICT IRN                   | K          | DIST_IRN                 | MASTER_COURSE_CCYYK |               |              |                |               |
| EDUCATIONA<br>L OPTION         | K          | EDUC_OPTION              | MASTER_COURSE_CCYYK |               |              |                |               |
| EMPLOYEE ID                    | K          | TEACH_SSN                | MASTER_COURSE_CCYYK |               |              |                |               |
| HIGHLY<br>QUALIFIED<br>TEACHER | K          | HIGHLY_QUAL_CRI<br>TERIA | MASTER_COURSE_CCYYK |               |              |                |               |

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|                                   |   |                    |                                      |  |  |  |  |
|-----------------------------------|---|--------------------|--------------------------------------|--|--|--|--|
| LOCAL CLASS CODE                  | K | LOCAL_CLASS_CODE   | MASTER_COURSE_CCYYK                  |  |  |  |  |
| HQT IRN                           | K | HQT_IRN            | MASTER_COURSE_CCYYK                  |  |  |  |  |
| STUDENT POPULATION                | K | STDNT_POPULATION   | MASTER_COURSE_CCYYK                  |  |  |  |  |
| SUBJECT CODE                      | K | COURSE_CODE        | MASTER_COURSE_CCYYK                  |  |  |  |  |
| POSITION STATUS                   | K | JOB_POS_STATUS     | STAFF_JOB_CCYYK                      |  |  |  |  |
| AREA COORDINATOR                  | K | OEDS-COORDINATOR   | VXOEDS                               |  |  |  |  |
| BUILDING NAME                     | K | OEDS-ENT-NAME      | VXOEDS                               |  |  |  |  |
| COUNTY                            | K | OEDS-COUNTY-NAME   | VXOEDS                               |  |  |  |  |
| DISTRICT NAME                     | K | OEDS-ENT-NAME      | VXOEDS                               |  |  |  |  |
| ITC                               | K | OEDS-ENT-NAME      | VXOEDS                               |  |  |  |  |
|                                   | K | OEDS-DISTRICT-TYPE | VXOEDS                               |  |  |  |  |
| GRADE LEVEL                       | K | EQUIV_GRD_LEV      | GRS_COURSE_CCYYK                     |  |  |  |  |
| SCHOOL LEVEL                      |   |                    | <i>HQTCCYY_MASTER COURSE_ALL.DAT</i> |  |  |  |  |
| LOWEST GRADE LEVEL                |   |                    | <i>HQTCCYY_MASTER COURSE_ALL.DAT</i> |  |  |  |  |
| HIGHEST GRADE LEVEL               |   |                    | <i>HQTCCYY_MASTER COURSE_ALL.DAT</i> |  |  |  |  |
| <a href="#">SUBJECT AREA FLAG</a> |   |                    | <i>HQTCCYY_MASTER COURSE_ALL.DAT</i> |  |  |  |  |
| SUBJECT NAME                      |   |                    | <i>HQTCCYY_MASTER_COURSE_ALL.DAT</i> |  |  |  |  |

### Report Selection Criteria

The 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 = (see HQT Core Course codes below)

The HQT CORE COURSE categories are as follows:

#### Dance Codes

'080312','080315'

#### Drama/Theatre Arts

'050337','050600','321750'

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## Music Codes

'122000','120000','120300','120400','120500','120800','129926','129999','321700'

## Visual Arts Codes

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

## Civics &amp; Government

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

## Economics

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

## English/Language Arts/Reading

'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'

## Foreign Language

'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',

## Geography

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

## History

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

## Mathematics

'110003','110150','110175','110050','110301','111200','110302','110099','110010','110020',  
'110030','110040','110190','110480','110490','110500','111950','111300','111600','11185',  
'111500','119550','110600','119930','119960','119999','030500','251110','320050',  
'320150','321800','321850','322600'

## Science

'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','139997','139998'

- POSITION CODE not = "P" or "U"
- If the *State Equivalent Grade Level* is PS or 1-6, the *School Level* = Elementary School level, "E"
- If the *State Equivalent Grade Level* is 7-23, the *School Level* = High School level, "H"
- If the *State Equivalent Grade Level* is Not available, the *School Level* = Neither, "N"
- For October reporting only, if the position start date (POS\_START\_DATE) on the Job (Employment) record is > 20091009 that staff member will be excluded.
- For October reporting only, if the Position Separation Date POS\_SEPARATION\_DATE on the Job (Employment) record is < 20091005 that staff member will be excluded.

