



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*How to Access Teacher Status Reports in eHR for HQ*  
**School Year 2018-2019**

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

Click on Teacher Reports.

The screenshot shows a navigation menu with 'WELCOME', 'TEACHER REPORTS', and 'SCHOOL REPORTS'. Below the menu, a welcome message is followed by two large icons: 'Teacher Reports FIND A TEACHER' (circled in red) and 'School Reports FIND A SCHOOL'.

Search for teacher

- You can use the search box to find teacher by entering name, employee ID, or school
- Once you find your teacher, click anywhere in the row to bring up the individual report

The screenshot shows the 'Individual HQT Report Search - Complex-Kaiser' page. It includes navigation tabs, location filters, and a search box containing 'pdp'. Below the search box is a table of results with columns for Employee ID, Last Name, First Name, Middle Name, and School.

| EMPLOYEE ID | LAST NAME | FIRST NAME | MIDDLE NAME | SCHOOL          |
|-------------|-----------|------------|-------------|-----------------|
| 00043556    | Pdp       | Nblb       | Fhsptbs     | Roosevelt High  |
| 76045556    | Pdp       | Nfbpr      | H R         | Aina Haina Elem |
| 81625556    | Mprsrhdbj | Hrpdphht   | W           | Kamilolki Elem  |

Showing 1 to 3 of 3 entries

Teacher Status Report will appear.

- If teacher has core HQ assignments, it will be listed on the top in Green

[Export Report](#)

### Individual HQT Report

**Has 12 HQ Core Assignments**

Employee

[Toggle Empld](#)

| EMPLOYEE ID | LAST NAME | FIRST NAME | NOTES      |
|-------------|-----------|------------|------------|
| 00043556    | Pdp       | Nbib       | Some notes |

Qualifications

Show  entries [Copy Screen](#) [Print Screen](#) [Download Options](#) Search:

| TYPE | QUALIFICATION | GRADE LEVEL | SUBJECT | EFFECTIVE DATE | EXPIRATION DATE | ADDITIONAL INFORMATION |
|------|---------------|-------------|---------|----------------|-----------------|------------------------|
|------|---------------|-------------|---------|----------------|-----------------|------------------------|

To see what HQs teacher has, scroll down to Qualifications.

**12 HQ Assignments**

Employee

| EMPLOYEE ID | LAST NAME | FIRST NAME | NOTES      |
|-------------|-----------|------------|------------|
| 00043556    | Pdp       | Nbib       | Some notes |

**Qualifications**

| TYPE | QUALIFICATION                  | GRADE LEVEL       | SUBJECT   | EFFECTIVE DATE    | EXPIRATION DATE  | ADDITIONAL INFORMATION |
|------|--------------------------------|-------------------|-----------|-------------------|------------------|------------------------|
| EDUC | Post Bach Cert - Sec Ed        | null              | null      | 5/14/06 12:00 AM  | null             | Some Info              |
| EDUC | Bach of Bus Adm                | null              | Economics | 8/14/88 12:00 AM  | null             | Some Info              |
| EDUC | Bach of Science                | null              | null      | 5/14/95 12:00 AM  | null             | Some Info              |
| HQ   | Highly Qualified for Economics | 7th to 12th Grade | Economics | 12/30/11 12:00 AM | 6/30/16 12:00 AM | Some Info              |
| HQ   | Highly Qualified for           | 7th to 12th Grade | Math      | 12/30/11 12:00 AM | 6/30/16 12:00 AM | Some Info              |
| LICN | Math 7-12                      | 7th to 12th Grade | Math      | 7/1/11 12:00 AM   | 6/30/16 12:00 AM | Some Info              |

If teacher is NHQ for any of their current assignments, you will see the number of assignments listed in **RED** at the top of their status report.

**11 NHQ Assignments**

**Employee**

| EMPLOYEE ID | LAST NAME | FIRST NAME | NOTES      |
|-------------|-----------|------------|------------|
| 36109556    | Brhbhbkp  | Ypj        | Some notes |

**Qualifications**

| TYPE | QUALIFICATION                | GRADE LEVEL       | SUBJECT            | EFFECTIVE DATE   | EXPIRATION DATE  | ADDITIONAL INFORMATION |
|------|------------------------------|-------------------|--------------------|------------------|------------------|------------------------|
| EDUC | Bach of Educ (BED)           | null              | null               | 5/18/03 12:00 AM | null             | Some Info              |
| HQ   | Highly Qualified for         | Elementary (K-6)  | Elementary Special | 10/2/12 12:00 AM | 6/30/18 12:00 AM | Some Info              |
| HQ   | Highly Qualified for         | Elementary (K-6)  | Elementary         | 10/2/12 12:00 AM | 6/30/18 12:00 AM | Some Info              |
| HQ   | Highly Qualified for Foreign | Middle Sohl/Inter | Foreign Language   | 6/23/08 12:00 AM | null             | Some Info              |
| HQ   | Highly Qualified for Foreign | 7th to 12th Grade | Foreign Language   | 6/23/08 12:00 AM | null             | Some Info              |
| HQ   | Highly Qualified for Science | 7th to 12th Grade | Science            | 7/1/06 12:00 AM  | null             | Some Info              |
| HQ   | Highly Qualified for Science | 5th to 12th Grade | Science            | 10/2/12 12:00 AM | 6/30/18 12:00 AM | Some Info              |
| LICN | Science 7-12                 | 7th to 12th Grade | Science            | 9/21/12 12:00 AM | 6/30/18 12:00 AM | Some Info              |

To see the NHQ Assignments, scroll down to the NHQ Assignments Section.

