


How to Complete HQT Teacher Status Sheet

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 for each section of the core academic content area(s) they teach. Core subject areas include: *English, Reading, Language Arts, Math, Science, Civics and Government, Economics, Arts (including music, visual arts, dance, and drama).*

1. Verify that all the courses you are teaching are listed on the Teacher HQT Status Sheet.
 **NOTE:** If there is a course you are teaching that is not listed, notify your principal.
2. Enter the **HQT Status Code** for each core course and section you are teaching.
3. Sign and date the sheet.
4. Return the sheet to your building secretary or your principal as instructed.



Teacher HQT Status Sheet

HQT Reporting is only applicable for core subjects

(English, Language Arts, Reading, Science, Math, Arts, Foreign Language, Government and Civics, History, Economics, and Geography)

HQT Status Codes

Each course below must have one of the following codes assigned:

1. OAE/NTE/Praxis II- State Licensing Exam
2. Academic Major/ 30 hrs in content area
3. Master's Degree
5. Holds or has ever held an 8-year Professional Certificate
6. Permanent Certificate
7. National Board of Certification
8. Expanded HQT Rubric (100 pts)
9. 90 Clock Hours
- N Teacher does not meet HQT

District:	Columbus City Schools	District IRN:	
Building:		Building IRN:	
Principal:			
Teacher:			

Current Year Courses	Course Section	HQT Status Code
920020-ENGLISH 10	1	2 3
920020-ENGLISH 10	2	2 3
920020-ENGLISH 10	3	2 3
922000-HUMANITIES:ENGLISH 10	1	2 3

Please change all to 3 - Master's Degree

The HQT Status Code may be pre-populated from previous submissions. Please hand-write any changes or corrections on the form. Only one HQT Status code will be entered per course.

I hereby assure that all information presented is correct and is acceptable for reporting for state Highly Qualified Teacher requirements as stated in ORC 3319.074

Teacher Signature: _____ *Teacher's Signature* _____ Date: _____ *Date* _____

Report Run Date 11/10/2017 11:21:14 AM

Please Remember!

It is the responsibility of the teacher to provide accurate information. You may be asked to provide proof of your highly qualified status by State or Internal Auditors.

