

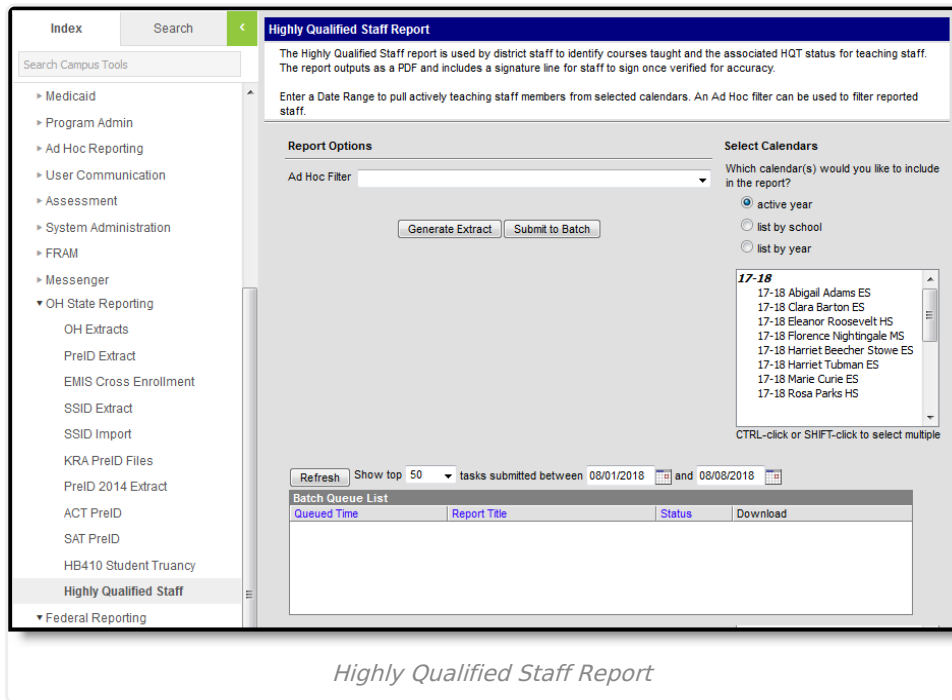
Highly Qualified Staff Report (Ohio)

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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.



The screenshot shows the 'Highly Qualified Staff Report' interface. On the left is a navigation menu with categories like 'Medicaid', 'Program Admin', 'Ad Hoc Reporting', 'User Communication', 'Assessment', 'System Administration', 'FRAM', 'Messenger', 'OH State Reporting', and 'Federal Reporting'. The 'OH State Reporting' category is expanded, showing options like 'OH Extracts', 'PreID Extract', 'EMIS Cross Enrollment', 'SSID Extract', 'SSID Import', 'KRA PreID Files', 'PreID 2014 Extract', 'ACT PreID', 'SAT PreID', 'HB410 Student Truancy', and 'Highly Qualified Staff'. The main content area has a title 'Highly Qualified Staff Report' and a description: '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.' Below this is a text input for 'Enter a Date Range to pull actively teaching staff members from selected calendars. An Ad Hoc filter can be used to filter reported staff.' There are two buttons: 'Generate Extract' and 'Submit to Batch'. To the right is a 'Select Calendars' section with a dropdown for 'Ad Hoc Filter' and a list of calendars for the '17-18' school year. The list includes: 17-18 Abigail Adams ES, 17-18 Clara Barton ES, 17-18 Eleanor Roosevelt HS, 17-18 Florence Nightingale MS, 17-18 Harriet Beecher Stowe ES, 17-18 Harriet Tubman ES, 17-18 Marie Curie ES, and 17-18 Rosa Parks HS. Below the list is a note: 'CTRL-click or SHIFT-click to select multiple'. At the bottom, there is a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

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