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, 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
- **CURRICULUM** As submitted
- **DELIVERY METHOD** As submitted
- **EDUCATIONAL OPTION** As submitted
- **STUDENT POPULATION** 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.

## Report Layout/Sample

SOURCE: FY 2010K EMIS DATA

Office of Data Services  
 Education Management Information System  
 Staff Data submitted to ODE as of 02/16/2010  
 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 CODE | COURSE NAME  | CURRICU-<br>LUM | DELIVERY<br>METHOD | EDUCATIONAL<br>OPTION | STUDENT<br>POPULATION | LOWEST<br>GR LEV | HIGHEST<br>GR LEV |
|------------------|------|--------|-------------|--------------|-----------------|--------------------|-----------------------|-----------------------|------------------|-------------------|
| 1600-2125-01     | N    | N      | 050600      | Theatre Arts | OT              | FF                 | NO                    | RG                    | 10               | 12                |

STAFF ID: KU0000000 STAFF NAME: ADAMS, ABILGAIL

| LOCAL CLASS CODE | HQT* | DESC** | COURSE CODE | COURSE NAME              | CURRICU-<br>LUM | DELIVERY<br>METHOD | EDUCATIONAL<br>OPTION | STUDENT<br>POPULATION | LOWEST<br>GR LEV | HIGHEST<br>GR LEV |
|------------------|------|--------|-------------|--------------------------|-----------------|--------------------|-----------------------|-----------------------|------------------|-------------------|
| 1600-2151-01     | N    | N      |             | Intervention Mathematics | OT              | FF                 | NO                    | SE                    | 10               | 11                |
| 1600-2151-02     | N    | N      |             | Intervention Mathematics | OT              | FF                 | NO                    | RG                    | 9                | 12                |
| 1600-2151-01     | N    | N      |             | Intervention Mathematics | OT              | FF                 | NO                    | RG                    | 10               | 11                |
| 1600-2151-02     | N    | N      |             | Intervention Mathematics | OT              | FF                 | NO                    | RG                    | 9                | 12                |
| 3600-2151-02     | N    | N      |             | Intervention Mathematics | OT              | FF                 | NO                    | RG                    | #                | #                 |

### 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 isn't eval. for HQT

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Program: COURSE\_HQT\_NO\_2010K  
SOURCE: FY 2010K EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 02/16/2010  
COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = \*

Date: 02/25/2010  
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<br>taught by Teachers<br>identified as HQT | # of Core Courses<br>with students<br>enrolled | % of Core Courses<br>taught by Teachers<br>identified as HQT | % of Core Courses<br>NOT taught by Teachers<br>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<br>NO enrollment rptd,<br>taught by HQT | # of Courses with<br>NO enrollment rptd | % of courses with<br>NO enrollment rptd,<br>taught by HQT | % of courses with<br>NO enrollment rptd,<br>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

### *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 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”
- **CURRICULUM** As submitted
- **DELIVERY METHOD** As submitted
- **EDUCATIONAL OPTION** As submitted
- **STUDENT POPULATION** As submitted

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- **COURSE CODE** As submitted
- **COURSE NAME** from a ***Subject Name*** file
- **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\_2010K  
SOURCE: FY 2010K EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 03/03/2010  
COURSES TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = 1-9

Date: 03/05/2010  
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 Code | COURSE NAME      | CURRICULUM | DELIVERY METHOD | EDUCATIONAL OPTION | STUDENT POPULATION | LOWEST GR LEV | HIGHEST GR LEV |
|------------------|------|--------|-------------|------------------|------------|-----------------|--------------------|--------------------|---------------|----------------|
| 613008 000402 01 | Y    | 6      | 132110      | Science (PreK-3) | OT         | FF              | NO                 | RG                 | KG            | KG             |

