HIGHLY QUALIFIED TEACHERS
REPORT EXPLANATION
.TXT_CCYYK_STF_COURSE_HQT_NO
.TXT_CCYYK_STF_COURSE_HQT_YES
.CSV_CCYYK_STF_COURSE_HQT_ALL
.TXT_CCYYK_STF_COURSE_HQT _PROV

Education Management Information System (EMIS)

Ohio | Department of Education

Revision Date: October 22, 2013

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this are 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.
August 15, 2007	IPM, ODE/McKeand/Assoon	Deleted "Self-Contained" Subject Area Category
August 20, 2008	Bkm	Revised for FY09. Deleted Location IRN Number Element from Table and added HQT IRN Element.
January 11, 2010	Bkm	Added Science course subject codes "139997" and"139998" and revised for FY10 K. Added logic for Position Start Date and Position Separation Date. Added Elements to Data Source Table. Deleted Course Type Element.
September 22, 2010	BKM	Deleted subject codes 029130, 069910, 069912, 069914, 069916, 069918, 069920, 069930, 129926, 139903, 139906, 139930, 139999, 152600, 152700, and 152820
August 23,2013	DQG, ODE	Added subject codes: 120001 050102 050104 050106 321750 Deleted subject codes: 129999 Added identification of Non-Core Courses
September 4, 2013	IPM,ODE	Updated for current year end

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 four different views for criteria of the course . 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.
> The HQT PROV text profiles service providers who contract with regular districts.

From these reports, a district can ascertain whether or not its Highly Qualified Teacher information has been correctly submitted to ODE.
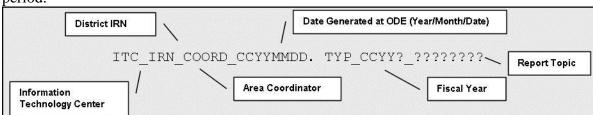
Tips for Reading This Document

- 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
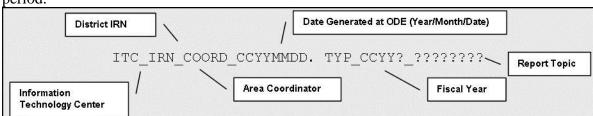
The file name for the HQT NO report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_COURSE_HQT_NO; its components are described below. This report is produced during the October (K) reporting period.

The file name for HQT YES report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_COURSE_HQT_YES; its components are described below. This report is produced during the October (K) reporting period.
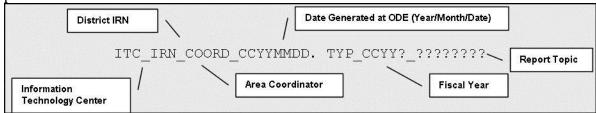
The file name for comma-delimited report is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYYK_STF_COURSE_HQT_ALL; its components are described below. This report is produced during the October (K) reporting period.
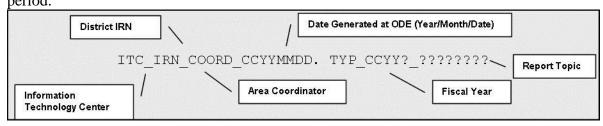

The file name for the HQT PROV report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_COURSE_HQT_PROV; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

The **COURSE MASTER** file is submitted by districts and collected during the week-end process. The **ACGR** file is a staff course aggregation process that provides counts of students by grade/race/gender which is then submitted to ODE.

After these data have been collected, a program extracts the data for all teachers against whom the Highly Qualified Teacher determination is made.

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

Data Source

The primary sources for this data are the **COURSE MASTER** file submitted by the district, **STAFF EMPLOYMENT, STUDENT COURSE,** and *OEDS*.

