

**HIGHLY QUALIFIED TEACHERS  
REPORT EXPLANATION  
(.TXT\_CCYYK\_STF\_COURSE\_HQT\_NO)  
(.TXT\_CCYYK\_STF\_COURSE\_HQT\_YES)  
(.CSV\_CCYYK\_STF\_COURSE\_HQT\_ALL)**

**Education Management Information System (EMIS)**



Revision Date November 15, 2006

**Prepared by  
Office of Data Services**

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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 8, 2006		Created from report, SAS and COBOL programs; valid for FY07 October (K) reporting period
November 15, 2006	IPM, ODE	Added clarification of numbers on summary page, excluded "I" as HQT value on report.

Revision Date November 15, 2006

## Report Overview

### *General Description and Significance*

These reports give the district an opportunity to view the Highly Qualified Teacher information as it has been recorded at ODE. It presents three different views of teachers who fit the criteria of [course type](#) and [course code](#):

The CSV file lists all teachers

The HQT YES text file profiles all teachers who are Highly Qualified

The HQT NO text file profiles all teachers who are not Highly Qualified

From these reports, a district can ascertain whether or not its teacher information has been correctly submitted to ODE.

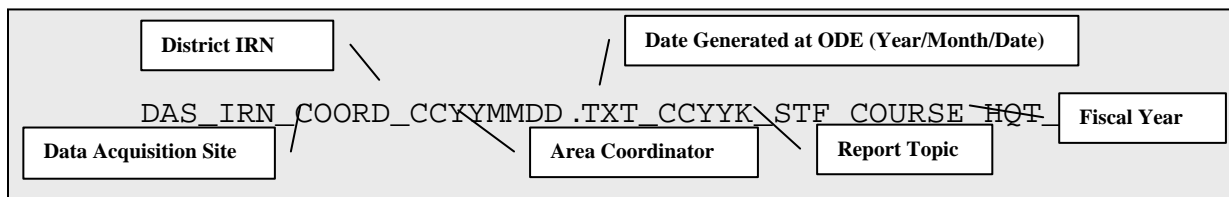
### *Tips for Reading This Document*

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

### *Report Name and Timing*

The file name for the HQT NO report is:

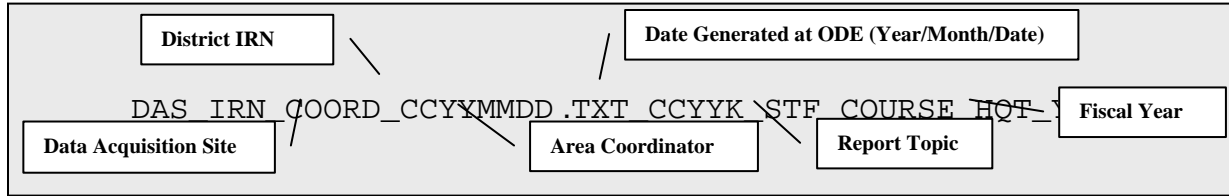
**DAS\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_COURSE\_HQT\_NO**; its components are described below. This report is produced during the October (K) reporting period.



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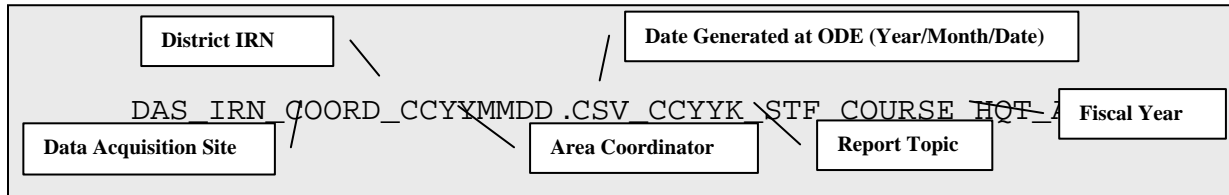
The file name for HQT YES report is:

**DAS\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_COURSE\_HQT\_YES**; its components are described below. This report is produced during the October (K) reporting period.



The file name for comma-delimited report is:

**DAS\_IRN\_COORD\_CCYYMMDD.CSV\_CCYYK\_STF\_COURSE\_HQT\_ALL**; its components are described below. This report is produced during the October (K) reporting period.



