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

Teacher HQT Status Sheet
This report will render the Teacher HQT Status Sheet. You can keeping the "Search All teachers" field set to "Select All" and click a teacher, select the name in the drop down box then click "Gene
Search by all teachers or select the name of teacher below Select All
Click here to download a blank Teacher HQT Status Sheet
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.