



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*How to Access Teacher Status Reports in eHR for HQ*  
**School Year 2021-2022**

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 reads: 'Welcome to the State of Hawaii Department of Education eHR for HQ. Please click on an icon below to view information within the identified category.' Two icons are displayed: 'Teacher Reports' (with the text 'FIND A TEACHER') and 'School Reports' (with the text 'FIND A SCHOOL'). The 'Teacher Reports' icon is circled in red.

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' page. At the top, there are navigation tabs for 'WELCOME', 'TEACHER REPORTS', 'SCHOOL REPORTS', and 'GENERAL REPORTS'. The 'TEACHER REPORTS' tab is active. Below the tabs, there are breadcrumb links: 'WELCOME > TEACHER REPORTS > INDIVIDUAL HQT REPORT SEARCH'. A search instruction reads: 'Search the **Employee** list below and click an individual to see their **Individual Status Report**.' The page title is 'Individual HQT Report Search - Complex-Kaiser'. There are several dropdown menus for filtering: 'State of Hawaii', 'Honolulu District', 'CA Farrington-Kaiser-Kalani', 'Complex-Kaiser', and 'All Available Schools'. Below the filters is the 'Employee List' section. It includes a 'Show 10 entries' dropdown, buttons for 'Copy Screen', 'Print Screen', and 'Download Options', a search box (circled in red), and a 'Reset Filters' button. The table below has columns for 'EMPLOYEE ID', 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', and 'SCHOOL'. A red arrow points from the search box to the first row of the table.

EMPLOYEE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SCHOOL
██████	██████	██████	██████	Aina Haina Elem (100)
██████	██████	██████	██████	Aina Haina Elem (100)
██████	██████	██████	██████	Aina Haina Elem (100)
██████	██████	██████	██████	Aina Haina Elem (100)

Teacher Status Report will appear.

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

## Individual HQT Report

Export Report

Print HQT Certificate

Has 6 Current Year HQ Assignments

### Employee

EMPLOYEE ID ▲	LAST NAME ▲	FIRST NAME ▲	NOTES ▼
██████	██████	██████	

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

### Qualifications

TYPE ▲	QUALIFICATION ▲	GRADE LEVEL ▼	SUBJECT ▼	EFFECTIVE DATE ▼	EXPIRATION DATE ▼	ADDITIONAL INFORMATION ▼
EDUC	Bach of Science			2002-12-22		<b>Institution:</b> U of Hawaii At Manoa <b>State:</b> HI <b>Major:</b> Travel Industry Mgt (Tim)
EDUC	Post Bach Cert - Sec Ed			2010-05-15		<b>Institution:</b> U of Hawaii At Manoa <b>State:</b> HI <b>Major:</b> Secondary Education
LICN	SL Art 6-12	6th to 12th Grade	Arts	2011-12-01	2022-06-30	<b>Institution:</b> Hawaii Teacher Standards Board <b>State:</b> HI <b>Support:</b> Hawaii Teacher Standards Board
ESSA	HQ for TIM	6th to 12th Grade	Travel Industry Management	2017-05-12	2022-06-30	<b>State:</b> HI
ESSA	HQ for Arts	6th to 12th Grade	Arts	2017-05-12	2022-06-30	<b>State:</b> HI

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.

**Has 5 Current Year NHQ Assignments**

Employee						
EMPLOYEE ID	LAST NAME	FIRST NAME	NOTES			
██████	██████	██████				
Qualifications						
TYPE	QUALIFICATION	GRADE LEVEL	SUBJECT	EFFECTIVE DATE	EXPIRATION DATE	ADDITIONAL INFORMATION
EDUC	Bach of Science			1984-05-07		<b>Institution:</b> Liberty U <b>State:</b> VA <b>Major:</b> Pastoral
EDUC	Certification Program			2002-01-17		<b>Institution:</b> Cal St U, Northridge <b>State:</b> CA <b>Major:</b> Basic Spec Ed M/M
LICN	SL Sped S/P K-12	Kdgn to 12th Grade	Special Education	2017-02-01	2022-06-30	<b>Institution:</b> Hawaii Teacher Standards Board <b>State:</b> HI <b>Support:</b> Hawaii Teacher Standards Board
LICN	SL Sped M/M K-12	Kdgn to 12th Grade	Special Education	2017-02-01	2022-06-30	<b>Institution:</b> Hawaii Teacher Standards Board <b>State:</b> HI <b>Support:</b> Hawaii Teacher Standards Board
ESSA	HQ for Elementary	Elementary (K-6)	Elementary	2017-02-21	2022-06-30	<b>State:</b> HI
ESSA	HQ for Elementary Special Education	Elementary (K-6)	Elementary Special Education	2017-02-21	2022-06-30	<b>State:</b> HI