## ODE Processing

### *Process Description*

The **COURSE MASTER** file is submitted by districts and collected into the ODE .RMS file during the week-end process. The **ACGR** file is a staff course aggregation process that provides counts of students by grade/race/gender; these data are written to the **GRS COURSE MASTER** file at ODE.

After these data have been collected, a SAS program extracts data for all teachers against whom the Highly Qualified Professional determination is made. This file, **HQTCCYY\_MASTER COURSE\_ALL.DAT**, is used as the input file in each of the three COBOL programs used to create the reports' output.

Each of the three reports is distributed, through its ITC, to any district that submitted data during the processing week.

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## Data Source

The primary source of this data is the **COURSE MASTER (CN)** file submitted by the district. The **GRS COURSE MASTER (ACGR)** file is used to pull all courses that match the DISTRICT IRN and the LOCAL CLASSROOM CODE in the **COURSE MASTER** file; it is the ODE repository of the **ACGR** aggregated data. *Staff Demographic* and *OEDS* elements are also used to produce the reports.

The **HQTCCYY\_MASTER\_COURSE\_ALL.DAT** file contains a subset of teachers whose [course codes](#) and [course types](#) match the selection criteria.

## Submitted Data Used in Report

The data listed below are either included in the output or are used in filtering and/or calculations:

Element Name	Record Field #	File Name	Special Notes
COURSE TYPE	CN130	<i>Course Master</i>	
COURSE TYPE	CN130	<i>Course Master</i>	
DISTRICT IRN	CN040	<i>Course Master</i>	Used to find GRS Course records
EMPLOYEE ID	CN070	<i>Course Master</i>	
HIGHLY QUALIFIED TEACHER	CN260	<i>Course Master</i>	
LOCAL CLASS CODE	CN060	<i>Course Master</i>	Used to find GRS Course records
LOCATION IRN NUMBER	CN110	<i>Course Master</i>	
SUBJECT CODE	CN050	<i>Course Master</i>	
POSITION STATUS	CK070	<i>Staff Employment</i>	
AREA COORDINATOR		<i>OEDS</i>	
BUILDING NAME		<i>OEDS</i>	
COUNTY		<i>OEDS</i>	
DISTRICT NAME		<i>OEDS</i>	
ITC		<i>OEDS</i>	
SCHOOL TYPE		<i>OEDS</i>	
GRADE LEVEL	GI130	<i>Student Demographic</i>	

## Derived Data Used in Report

These data are not submitted by the district but are derived during the aggregations or the ODE process.

Element Name	Record Field #	File Name	Field Value	Conversion factors
MAPPED LCC		<i>Cross Reference File</i>		From <i>Master</i>

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Element Name	Record Field #	File Name	Field Value	Conversion factors
		<i>in aggregation process</i>		<i>Course</i> LCC
STATE EQUIVALENT GRADE LEVEL	A1255	<i>ACGR</i>	"PS" → "PH" or "PK" "KG" → "KH"	Depends on disability codes
COUNT	A4220	<i>ACGR</i>	Number from zero to 9999	
SCHOOL LEVEL		<i>HQTCCYY_MASTER_COURSE_ALL.DAT</i>	"E" = Elementary, "H" = High School, "N" = no enrollment data available	Depends on grade of majority of students in class
LOWEST GRADE LEVEL		<i>HQTCCYY_MASTER_COURSE_ALL.DAT</i>	2-character GRADE LEVEL, if no enrollment, value = "#"	Depends on lowest grade of students in class
HIGHEST GRADE LEVEL		<i>HQTCCYY_MASTER_COURSE_ALL.DAT</i>	2-character GRADE LEVEL, if no enrollment, value = "#"	Depends on highest grade of students in class
<a href="#">SUBJECT AREA FLAG</a>		<i>HQTCCYY_MASTER_COURSE_ALL.DAT</i>		Grouping of core courses

### Report Selection Criteria

The SAS program filters Course Master and GRS Course records using the following criteria:

- EMPLOYEE ID not = '999999999'
- COURSE TYPE not = 'G01','G02','S01','I00','D00','G00','X01','X02','D08','P08'
- MAPPED LCC = spaces
- COURSE CODE =
  - SUBJECT AREA 1: '080312','080315',
  - SUBJECT AREA 2: '050337','050600',
  - SUBJECT AREA 3: '122000','120000','120300','120400','120500','120800','129926','129999',
  - SUBJECT AREA 4: '020012','020100','020101','020210','020240','020242','020250','020270','020280','020290','029902','020320','029100','029110','029120','029130','029999',
  - SUBJECT AREA 5: '150305','150300','150308','159960','159950'
  - SUBJECT AREA 6: '031800','150610','150600','159930','159940'
  - SUBJECT AREA 7: '030600','050102','050104','050106','050152','050154','050156','050160','050170','050180','050190','050014',

