

# **Highly Qualified Report Information**

## **Information for Principals**

### **Who at the school level has access to the Highly Qualified Report tool?**

Those holding the following roles will have access to the **school data entry pages** of the Highly Qualified Report tool for their school(s):

- Principal
- Vice Principal

### **How do I access the Highly Qualified Report?**

Go to the EPSB website at <http://www.epsb.ky.gov/> and log in with your user ID and password. Once logged in, click on “Highly Qualified Report.” For information on creating a user ID or recovering your password, view the tutorials on the EPSB help page (<http://www.epsb.ky.gov/help/>) under “My Profile, User IDs and Passwords.”

### **What must be performed at the school level?**

Highly qualified status must be identified for every NCLB core content course reported on the Spring LEAD report (see the EPSB “Identifying Highly Qualified Teachers” document at <http://www.epsb.ky.gov/documents/NCLB/NCLBDEF9rev1009.doc>). Once status is identified for every NCLB core content course, the final step is for the principal to digitally sign the report. A PowerPoint tutorial of all principal functionality is available at <http://www.epsb.ky.gov/help/> under “Highly Qualified Report.”

## **Information for District Staff**

### **Who in the district has access to the Highly Qualified Report tool?**

District staff holding the following roles will have access to the district view of the Highly Qualified Report tool:

- Superintendent
- Assistant Superintendent
- Deputy Superintendent
- Directors of District Personnel
- LEAD coordinators
- HQ Point of Contact

### **How do I access the Highly Qualified Report?**

Go to the EPSB website at <http://www.epsb.ky.gov/> and log in with your user ID and password. Once logged in, click on “Highly Qualified Report.” For information on creating a user ID or recovering your password, view the tutorials on the EPSB help page (<http://www.epsb.ky.gov/help/>) under “My Profile, User IDs and Passwords.”

### **What must be performed by the district?**

The district is responsible for ensuring that all schools in the district have completed the report by March 31. A complete report has had highly qualified status marked for each course identified and has been digitally signed. A complete report will be identified as “HQR – Finalized” in the HQR Status column.

### **What functionality is available at the district level?**

District staff can view HQ data reported by principals and also return signed reports to principals if necessary. A PowerPoint tutorial of all district functionality is available at <http://www.epsb.ky.gov/help/> under “Highly Qualified Report.”

# **Highly Qualified Report Information**

## **HQ Reference & Help Information**

Highly Qualified Report PowerPoint tutorials & help documents: <http://www.epsb.ky.gov/help/>

EPSB NCLB website: <http://www.epsb.ky.gov/nclb.asp>

Highly Qualified Calculator: <https://wd.kyepsb.net/EPSB.WebApps/HQCalculator/default.aspx>

For questions relating to the determination of highly qualified status, contact the EPSB HQ Team at the EPSB at 888-598-7667 or [EPSBHQ@ky.gov](mailto:EPSBHQ@ky.gov)

For questions relating to the use of the online Highly Qualified reporting tool, contact the EPSB Help Desk at 888-598-7667 or [EPSBHelp@ky.gov](mailto:EPSBHelp@ky.gov).

## Content areas

The following content areas require an HQ teacher (status must be HQ or Not-HQ unless all content is delivered via online/distance learning):

- Elementary Education
- English;
- reading/language arts (Kentucky's "reading/writing");\*
- mathematics;
- science;
- foreign languages;
- civics and government (Kentucky's "political science"), economics, history, and geography (all of which fall under Kentucky's "social studies")\*\*; and
- arts (Kentucky's "art" and "music")

\*Courses in speech, journalism, yearbook, drama, theater, and debate are not required to be taught by HQ teachers.

\*\*Courses in sociology, psychology, humanities, and debate are not required to be taught by a HQ teacher.