Submitted Data Used in Report

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

Ch 5 Element Name	Rpt Per	RMS field	RMS file	ODS column	ODS table	EMIS column	EMIS Table
CURRICULUM	K	CURRICULUM_CODE	MASTER_COURSE_CCYYK				
DELIVERY METHOD	K	DELVRY_MTHD	MASTER_COURSE_CCYYK				
DISTRICT IRN	K	DIST_IRN	MASTER_COURSE_CCYYK				
EDUCATIONAL OPTION	K	EDUC_OPTION	MASTER_COURSE_CCYYK				
EMPLOYEE ID	K	TEACH_SSN	MASTER_COURSE_CCYYK				
HIGHLY QUALIFIED TEACHER	K	HIGHLY_QUAL_CRITERIA	MASTER_COURSE_CCYYK				
LOCAL CLASS CODE	K	LOCAL_CLASS_CODE	MASTER_COURSE_CCYYK				
HQT IRN	K	HQT_IRN	MASTER_COURSE_CCYYK				
STUDENT POPULATION	K	STDNT_POPULATION	MASTER_COURSE_CCYYK				
SUBJECT CODE	K	COURSE_CODE	MASTER_COURSE_CCYYK				
POSITION STATUS	K	JOB_POS_STATUS	STAFF_JOB_CCYYK				
AREA COORDINATOR	K	OEDS-COORDINATOR	VXOEDS				
BUILDING NAME	K	OEDS-ENT-NAME	VXOEDS				
COUNTY	K	OEDS-COUNTY-NAME	VXOEDS				
DISTRICT NAME	K	OEDS-ENT-NAME	VXOEDS				
ITC	K	OEDS-ENT-NAME	VXOEDS				
	K	OEDS-DISTRICT-TYPE	VXOEDS				
GRADE LEVEL	K	EQUIV_GRD_LEV	STUDENT_COURSE_CCYYK				
SCHOOL LEVEL			*HQTCCYY_MASTER_COURSE_ALL.DAT*				
LOWEST GRADE LEVEL			*HQTCCYY_MASTER_COURSE_ALL.DAT*				
HIGHEST GRADE LEVEL			*HQTCCYY_MASTER_COURSE_ALL.DAT*				
SUBJECT AREA FLAG			*HQTCCYY_MASTER_COURSE_ALL.DAT*				
SUBJECT NAME			*HQTCCYY_MASTER_COURSE_ALL.DAT*				

Report Selection Criteria

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

- EMPLOYEE ID <u>not</u> = '*999999999*'
- MAPPED LCC = spaces
- COURSE CODE = (see HQT Core Course codes below)
- If the position start date (POS_START_DATE) on the Job (Employment) record is > **Official State Count Week End Date** of current year that staff member will be skipped.
- If the Position Separation date (POS_SEPARATION_DATE) on the Job (Employment) record is **Official State Count Week Begin Date** of current year that staff member will be skipped

Noncore courses are not evaluated for HQT and will be excluded from this report. These are courses with the following attributes:

- Curriculum Element is either OC, PS, or PI **or**
- Delivery Method is either CC, ET, or OL and Educational Option is YS **or**
- Delivery Method is either ID, IM, TO, or CI **or**
- Student Population is either D8, DP, or PR.

Only records with the following subject codes will be evaluated for HQT.

List of categories and Valid HQT Subject Codes

Subject Area	SUBJECT CODE
Dance Codes	080312
	080315
Drama/Theatre Arts	321750
	050337
	050600
Music Codes	120000
	120001
	120300
	120400
	120500
	120800
	122000
	129926
	129999
	321700
Visual Arts Codes	020012
	020100
	020101

Subject Area	SUBJECT CODE
	020210
	020240
	020242
	020250
	020270
	020280
	020290
	029902
	020320
	029100
	029110
	029120
	029999
	321650
	322300
	322350
	322750
CIVICS AND GOVERNMENT	150300
	159950
	159960
	150305
	150308
Economics	031800
	150600
	150610
	159930
	159940
	320950
English/Language Arts/Reading	030600
	050014
	050102
	050104
	050106
	050119
	050152
	050154
	050156
	050160
	050170

Subject Area	SUBJECT CODE
	050180
	050190
	050220
	050300
	050400
	050403
	050500
	050545
	051905
	059920
	059930
	059999
	250510
	250519
	320200
	321900
	321950
	322000
	322050
	322650
Foreign Language	060101
	060102
	060103
	060104
	060107
	060207
	060218
	060221
	060227
	060230
	060235
	060245
	060250
	060255
	060265
	060900
	061050
	069915
	069922

Subject Area	SUBJECT CODE
	069925
	069935
	069951
	069952
	069953
	069954
	069955
	069956
	069957
	069958
	069959
	069960
	069961
	069962
	069963
Geography	150701
	150700
	321000
History	150807
	152310
	150888
	150810
	152300
	152400
	150890
	152810
	321050
	321100
Mathematics	030500
	110003
	110010
	110020
	110030
	110040
	110050
	110099
	110150
	110175
	110190

Subject Area	SUBJECT CODE
	110301
	110302
	110480
	110490
	110500
	110600
	111200
	111300
	111500
	111600
	111850
	111950
	119930
	119960
	119999
	251110
	320050
	320150
	321800
	321850
	322600
Science	130301
	130302
	132110
	132120
	132130
	132212
	132214
	132216
	132220
	132230
	132240
	132325
	132326
	132330
	132340
	132350
	132900
	139905

