# How to Print HQT Teacher Status Sheets

The Teacher HQT Status Report will generate a status sheet for each teacher with a list of core courses they are teaching. Each teacher should review this report and verify their Highly Qualified Certifications in each section of the core academic content area(s) they teach.
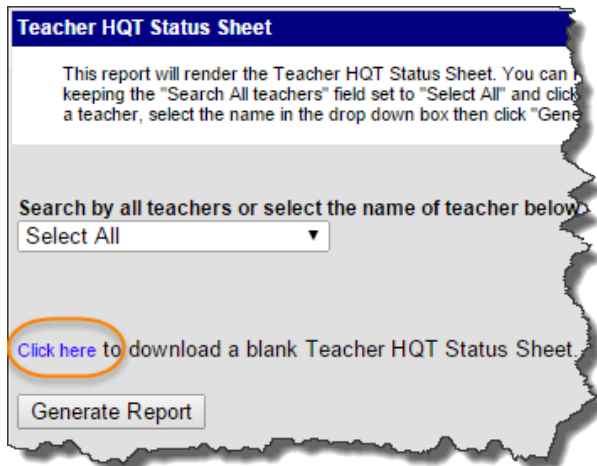
1. **Browse to**: **Index > Scheduling > Reports > HQT Teacher Status**
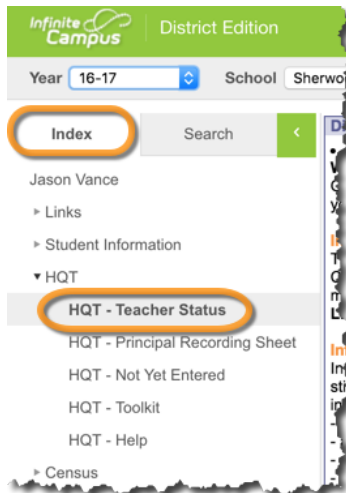
2. Choose **Select All** to run for all teachers, then click **Generate Report**
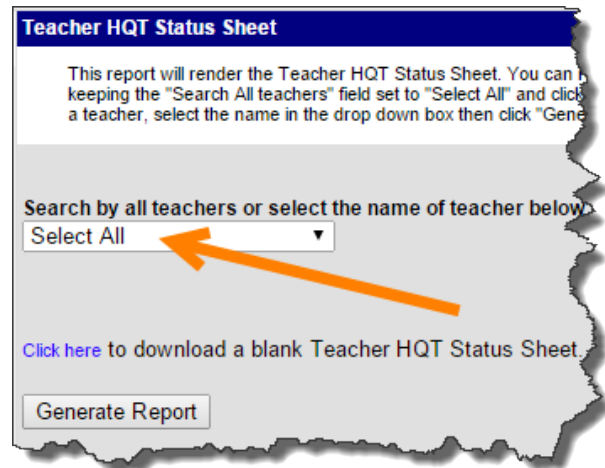
3. If a teacher is not listed, run a blank report for them to complete

Tip
The blank status sheet is an editable Adobe Acrobat form. You can type in all of the necessary information (courses, sections, etc.) before giving to the teacher to complete.