HQ status is not required for teachers of content in physical education, health education, career and technical education, or driver education; teachers collaborating in the instruction of gifted or special education students; preschool teachers; or librarians, unless they also teach a core academic subject. **(Most of these should be marked as "HQ not required" if they appear in the report)**

## Certifications

Teachers holding the following certificates **cannot** be considered HQ for the course assignments covered by these certificates:

- Emergency
- Conditional
- Temporary (6-month for testing)
- Waiver
- Adjunct
- Statement of Eligibility (not considered a certificate – certification comes with KTIP)

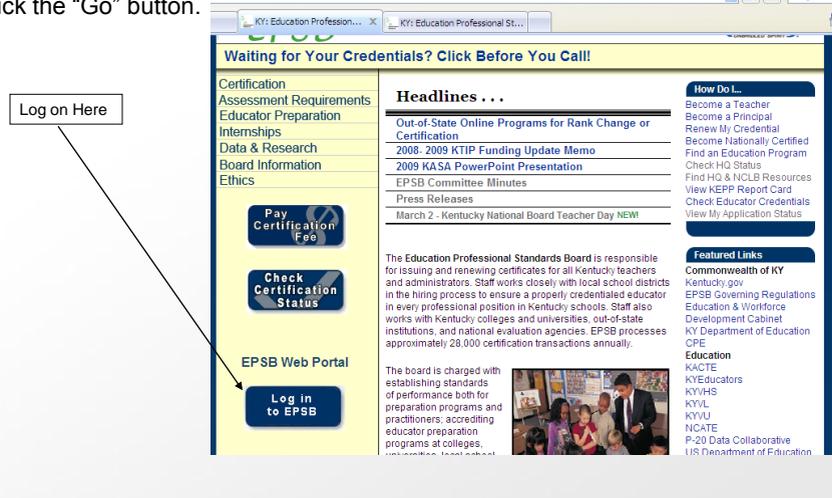
## Special situations

- New to the profession teachers (internship certificate, Temporary Provisional) – these teachers must have either a major in the content area or have passed the content area Praxis to be HQ; they cannot use the HOUSSE index.
- Alternative school teachers ARE required to demonstrate HQ status for any course where they are delivering core content instruction.
- Special education teachers are required to demonstrate HQ status for any course where they are delivering core content instruction. *Please note that the special education tests required for certification do NOT make one HQ for a content area.*
- Moderate/Severe Disability teachers where all students are on the alternate assessment – these teachers must demonstrate HQ status to the level of an elementary teacher.

# HQ Report – Principal Tutorial

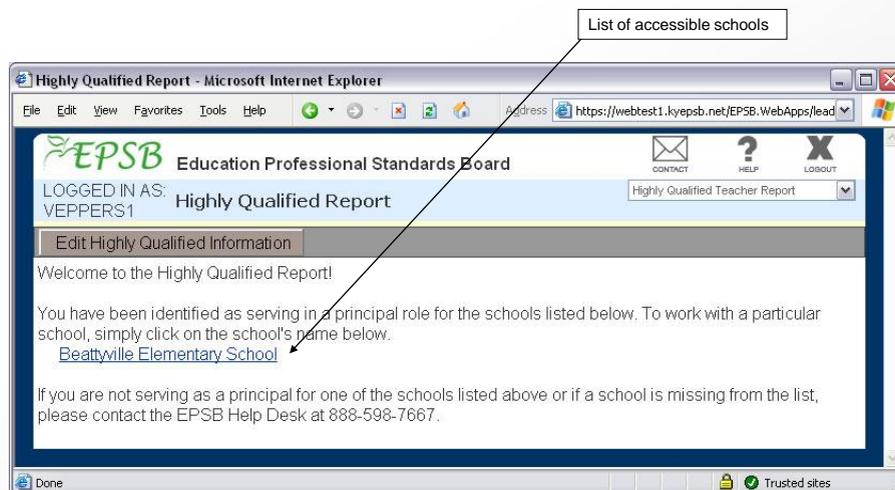
## HIGHLY QUALIFIED REPORT TUTORIAL - PRINCIPALS

1. You must have an active principal role (vice, interim, etc.) at a school to be able to access the application for a school.
2. Go to <http://www.epsb.ky.gov/>
3. Enter your username and password.
4. This is the same username and password used to access all EPSB applications.
5. Click the “Go” button.



