

Highly Qualified Staff Report (Ohio)

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Highly Qualified Staff ReportReport Logic | Generating the Extract | Extract Layout

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.

Index	Search	<	Highly Qualified Staff Report				
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 POF 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 Filter	Which calendar(s) would you like to include			
Assessment				active year			
System Administration			Generate Extract Submit to Batch	Iist by school			
► FRAM				◯ list by year			
 Messenger OH State Reporting OH Extracts 				17-18 Abigal Adams ES 17-18 Clara Barton ES 17-18 Clara Barton ES 17-18 Florence Nightingale MS 17-18 Florence Nightingale MS 17-18 Horence Nightingale MS			
EMIS Cross Enrollment				17-18 Harriet Tubman ES 17-18 Marie Curie ES 17-18 Rosa Parks HS			
SSID Imp	ort			CTRL-click or SHIFT-click to select multiple			
KRA PreID Files			Refresh Show top 50 - tasks submitted between 08/01/2018 is and 08/08/2018 is				
ACT Prel)		Batch Queue List Queued Time Report Title	Status Download			
SAT PreID)						
HB410 St	udent Truancy						
Highly Qu	alified Staff	=					

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