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

NHQ Assignments/School Year									
COURSE ID	COURSE DESCRIPTION	SUBJECT	GRADE LEVEL	SCHOOL YEAR	SCHOOL	TERM	SPED CLASS	SUBJECT HQ	SPED LICENSE
HLE1000SPED	Health-Today and Tomorrow SPED	Health	High School (9-12)	2019	Konawaena High (374)	Semester 2	Yes	No	Yes
MAX1090SPED	Modeling Our World - Course 1a SPED	Math	High School (9-12)	2019	Konawaena High (374)	Semester 1	Yes	No	Yes
MAX1090SPED	Modeling Our World - Course 1a SPED	Math	High School (9-12)	2019	Konawaena High (374)	Semester 1	Yes	No	Yes
MAX1095SPED	Modeling Our World - Course 1b SPED	Math	High School (9-12)	2019	Konawaena High (374)	Semester 2	Yes	No	Yes
MAX1095SPED	Modeling Our World - Course 1b SPED	Math	High School (9-12)	2019	Konawaena High (374)	Semester 2	Yes	No	Yes
HLE1000SPED	Health-Today and Tomorrow SPED	Health	High School (9-12)	2018	Konawaena High (374)	Semester 2	Yes	No	Yes
HLE1000SPED	Health-Today and Tomorrow SPED	Health	High School (9-12)	2018	Konawaena High (374)	Semester 2	Yes	No	Yes

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

## Individual HQT Report

[Export Report](#)
[Print HQT Certificate](#)

Has 6 Current Year HQ Assignments

### Employee

EMPLOYEE ID ▲	LAST NAME ▲	FIRST NAME ▲	NOTES
██████	██████	██████	

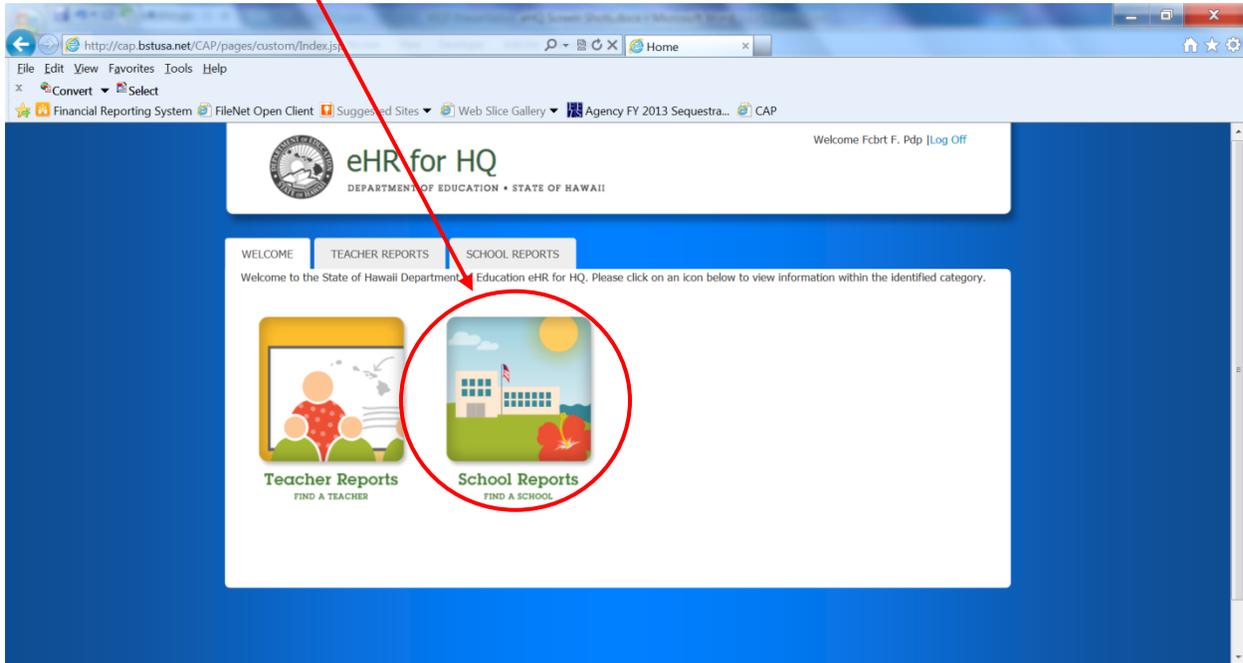
[Print HQT Certificate](#)