## REPORT HOMEPAGE

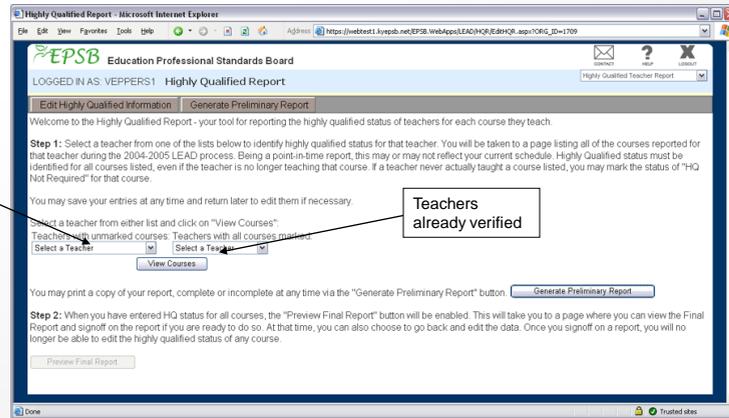
1. Once you log on you will see a list of schools to which you have access.



# HQ Report – Principal Tutorial

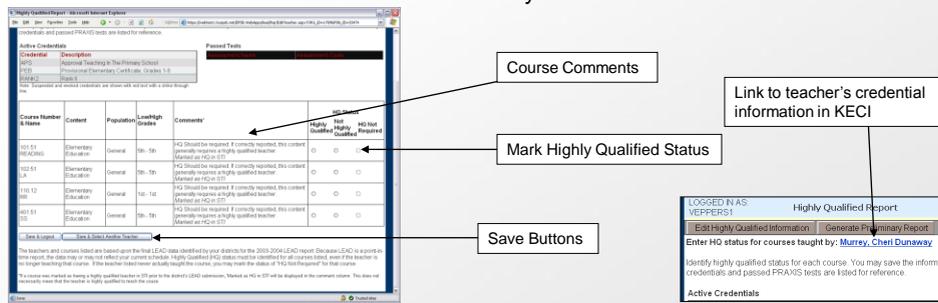
## TEACHER SELECTION PAGE

- Once you select a school, two drop down lists will be shown to easily identify which teachers have “highly qualified” status marked for all of their courses. Between the two lists, you should see all of the teachers reported by your school during the Spring LEAD audit.
- To work with a teacher, select his/her name from the list and click “View Courses.” You can edit the information for teachers in either list.



## TEACHER COURSE STATUS PAGE

- Once you have selected a teacher, a page will open displaying the courses reported for that teacher during the Spring LEAD audit.
- To complete the report, you must select a “highly qualified” status for each course.
- At any time, you can save the information entered for a teacher and return to edit it later. You do not need to enter a status for every course in order to save.
- The Comments column displays any known information related to the course. If the course was marked as HQ in Infinite Campus, that message will be displayed. Information displayed is based upon the content reported.
- The teacher’s name has a link directly to that teacher’s credential information on KECI, which opens in a new window.
- Repeat this process for all teachers until “highly qualified” status has been marked/verified for each course listed for every teacher listed.