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'050119', '050220', '050300', '050400', '050403', '050500', '050545',  
'059920', '059930', '059999', '250510', '250519',

SUBJECT AREA 8: '060101', '060102', '060103', '060104', '060107', '060218',  
'060221', '060227', '060230', '060235', '060245', '060250', '060255',  
'060265', '060900', '060207', '061050', '069910', '069914', '069916',  
'069918', '069912', '069922', '069920', '069930', '069915', '069935',  
'069925', '069951', '069952', '069953', '069954', '069955', '069956',  
'069957', '069958', '069959', '069960', '069961', '069962', '069963'

SUBJECT AREA 9: '150701', '150700', '152820',

SUBJECT AREA 10: '150807', '152310', '152410', '150888', '150810',  
'152300', '152400', '150890', '152810', '152600', '152700',

SUBJECT AREA 11: '030500', '110003', '110150', '110175', '110050',  
'110301', '111200', '110302', '110099', '110010', '110020', '110030',  
'110040', '110480', '110490', '110500', '111950', '111300', '111600',  
'111850', '111500', '119550', '110600', '119930', '119960', '119999',  
'251110',

SUBJECT AREA 12: '132110', '132120', '132130', '132212', '132214',  
'132216', '132900', '132220', '132230', '132350', '132240', '130301',  
'130302', '132330', '132326', '132340', '132325', '139903', '139905',  
'139940', '139950', '139906', '139930', '139999', '251310'

SUBJECT AREA 13; '180050'

- POSITION CODE not = "P" or "U"

SCHOOL TYPES not = "1", "2", "3", or "4" are combined into a fifth category.

If the STATE EQUIVALENT GRADE LEVEL is

- "PS" through "06"
- "07" through "23"
- Not available

School Level is

- Elementary School level, "E"
- High School level, "H"
- Neither, "N"

If the class enrollment includes students from both levels, the greater percentage determines whether the counts are included at the high school or the elementary school level.

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## Report Sample, HQT NO

### *Header Information*

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district. That is followed by the building name and the building IRN on the first two sections of the report, those which report building data. The third section of the report contains a district summary and no building information is printed in the header.

NOTE: only sample pages of the report are shown, therefore the total district numbers will not necessarily match the building numbers and the building numbers will not necessarily match the staff listing numbers

### *Detail Information*

There are three sections of detail:

- staff within a building
- building information with enrollments and grade levels/subjects
- district information with enrollments and grade levels/subjects

The first section of the report presents building information. Each staff member who does not meet the High Quality Teacher standard has data printed, i.e. staff that do not have a value of "1", "2", "3", "5", "6", "7", "8" or "9". There is a teacher identifier line that contains the Staff ID and Staff Name.

The teacher identifier line is followed by lines containing:

- **LOCAL CLASS CODE** As submitted
- **HQT** Other than "1"-3", "5"- "9"
- **DESC** Either "N" - Not met
- **COURSE TYPE** As submitted
- **COURSE CODE** As submitted
- **COURSE NAME** from derived *Subject-Name* file
- **LOWEST GRADE LEVEL** as determined from enrollment check in SAS program

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- **HIGHEST GRADE LEVEL** as determined from enrollment check in SAS program

The second section of the report presents building totals in two subsets:

**Courses with enrollment: those that do not have # # as the lowest and highest grade levels**

<u>Subject Area/Grade Level</u>	HS or Elem, abbreviated course name
Number of <u>Core Courses</u> , HQT	Sum of courses in which teacher is HQT
Total number <u>Core Courses</u>	Sum of all core courses in this building, includes courses on the YES report and the NO report.
Percent by HQT	Number HQT (column 1)/Total Number (column 2)
Percent <u>not</u> HQT	100% - Percent HQT (column 3)

**Courses with no enrollment: those that do have # # as the lowest and highest grade levels**

<u>Subject Area/Grade Level</u>	HS or Elem, abbreviated course name
Number of <u>Core Courses</u> , HQT	Sum of courses in which teacher is HQT
Total number <u>Core Courses</u>	Sum of all core courses in this building, includes courses on the YES report and the NO report.
Percent by HQT	Number HQT (column 1)/Total Number (column 2)
Percent <u>not</u> HQT	100% - Percent HQT (column 3)

The third section of the report presents the district totals in the same format as each building total was presented.

