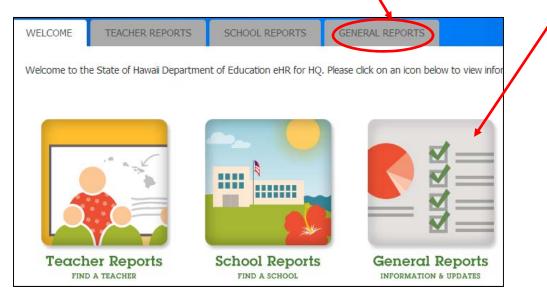


For instructions on accessing the eHR for HQ site, please refer to Document 1f of the ESSA HQT Handbook.

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.

WELCOME	TEACHER REPORTS	SCHOOL REPORTS	GENERAL REPORTS	
Substit	ute HQ Report	Parameters		
State:	Hawaii			
District:	Honolulu District			
				Submit

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.

Q Sub	stitutes Repo	ort: Honolulu I	Distric	t			
now 10	▼ entries Copy Screen	Print Screen Download Optic	ons	earch:		Reset	
	TEACHER		QU 💌	SUBJECT		PREFERRED LOC	
	TEACHER			SUBJECT 🔶	DISTRICT	PREFERRED	
2009	the other callers	Highly Qualified for History	Middle Schl/Inter (5-9)	History	Honolulu District - 10		
1013	dealing. Country Conten	Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10		
1000	Maglifecture, Finder / Solid	Highly Qualified for Arts	5th to 6th Grade	Arts Honolulu District - 10		Kahala Elem - 13	
1000	Stational States	Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kahala Elem - 114	
1012	State (secondarie)	Highly Qualified for Elementary	Elementary (K-6)	Elementary Honolulu District - 10		Kaiulani Elem - 1	
1000	Foundation (Figure explorement)	Highly Qualified for History	Elementary (K-6)	History	Honolulu District - 10		
1007	inter in the second	Highly Qualified for History	7th to 12th Grade	History Honolulu District - 10		Kaimuki High - 115	
1007	(ana) (annual)	Highly Qualified for Economics	7th to 12th Grade	Economics Honolulu Distric		Kaimuki High - 1:	
1007	Series (Sectored)	Highly Qualified for Civics / Government	7th to 12th Grade	Civics / Government	Honolulu District - 10	Kaimuki High - 1	
1007	(inter-cleaners)	Highly Qualified for Geography	7th to 12th Grade	Geography	Honolulu District - 10	Kaimuki High - 1	

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

ow 10	entries Copy Screen	Print Streen Download Optic	ons S	earch:		Reset Filt
	TEACHER		QU 💌	SUBJECT		PREFERRED LOC
EMPLOYEE	TEACHER	QUALIFICATION		SUBJECT Arts Civics / Government	DISTRICT	PREFERRED
2009	protect (1980)	Highly Qualified for History	Middle Schl/Inter (5-9)	Economics Elementary Elementary Special Education English / Language Arts	Honolulu District - 10	Kaimuki Middle - 116
1013	New York Concerns	Highly Qualified for Elementary	Elementary (K-6)	Foreign Language Geography History	Honolulu District - 10	
1000	Andrews, Case Property	Highly Qualified for Arts	5th to 6th Grade	Math Science	Honolulu District - 10	Kahala Elem - 114
1000	Auditoutin, Other Patient	Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kahala Elem - 114
1012	Const. (decide: 1)	Highly Qualified for Elementary	Elementary (K-6)	Elementary	Honolulu District - 10	Kaiulani Elem - 117
1000	Country State on Annual	Highly Qualified for History	Elementary (K-6)	listory Honolulu District - 10		
1007	-term (descript)	Highly Qualified for History	7th to 12th Grade	History Honolulu District - 10		Kaimuki High - 115
1007	(energy (feature))	Highly Qualified for Economics	7th to 12th Grade	Economics Honolulu District - 10		Kaimuki High - 115
1007	(Marini - Begernanik)	Highly Qualified for Civics / Government	7th to 12th Grade	Civics / Government	Honolulu District - 10	Kaimuki High - 115
1007	Sales (Second)	Highly Qualified for Geography	7th to 12th Grade	Geography	Honolulu District - 10	Kaimuki High - 115

ow 10	entries Copy Screen	n Print Screen Download Opt	ions S	Search:		Reset Filte
	TEACHER		a 🔹	Math	DISTRICT	PREFERRED LOC
EMPLOYEE ID	TEACHER	QUALIFICATION	QUAL LE 5th to 12 5th to 6th	th Grade	DISTRICT	PREFERRED
1001	mail (1997au) (	Highly Qualified for Mathematics	Elementa	tth Grade ary (K-6) chl/Inter (5-9)	Honolulu District - 10	
1001	an, Fallsfield	Highly Qualified for Mathematics	Middle Schl/Inter (5-9)	Math	Honolulu District - 10	
1013	Algorith, Hard Partic	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	Teals, Sections	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141
1001	5.000 (0.000) (41	Highly Qualified for Mathematics	Middle Schl/Inter (5-9)	Math	Honolulu District - 10	Kawananakoa Middle - 126
1000	regres, tarter ballet	Highly Qualified for Mathematics	Middle Schl/Inter (5-9)	Math	Honolulu District - 10	

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

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.

10 10 [	entries Copy Screen	Print Screen Download Options	3	Search:		Reset Filte
	TEACHER			Math	DISTRICT	PREFERRED LOC
	TEACHER		QUAL	SUBJECT 🔶	DISTRICT	PREFERRED
1001	real (Sector)	Highly Qualified for Mathematics	7th to 12th Grade	Math Honolulu District -		
1013	Agente - Incidente	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	Terra Scatteria	Highly Qualified for Mathematics	7th to 12th Grade	Math Honolulu District -		Nuuanu Elem - 141

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.

how 10 [	entries Copy Screen	Print Screen Download Options		Search: math 7th		Reset Filte
	TEACHER			SUBJECT		PREFERRED LOC
	TEACHER		QUAL	SUBJECT	DISTRICT	PREFERRED
1001	(84) (800 A)	Highly Qualified for Mathematics	7th to 12th Grade	Math Honolulu District - 10		
1013	Nacas - In Task	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	Transa (Section)	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141

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

w 10 [	entries Copy Screen	Print Screen Download Options	S	Search: math 7th		Reset Filte
	TEACHER			SUBJECT		PREFERRED LOC
	TEACHER		QUAL	SUBJECT	DISTRICT	PREFERRED
1001	No. Person	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	
1013	No. of Contemporate	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Kaiulani Elem - 117
1000	Tents, Tecanitedar	Highly Qualified for Mathematics	7th to 12th Grade	Math	Honolulu District - 10	Nuuanu Elem - 141

Employ	Employee									
EMPLO	DYEE ID 🔺 LA	ST NAME	FIRST NAME	<b>A</b>		NOTES	×			
100:										
Qualifi	ications									
ТҮРЕ	QUALIFICATION	GRADE LEVEL	SUBJECT	EFFECTIVE DATE	EXPIRATION DATE	ADDITIONAL INFORMATION	×			
EDUC	Bach of Art (BA)		Math	1969-06-08		Institution: U of Hawaii At Manoa State: HI Major: Mathematics				
EDUC	Prof Diploma		Math	1971-09-03		Institution: U of Hawaii At Manoa State: HI Major: Mathematics				
HQ	Highly Qualified for Mathematics	7th to 12th Grade	Math	2012-01-30	2015-10-26	State: HI				

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