Highly Qualified Staff Report (Ohio)
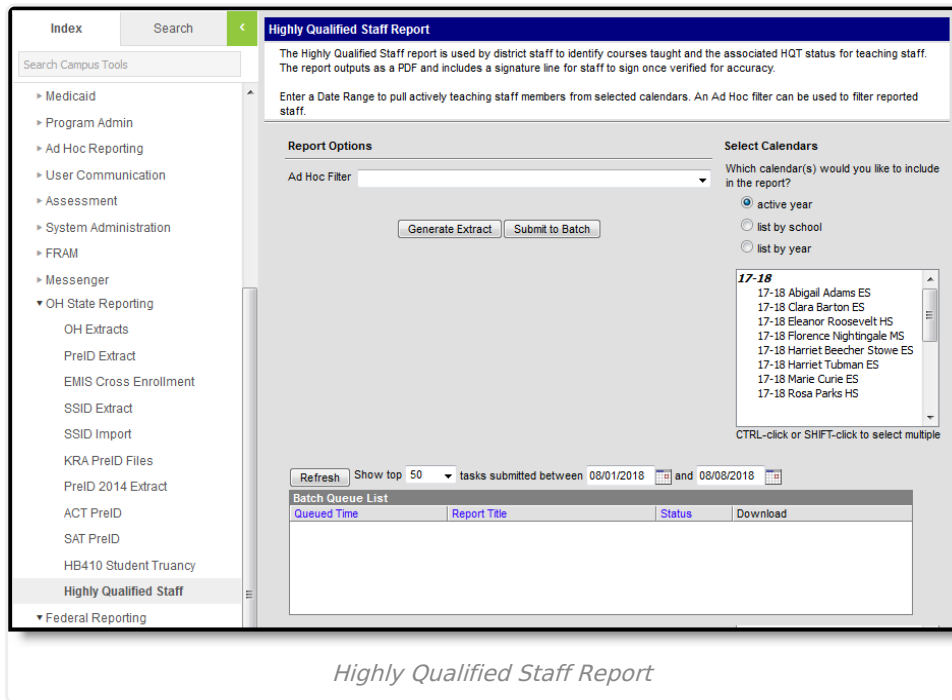
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[Highly Qualified Staff ReportReport Logic](#) | [Generating the Extract](#) | [Extract Layout](#)

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.

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