



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*How to Access the Individual Progress 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.

The Individual Progress Report in the School Reports tab is a report to help you monitor the progress of teachers deemed non-Hawaii qualified in the baseline snapshot. Unlike the “Non-Hawaii Qualified Teachers” report, teachers will not be removed from this report as they become Hawaii qualified. For those teachers that become HQ, the “Content Area Classes HQ” column will indicate “Yes” instead of “No.”



A teacher will have a row in the report for each core subject area for which they are not Hawaii qualified. The example below shows that teacher “N” (last two rows) is not Hawaii qualified in two subject areas (Math and Geography).

**Individual Progress Report - *[Teacher Name]***

State of Hawaii > Central District > CA *[Complex]* > Complex *[Complex]* > *[Complex]* >

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

EMPLOYEE ID	TEACHER	SCHOOL	ALL CORE HQ CLASSES	SUBJECT	CONTENT AREA CLASSES HQ	PD PLAN APPROVED	HQ DOCS SUBMITTED BY 9/30	DOCUMENTS
10008922	B. [Name]	[School]	Yes	Economics	Yes	No	Yes	NBPTS, 12-OCT-12, Processed NBPTS, 24-AUG-12, No Action
20052271	C. [Name]	[School]	No	Math	No	Yes	No	
20059989	D. [Name]	[School]	No	Math	No	Yes	No	
10022866	G. [Name]	[School]	No	History	Yes	Yes	No	
10022866	G. [Name]	[School]	No	Math	No	Yes	No	
10005250	Ge. [Name]	[School]	No	History	No	Yes	No	
20057790	J. [Name]	[School]	No	History	No	Yes	No	Alternate Route to Licensure, 05-DEC-12, Approved
20057790	J. [Name]	[School]	No	Foreign Language	No	Yes	No	Alternate Route to Licensure, 05-DEC-12, Approved
20058004	N. [Name]	[School]	No	Math	No	Yes	No	
20058004	N. [Name]	[School]	No	Geography	No	Yes	No	

Showing 1 to 10 of 14 entries

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The report shows that teacher “N” completed a Professional Development Plan. To view teacher “N”’s status report, click on either of the two rows. The “Documents” column displays the same data as the “Document Tracking” section of the teacher status report.