**HQ Assignments/School Year**

| EMPLOYEE ID             | NAME | SCHOOL | COURSE | SUBJECT | SPED | LICENSED |
|-------------------------|------|--------|--------|---------|------|----------|
| No HQ Assignments Found |      |        |        |         |      |          |

**NHQ Assignments/School Year**

| EMPLOYEE ID | NAME          | SCHOOL      | COURSE               | SUBJECT | SPED | LICENSED |
|-------------|---------------|-------------|----------------------|---------|------|----------|
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Algebra Topics       | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Algebra Topics       | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Geometry Concepts    | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Geometry Conc SPED   | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Geometry Concepts    | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Algebra 1            | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Algebra 1            | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | GEOMETRY             | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Math Wkshp Gr 9 SPED | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Algebra 1 SPED       | Math    | Yes  | Yes      |
| 36109556    | Brhbhbkp, Ypj | Kaiser High | Algebra 1 SPED       | Math    | Yes  | Yes      |

Teacher Status Report can be exported and saved as a pdf file.



### Individual HQT Report

Has 12 HQ Core Assignments

Employee

Print HQT Certificate

| EMPLOYEE ID | LAST NAME | FIRST NAME | NOTES      |
|-------------|-----------|------------|------------|
| 00043556    | Pdp       | Nbib       | Some notes |

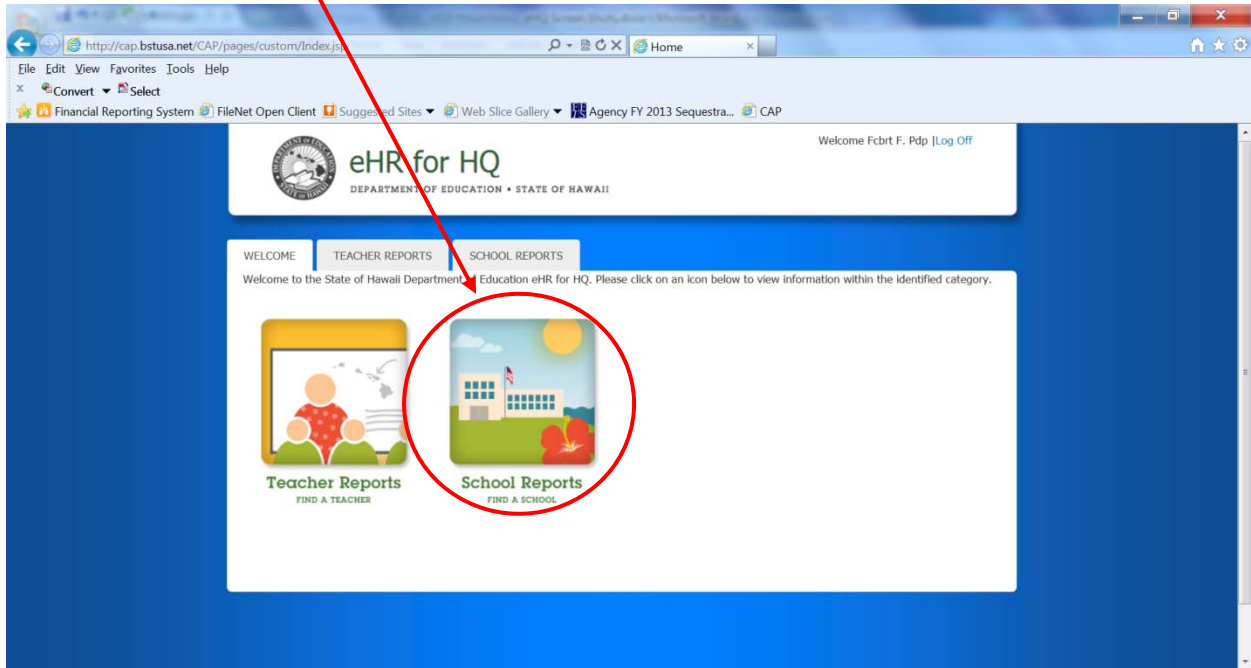
Qualifications

Show 10 entries Copy Screen Print Screen Download Options Search:

