

**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 February 16, 2012

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

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Revision Date February 16, 2012

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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.
September 22, 2010	BKM	Deleted subject codes 029130, 069910, 069912, 069914, 069916, 069918, 069920, 069930, 129926, 139903, 139906, 139930, 139999, 152600, 152700, and 152820
February 16, 2012	Bkm	Revised for FY12 and added subject code 120001.

## 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**.

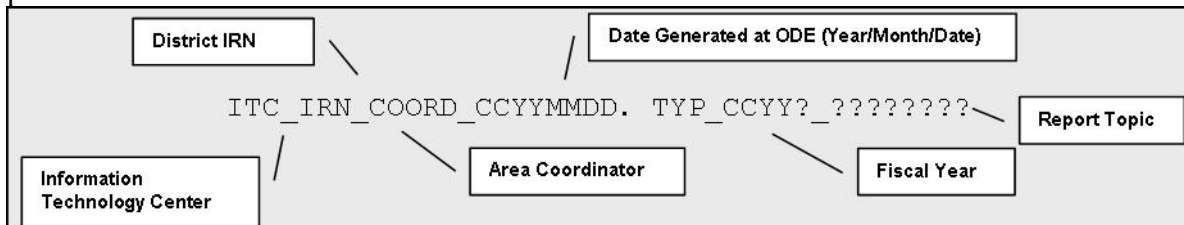
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- CCYYP denotes the century and year and processing period.

### Report Name and Timing

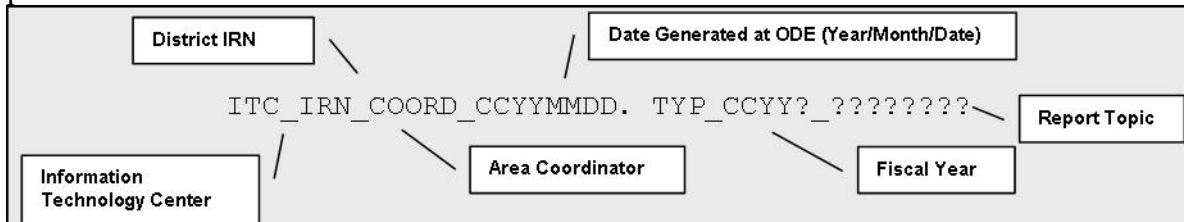
The file name for the HQT NO report is:

**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.



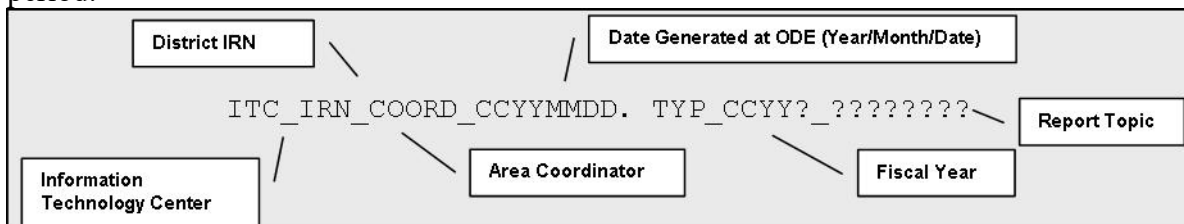
The file name for HQT YES report is:

**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.



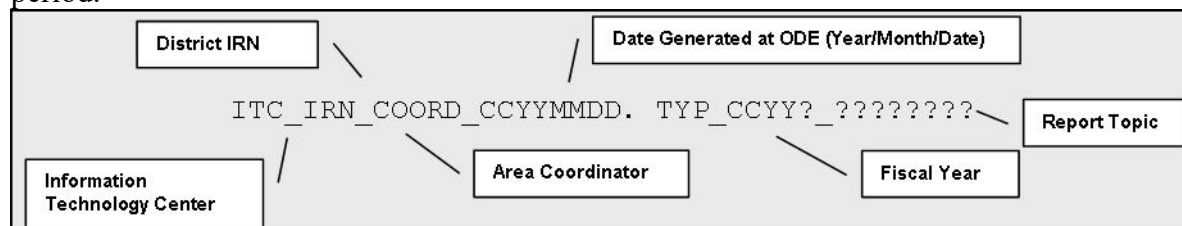
The file name for comma-delimited report is:

**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 Element Name	Rpt Per	RMS field	RMS file	ODS column	ODS table	EMIS column	EMIS Table
CURRICULUM	K	CURRICULUM_CODE	MASTER_COURSE_CCYYK				
DELIVERY METHOD	K	DELVRY_MTHD	MASTER_COURSE_CCYYK				
DISTRICT IRN	K	DIST_IRN	MASTER_COURSE_CCYYK				
EDUCATIONAL OPTION	K	EDUC_OPTION	MASTER_COURSE_CCYYK				
EMPLOYEE ID	K	TEACH_SSN	MASTER_COURSE_CCYYK				
HIGHLY QUALIFIED TEACHER	K	HIGHLY_QUAL_CRITERIA	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	STUDENT_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 Student 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)
- If the position start date (POS\_START\_DATE) on the Job (Employment) record is > 20111007 that staff member will be skipped.
- If the Position Separation date (POS\_SEPARATION\_DATE) on the Job (Employment) record is < 20111003 that staff member will be skipped

The HQT CORE COURSE categories are as follows:

Dance Codes

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'080312','080315'

#### Drama/Theatre Arts

'050337','050600','321750'

#### Music Codes

'122000','120000','120001','120300','120400','120500','120800','129999','321700'

#### Visual Arts Codes

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

#### Civics & 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','069922','069915','06993',  
'069925','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','150701','321000'

#### History

'150807','152310','152410','150888','150810','152300','152400','150890','152810',  
'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','139905',  
'139940','139950','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"
- If the position start date (POS\_START\_DATE) on the Job (Employment) record is > 20111007 that staff member will be excluded.
- If the Position Separation Date POS\_SEPARATION\_DATE) on the Job (Employment) record is < 20111003 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

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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 201XK EMIS DATA

Office of Data Services  
 Education Management Information System  
 Staff Data submitted to ODE as of 02/16/XXXX  
 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- LUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST 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- LUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST 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\_20XXK  
SOURCE: FY 20XXK EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 02/16/20XX  
COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = \*

Date: 02/25/20XX  
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”
- **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\_20XXK  
SOURCE: FY 20XXK EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 03/03/20XX  
COURSES TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = 1-9

Date: 03/05/20XX  
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*

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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
- **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\_20XXK Ohio Department of Education Date: 03/28/20XX  
 SOURCE: HQT20XX\_MASTER\_COURSE\_ALL\_PROV OFFICE OF INFORMATION POLICY AND MANAGEMENT Page: 2  
 EMIS REPORT: TXT\_20XXK\_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 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 DISTRICT IRN	REPORTING (RPT) DISTRICT NAME	LOCAL CLASS CODE	HQT*	DESC**	COURSE CODE	COURSE NAME	CURRICU- LUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
111111	IPOD	BIFF- 31066-01	Y	6	050160	Integrated English Language Arts	VA	FF	NO	RG	9	11
111111	IPOD	BIFF -31067-01	Y	6	050160	Integrated English Language Arts	OT	FF	NO	RG	10	10
111111	IPOD	BIFF -32066-01	Y	6	050170	Integrated English Language Arts	VA	FF	NO	RG	9	11
111111	IPOD	BIFF -32067-01	Y	6	050170	Integrated English Language Arts	OT	FF	NO	RG	10	11
111111	IPOD	BIFF -33066-01	Y	6	050180	Integrated English Language Arts	VA	FF	NO	RG	11	12
111111	IPOD	BIFF -33067-01	Y	6	050180	Integrated English Language Arts	OT	FF	NO	RG	10	12
111111	IPOD	BIFF -34166-01	Y	6	050190	Integrated English Language Arts	VA	FF	NO	RG	11	12
111111	IPOD	BIFF -34167-01	Y	6	050190	Integrated English Language Arts	OT	FF	NO	RG	#	#



## Header Information, CSV File

The header record for the CSV file contains:

<b>FIELD NAME</b>
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-608-72,120800,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

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## 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
- POSITION START DATE
- POSITION SEPARATION DATE

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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