STAFF ID: BW2222222 STAFF NAME: TAFT, WILLIAM H

| LOCAL CLASS CODE | HQT* | DESC** | Course Code | COURSE NAME      | CURRICULUM | DELIVERY METHOD | EDUCATIONAL OPTION | STUDENT POPULATION | LOWEST GR LEV | HIGHEST GR LEV |
|------------------|------|--------|-------------|------------------|------------|-----------------|--------------------|--------------------|---------------|----------------|
| 613008 002601 01 | Y    | 3      | 132110      | Science (PreK-3) | OT         | FF              | NO                 | RG                 | 2             | 3              |
| 613008 002602 01 | Y    | 3      | 132110      | Science (PreK-3) | OT         | FF              | NO                 | RG                 | 2             | 2              |

STAFF ID: PA4444444 STAFF NAME: GRANT, ULYSSYS H

| LOCAL CLASS CODE | HQT* | DESC** | Course Code | COURSE NAME      | CURRICULUM | DELIVERY METHOD | EDUCATIONAL OPTION | STUDENT POPULATION | LOWEST GR LEV | HIGHEST GR LEV |
|------------------|------|--------|-------------|------------------|------------|-----------------|--------------------|--------------------|---------------|----------------|
| 613008 008944 01 | Y    | 3      | 132110      | Science (PreK-3) | OT         | ID              | NO                 | SE                 | KG            | 2              |

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)

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## Report Samples, PROV

### *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, 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
- **CURRICULUM** As submitted
- **DELIVERY METHOD** As submitted
- **EDUCATIONAL OPTION** As submitted
- **STUDENT POPULATION** 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\_2010K      Ohio Department of Education      Date: 03/28/2010  
 SOURCE: HQT2010\_MASTER\_COURSE\_ALL\_PROV      OFFICE OF INFORMATION POLICY AND MANAGEMENT      Page: 2  
 EMIS REPORT: TXT\_2010K\_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: Annaheim City SD  
 Provider IRN: 555555      County: Waddle

Information Technology Center: LNOCA  
 Area Coordinator: 00

HQT Building Name: IMAC  
 HQT IRN: 000905

STAFF ID: UK2021776      STAFF NAME: Hopalong, Gerald

| RPT<br>DISTRICT<br>IRN | REPORTING<br>(RPT)<br>DISTRICT<br>NAME | LOCAL CLASS<br>CODE | HQT* | DESC** | COURSE<br>CODE | COURSE NAME                         | CURRICU-<br>LUM | DELIVERY<br>METHOD | EDUCATIONAL<br>OPTION | STUDENT<br>POPULATION | LOWEST<br>GR LEV | HIGHEST<br>GR LEV |
|------------------------|--|---------------------|------|--------|----------------|-------------------------------------|-----------------|--------------------|-----------------------|-----------------------|------------------|-------------------|
| 111111                 | IPOD                                   | BIFF- 31066-01      | Y    | 6      | 050160         | Integrated English<br>Language Arts | VA              | FF                 | NO                    | RG                    | 9                | 11                |
| 111111                 | IPOD                                   | BIFF -31067-01      | Y    | 6      | 050160         | Integrated English<br>Language Arts | OT              | FF                 | NO                    | RG                    | 10               | 10                |
| 111111                 | IPOD                                   | BIFF -32066-01      | Y    | 6      | 050170         | Integrated English<br>Language Arts | VA              | FF                 | NO                    | RG                    | 9                | 11                |
| 111111                 | IPOD                                   | BIFF -32067-01      | Y    | 6      | 050170         | Integrated English<br>Language Arts | OT              | FF                 | NO                    | RG                    | 10               | 11                |
| 111111                 | IPOD                                   | BIFF -33066-01      | Y    | 6      | 050180         | Integrated English<br>Language Arts | VA              | FF                 | NO                    | RG                    | 11               | 12                |
| 111111                 | IPOD                                   | BIFF -33067-01      | Y    | 6      | 050180         | Integrated English<br>Language Arts | OT              | FF                 | NO                    | RG                    | 10               | 12                |
| 111111                 | IPOD                                   | BIFF -34166-01      | Y    | 6      | 050190         | Integrated English<br>Language Arts | VA              | FF                 | NO                    | RG                    | 11               | 12                |
| 111111                 | IPOD                                   | BIFF -34167-01      | Y    | 6      | 050190         | Integrated English<br>Language Arts | OT              | FF                 | NO                    | RG                    | #                | #                 |

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## Header Information, CSV File