### Qualifications

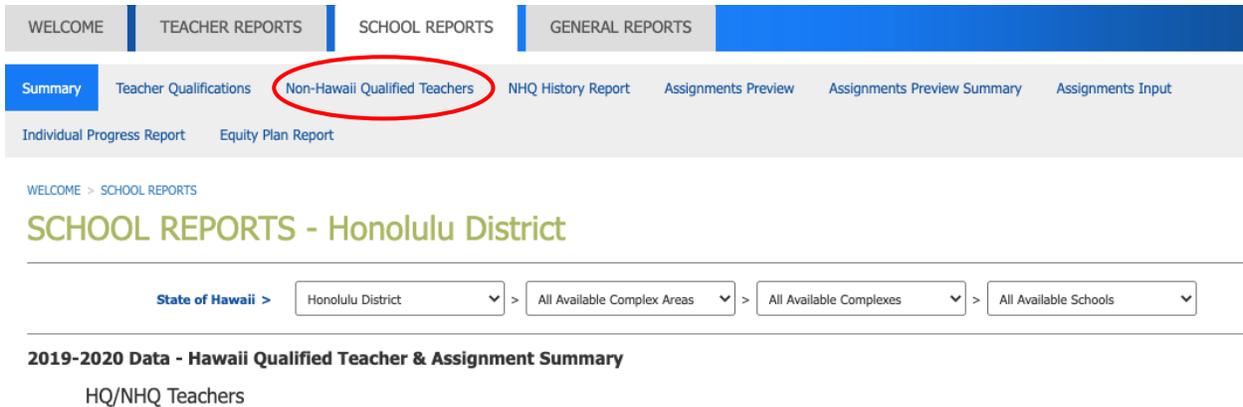
TYPE ▲	QUALIFICATION ▲	GRADE LEVEL ▼	SUBJECT ▼	EFFECTIVE DATE ▼	EXPIRATION DATE ▼	ADDITIONAL INFORMATION ▼
EDUC	Bach of Science			2002-12-22		<b>Institution:</b> U of Hawaii At Manoa <b>State:</b> HI <b>Major:</b> Travel Industry Mgt (Tim)
EDUC	Post Bach Cert - Sec Ed			2010-05-15		<b>Institution:</b> U of Hawaii At Manoa <b>State:</b> HI <b>Major:</b> Secondary Education
LICN	SL Art 6-12	6th to 12th Grade	Arts	2011-12-01	2022-06-30	<b>Institution:</b> Hawaii Teacher Standards Board <b>State:</b> HI <b>Support:</b> Hawaii Teacher Standards Board
ESSA	HQ for TIM	6th to 12th Grade	Travel Industry Management	2017-05-12	2022-06-30	<b>State:</b> HI
ESSA	HQ for Arts	6th to 12th Grade	Arts	2017-05-12	2022-06-30	<b>State:</b> HI

# How to View List of Non-Hawaii Qualified Teachers

Click on School Reports.



Click on Non-Hawaii Qualified Teachers.



List of teachers that are NHQ will display.

### Non-Hawaii Qualified Teachers Report - Honolulu District

State of Hawaii > Honolulu District > All Available Complex Areas > All Available Complexes > All Available Schools

Show 10 entries [Copy Screen](#) [Print Screen](#) [Download Options](#) Search:

[Progress Report](#) [Reset Filters](#)

TEACHER FIRST	SCHOOL FIRST LETTER	COURSE FIRST LETTER	SUBJECT FIRST LET	SPEC	TERM		LICENSE	
EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	SUBJECT	SPED CLASS	TERM	SECTION	LICENSE
[REDACTED]	[REDACTED]	[REDACTED]	Physical Education Lifetime Activities (PEP1010)	Physical Education	No	Semester 1	5017757	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Team Sports A (PTP0630)	Physical Education	No	Semester 1	3806918	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Team Sports A (PTP0630)	Physical Education	No	Semester 2	3806919	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Physical Education Lifetime Activities (PEP1010)	Physical Education	No	Year	3806880	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Health Strategies (HLE5000)	Health	No	Year	3806872	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Integrated Science (SAH2003)	Science	No	Year	4954557	No
[REDACTED]	[REDACTED]	[REDACTED]	Hawaiiana 2A (FVX2001)	Arts	No	Year	3806739	No
[REDACTED]	[REDACTED]	[REDACTED]	Biology 1 (SLH2203)	Science	No	Year	3806778	No

You can copy, print, and download your list.

State of Hawaii > Honolulu District > All Available Complex Areas > All Available Complexes > All Available Schools

Show 10 entries [Copy Screen](#) [Print Screen](#) [Download Options](#) Search:

[Progress Report](#) [Reset Filters](#)

TEACHER FIRST	SCHOOL FIRST LETTER	COURSE FIRST LETTER	SUBJECT FIRST LET	SPEC	TERM		LICENSE	
EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	SUBJECT	SPED CLASS	TERM	SECTION	LICENSE
[REDACTED]	[REDACTED]	[REDACTED]	Physical Education Lifetime Activities (PEP1010)	Physical Education	No	Semester 1	5017757	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Team Sports A (PTP0630)	Physical Education	No	Semester 1	3806918	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Team Sports A (PTP0630)	Physical Education	No	Semester 2	3806919	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Physical Education Lifetime Activities (PEP1010)	Physical Education	No	Year	3806880	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Health Strategies (HLE5000)	Health	No	Year	3806872	Yes
[REDACTED]	[REDACTED]	[REDACTED]	Integrated Science (SAH2003)	Science	No	Year	4954557	No
[REDACTED]	[REDACTED]	[REDACTED]	Hawaiiana 2A (FVX2001)	Arts	No	Year	3806739	No
[REDACTED]	[REDACTED]	[REDACTED]	Biology 1 (SLH2203)	Science	No	Year	3806778	No