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Program: COURSE\_HQT\_NO\_2006K  
SOURCE: FY 2006K EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 02/16/2006  
COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = \*

Date: 02/25/2006  
Page: 1  
Rpt Period: K

District: Good City SD  
IRN: 444444 County: Cuyahoga

Information Technology Center: LNOCA  
Area Coordinator: 08

Building: Good High School  
IRN: 333333

STAFF ID: OH1111111 STAFF NAME: WASHINGTON, GEORGE

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
1600-5125-01	N	N	R00	050600	Theatre Arts	10	12

STAFF ID: KU0000000 STAFF NAME: ADAMS, ABILGAIL

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
1600-2151-01	N	N	D01	111950	Intervention Mathematics	10	11
1600-2151-02	N	N	D01	111950	Intervention Mathematics	09	12
1600-2152-01	N	N	D01	111950	Intervention Mathematics	10	11
1600-2152-02	N	N	D01	111950	Intervention Mathematics	09	12
3600-2151-02	N	N	D01	111950	Intervention Mathematics	#	#

NOTE:

# will appear if there are no students enrolled in a course.

\* HQT: Y - Highly Qualified, N - Not Highly Qualified.

\*\* DESC: N - Teacher does NOT meet def of Highly Qualified Teacher for course

I - Not applicable; not core course OR course type isn't eval. for HQT

Highly Qualified Teachers

Program: COURSE\_HQT\_NO\_2006K  
SOURCE: FY 2006K EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 02/16/2006  
COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = \*

Date: 02/25/2006  
Page: 2  
Rpt Period: K

District: Good City SD  
IRN: 444444 County: Cuyahoga

Information Technology Center: LNOCA  
Area Coordinator: 08

Building: Good High School  
IRN: 333333

Totals for the Building Good High School (333333)

Courses with Students Enrolled

Course Subject/Grade Level	# of Core Courses taught by Teachers identified as HQT	# of Core Courses with students enrolled	% of Core Courses taught by Teachers identified as HQT	% of Core Courses NOT taught by Teachers identified as HQT
Elementary Courses	0	0	0	0
High School - ARTS	20	21	95	5
High School - Civics & Gvmt	0	0	0	0
High School - Economics	0	0	0	0
High School - Eng/LA/Reading	48	48	100	0
High School - Foreign Lang	26	26	100	0
High School - Geography	0	0	0	0
High School - History	35	35	100	0
High School - Mathematics	49	53	92	8
High School - Science	27	27	100	0

Courses with NO Students Enrolled

Course Subject	# of Courses with NO enrollment rptd, taught by HQT	# of Courses with NO enrollment rptd	% of courses with NO enrollment rptd, taught by HQT	% of courses with NO enrollment rptd, NOT taught by HQT
Arts	0	0	0	0
Civics & Government	0	0	0	0
Economics	0	0	0	0
English/Lang Arts/Reading	2	2	100	0
Foreign Language	0	0	0	0
Geography	0	0	0	0
History	0	0	0	0
Mathematics	0	1	0	100
Science	2	2	100	0
Self Contained	0	0	0	0

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Highly Qualified Teachers

Program: COURSE\_HQT\_NO\_2006K  
SOURCE: FY 2006K EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 02/16/2006  
COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = \*

Date: 02/25/2006  
Page: 3  
Rpt Period: K

District: Good City SD  
IRN: 444444 County: Cuyahoga

Information Technology Center: LNOCA  
Area Coordinator: 08

Totals for the District Good City SD (444444)

Courses with Students Enrolled

Course Subject/Grade Level	# of Core Courses taught by Teachers identified as HQT	# of Core Courses with students enrolled	% of Core Courses taught by Teachers identified as HQT	% of Core Courses NOT taught by Teachers identified as HQT
Elementary Courses	197	197	100	0
High School - Arts	27	28	96	4
High School - Civics & Gvmt	1	1	100	0
High School - Economics	0	0	0	0
High School - Eng/LA/Reading	62	62	100	0
High School - Foreign Lang	26	26	100	0
High School - Geography	0	0	0	0
High School - History	41	41	100	0
High School - Mathematics	64	68	94	6
High School - Science	41	41	100	0

