

Instructions on Viewing The Highly Qualified Teachers Report

1. Under the Select Report Year section, choose the school year for the desired report.
2. Under the Select Report section, click on NCLB Highly Qualified Report.
3. A new page will appear displaying the Report Details.
4. The Notes section provides any additional information necessary to run the report.
5. In the Additional Parameters Section, under HQ Org Type, choose the appropriate level for the report, either Campus level, District level, Region level or State level.
6. For Campus level reports, select the appropriate district name under HQ District Name. For District, Region or Statewide reports, select “List All Organizations” under HQ District Name.
7. Depending on what you choose will determine what shows up under the HQ Organization box. For Campus level reports select the appropriate name of the campus. For District level reports select the appropriate district name. For Region Level reports, select the appropriate Region number. For State level, select Statewide.
8. Under **HQ Report Type**, choose All, High Poverty, Low Poverty, High Minority or Low Minority.

High Poverty reports aggregates campus in the high quartile according to poverty data submitted on the NCLB Consolidated Application for Federal Funding.

Low Poverty reports aggregate campus in the low quartile according to poverty data submitted on the NCLB Consolidated Application for Federal Funding.

High Minority reports aggregate campuses in the high quartile according to ethnic group populations reported to PEIMS.

Low Minority reports aggregate campus in the low quartile according to ethnic group populations reported to PEIMS.
9. Click on the Generate Report button in the lower right of the screen. If the report is blank the required selections were not understood. Click on the close button and start the process again.

Once the report has been generated,

10. Print the report by clicking on the small print icon just above the report on the left. A Print Options window appears. Click on the radio button for “All” or select certain pages in a range to print. Then click on the OK button. The document appears in a .pdf format. Click on the print icon in the top portion of the page. When the final Print screen appears, click the OK button and print the report.
11. Export the report by clicking on the button with an envelope and an arrow, located just above the report on the left. An Export Options screen appears. Click on the radio button for “All” or select certain pages in a range to export. Select the document format desired for the export. Formats available include the Adobe .pdf, MS Word, MS Excel and Rich Text Format. Click on the OK button and export the report.