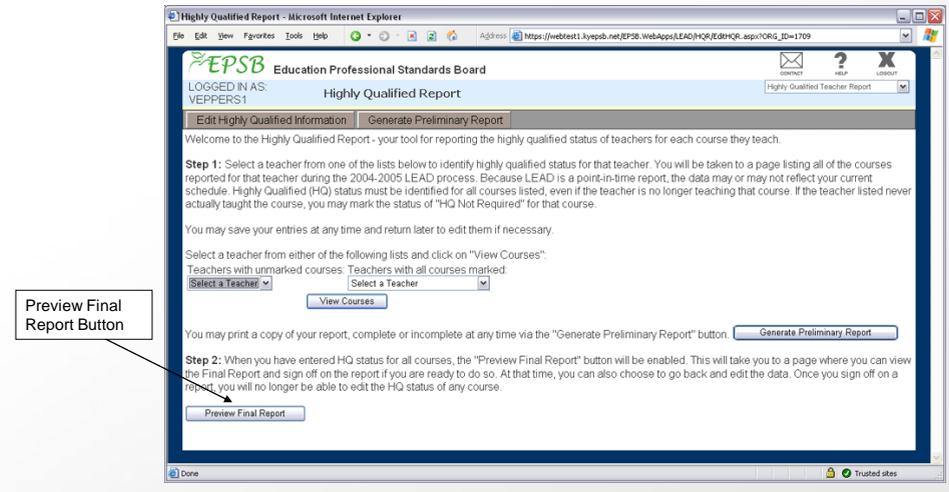


# HQ Report – Principal Tutorial

## FINALIZE/SUBMIT REPORT

1. To complete the report, you must digitally sign the report. Clicking the “Preview Final Report” button will take you to the sign off page.

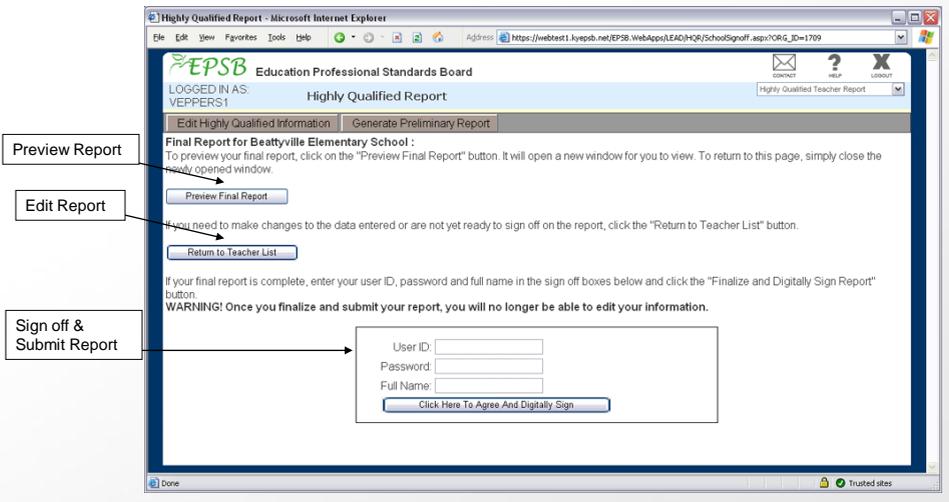
**WARNING! Once you sign your report on the next page, you will no longer be able to edit your information.**



## FINALIZING & SIGNING OFF ON REPORTS

1. To sign off on the report enter your user ID, password & full name in the fields provided & click the “Click Here to Agree And Digitally Sign” button to submit the completed report.

**WARNING! Once you finalize and submit your report, you will no longer be able to edit your information.**



# HQ Report – Principal Tutorial



## HELP

For questions on determining highly qualified status  
or the use of the online tool,  
contact the EPSB HQ Team:

888-598-7667

[EPSBHQ@ky.gov](mailto:EPSBHQ@ky.gov)

For questions or problems related to error messages,  
contact the EPSB Help Desk:

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[EPSBHelp@ky.gov](mailto:EPSBHelp@ky.gov)

# HQ Report – District Staff Tutorial

## HIGHLY QUALIFIED REPORT TUTORIAL – DISTRICT STAFF

1. You must have an active superintendent, assistant superintendent, deputy superintendent, LEAD coordinator or director of district personnel role at a district to be able to access the HQ Report.
2. Go to <http://www.epsb.ky.gov/>
3. Enter your username and password.
4. Click the “Go” button.

