

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

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.

WELCOME	TEACHER REP	ORTS SCHOOL	REPORTS	GENERAL F	REPORTS					
WELCOME > GENE Report contains includes Substit Substitu	velcome > 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 ncludes Substitute Teachers who have obtained at least one Highly Qualified Teacher qualification.     Substitute Report: Honolulu District									
Show 10	entries Co	py Screen Print Scree	n Download	d Options S	earch:					Reset Filters
	TEACH	QUALIFICATIO	QU/ ~	SUBJE 🗸		PREFERRE	Yes 🗸	Yes 🗸		JOE ~
EMPLOYEE ID	TEACHER		QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION		ACTIVE LICENSE	LICENSES	JOB CLASS ♦
ID	TEACHER	QUALIFICATION PL Special Education K-12	QUAL LEVEL Kdgn to 12th Grade	SUBJECT	Honolulu District (10)	REFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES Special Education K-12	JOB CLASS
100 100		QUALIFICATION PL Special Education K-12 HQ for Elementary Special Education	QUAL LEVEL Kdgn to 12th Grade Elementary (K-6)	SUBJECT Special Education Elementary Special Education	DISTRICT Honolulu District (10) Honolulu District (10)	PREFERRED LOCATION Kahala Elem (114) Kahala Elem (114)	HQ STATUS	ACTIVE LICENSE Yes Yes	LICENSES Special Education K-12 Special Education K-12	JOB CLASS ♦ Class 3 Class 3
EMPLOYEE ID 100 100		QUALIFICATION PL Special Education K-12 HQ for Elementary Special Education HQ for Elementary	QUAL LEVEL Kdgn to 12th Grade Elementary (K-6)	SUBJECT Special Education Elementary Special Education Elementary	DISTRICT Honolulu District (10) District (10) Honolulu District (10)	PREFERRED LOCATION Kahala Elem (114) Kahala Elem (114) Kahala Elem (114)	HQ STATUS	ACTIVE LICENSE Yes Yes	LICENSES Special Education K-12 Special Education K-12	JOB CLASS
EMPLOYEE ID 100 100 100 100	TEACHER	QUALIFICATION Image: Comparison of the second sec	QUAL LEVEL ♦ Kdgn to 12th Grade Elementary (K-6) Elementary (K-6)	SUBJECT Special Education Elementary	DISTRICT Honolulu District (10) District (10) Honolulu District (10) Honolulu District (10)	PREFERRED LOCATION Kahala Elem (114) Kahala Elem (114) Kahala Elem (114) Linapuni Elem (133)	HQ STATUS Yes Yes Yes Yes	ACTIVE LICENSE Yes Yes Yes	LICENSES Special Education K-12 Special Education K-12 Elementary Education K-6	JOB CLASS $\Rightarrow$ Class 3 Class 3 Class 3 Class 3 Class 3

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

Substitute	Substitute Report: Honolulu District										
Show 10 v e	Show 10 v entries Copy Screen Print Screen Download Options Search:										
	TEACH	QUALIFICATIO ~	QU/ ~				PREFERRE	Yes 🗸	Yes 🗸		JOE ~
	TEACHER		QUAL LEVEL		Elementary Elementary Special Education English / Language Arts	î	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS ≑
100	line lines	PL Special Education K-12	Kdgn to 12th Grade	S	Geography German		ahala Elem (114)	Yes	Yes	Special Education K-12	Class 3
100		HQ for Elementary Special Education	Elementary (K-6)	E S E	Hawaiian Knowledge Health History		ahala Elem (114)	Yes	Yes	Special Education K-12	Class 3
100	100	HQ for Elementary	diementary (K-6)	E	Japanese Law	l	ahala Elem (114)	Yes	Yes	Special Education K-12	Class 3
100		PL Elem Ed K-6	Elementary (K-6)	E	Library Math		inapuni Elem 133)	Yes	Yes	Elementary Education K-6	Class 3
100	100.000	HQ for Elementary	Elementary (K-6)	E	Music Physical Education		inapuni Elem 133)	Yes	Yes	Elementary Education K-6	Class 3

