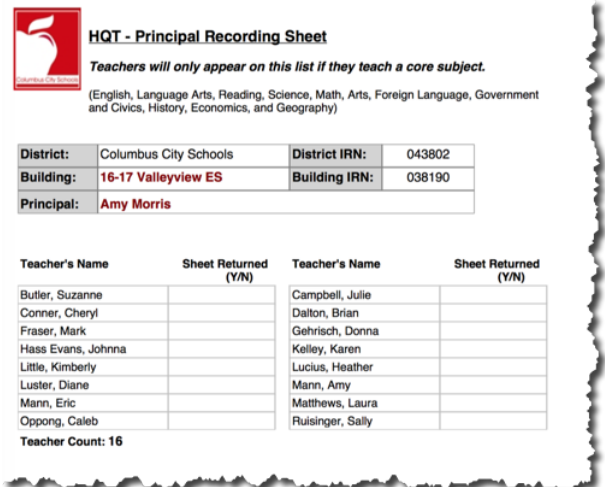
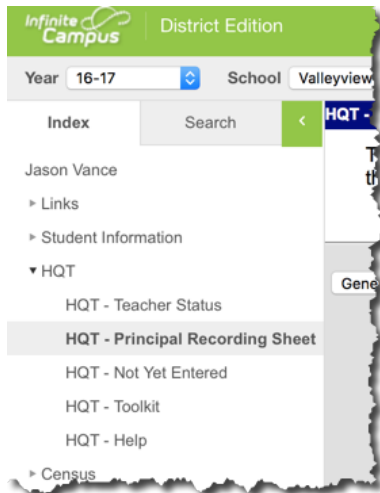


# How to Print Principal Recording Sheet

The Principal Recording sheet lists the name of each teacher who teaches a qualifying HQT course. When Teacher Status Sheets are returned from the teachers, principals should mark this with a "Y" next to the teacher's name if they are highly qualified and a "N" if they are not. When completed, the form should be signed, dated, and uploaded to the Person Documents tab of the Principal.

1. Browse to: **Index > HQT > HQT - Principal Recording Sheet**
2. Click **Generate Report**.



If a teacher is listed on the recording sheet but is **not** teaching a core course, verify that the teacher is not listed as the primary teacher for the course/section.