Courses with NO Students Enrolled

Course Subject	# of Courses with NO enrollment rptd, taught by HQT	# of Courses with NO enrollment rptd	% of courses with NO enrollment rptd, taught by HQT	% of courses with NO enrollment rptd, NOT taught by HQT
Arts	7	7	100	0
Civics & Government	0	0	0	0
Economics	0	0	0	0
English/Lang Arts/Reading	3	3	100	0
Foreign Language	0	0	0	0
Geography	0	0	0	0
History	0	0	0	0
Mathematics	3	4	75	25
Science	2	2	100	0
Self Contained	0	0	0	0

Revision Date November 15, 2006



# Report Sample, HQT YES

## *Header Information*

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

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## *Detail Information*

There are three sections of detail:

- staff within a building
- building information with enrollments and grade level/subjects
- district information with enrollments and grade level/subjects

The first section of the report presents building information. Each staff member who meets the High Quality Teacher standard has data printed, i.e. staff that have a HQT value of “1”, “2”, “3”, “5”, “6”, “7”, “8” or “9”. There is a teacher identifier line that contains the **STAFF ID** and **STAFF NAME**.

The teacher identifier line is followed by lines containing:

- **LOCAL CLASS CODE** As submitted
- **HQT** “Y”
- **DESC** Only “1”-“3”, “5”-“9”
- **COURSE TYPE** As submitted
- **COURSE CODE** As submitted
- **COURSE NAME** from a *Subject Name* file
- **LOWEST GRADE LEVEL** as determined from enrollment check in intermediate program

- **HIGHEST GRADE LEVEL** as determined from enrollment check in intermediate program

The second section of the report presents building totals in two subsets:

- Courses with enrollment
- Courses with no enrollment

The detail lines under each subset contain:

<u>Course subject/Grade Level</u>	HS or Elem, abbreviated course name
Number of <u>Core Courses</u> , HQT	Sum of courses in which teacher is HQT
Total number <u>Core Courses</u>	Sum of all core courses in this building
Percent by HQT	Number HQT/Total Number
Percent <u>not</u> HQT	100% - Percent by HQT

The third section of the report presents the district totals in the same format as each building total was presented.

District: A-One City SD  
 IRN: 040404 County: Stark

Information Technology Center: SPARCC  
 Area Coordinator: 07

Building: WhataGood Elementary School  
 IRN: 141414

STAFF ID: UA0000000 STAFF NAME: WASHINGTON, MARTHA.

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 000402 01	Y	6	E04	132110	Science (PreK-3)	KG	KG

STAFF ID: OH1111111 STAFF NAME: ADAMS, JOHN Q.

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 001602 01	Y	1	R00	132110	Science (PreK-3)	01	01
613008 001603 01	Y	1	R00	132110	Science (PreK-3)	01	01

STAFF ID: BW2222222 STAFF NAME: TAFT, WILLIAM H

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 002601 01	Y	3	R00	132110	Science (PreK-3)	02	03
613008 002602 01	Y	3	R00	132110	Science (PreK-3)	02	02

STAFF ID: OH3333333 STAFF NAME: MADISON, DOLLY

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 001601 01	Y	8	R00	132110	Science (PreK-3)	01	01
613008 001604 01	Y	8	R00	132110	Science (PreK-3)	01	01

STAFF ID: PA4444444 STAFF NAME: GRANT, ULYSSYS H

LOCAL CLASS CODE	HQT*	DESC**	COURSE TYPE	COURSE CODE	COURSE NAME	LOWEST GR LEV	HIGHEST GR LEV
613008 008944 01	Y	9	D01	132110	Science (PreK-3)	KG	02

NOTE:

# will appear if there are no students enrolled in a course.  
 \* HQT: Y - Highly Qualified, N - Not Highly Qualified.

\*\* DESC: 1 - NTE/Praxis II - State Licensing Exam, 2 - Academic major or 30 hours in content area, 3 - Masters Degree,  
 5 - 8-year Professional Certificate, 6 - Permanent Certificate, 7 - National Board Certification,  
 8 - Expanded HQT Rubric, 9 - 90 Completed and Approved Clock Hours of Professional Development (LPDC)