Log on Here

The screenshot shows the EPSB website homepage. On the left, there is a navigation menu with categories like Certification, Assessment Requirements, Educator Preparation, Internships, Data & Research, Board Information, and Ethics. Below the menu are buttons for 'Pay Certification Fee', 'Check Certification Status', and 'Log in to EPSB'. A callout box labeled 'Log on Here' points to the 'Log in to EPSB' button. The main content area features a 'Headlines' section with links to various reports and updates, and a 'Featured Links' section with links to various resources and documents.

## REPORT HOMEPAGE

1. Once you log on and select Highly Qualified Report from the application list, you will see a District Summary Report for your district.

The screenshot shows the 'Highly Qualified Report - District Summary Report' for Franklin County. The table below provides a detailed view of the data presented in the screenshot.

School	Courses	Courses with HQ Status Identified	Percent Complete	HQR Status	Courses Requiring HQ	Courses With HQ Teacher	HQ Percentage	View Report	Re-open Report
Bondurant Middle School	238	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Bridgeport Elementary School	27	27	100	HQR - Finalized	26	26	100	Final Report	Re-open
Collins Lane Elementary School	29	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Educational Development Center	177	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Elkhorn Elementary School	32	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Elkhorn Middle School	316	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Franklin County High School	420	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Hearn Elementary School	34	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Peaks Mill Elementary School	41	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Western Hills High School	252	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Westridge Elementary School	26	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A

# HQ Report – District Staff Tutorial

## REPORT REFERENCE

1. Courses: Shows the total number of courses reported during the Spring LEAD audit.
2. Courses with HQ status identified: Shows the number of courses for which the principal has marked HQ status (HQ, Not HQ or HQ Not Required)
3. HQR Status: Shows if the HQ Report for each school has been submitted or not.
4. Courses Requiring HQ: Shows the number of courses that have been marked as either having a highly qualified teacher or not having a highly qualified teacher. This column ignores courses marked as HQ Not Required.
5. Courses With HQ Teacher: Shows the number of courses that have been marked as HQ.
6. HQ Percentage: Shows the percentage of courses requiring HQ that are marked HQ.
7. View Report: Opens the school's HQ report in a new window.
8. Re-open Report: If finalized, displays a "Re-open" button that changes the status of the report to "Re-opened by district staff" and allows the principal to once again edit the data.

The screenshot shows a web application window titled "Highly Qualified Report - Microsoft Internet Explorer". The page header includes the EPSB logo and "Education Professional Standards Board". The main content is a table titled "District Summary Report: Franklin County". The table has the following columns: School, Courses, Courses with HQ Status Identified, Percent Complete, HQR Status, Courses Requiring HQ, Courses With HQ Teacher, HQ Percentage, View Report, and Re-open Report. The table lists 12 schools with their respective course counts and HQ status. Callouts 1-8 point to the following elements:

- 1: View Summary Report button
- 2: Courses column
- 3: Courses with HQ Status Identified column
- 4: HQR Status column
- 5: Courses With HQ Teacher column
- 6: HQ Percentage column
- 7: View Report button
- 8: Re-open Report button

School	Courses	Courses with HQ Status Identified	Percent Complete	HQR Status	Courses Requiring HQ	Courses With HQ Teacher	HQ Percentage	View Report	Re-open Report
Rowles Middle School	238	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Elkton Elementary School	27	27	100	HQR - Finalized	26	26	100	Final Report	Re-open
Collins Lane Elementary School	29	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Educational Development Center	177	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Elkhorn Elementary School	33	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Elkhorn Middle School	316	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Franklin County High School	420	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
High East Elementary School	34	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Peaks Mill Elementary School	41	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Western Hills High School	263	0	0	HQR - Not Submitted	0	0	0	View Report	N/A
Westridge Elementary School	26	0	0	HQR - Not Submitted	0	0	0	View Report	N/A

## HELP

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