Subject Area	SUBJECT CODE
	139940
	139950
	139997
	139998
	251310
	321350
	321400
	321450
	321550
	322400
	322450
	322800

- POSITION CODE not = "*P*" or "*U*"
- If the *State Equivalent Grade Level* is PS or 1-6, the *School Level* = Elementary School level, "E"
- If the *State Equivalent Grade Level* is 7-23, the *School Level* = High School level, "H"
- If the *State Equivalent Grade Level* is Not available, the *School Level* = Neither, "N"
- If the position start date (POS_START_DATE) on the Job (Employment) record is > State Official Count Week End Date that staff member will be excluded.
- If the Position Separation Date POS_ SEPARATION _DATE) on the Job (Employment) record is < State Official Count Week Begin Date that staff member will be excluded.

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.

Report Sample, 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 <u>not</u> 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	"*N*" - Not met
•	CURRICULUM	As submitted
•	DELIVERY METHOD	As submitted
•	EDUCATIONAL OPTION	As submitted
•	STUDENT POPULATION	As submitted
•	COURSE CODE	As submitted
•	COURSE NAME	from derived *Subject-Name* file
•	LOWEST GRADE LEVEL	as determined from enrollment check in SAS program
•	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

Subject Area/Grade Level	HS or Elem, abbreviated course name
Number of Core Courses, HQT	Sum of courses in which teacher is HQT
Total number Core Courses	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

Subject Area/Grade Level	HS or Elem, abbreviated course name
Number of Core Courses, HQT	Sum of courses in which teacher is HQT
Total number Core Courses	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.

Report Layout/Sample

```
SOURCE: FY 2011K EMIS DATA                          Office of Data Services                      Page:          1
                                          Education Management Information System                Rpt Period:        K
                                         Staff Data submitted to ODE as of 02/16/2011
                                          COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS
                                               INCLUDES ALL COURSES WITH HQT = *

District: Good City SD                                                         Information Technology Center:    LNOCA
     IRN: 444444      County: Cuyahoga                                         Area Coordinator:        08

HQT Building: Good High School
     IRN: 333333

STAFF ID: OH1111111     STAFF NAME: WASHINGTON, GEORGE
```

LOCAL CLASS CODE	HQT*	DESC**	COURSE CODE	COURSE NAME	CURRICU-LUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
1600-2125-01	N	N	050600	Theatre Arts	OT	FF	NO	RG	10	12

```
STAFF ID: KU0000000     STAFF NAME: ADAMS, ABILGAIL
```

LOCAL CLASS CODE	HQT*	DESC**	COURSE CODE	COURSE NAME	CURRICU-LUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
1600-2151-01	N	N		Intervention Mathematics	OT	FF	NO	SE	10	11
1600-2151-02	N	N		Intervention Mathematics	OT	FF	NO	RG	9	12
1600-2151-01	N	N		Intervention Mathematics	OT	FF	NO	RG	10	11
1600-2151-02	N	N		Intervention Mathematics	OT	FF	NO	RG	9	12
3600-2151-02	N	N		Intervention Mathematics	OT	FF	NO	RG	#	#

```
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 isn't eval. for HQT
```

Ohio | Department of Education

```
Program: COURSE_HQT_NO_2011K              Ohio Department of Education                    Date: 02/25/2011
   SOURCE: FY 2011K EMIS DATA                 Office of Data Services                       Page:        2
                                     Education Management Information System                Rpt Period:       K
                                     Staff Data submitted to ODE as of 02/16/2011
                                     COURSES NOT TAUGHT BY HIGHLY QUALIFIED TEACHERS
                                          INCLUDES ALL COURSES WITH HQT = *
 District: Good City SD                                                     Information Technology Center: LNOCA
    IRN: 444444       County: Cuyahoga                                       Area Coordinator:        08

 HQT 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

Ohio | Department of Education

Report Samples, Yes

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- 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"*
- **CURRICULUM**   As submitted
- **DELIVERY METHOD**   As submitted
- **EDUCATIONAL OPTION**   As submitted

- **STUDENT POPULATION**   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:

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

```
Program: COURSE_HQT_YES_2011K                Ohio Department of Education                    Date:  03/05/2011
   SOURCE: FY 2011K EMIS DATA                   Office of Data Services                       Page:     101
                                        Education Management Information System              Rpt Period:      K
                                        Staff Data submitted to ODE as of 03/03/2011
                                        COURSES TAUGHT BY HIGHLY QUALIFIED TEACHERS
                                          INCLUDES ALL COURSES WITH HQT = 1-9

