

Highly Qualified Staff Report (Ohio)

Last Modified on 10/22/2022 10:33 am CDT

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PATH: OH State Reporting > Highly Qualified Staff Report

The Highly Qualified Staff Report generates data about staff members, indicating which ones meet requirements to be considered Highly Qualified.

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Search Campus Tools		The Highly Qualified Staff report is used by district staff to identify courses taught and the associated HQT status for teaching staff. The report outputs as a PDF and includes a signature line for staff to sign once verified for accuracy.		
▶ Medicaid ^		Enter a Date Range to pull actively teaching staff members from selected calendars. An Ad Hoc filter can be used to filter reported		
▶ Program Admin		staff.		
► Ad Hoc Reporting		Report Options	Select Calendars	
► User Communication		Ad Hoc Fitter	Which calendar(s) would you like to include in the report?	
► Assessment			 active year 	
System Administration		Generate Extract Submit to Batch	list by school	
► FRAM			◯ list by year	
▶ Messenger			17-18	
 OH State Reporting 			17-18 Abigail Adams ES 17-18 Clara Barton ES	
OH Extracts			17-18 Eleanor Roosevelt HS 17-18 Florence Nightingale MS	
PreID Extract			17-18 Harriet Beecher Stowe ES 17-18 Harriet Tubman ES	
EMIS Cross Enrollment			17-18 Marie Curie ES 17-18 Rosa Parks HS	
SSID Extr	act		17-18 Rosa Parks HS	
SSID Imp	ort		CTRL-click or SHIFT-click to select multiple	
KRA Prel	D Files			
PreID 2014 Extract		Refresh Show top 50 tasks submitted between 08/01/2018 and 08/08/2018		
ACT Prel	D	Queued Time Report Title Status	Download	
SAT Prel	, i			
HB410 S	tudent Truancy			
Highly Qu	alified Staff			
▼ Federal Reporting				

Highly Qualified Staff Report

Report Logic

A record reports for each staff member with one or more section Staff History records in the selected calendar.

Generating the Extract

- 1. Select an Ad hoc Filter to limit results based on the existing filter.
- 2. Indicate which **Calendar(s)** should appear in the report. Staff members with Staff History records in the selected calendar(s) are reported.
- 3. Click **Generate Extract** to generate the report in PDF format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Extract Layout

The extract generates with a page break between each staff member. The District Name and School Year report at the top. A description of the report is included, with criteria for being considered Highly Qualified. Below a signature line, a record for each staff history record is reported.

Element Name	Description	Campus Location
School	The name of the school.	System Administration > Resources > School > Name
		School.name
Staff Name	The name of the staff member in Last Name, First Name format.	Census > People > Demographics > Last Name, First Name
		Identity.lastName Identity.firstName
Course No.	The number of the Course.	Scheduling > Courses > Course > Number
		Course.number
Sect	The number of the Section with the Staff History record attached.	Scheduling > Courses > Section > Number
		Section.number
Course Name	The name of the Course.	Scheduling > Courses > Course > Name
		Course.name
Course State Code	The State Code entered on the course.	Scheduling > Courses > Course > State Code
		Course.stateCode
Course Desc.	The name of the State Code reported.	Scheduling > Courses > Course > State Code
		Course.stateCode



Element Name	Description	Campus Location
Credential State Code	If the staff member has a credential record with the same State Code as the course, reports the Course State Code. The credential record must be active at some point during the section's term dates.	Scheduling > Courses > Course > State Code; Census > People > Credentials > Course State Code Course.stateCode
Credential HQT	If the staff member has a credential record with the same State Code as the course, reports Highly Qualified. The credential record must be active at some point during the section's term dates.	Scheduling > Courses > Course > State Code; Census > People > Credentials > Course State Code Calculated