Substitut	te Repor	t. Honolulu	Distric	t						
Show 10 ~	entries Co	ppy Screen Print Screen	Downloa	ad Options	Search:					Reset Filters
	TEACH	QUALIFICATIO	QU V Math V				Yes 🗸	Yes 🗸		JOE ~
EMPLOYEE	TEACHER		6th Grade	/EL e th Grade	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE	LICENSES	JOB CLASS ≑
100	Anna Anna anna anna anna anna anna anna	SL Math 6-12	6 Early Chil G Elementa Kdan to 1	dhood (PK-3) ry (K-6) .2th Grade	onolulu istrict (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3
100	10 <sup>thm</sup>	HQ for Mathematics	M Kdgn to 3	ird Grade hl/Inter (6-8)	onolulu istrict (10)	Kaimuki High (115)	Yes	Yes	Mathematics 6-12 Science 6-12	Class 3
100	ana. Talahata 1	HQ for Mathematics	6th Grade	Math	Honolulu District (10)	Jarrett Middle (110)	Yes	Yes	Elementary Education K-6	Class 3
202	NAMES OF BRIDE	PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farrington High (106)	Yes	Yes	Mathematics 6-12	Class 3
100	data (Marco)	Highly Qualified for Mathematics	Middle Schl/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	and setting	HQ for Mathematics	Middle	Math	Honolulu	McKinley High	Yes	Yes	Elementary	Class 3

Then we filter on "6<sup>th</sup> to 12<sup>th</sup> Grade" to further narrow our results.

Finally, we see our two substitute teachers that are Hawaii qualified for Mathematics at the 6<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.

WELCOME	TEACHER REP	ORTS SCHOOL	REPORTS	GENERAL	REPORTS					
	FRAL REPORTS > SU		STITUTE REPOR	T PARAMETERS		DRT				
Report contain includes Substi	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.									
Substitu	ite Repor	t: Honolulu	Distric	t						
Show 10	✓ entries Co	py Screen Print Screer	Downloa	d Options	Search:					Reset Filters
	TEACH ~	QUALIFICATIO ~	6th 🗸	Math 🗸		PREFERRE	Yes 🗸	Yes 🗸		JOE
EMPLOYEE ID	TEACHER		QUAL LEVEL	SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS
10	Ann Alberty' Test	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
202	202 PL Math 6-12 6th to 12th Grade Math Honolulu District (10) Farrington High Yes Yes Mathematics Class 3 6-12									
Showing 1 to 2	Showing 1 to 2 of 2 entries Previous 1 Next									

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

S	Substitute Report: Honolulu District											
Sh	Show 10 v entries Copy Screen Print Screen Download Options Search: 6th to 12th grade math Reset Filters											
	TEACH >     QUALIFICATIO >     QU >     SUBJECI >     DISTRI( >     PREFERR >     HQ S >     ACTI >     LICENSE >									JOE ~		
	ID			QUAL	SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS <sup>‡</sup>	ACTIVE		JOB CLASS	
	20	100	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	the deer	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		PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farring <mark>to</mark> n High (106)	Yes	Yes	Mathematics 6-12	Class 3	
	20	100	SL Science 6-12	6th to 12th	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 REP	ORTS SCHOOL	REPORTS	GENERAL	REPORTS					
WELCOME > GEN	ERAL REPORTS > SUE	BSTITUTE REPORTS > SUB	TITUTE REPOR	T PARAMETERS >	SUBSTITUTE REPO	DRT				
Report contain: includes Substi	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.									
Substitu	Substitute Report: Honolulu District									
Show 10	Show 10 v entries Copy Screen Print Screen Download Options Search: 6th to 12th grade math Reset Filters									
	TEACH ~	QUALIFICATIO	QU ~	Math 🗸			HQ S 🗸	ACTIV		JOE ~
EMPLOYEE ID	TEACHER			SUBJECT	DISTRICT	PREFERRED LOCATION	HQ STATUS	ACTIVE LICENSE	LICENSES	JOB CLASS ≑
20	272.	PL Math 6-12	6th to 12th Grade	Math	Honolulu District (10)	Farrington High (106)	Yes	Yes	Mathematics 6-12	Class 3
10	10 SL Math 6-12 6th to 12th Grade Math District (10) Honolulu District (10) Kaimuki High (115) Yes Yes Mathematics 6-12 Science 6-12 Class 3									
Showing 1 to 2	Showing 1 to 2 of 2 entries Previous 1 Next									

Individ	Individual HQT Report Print HQT Certificate Print HQT Certificate										
No Curr	ent Year HQ Assigr	ments Found									
Employee	Employee										
EMPLOY	EMPLOYEE ID 🔺 LAST NAME 🔺 FIRST NAME 🔺 NOTES										
	n harry	100									
Qualificat	ions										
ТҮРЕ	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					

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