 District: A-One City SD                                                          Information Technology Center:    SPARCC
      IRN: 040404      County: Stark                                              Area Coordinator:       07

 HQT Building: WhataGood Elementary School
        IRN: 141414
```

STAFF ID: UA0000000   STAFF NAME: WASHINGTON, MARTHA.

LOCAL CLASS CODE	HQT*	DESC**	Course Code	COURSE NAME	CURRICULUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
613008 000402 01	Y	6	132110	Science (PreK-3)	OT	FF	NO	RG	KG	KG

STAFF ID: BW2222222   STAFF NAME: TAFT, WILLIAM H

LOCAL CLASS CODE	HQT*	DESC**	Course Code	COURSE NAME	CURRICULUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
613008 002601 01	Y	3	132110	Science (PreK-3)	OT	FF	NO	RG	2	3
613008 002602 01	Y	3	132110	Science (PreK-3)	OT	FF	NO	RG	2	2

STAFF ID: PA4444444   STAFF NAME: GRANT, ULYSSYS H

LOCAL CLASS CODE	HQT*	DESC**	Course Code	COURSE NAME	CURRICULUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
613008 008944 01	Y	3	132110	Science (PreK-3)	OT	ID	NO	SE	KG	2

```
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)
```

http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report Explanations/Working/Post/Highly Qualified Teachers.doc
Revision Date September 22, 2010

_____

Report Samples, PROV

Header Information

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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, staff information
- district information, HQT status, 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:
- **RPRT DISTR IRN**   As submitted
- **REPORTING DISTRICT NAME**
- **LOCAL CLASS CODE**
- **HQT**   Y or N
- **CURRICULUM**   As submitted
- **DELIVERY METHOD**   As submitted
- **EDUCATIONAL OPTION** As submitted
- **STUDENT POPULATION** As submitted
- **COURSE CODE**   As submitted
- **COURSE NAME**   from a ***Subject Name*** file
- **LOWEST GRADE LEVEL**   1-9
- **HIGHEST GRADE LEVEL**   1-12

```
     Program: EMIS_STAFF_HQT_PROV_RPT_2011K              Ohio Department of Education                          Date: 03/28/2011
     SOURCE: HQT2010_MASTER_COURSE_ALL_PROV           OFFICE OF INFORMATION POLICY AND MANAGEMENT             Page:         2
     EMIS REPORT: TXT_2011K_STF_COURSE_HQT_PROV        Education Management Information System             Rpt Period:       K
                               COURSES TAUGHT BY HIGHLY/NOT HIGHLY QUALIFIED TEACHERS AS REPORTED BY CONTRACTING DISTRICT
                                                    INCLUDES ALL COURSES WITH HQT = *, 1-9

     Provider District: Annaheim City SD                                        Information Technology Center:     LNOCA
           Provider IRN: 555555     County: Waddle                                   Area Coordinator:             00