The header record for the CSV file contains:

| FIELD NAME                        |
|-----------------------------------|
| BUILDING IRN                      |
| BUILDING NAME                     |
| HIGHLY QUALIFIED TEACHER          |
| TEACHER- ID                       |
| TEACHER NAME                      |
| LOCAL CLASSROOM CODE              |
| SUBJECT CODE                      |
| SUBJECT NAME                      |
| CORE SUBJECT AREA                 |
| CURRICULUM CODE                   |
| DELIVERY METHOD                   |
| EDUCATIONAL OPTION                |
| STUDENT POPULATION                |
| LOWEST GRADE LEVEL                |
| HIGHEST GRADE LEVEL               |
| HQT IRN NUMBER                    |
| STAFF DATA SUBMITTED TO ODE AS OF |

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## Detail Information

Each detail line in the CSV file contains data pertaining to a staff member whose records were submitted by the district.  
 Bldg-IRN,Bldg-Name,HQT,Teacher-ID,Teacher-Name,Local-Classroom-Code, Subject-Code,Subject-Name,Core-Subject-Area, Curriculum-Code,Delvry-  
 Mthd,Ed-Option,Stdnt-Population,Lowest-Enrl-Student-Grade,Highest-Enrl-Student-Grade,HQT-Definition,Staff-Data-Submitted-to-ODE-as-of

| FIELD NAME                        |
|-----------------------------------|
| BUILDING IRN                      |
| BUILDING NAME                     |
| HIGHLY QUALIFIED TEACHER          |
| TEACHER- ID                       |
| TEACHER NAME                      |
| LOCAL CLASSROOM CODE              |
| SUBJECT CODE                      |
| SUBJECT NAME                      |
| CORE SUBJECT AREA                 |
| CURRICULUM CODE                   |
| DELIVERY METHOD                   |
| EDUCATIONAL OPTION                |
| STUDENT POPULATION                |
| LOWEST GRADE LEVEL                |
| HIGHEST GRADE LEVEL               |
| HQT IRN NUMBER                    |
| STAFF DATA SUBMITTED TO ODE AS OF |

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## Report Sample, CSV

Bldg-IRN,Bldg-Name,HQT,Teacher-ID,Teacher-Name,Local-Classroom-Code,Subject-Code,Subject-Name,Core-Subject-Area, Curriculum-Code,Delvry-Mthd,Ed-Option,Stdnt-Population,Lowest-Enrl-Student-Grade,Highest-Enrl-Student-Grade,HQT-Definition,Staff-Data-Submitted-to-ODE-as-of

111111,"Thereuhavit High School",Y,MK1001536,"GLAD, IMSURE",MAHS-621-04,050600,Theatre Arts/Drama,Arts,OT, FF, NO, RG, 11,11,"9 - 90 Completed & Approved Clock Hours of Prof Dev (LPDC)",00000000

111111," Thereuhavit High School,Y,MK1001536,"GLAD, IMSURE",MAHS-621-41, 050600,Theatre Arts,Drama/Theatre,Arts,OT, FF, NO, RG,09,09,"9 - 90 Completed & Approved Clock Hours of Prof Dev (LPDC)",00000000

111111," Thereuhavit High School",Y,OH1171311,"BROWN, MURPHY",MAHS-605-72,129926,AP Music Theory,Music OT, FF, NO, RG, 09,12,"1 - NTE/Praxis II - State Licensing Exam ",00000000

111111," Thereuhavit High School Y,OH1171311,"BROWN, MURPHY",MAHS-603-08, 120500,Instrumental Music, Music, OT, FF, NO, RG, 09,12,"1 - NTE/Praxis II - State Licensing Exam ",00000000

111111," Thereuhavit High School",Y,OH1171311,"BROWN, MURPHY",MAHS-608-72,120800,Music Appreciation,Music, OT, FF, NO, RG09,12,"1 - NTE/Praxis II - State Licensing Exam",00000000

111111," Thereuhavit High School",Y,MK1001536,"GLAD, IMSURE",MAHS-604-01,120400,Vocal/Choral Music,Music, OT, FF, NO, RG, 11,11,"2 - Academic major or 30 hours in content area ",00000000

## 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.

- CURRICULUM
- DELIVERY METHOD
- EDUCATIONAL OPTION
- STUDENT POPULATION
- 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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