Program: COURSE\_HQT\_YES\_2006K  
 SOURCE: FY 2006K EMIS DATA

*Highly Qualified Teachers*  
 Ohio Department of Education  
 Office of Data Services  
 Education Management Information System  
 Staff Data submitted to ODE as of 03/03/2006  
 COURSES TAUGHT BY HIGHLY QUALIFIED TEACHERS  
 INCLUDES ALL COURSES WITH HQT = 1-9

Date: 03/05/2006  
 Page: 104  
 Rpt Period: K

District: A-One City SD  
 IRN: 040404 County: Stark

Information Technology Center: SPARCC  
 Area Coordinator: 07

Building: WhataGood Elementary School  
 IRN: 141414

Totals for the Building WhataGood Elementary School (141414)

Courses with Students Enrolled

Course Subject/Grade Level	# of Core Courses taught by Teachers identified as HQT	# of Core Courses with students enrolled	% of Core Courses taught by Teachers identified as HQT	% of Core Courses NOT taught by Teachers identified as HQT
Elementary Courses	133	133	100	0
High School - ARTS	0	0	0	0
High School - Civics & Gvmt	0	0	0	0
High School - Economics	0	0	0	0
High School - Eng/LA/Reading	0	0	0	0
High School - Foreign Lang	0	0	0	0
High School - Geography	0	0	0	0
High School - History	0	0	0	0
High School - Mathematics	0	0	0	0
High School - Science	0	0	0	0

Courses with NO Students Enrolled

Course Subject	# of Courses with NO enrollment rptd, taught by HQT	# of Courses with NO enrollment rptd	% of courses with NO enrollment rptd, taught by HQT	% of courses with NO enrollment rptd, NOT taught by HQT
Arts	2	2	100	0
Civics & Government	0	0	0	0
Economics	0	0	0	0
English/Lang Arts/Reading	0	0	0	0
Foreign Language	0	0	0	0
Geography	0	0	0	0
History	0	0	0	0
Mathematics	1	1	100	0
Science	3	3	100	0
Self Contained	0	0	0	0

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 Revision Date August 9, 2006



Highly Qualified Teachers

Program: COURSE\_HQT\_YES\_2006K  
SOURCE: FY 2006K EMIS DATA

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 03/03/2006  
COURSES TAUGHT BY HIGHLY QUALIFIED TEACHERS  
INCLUDES ALL COURSES WITH HQT = 1-9

Date: 03/05/2006  
Page: 105  
Rpt Period: K

District: A-One City SD  
IRN: 040404 County: Stark

Information Technology Center: SPARCC  
Area Coordinator: 07

Totals for the District A-One City SD (040404)

Courses with Students Enrolled

Course Subject/Grade Level	# of Core Courses taught by Teachers identified as HQT	# of Core Courses with students enrolled	% of Core Courses taught by Teachers identified as HQT	% of Core Courses NOT taught by Teachers identified as HQT
Elementary Courses	496	506	98	2
High School - Arts	87	87	100	0
High School - Civics & Gvmt	17	18	94	6
High School - Economics	2	2	100	0
High School - Eng/LA/Reading	119	128	93	7
High School - Foreign Lang	25	25	100	0
High School - Geography	0	0	0	0
High School - History	31	32	97	3
High School - Mathematics	122	125	98	2
High School - Science	82	83	99	1

Courses with NO Students Enrolled

Course Subject	# of Courses with NO enrollment rptd, taught by HQT	# of Courses with NO enrollment rptd	% of courses with NO enrollment rptd, taught by HQT	% of courses with NO enrollment rptd, NOT taught by HQT
Arts	9	9	100	0
Civics & Government	0	0	0	0
Economics	0	0	0	0
English/Lang Arts/Reading	10	13	77	23
Foreign Language	0	0	0	0
Geography	0	0	0	0
History	0	0	0	0
Mathematics	11	12	92	8
Science	14	14	100	0
Self Contained	0	0	0	0

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## Report Sample, CVS file

### *CSV File Format, General Information*

This Comma Separated Value (CSV) format file contains a record for each staff member in a district that is expected to submit data during any reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.*

### *Header Information*

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains:

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH
BLDG-IRN	1	8	8
BLDG-NAME	9	17	9
HQT	18	20	3
TEACHER-ID	21	30	10
TEACHER-NAME	31	42	12
LOCAL-CLASSROOM-CODE	43	62	20
COURSE-TYPE	63	73	11
SUBJECT-CODE	74	85	12
SUBJECT-NAME	86	97	12

CORE-SUBJECT-AREA	98	114	17
LOWEST-ENRL-STUDENT-GRADE	115	139	25
HIGHEST-ENRL-STUDENT-GRADE	140	165	26
HQT-DEFINITION	166	179	14
STAFF-DATA-SUBMITTED-TO-ODE-AS-OF	180	212	33

### *Detail Information*

Each detail line in the CSV file contains data pertaining to a staff member whose records were submitted by the district.