      HQT Building Name: IMAC
          HQT IRN: 000905

STAFF ID: UK2021776     STAFF NAME: Hopalong, Gerald
```

RPT DISTRICT IRN	REPORTING (RPT) DISTRICT NAME	LOCAL CLASS CODE	HQT*	DESC**	COURSE CODE	COURSE NAME	CURRICU-LUM	DELIVERY METHOD	EDUCATIONAL OPTION	STUDENT POPULATION	LOWEST GR LEV	HIGHEST GR LEV
111111	IPOD	BIFF- 31066-01	Y	6	050160	Integrated English Language Arts	VA	FF	NO	RG	9	11
111111	IPOD	BIFF -31067-01	Y	6	050160	Integrated English Language Arts	OT	FF	NO	RG	10	10
111111	IPOD	BIFF -32066-01	Y	6	050170	Integrated English Language Arts	VA	FF	NO	RG	9	11
111111	IPOD	BIFF -32067-01	Y	6	050170	Integrated English Language Arts	OT	FF	NO	RG	10	11
111111	IPOD	BIFF -33066-01	Y	6	050180	Integrated English Language Arts	VA	FF	NO	RG	11	12
111111	IPOD	BIFF -33067-01	Y	6	050180	Integrated English Language Arts	OT	FF	NO	RG	10	12
111111	IPOD	BIFF -34166-01	Y	6	050190	Integrated English Language Arts	VA	FF	NO	RG	11	12
111111	IPOD	BIFF -34167-01	Y	6	050190	Integrated English Language Arts	OT	FF	NO	RG	#	#

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Ohio | Department of Education

Header Information, CSV File

The header record for the CSV file contains:

FIELD NAME
BUILDING IRN
BUILDING NAME
HIGHLY QUALIFIED TEACHER
TEACHER- ID
TEACHER NAME
LOCAL CLASSROOM CODE
SUBJECT CODE
SUBJECT NAME
CORE SUBJECT AREA
CURRICULUM CODE
DELIVERY METHOD
EDUCATIONAL OPTION
STUDENT POPULATION
LOWEST GRADE LEVEL
HIGHEST GRADE LEVEL
HQT IRN NUMBER
STAFF DATA SUBMITTED TO ODE AS OF

Detail Information

Each detail line in the CSV file contains data pertaining to a staff member whose records were submitted by the district.
Bldg-IRN,Bldg-Name,HQT,Teacher-ID,Teacher-Name,Local-Classroom-Code, Subject-Code,Subject-Name,Core-Subject-Area, Curriculum-Code,Delvry-Mthd,Ed-Option,Stdnt-Population,Lowest-Enrl-Student-Grade,Highest-Enrl-Student-Grade,HQT-Definition,Staff-Data-Submitted-to-ODE-as-of

FIELD NAME
BUILDING IRN
BUILDING NAME
HIGHLY QUALIFIED TEACHER
TEACHER- ID
TEACHER NAME
LOCAL CLASSROOM CODE
SUBJECT CODE
SUBJECT NAME
CORE SUBJECT AREA
CURRICULUM CODE
DELIVERY METHOD
EDUCATIONAL OPTION
STUDENT POPULATION
LOWEST GRADE LEVEL
HIGHEST GRADE LEVEL
HQT IRN NUMBER
STAFF DATA SUBMITTED TO ODE AS OF

Report Sample, CSV

```
Bldg-IRN,Bldg-Name,HQT,Teacher-ID,Teacher-Name,Local-Classroom-Code,Subject-Code,Subject-Name,Core-Subject-
Area, Curriculum-Code,Delvry-Mthd,Ed-Option,Stdnt-Population,Lowest-Enrl-Student-Grade,Highest-Enrl-
Student-Grade,HQT-Definition,Staff-Data-Submitted-to-ODE-as-of

111111,"Thereuhavit High School",Y,MK1001536,"GLAD, IMSURE",MAHS-621-04,050600,Theatre Arts/Drama,Arts,OT, FF, NO, RG,
11,11,"9 - 90 Completed & Approved Clock Hours of Prof Dev (LPDC)",0000000

111111," Thereuhavit High School,Y,MK1001536,"GLAD, IMSURE",MAHS-621-41, 050600,Theatre Arts,Drama/Theatre,Arts,OT, FF,
NO, RG,09,09,"9 - 90 Completed & Approved Clock Hours of Prof Dev (LPDC)",00000000

111111," Thereuhavit High School",Y,OH1171311,"BROWN, MURPHY",MAHS-608-72,120800,AP Music Theory,Music OT, FF, NO, RG,
09,12,"1 - NTE/Praxis II - State Licensing Exam ",00000000

111111," Thereuhavit High School Y,OH1171311,"BROWN, MURPHY",MAHS-603-08, 120500,Instrumental Music, Music, OT, FF, NO,
RG, 09,12,"1 - NTE/Praxis II - State Licensing Exam ",00000000

111111," Thereuhavit High School'',Y,OH1171311,"BROWN, MURPHY",MAHS-608-72,120800,Music Appreciation,Music, OT, FF, NO,
RG09,12,"1 - NTE/Praxis II - State Licensing Exam",00000000

111111," Thereuhavit High School",Y,MK1001536,"GLAD, IMSURE'',MAHS-604-01,120400,Vocal/Choral Music,Music, OT, FF, NO,
RG, 11,11,"2 - Academic major or 30 hours in content area ",00000000
```

Error Detection and Correction

If there is a discrepancy between the data on any of these 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.

- CURRICULUM
- DELIVERY METHOD
- EDUCATIONAL OPTION
- STUDENT POPULATION
- DISTRICT IRN
- EMPLOYEE ID
- HIGHLY QUALIFIED TEACHER
- LOCAL CLASS CODE
- HQT IRN NUMBER
- SUBJECT CODE
- POSITION STATUS
- POSITION START DATE
- POSITION SEPARATION DATE

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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