

The Credential/HQT Report will be available for district/charter review 48 hours after the district/charter ISEE Staff Assignment upload. This report will contain data the district has uploaded to ISEE regarding the assignments and highly qualified status of all certified teachers.

This report will be used to make funding decisions. District/Charter schools which have individuals who are teaching assignments for which they are not properly certificated, and/or for which they are not highly qualified, may not be eligible to receive full state funding.

Information on how to access the district report

1. Please access your district Credential/HQT report under the Credential Reports heading at the following URL: <https://apps.sde.idaho.gov/staffing/Reports>
2. Date range to enter for the report - Start Date: **09/01/2012** End Date: **Current date**
3. Choose the applicable Provider from the drop down menu.
4. Choose the (Select All) from the drop down menu for Building(s).
5. Choose "Yes" from the drop down menu for Show Only Active Employees.
6. Choose "No" from the drop down menu for Show Only Deficiencies. (additional information provided below)
7. Choose "True" to view only active/current assignments. **(see screenshot below):**
8. Click the View Report button.
9. Wait for the report to generate, and then select a format from the drop down menu "Select a Format" (e.g., Excel).
10. Click Export (located directly next to the "Select a Format" box. This will allow you to view your entire report.



The screenshot shows a web-based form for generating a report. It includes fields for Start Date and End Date, a Provider dropdown, a Building(s) dropdown, and two checkboxes: 'Show Only Active Employees' (set to No) and 'Show Only Deficiencies' (set to No). The 'Show Only Current Assignments' section has two radio buttons, 'True' and 'False', with 'True' selected and circled in red. A 'View Report' button is visible on the right. At the bottom, there is a navigation bar with a 'Print' icon, a page indicator '1 of', a search bar with 'Find | Next', and a zoom level of '100%'.

Information on how to review the district report:

- Access the exported report.
- Review the columns for Assignment Deficiency and HQT Deficiency for any areas that indicate "YES" for an assignment Deficiency and/or a "YES" in the HQT Deficiency Column.
- **NOTE:** A new report feature has been added that will allow you to view only active/current assignments. If you have not properly exited the incorrect assignment on the Staff Assignment spreadsheet upload, it will still appear on your report.

- **Assignment Deficiency reconciliation:** If a “YES” appears in the Assignment Deficiency column, double check to make sure the correct assignment code is being used. Check the Active Assignment column to ensure that the assignment code being used is an active code. If the wrong code was accidentally used, correct it and re-upload the Staff Assignment spreadsheet. You will want to make sure; however, the new assignment code aligns to the certificate/endorsement held by that teacher. Reference the 2012-2013 ISEE Assignment Credential Manual for all assignment codes, the endorsements required to teach various assignments, and HQT status at the following URL: <http://www.sde.idaho.gov/site/isee/> .

If the correct assignment code is being used and the teacher does not hold the proper certificate and/or endorsement, the district will need to submit an Alternative Authorization – Teacher to New Certification/Endorsement in order to ensure funding. If the individual does not hold an Idaho Credential/Certificate at all, the district can apply for the Provisional Authorization. The purpose of this authorization is to allow Idaho school districts to request an emergency authorization to hire an individual who is not appropriately certified after all attempts to hire an appropriately certificated person have failed. Furthermore, the Provisional Authorization can only be used once per assignment, per person. The alternative authorization application packets are available at the following URL: http://www.sde.idaho.gov/site/teacher_certification/alt_routes.htm

- **Highly Qualified Teacher (HQT) Reconciliation:**
If an NA appears in the HQT columns, the assignment is not a core content area requiring highly qualified designation. For a list of core content areas and the various ways to demonstrate highly qualified status, please access the following URL: http://www.sde.idaho.gov/site/teacher_certification/HQT/

The YES/NO indication in the HQT Deficiency column is generated by the information entered by the district/charter on the Staff Assignment spreadsheet. If the method is Praxis II or ABCTE, the information is automatically entered by the State Department of Education and reflected in the SDE Documentation HQT Method column. It is the district's responsibility to indicate a correct method for determining highly qualified status. The HOUSSE rubric legacy data entered into the old foxpro/IBEDS system is no longer feeding into the new system and therefore, the district must verify and enter any HOUSSE method of HQT. Furthermore, careful attention should be made when determining the highly qualified status for elementary teachers and special education. For example, the district may have reported that an individual is highly qualified via a degree or 30 credits as the method for demonstrating highly qualified status for an elementary assignment, therefore, showing a “YES” in the District Reported HQT column. The SDE Documented HQT column may indicate “NO” as a person cannot be considered HQT for an elementary assignment via 30 credits (or undergraduate or graduate degree). If “Yes” was chosen for Show Only Deficiencies, this would not have appeared on your report, thus not allowing for the opportunity to adjust/correct data.

If there is a “NO” for HQT Deficiency and the district has a “Plan for Achieving Highly Qualified Status” in place for the individual, this must be indicated on the ISEE staff assignment spreadsheet upload. In addition, please type or write “On a Plan for Achieving HQT” in the District Reported HQT Method column directly on your report.

This will allow the teacher to continue in this assignment while working toward highly qualified status. If there is no plan in place and the teacher has no intention of becoming highly qualified and the district does not reassign the teacher, the district could lose funding for this assignment.

NOTE: Teachers teaching core content in a Title I assignment must be highly qualified at the beginning of the school year.

Timeline for review, adjustments and submission for alternative authorizations:

IMPORTANT:

- Changes made to an assignment code and/or HQT status/method will be reflected on the Credential/HQT report 48 hours after uploading the revised ISEE Staff Assignment spreadsheet.
- Although the ISEE Staff Assignment spreadsheet now allows the district to indicate an individual is on a “Plan for Achieving Highly Qualified Status” and/or the district is now submitting a new application for an alternative authorization, these are not currently reflected on reports. For these individuals, please type or write the relevant information directly on your district report in the applicable column.
- **For assistance please contact:**
Cina Lackey, (208) 332-6936 clackey@sde.idaho.gov
Annette Schwab, (208) 332-6864 asschwab@sde.idaho.gov
- **DUE DATES:**
DECEMBER 15TH – All final corrections must be uploaded
DECEMBER 21ST – Final signed Credential/HQT report is due
- **NOTE:** The superintendent will need to sign the last page of the district report when all changes and adjustments have been completed. Please email your completed report to Annette Schwab at asschwab@sde.idaho.gov with an electronic signature, or email the report without the signature and fax the signature page to (208) 334-2228, or mail it to the following address:

State Department of Education
Attn: Annette Schwab
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