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH	DATA
BLDG-IRN	1	6	6	Valid 6-digit assigned number
BLDG-NAME	7	36	30	As stored in ODES
HQT	37	37	1	“Y” or “N” (Yes or No)
TEACHER-ID	38	46	9	OH certificate or Z-ID
TEACHER-NAME	47	88	42	Last, First, Middle Init
LOCAL-CLASSROOM-CODE	89	108	20	From <i>Course Master</i>
COURSE-TYPE	109	111	3	From <i>Course Master</i>
SUBJECT-CODE	112	117	6	From <i>Course Master</i>
SUBJECT-NAME	118	157	40	Hard-coded in program based on SUBJECT AREA
<a href="#">CORE-SUBJECT-AREA</a>	158	189	29	Based on SUBJECT-CODE
LOWEST-ENRL-STUDENT-GRADE	187	188	2	Based on COUNT and STATE EQUIVALENT GRADE LEVEL
HIGHEST-ENRL-STUDENT-GRADE	189	190	2	Based on COUNT and STATE EQUIVALENT GRADE LEVEL
HQT-DEFINITION	191	256	66	Hard-coded in program based on <i>Course Master</i> HQT value
STAFF-DATA-SUBMITTED-TO-ODE-AS-OF	257	264	08	Processed Date

Bldg-IRN,Bldg-Name,HQT,Teacher-ID,Teacher-Name,Local-Classroom-Code,Course-Type,Subject-Code,Subject-Name,Core-Subject-Area,Lowest-Enrl-Student-Grade,Highest-Enrl-Student-Grade,HQT-Definition,Staff-Data-Submitted-to-ODE-as-of

010101,"A-One High School",Y,XU4444444,"SMITH JR., JOHN W.",1601-9120E-05,VV3,250510,CBI Language Arts,English/Language Arts/Reading,10,12,"2 - Academic major or 30 hours in content area",20060127

010101,"A-One High School",Y,XU4444444,"SMITH JR., JOHN W.",1601-9122-05,VV3,152300,History (Integrated),History,09,10,"2 - Academic major or 30 hours in content area",20060127

050505,"As-Good-As-It-Gets",Y,OH6666666,"BROWN, JAMES A.",1601-8700-01,D01,150300,Government,Civics & Government,11,12,"1 - NTE/Praxis II - State Licensing Exam",20060127

050505,"As-Good-As-It-Gets",Y,OS1111111,"JONES, NANCY C.",1601-8400-01,VA1,050545,Applied Communications,English/Language Arts/Reading,11,12,"2 - Academic major or 30 hours in content area",20060127

050505,"As-Good-As-It-Gets",Y,OH2222222,"GREEN, MARY A.",1601-6812-01,R00,050170,Integrated English Language Arts II,English/Language Arts/Reading,09,09,"1 - NTE/Praxis II - State Licensing Exam",20060127

050505,"As-Good-As-It-Gets",Y,OH2222222,"GREEN, MARY A.",1601-7812-01,R00,050170,Integrated English Language Arts II,English/Language Arts/Reading,09,10,"1 - NTE/Praxis II - State Licensing Exam",20060127

NOTE: Spaces are displayed between each record for readability and record "wraps around" to a second or third line, but this does not happen in the actual file

## **Error Detection and Correction**

If there is a discrepancy between the data on any of these three reports and the district's data, the *Course Master* and *Staff Employment* values should be verified. The elements that will most directly affect these reports are listed below.

- COURSE TYPE
- COURSE TYPE
- DISTRICT IRN
- EMPLOYEE ID
- HIGHLY QUALIFIED TEACHER
- LOCAL CLASS CODE
- LOCATION IRN NUMBER
- SUBJECT CODE
- POSITION STATUS

If there are no enrollment numbers when districts expect them, the data in the *Student Course* should be verified, particularly the LOCAL CLASSROOM CODE.

The GRADE LEVEL of the *Student Demographic* might impact the numbers on the Elementary and High School detail lines.

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