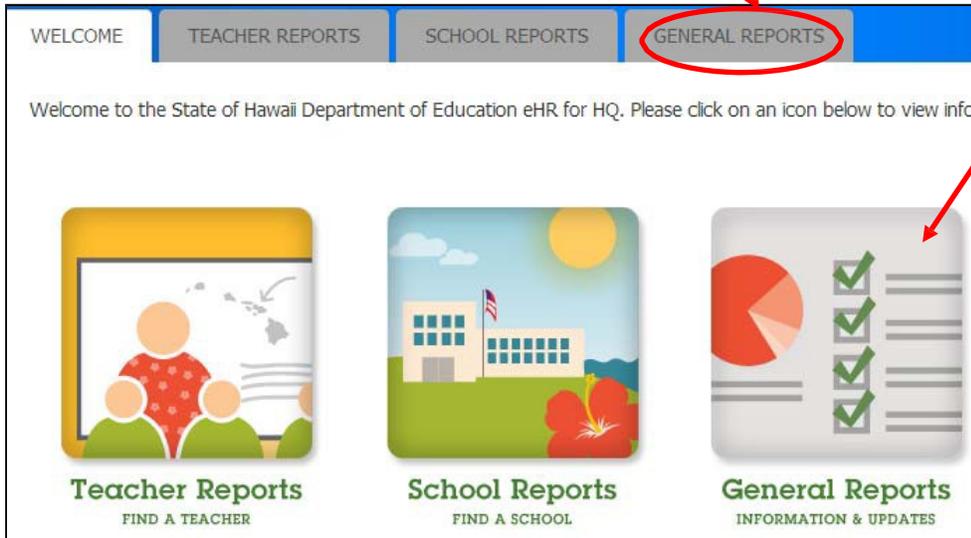




HAWAII DEPARTMENT OF EDUCATION
ESSA Hawaii Qualified Teacher
How to Access the HQ Substitute Teacher Report in eHR for HQ
School Year 2020-2021

For instructions on accessing the eHR for HQ site, please refer to Document 1f of the ESSA HQT Handbook.

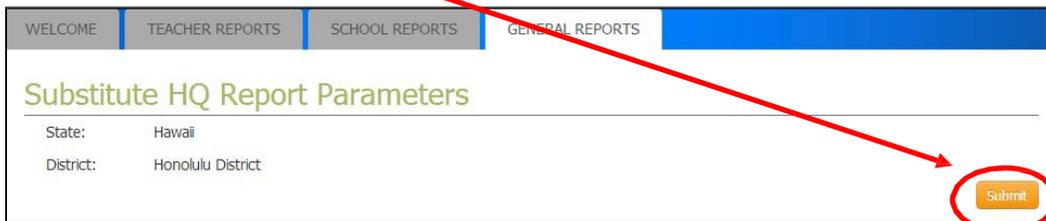
From the home screen, click on either the “General Reports” tab or the “General Reports” icon.



In the general reports page, click on the “Substitute HQ Report” icon.



The substitute teacher data is organized by districts. The system will default to the district that your school is in. Click on the “Submit” button to generate the report.



The first ten entries for substitute teachers who are Hawaii qualified in a core subject will display. To narrow the results further, you can use any of the filters for teacher, qualification (HQ area), qualification level (grade range), and core subject area; or you can use the “Search:” box as well.

For this example, we will filter the results for a Mathematics substitute at the high school level. First, we filter on “Math.”

Then we filter on “6th to 12th Grade” to further narrow our results.

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS
100	[Redacted]	SL Math 6-12	6th Grade	Math	Honolulu District (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3
100	[Redacted]	HQ for Mathematics	Kdgn to 12th Grade	Math	Honolulu District (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3
100	[Redacted]	HQ for Mathematics	6th Grade	Math	Honolulu District (10)	Jarrett Middle (110)	Yes	Yes	Elementary Education K-6	Class 3
202	[Redacted]	PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farrington High (106)	Yes	Yes	Mathematics 6-12	Class 3
100	[Redacted]	Highly Qualified for Mathematics	Middle Sch/Inter (6-8)	Math	Honolulu District (10)	McKinley High (138)	Yes	Yes	Elementary Education K-6 Health K-6 Mathematics 6-8	Class 3
100	[Redacted]	HQ for Mathematics	Middle	Math	Honolulu	McKinley High	Yes	Yes	Elementary	Class 3

Finally, we see our two substitute teachers that are Hawaii qualified for Mathematics at the 6th to 12th grade level. Note the “Preferred Location” entry is based on the preferred school in TSEAS, or the school that signed off on the application (104) or renewal (204) form.

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS
100	[Redacted]	SL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3
200	[Redacted]	PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farrington High (106)	Yes	Yes	Mathematics 6-12	Class 3

Showing 1 to 2 of 2 entries

The alternative to using the filters as mentioned above is to use the “Search:” box. By typing in “math 6th to 12th” you can get results which include the secondary math qualified teachers.

Substitute Report: Honolulu District

Show 10 entries Copy Screen Print Screen Download Options Search: 6th to 12th grade math Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS
20	[Redacted]	SL CTE - Arts And Comm (6-12)	6th to 12th Grade	CTE- Arts and Communication	Honolulu District (10)	Kapalama Elem (124)	No	Yes	CTE - Arts and Communication 6-12 Elementary Education K-6 Mathematics 6-8 Science 6-12	Class 3
10	[Redacted]	SL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3
20	[Redacted]	PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farrington High (106)	Yes	Yes	Mathematics 6-12	Class 3
20	[Redacted]	SL Science 6-12	6th to 12th Grade	Science	Honolulu	Kapalama Elem	No	Yes	CTE - Arts and	Class 3

To review the substitute teacher’s status report, click anywhere on their name row. In this example, we are clicking on the first row.

WELCOME | TEACHER REPORTS | SCHOOL REPORTS | GENERAL REPORTS

WELCOME > GENERAL REPORTS > SUBSTITUTE REPORTS > SUBSTITUTE REPORT PARAMETERS > SUBSTITUTE REPORT

Report contains a list of Substitute Teachers who have submitted documentation demonstrating their content knowledge in the Core Subject Area identified. This listing only includes Substitute Teachers who have obtained at least one Highly Qualified Teacher qualification.

Substitute Report: Honolulu District

Show 10 entries Copy Screen Print Screen Download Options Search: 6th to 12th grade math Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS
20	[Redacted]	PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farrington High (106)	Yes	Yes	Mathematics 6-12	Class 3
10	[Redacted]	SL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3

Showing 1 to 2 of 2 entries

Previous 1 Next

We are now able to view the substitute teacher's individual status report.

Individual HQT Report [Export Report](#) [Print HQT Certificate](#)

No Current Year HQ Assignments Found

Employee

EMPLOYEE ID	LAST NAME	FIRST NAME	NOTES

Qualifications

TYPE	QUALIFICATION	GRADE LEVEL	SUBJECT	EFFECTIVE DATE	EXPIRATION DATE	ADDITIONAL INFORMATION
EDUC	Bach of Science			2003-04-04		Institution: Far Eastern U State: MML Major: Economics
LICN	PL Math 6-12	6th to 12th Grade	Math	2020-01-01	2023-06-30	Institution: Hawaii Teacher Standards Board State: HI Support: Hawaii Teacher Standards Board
ESSA	HQ for Social Studies	6th to 12th Grade	Social Studies	2020-01-27	2023-06-30	State: HI