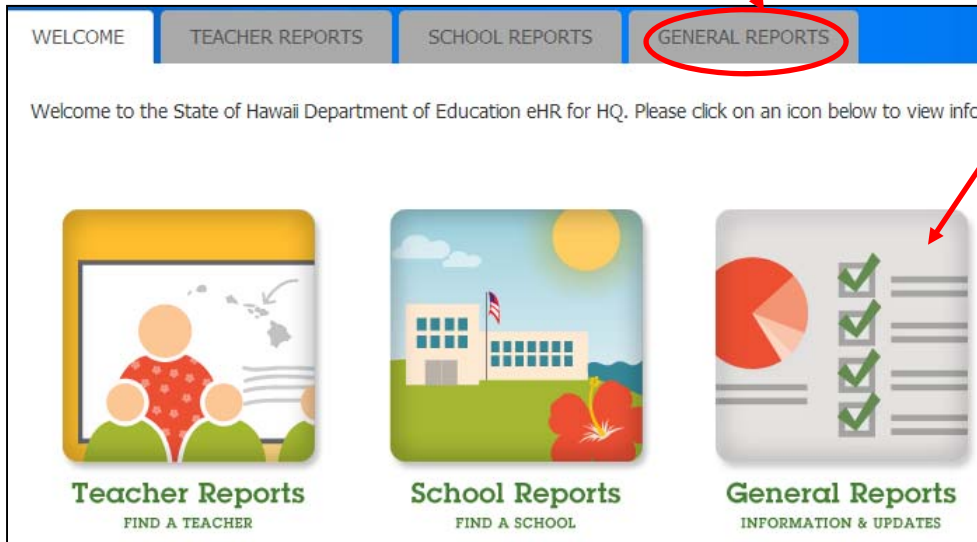




**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*How to Access the HQ Substitute Teacher Report in eHR for HQ*  
**School Year 2018-2019**

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

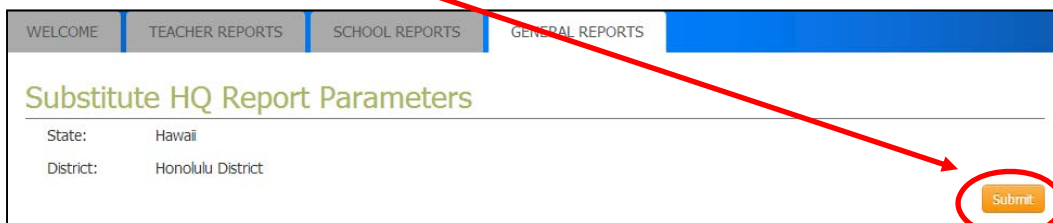
From the home screen, click on either the “General Reports” tab or the “General Reports” icon.



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.



Here we see the first ten entries for substitute teachers who are Hawaii qualified in a core subject. 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.

WELCOME | TEACHER REPORTS | SCHOOL REPORTS | GENERAL REPORTS

### HQ Substitutes Report: Honolulu District

Show 10 entries | Copy Screen | Print Screen | Download Options | Search: | Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION
2009		Highly Qualified for History	Middle Sch/Inter (5-9)	History	Honolulu District - 10	Kaimuki Middle - 116
1013		Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	
1000		Highly Qualified for Arts	5th to 6th Grade	Arts	Honolulu District - 10	Kahala Elem - 114
1000		Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kahala Elem - 114
1012		Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kaiulani Elem - 117
1000		Highly Qualified for History	Elementary (K-6)	History	Honolulu District - 10	
1007		Highly Qualified for History	7th to 12th Grade	History	Honolulu District - 10	Kaimuki High - 115
1007		Highly Qualified for Economics	7th to 12th Grade	Economics	Honolulu District - 10	Kaimuki High - 115
1007		Highly Qualified for Civics / Government	7th to 12th Grade	Civics / Government	Honolulu District - 10	Kaimuki High - 115
1007		Highly Qualified for Geography	7th to 12th Grade	Geography	Honolulu District - 10	Kaimuki High - 115

Showing 1 to 10 of 98 entries | First | Previous | 1 | 2 | 3 | 4 | 5 | Next | Last

