Level 2 Report Explanation:

HQT Report

This report replaces the HQT_No, HQT_Yes, HQT_All, and HQT_Prov Reports. The purpose of this report explanation is to assist EMIS Coordinators in reviewing the HQT Report.

Last Updated: July 2, 2015

FUNCTION AND PURPOSE

This report replaces the HQT_No, HQT_Yes, HQT_All, and HQT_Prov Reports. This report is not the same as the previous HQT reports as it includes *all* reported courses, along with the HQT status of each course. The purpose of this report explanation is to assist EMIS Coordinators in reviewing the HQT Report.

DATA

The records used to generate this report include the Course Master (CN) and the Staff Course (CU) Records. The following fields from these records are used in preparing this report:

- Curriculum Code
- Delivery Method Code
- Educational Option Code
- Highly Qualified Teacher Element
- Highly Qualified Teacher IRN Element
- Reporting LEA IRN
- Student Population Code
- Subject Code

REPORT SAMPLE

The HQT Report includes the following fields: Reporting LEA IRN, Severity Code, HQT Building IRN and Name, Teacher State ID and Name, Local Classroom Code, Subject Code and Name, Curriculum Code, Delivery Method, Educational Option, Student Population, HQT Value, HQT Flag, Count at Grades PS-6, and Count at Grades 7-12. See the sample below.

Rpting LEA IRN	Severity	HQT Building IRN	Building Name	Teacher ID	Teacher Name	Local ClassRoom Code	Subject Code	Subject Name	Curri Code	Delivery Method	Edu Option	Stu Pop	HQT Value	HQT Flag	Count at Grades PS 6	Count at Grades 7 12
999999	F-HQT In	888888	A Buildin	AB00000	Smith, J	250-234S38	120500	Instrum	OT	FF	NO	RG	N	N	0.00000000	10.0000000
999999	C-HQT R	888887	B Buildin	BC00000	Red, Jan	324-73636B	132130	Science	OT	FF	NO	SE	N	N	0.00000000	2.00000000
999999	C-HQT R	888887	B Buildin	BC00000	Red, Jan	100-K52485	150890	History	OT	FF	NO	SE	N	N	0.00000000	4.00000000
999999	W-HQT I	******	Not Avail	CD00000	Jones, B	250-LP2489	069914	AP Fren	OT	FF	NO	RG	I	I	0.00000000	2.00000000
999999	W-HQT I	******	Not Avail	CD00000	Jones, B	140-U34654	069914	AP Fren	OT	FF	NO	RG	I	I	0.00000000	1.00000000
999999	I-Course	888886	C Buildin	OH12345	Brown, J	230-354654	050102	Reading	OT	FF	NO	SE	7	Y	9.00000000	0.00000000
999999	I-Course	888885	D Buildin	OH98765	Miller, Ly	330-354135	050152	Integrat	OT	FF	NO	RG	3	Y	29.0000000	0.00000000
999999	I-Course	888885	D Buildin	OH98765	Miller, Ly	999-KP5465	110003	Mathem	OT	FF	NO	RG	3	Y	29.0000000	0.00000000
999999	I-Course	******	Not Avail	OS56789	Black, C	624-1972DV	152810	AP Euro	OT	ID	NO	RG	I	I	0.00000000	39.0000000

HQT DETERMINATION

With very few exceptions, all core courses are evaluated for HQT. Refer to EMIS Manual Section 4.7 to determine which courses are considered to be core courses. See EMIS Manual Section 4.3 for more information on these exceptions and how to code the Highly Qualified Teacher Element in those instances.

HQT Value and HQT Flag

In most instances, the HQT Value is the option reported for the Highly Qualified Teacher Element on the Staff Course (CU) Record. There are instances where this value is changed before appearing on this report. When the district reports an 'I' for this element for a core course that should be evaluated for HQT, then ODE changes the HQT Value to 'N'. In these instances, the Severity Code will be 'F-HQT

Incorrectly reported as not required-Defaults to No.' If the HQT IRN has been reported as '******', it will be changed to match the Location IRN on the Course Master (CN) Record.

When the district reports something other than an 'I' in the Highly Qualified Teacher Element for a course that is not evaluated for HQT, then ODE changes the HQT Value to 'I' on the report. In these instances, the Severity Code will be 'W-HQT Reported but course Not Included.' The HQT Building IRN will be set to '******'.

When the course is a core course and the HQT Value is 'N', the Severity Code will be set to 'C-HQT Reported as No.' There are core courses that the district has reported with a Highly Qualified Teacher Element of 'N'. The Severity Code is simply pointing this out and suggesting that the district double check their data to be sure it is correct.

All other courses will have the Severity Code set to 'I-Course HQT or Not Included.'

The HQT Flag is then set based on the HQT Value. If the HQT Value on the report is 'N', then the HQT Flag will be 'N'. If the HQT Value on the report is 'I', then the HQT Flag will be 'I'. If the HQT Value is '1' through '9', then the HQT Flag will be set to Y. This flag indicates whether the course meets HQT. Note that non-core courses and core courses that are not evaluated for HQT both appear with an HQT Flag of 'I'. These courses are not included in the HQT measure on the report card.

HQT is reported to the Federal Government in two broad grade ranges: PS–6 and 7–12. Student counts for each course are included for each of these grade spans in the Count at Grades PS-6 and Count at Grades 7-12 columns. Grades 13 and 23 are included in the Grades 7-12 count. Courses with zero enrollment in both counts will not be included in either Federal Reporting or the HQT measure on the report card.

Teacher Evaluated

Where there is only one teacher reported for a course, that is the teacher considered for HQT. Where there is more than one teacher reported for a course, a determination must be made of which teacher to consider.

The amount of time the teacher was with the course is considered first. If one teacher has a greater percentage of time with the course than any other, then that is the teacher considered for HQT. If there are multiple teachers that match the greatest percentage of time with the course, then the report looks to the Highly Qualified Teacher Element. Of the teachers with matching time, the first one found with an HQT Element of 1-9 is chosen. If none of the teachers has a 1-9 reported for this element, then the first teacher found who is properly certified is chosen. If none of the teachers has a 1-9 reported and none of the teachers is properly certified, then the first teacher found for the course is considered when determining HQT for the course.