

HAWAII DEPARTMENT OF EDUCATION

Hawaii Qualified Teacher

Assignments Preview in eHR for HQ - SIS Schools

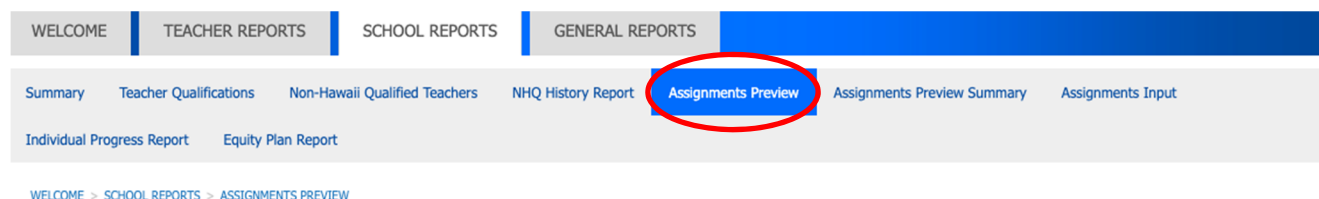
School Year 2025-2026

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

The assignments preview report replaces the non-highly qualified validation window activity conducted in previous years.

The assignments preview report in the “School Reports” tab is designed to show all assignments in SIS and the teacher associated with the assignment. This report will also display teachers who do not have assignments. This is to ensure that all teachers who should be scheduled in SIS have classes assigned to them, and that those without assignments in SIS do not have assignments in this report.

To view the assignments preview report, click on the “Assignments Preview” link in the “SCHOOL REPORTS” tab.



The assignments preview report is sorted by teacher name (last, first) then class taught (class title).

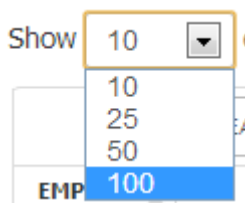
Assignments Preview - [View Page](#)

State of Hawaii > Central District > CA View Page > Complex > View Page >								
Show	10	entries	Copy Screen	Print Screen	Download Options	Search:	Reset Filters	
	TEACHER F	SCHOOL FIR	COURSE FIRST	NCLB SUBJ	:	TERM		
EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
1200000-06	1200000-06	1200000-06	Career and Academic Planning G		N	Year	12	9
1200000-06	1200000-06	1200000-06	Hawaiian Dance 1		N	Year	01	4
1200000-06	1200000-06	1200000-06	Hawaiian Dance 1		N	Year	02	6
1200000-06	1200000-06	1200000-06	Hawaiian Dance 2		N	Year	01	6
1200000-06	1200000-06	1200000-06	Hawaiian Dance 3		N	Year	01	6
1200000-06	1200000-06	1200000-06	Homeroom (Grades 9-12)-Year		N	Year	12	9
1200000-06	1200000-06	1200000-06	Participation in A Democracy	Civics / Government	N	Semester 1	08	2
1200000-06	1200000-06	1200000-06	Ukulele 1		N	Year	01	1
1200000-06	1200000-06	1200000-06	Ukulele 1		N	Year	02	5
1200000-06	1200000-06	1200000-06	Ukulele 2		N	Year	01	5

Showing 1 to 10 of 599 entries

← First ← Previous 1 2 3 4 5 Next → Last →

To view more than the default ten rows, use the “Show” pull-down menu to select 25, 50 or 100 rows.



You can also use the search box and filters to further isolate a specific teacher, class, or subject.

It is important for the assignments preview report that you check for teachers who do not have any assignments in SIS. This check ensures that we are capturing all teachers with assignments in our baseline snapshot on October 1st.

The default sort as mentioned previously is by teacher and class taught. To check for teachers without assignments in SIS you will need to do a descending sort on the class taught column.

From the default view of the assignments preview report, click on the “Class Taught” cell.

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

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
1000	TEACHER (1000)	SCHOOL (1000)	Career and Academic Planning G		N	Year	12	9
1000	TEACHER (1000)	SCHOOL (1000)	Hawaiian Dance 1		N	Year	01	4

Notice that the upper sort triangle for the “Class Taught” column is now colored after the step above. This indicates that the list is in an ascending sort.

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
100	TEACHER (100)	SCHOOL (100)	Advanced Placement (Ap) World	History	N	Year	01	1
100	TEACHER (100)	SCHOOL (100)	Advanced Placement (Ap) World	History	N	Year	02	6

Click on the “Class Taught” cell again to get a descending sort.

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
100	TEACHER (100)	SCHOOL (100)	Advanced Placement (Ap) World	History	N	Year	01	1
100	TEACHER (100)	SCHOOL (100)	Advanced Placement (Ap) World	History	N	Year	02	6

In this example, we see the report after the descending score and find that there are two teachers who do not have assignments in SIS. If your teachers are not assigned classes, no further action is needed; however, if they are assigned classes, check with your registrar or your registration/enrollment office assistant for the missing assignment.

Assignments Preview - Aiea High

State of Hawaii >
Central District >
CA >
Complex >
Aiea High >

Show 10 entries
Copy Screen
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Search:
Reset Filters

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
100								
100								
200			Yearbook Production 2		N	Year	01	5
200			Yearbook Production 1		N	Year	01	5
100			World History and Culture B	History	N	Semester 1	01	3