

Sample HQT Principal's Recording Sheet (HQTPRS)

Principal's Recording Sheet for HQT Status

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District: Napoleon Area City SD District IRN# 044438
Building: C D Brillhart Element Building IRN# 003582

Principal Name: _____

No Child Left Behind Act of 2001 (NCLB)
Highly Qualified Teacher Recording Sheet
School Year 2004-2005

Directions:

Indicate for each teacher whether or not he or she has reviewed and updated the Highly Qualified Teacher Status Sheet. Please provide the completed sheet to your district EMIS Coordinator, or the individual who does the EMIS reporting for your district by October 15, 2004.

Building Administrators should keep this form on file for each individual who teaches core courses within the building. This form will be shared with the EMIS Coordinators, for reporting compliance with Section 1119.

NOTE: If the HQT status changes at any point before March 2005, this form can be completed again and shared with the EMIS Coordinator, in order to update the information reported to the Ohio Department of Education via the Education Management Information System.

Teacher's Name	SSN/ID No.	Returned HQT Verification Sheet (Circle one)	
ESTELLE, DARREN	123456789	Yes	No
HERSHA, PAMELA D.	XXXXXXXXXX	Yes	No
MARTINEZ, LINDA M.	XXXXXXXXXX	Yes	No
DILBONE, SARA A.	XXXXXXXXXX	Yes	No
NIESE, KATHERINE J.	XXXXXXXXXX	Yes	No
GERKEN, JENNIFER L.	XXXXXXXXXX	Yes	No
HOCKMAN, JANICE E.	XXXXXXXXXX	Yes	No
GOOD, KELLI M.	XXXXXXXXXX	Yes	No
WITT, TERRY L.	XXXXXXXXXX	Yes	No

BURKHART, JENNIFER L.	XXXXXXXXXX	Yes	No
THOMPSON, CYNTHIA A.	XXXXXXXXXX	Yes	No
WIEMKEN, JULIE A.	XXXXXXXXXX	Yes	No
HERNANDEZ, SUSAN L.	XXXXXXXXXX	Yes	No
TASSLER, JUDITH L.	XXXXXXXXXX	Yes	No

Sample HQT Teacher Status Sheet (HQT STAT)

OHIO Highly Qualified Teacher - Status Sheet
School Year 2004-2005 (FY2005)

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Teachers of core academic subjects should review the chart below to verify meeting the federal definition of a Highly Qualified Teacher. Core Courses as defined by the No Child Left Behind Act include the following: English, Language Arts, Reading, Science, Mathematics, Arts (includes music, visual arts, dance and drama), Foreign Language, Government and Civics, History, Economics, and Geography.

Please review the HQT criteria that were reported for the courses you taught during the 2003-2004 school year. If there are NO changes to this information sign the form and check the blank indicating "NO CHANGES." If there are changes please circle the number in the "Change HQT Criteria" column next to each course, and sign the form.

- * If the teacher is new to the district, or was not teaching a core academic course last year, an "X" will appear in the column labeled "HQT Criteria Reported in 2003-2004".
- * A new teacher MUST circle the number of the appropriate reason in the column labeled "Changes to HQT Criteria for 2003-2004".
- * If a teacher does not meet the definition for a particular course, circle "N" next to that course.

If this report shows a course that you are not teaching, draw a line through the information. Additionally, if you are teaching a course that is missing from the list, write the course name on the form and complete the column "Change HQT Criteria" using numbers 1-9 or "N".

To meet the Federal definition of Highly Qualified the teacher must have:

- A. A minimum of a bachelors degree
- B. Full state certification/licensure in the teaching area, and
- C. One of the following

- | | |
|---|---|
| 1 - NTE/Praxis II - State Lic. Exam | 7 - National Board Certification |
| 2 - Acad. Maj. or 30 Hrs in Content Area | 8 - HQT Rubric - scored 100 or more |
| 3 - Master's Degree | 9 - 90 Completed Clock Hours of Professional Development (LPDC) |
| 4 - Special Education certificate/
Intervention Specialist license | N - Does NOT meet HQT definition |
| 5 - Professional Certificate | |
| 6 - Permanent Certificate | |

OHIO Highly Qualified Teacher - Status Sheet
 School Year 2004-2005 (FY2005)

Teacher ID : 123456789
 District IRN: 044438
 Building IRN: 003582

Teacher Name : ESTELLE, DARREN
 District Name: Napoleon Area City SD
 Building Name: C D Brillhart Element

Subject Code/Name	Crse Type	HQT Criteria reported in 03-04	Change HQT reason for 04-05													
			1	2	3	4	5	6	7	8	9	N				
020012 Visual Art (K-12 LCC: BRIE-100AR-01	R00	X														
180122 Self-contained (Grades 1-3) LCC: BRIE-100HE-01	R00	X														
180122 Self-contained (Grades 1-3) LCC: BRIE-100LA-01	R00	X														
180122 Self-contained (Grades 1-3) LCC: BRIE-100SC-01	R00	X														
180122 Self-contained (Grades 1-3) LCC: BRIE-100SS-01	R00	X														

(Blank rows available below to add new courses)

___ "NO CHANGES". Checking this blank means that there have been no changes to your HQT criteria for the course you taught during the 2003-2004 school year

I hereby assure that all information presented is correct and is acceptable for reporting for No Child Left Behind Highly Qualified Teacher requirements as stated in Section 1111, 1119, and 9101.

Signature: _____ Date: _____

Your building administrator may request that you provide backup documentation.

Sample HQT Quick Entry Screen Session

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N4.r2w - Reflection for UNIX and Digital
File Edit Connection Setup Macro Window Help
HQT QUICK ENTRY/UPDATE SCREEN
Find: _____ Filter by IRN: 003582
SSN/NAME: 123456789 - ESTELLE, DARREN
Local Classroom Code Course Code Course Description Course Type IRN Previous Year HQT
BRIE-100AR-01 020012 Visual Art (K-12 R00 003582 X I
BRIE-100HE-01 180122 Self-contained (Grades R00 003582 X I
BRIE-100LA-01 180122 Self-contained (Grades R00 003582 X I
BRIE-100SC-01 180122 Self-contained (Grades R00 003582 X I
BRIE-100SS-01 180122 Self-contained (Grades R00 003582 X I
EMSHQT -- Maintain Highly Qualified Teacher data
F6 Top F11 Find
F7 Help F14 Modify
F8 Exit F17 Lockmode
F10 Next
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Notice that I filtered by an IRN of 003582 . Removing the Filter IRN will cause all qualifying courses for this teacher to appear on the screen (as shown in the Power Point example). Referring to the above sample run of the HQT_STAT (the Teacher Status Sheet), you will notice that the teacher's courses match line for line. This is because the Status Sheet program breaks by building. So for this example, if a building principal returned the status sheet for IRN 003582 to the EMIS Coordinator, they could subsequently go to the quick entry screen, enter the IRN in the "filter by" field, and the teachers and courses should match up. This should make for easy entry!