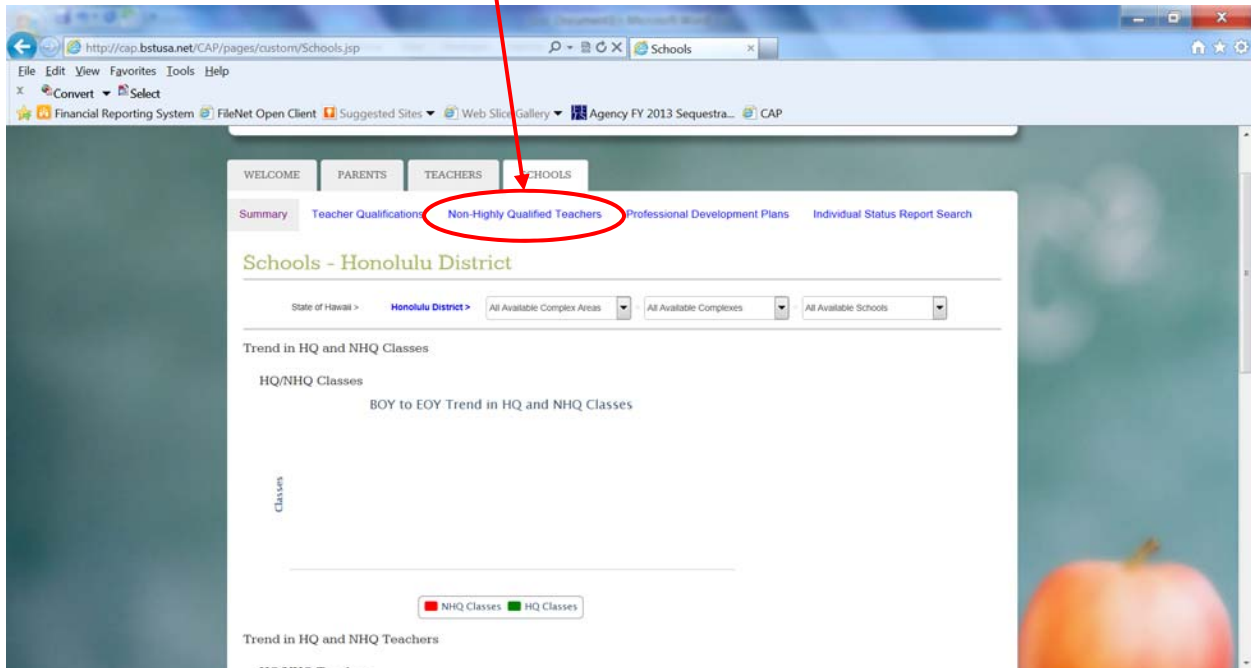
| TYPE | QUALIFICATION | GRADE LEVEL | SUBJECT | EFFECTIVE DATE | EXPIRATION DATE | ADDITIONAL INFORMATION |
|------|---------------|-------------|---------|----------------|-----------------|------------------------|
|------|---------------|-------------|---------|----------------|-----------------|------------------------|

# How to View List of Non-Highly Qualified Teachers

Click on School Reports.



Click on Non-Highly Qualified Teachers.



List of teachers that are NHQ will display.

The screenshot shows a web browser window with the URL <http://cap.bstusa.net/CAP/pages/custom/NhqTchrs.jsp>. The page title is "Non-Highly Qualified Teacher Report - Honolulu District". The interface includes navigation tabs for "WELCOME", "TEACHER REPORTS", and "SCHOOL REPORTS". Under "TEACHER REPORTS", there are sub-tabs for "Summary", "Teacher Qualifications", "Non-Highly Qualified Teachers", "Professional Development Plans", and "Individual Status Report Search". The "Non-Highly Qualified Teachers" tab is active. Below the navigation, there are filters for "State of Hawaii" (set to "Honolulu District"), "All Available Complex Areas", "All Available Complexes", and "All Available Schools". A "Show 10 entries" dropdown is present, along with "Copy Screen", "Print Screen", and "Download Options" buttons. A search bar and a "Reset Filters" button are also visible. The main content is a table with the following columns: EMPLOYEE ID, TEACHER, SCHOOL, CLASS TAUGHT, NCLB SUBJECT, SPED CLASS, and LICENSE. The table contains 8 rows of data for teacher Bdrhapy, Ubhchfm at Kaimuki High.

| EMPLOYEE ID | TEACHER          | SCHOOL       | CLASS TAUGHT              | NCLB SUBJECT | SPED CLASS | LICENSE |
|-------------|------------------|--------------|---------------------------|--------------|------------|---------|
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | ModHist Hawaii SPED       | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | Us Hist&Govt SPED         | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | Us Hist&Govt SPED         | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | W Hist&Cult SPED          | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | Us History and Government | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | World History and Culture | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | World History and Culture | History      | Yes        | Yes     |
| 88876556    | Bdrhapy, Ubhchfm | Kaimuki High | W Hist&Cult SPED          | History      | Yes        | Yes     |

You can copy, print, and download your list.

This screenshot is identical to the one above, but with a red circle highlighting the "Copy Screen", "Print Screen", and "Download Options" buttons. A red arrow points from the text "You can copy, print, and download your list." to the "Copy Screen" button.