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

HQ Substitutes Report: Honolulu District

Show 10 entries | Copy Screen | Print Screen | Download Options | Search: | Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION
2009		Highly Qualified for History	Middle Sch/Inter (5-9)	History	Honolulu District - 10	Kaimuki Middle - 116
1013		Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	
1000		Highly Qualified for Arts	5th to 6th Grade	Arts	Honolulu District - 10	Kahala Elem - 114
1000		Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kahala Elem - 114
1012		Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kaiulani Elem - 117
1000		Highly Qualified for History	Elementary (K-6)	History	Honolulu District - 10	
1007		Highly Qualified for History	7th to 12th Grade	History	Honolulu District - 10	Kaimuki High - 115
1007		Highly Qualified for Economics	7th to 12th Grade	Economics	Honolulu District - 10	Kaimuki High - 115
1007		Highly Qualified for Civics / Government	7th to 12th Grade	Civics / Government	Honolulu District - 10	Kaimuki High - 115
1007		Highly Qualified for Geography	7th to 12th Grade	Geography	Honolulu District - 10	Kaimuki High - 115

Showing 1 to 10 of 98 entries | First | Previous | 1 | 2 | 3 | 4 | 5 | Next | Last

Then we filter on “7<sup>th</sup> to 12<sup>th</sup> Grade” to further narrow our results.

**HQ Substitutes Report: Honolulu District**

Show 10 entries Copy Screen Print Screen Download Options Search:  Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	Q	Math	DISTRICT	PREFERRED LOC
1001	[Redacted]	Highly Qualified for Mathematics	<ul style="list-style-type: none"> <li>5th to 12th Grade</li> <li>5th to 6th Grade</li> <li><b>7th to 12th Grade</b></li> <li>Elementary (K-6)</li> <li>Middle Sch/Inter (5-9)</li> </ul>		Honolulu District - 10	
1001	[Redacted]	Highly Qualified for Mathematics	Middle Sch/Inter (5-9)	Math	Honolulu District - 10	
1013	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141
1001	[Redacted]	Highly Qualified for Mathematics	Middle Sch/Inter (5-9)	Math	Honolulu District - 10	Kawanakoa Middle - 126
1000	[Redacted]	Highly Qualified for Mathematics	Middle Sch/Inter (5-9)	Math	Honolulu District - 10	

Showing 1 to 6 of 6 entries

← First ← Previous 1 Next → Last →

Finally, we see our three substitute teachers that are Hawaii qualified for Mathematics at the 7<sup>th</sup> to 12<sup>th</sup> 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.

**HQ Substitutes Report: Honolulu District**

Show 10 entries Copy Screen Print Screen Download Options Search:  Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	Math	DISTRICT	PREFERRED LOCATION
1001	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	
1013	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141

Showing 1 to 3 of 3 entries

← First ← Previous 1 Next → Last →

The alternative to using the filters as mentioned above is to use the “Search:” box. By typing in “math 7<sup>th</sup>” you can get the same results as shown below.

**HQ Substitutes Report: Honolulu District**

Show 10 entries Copy Screen Print Screen Download Options Search:  Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION
1001	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	
1013	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141

Showing 1 to 3 of 3 entries

Navigation: First Previous 1 Next Last

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

**HQ Substitutes Report: Honolulu District**

Show 10 entries Copy Screen Print Screen Download Options Search:  Reset Filters

EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION
1001	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	
1013	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	[Redacted]	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141

Showing 1 to 3 of 3 entries

Navigation: First Previous 1 Next Last

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

Employee						
EMPLOYEE ID ▲	LAST NAME ▲	FIRST NAME ▲	NOTES ▼			
100: [REDACTED]	[REDACTED]	[REDACTED]				
Qualifications						
TYPE ▲	QUALIFICATION ▲	GRADE LEVEL ▼	SUBJECT ▼	EFFECTIVE DATE ▼	EXPIRATION DATE ▼	ADDITIONAL INFORMATION ▼
EDUC	Bach of Art (BA)		Math	1969-06-08		<b>Institution:</b> U of Hawaii At Manoa <b>State:</b> HI <b>Major:</b> Mathematics
EDUC	Prof Diploma		Math	1971-09-03		<b>Institution:</b> U of Hawaii At Manoa <b>State:</b> HI <b>Major:</b> Mathematics
HQ	Highly Qualified for Mathematics	7th to 12th Grade	Math	2012-01-30	2015-10-26	<b>State:</b> HI