What is the HQT Application?
The Highly Qualified Teacher Position Input Application is an online application that is used to determine whether all K-12 core content teacher positions are filled by Highly Qualified teachers as required by the Elementary & Secondary Education Act (ESEA) reauthorization of 2002. Teachers filling non-core instructional staff positions are also entered into the online system for each school site. Additionally, teachers/principal evaluation classifications are reported through this application.

Who must report HQT data?
All public school districts and charters must enter data into the application at the beginning of each school year. LEAs and schools must keep the database current throughout the year by editing information as changes occur.

All core content positions must be filled by Highly Qualified teachers. Core content positions include all of the following:

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<td>Science (including Biology, Chemistry, Earth Science, Physical Science, General Science and Physics)</td>
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<tr>
<td>Foreign Language</td>
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<td>Geography</td>
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**Accessing the Site**

Access the Highly Qualified Teacher (HQT) Position Input Application through the Common Logon located on the Arizona Department of Education’s home page at [http://www.az.gov](http://www.az.gov). If you do not currently have access to the HQT Position Input Application on the Common Logon, you may request that this be added to your list of options. The LEA superintendent or charter representative must send an email to support@azed.gov requesting that this be added on your behalf. In order for the request to be processed, you must include a first and last name, current user name, email address, level of access (either school-site or LEA-wide) and the name of the district/school or charter/school.
Updating Administrative Contact Information

Required Information Update

The first time a Local Education Agency (LEA) user accesses the application, he/she will be prompted to enter the Administrative Contact Information. The contact information must include the Superintendent (districts), Charter Representative (charters), the Human Resource Director, the Curriculum and Instruction Director and the Business Manager. This is completed only once at the start of the school year and does not need to be updated again during the school year, unless there is a change in personnel. You must enter information for all four positions, even if a single individual holds all positions. Once completed, a set of TABS will appear and you will be free to move about the application.
PLEASE NOTE: School site users will not be able to access the application until the LEA contact information has been entered. You will see the following message if the LEA contact information has not been entered:

Principal/Site Administrators

1. Once the LEA Contact Information has been entered, the site user will be prompted to add new contact information for the Principal.
2. Additional school personnel may also be added in addition to the principal/site administrator.
3. Once completed, a set of TABS will appear and you will be free to move about the application.
Home Page

The TABS on top of the page allow you to move between screens in the application. The green tab indicates the page you are currently viewing.

Welcome to the Highly Qualified Teacher Position Input Application

The Highly Qualified Teacher Position Input Application is a web-based data and reporting system that tracks the highly qualified status of Arizona core academic teachers as required by the Elementary and Secondary Education Act Reauthorization of 2002. Local Education Agency (LEA) administrators enter data into the system via a web browser. This data is validated against teacher certification, Arizona's Educator Exams and School District Employee Reporting (EDER). Information collected and reported to the United States Department of Education (USDE) may include:

1. Arizona's Educator Exams passed
2. Total years of teaching experience
3. Teacher position(s) [grade-level and content area]
4. Periods taught [K-12]
5. Highly Qualified status [HQT, non-HQT, and non-core]
6. Highly Qualified criteria [AUPA, 24 hours major, advanced degree in the content area, HOUSE, Reciprocity, National Board Certification (NBT) and non-HQT]

Highly Qualified Teacher Resources

For HQT Resources - click here
For Teacher & Principal Evaluation Resources - click here
For a List of Reciprocal/Comparable Out-Of-State Exams - click here

Breaking News is a scrolling screen of current news and information from the Effective Teachers and Leaders Unit (Title II-A).

The List of Reciprocal/Comparable Out-Of-State Exams provides scores to determine the comparability from other states and Praxis with Arizona.

Remember to enter all contact information prior to accessing teacher roster.

HQT data is due by Friday, Sept 18, 2015.
The ESEA Consolidated Application may not be approved until all data is entered.

This year, all Praxis exams and data must be
To begin the review of an applicant’s credentials in the ADE Certification Unit database, select the **Educator Search** tab.

You may search for an applicant in the database by entering a first and last name, an Educational Stakeholder Identification Number, a Social Security Number (SSN) or the Educator Identification Number (EIN) listed on the individual’s Arizona teaching certificate. Only one value needs to be entered to begin a search by clicking the **Search for Teacher** button.
Individuals matching the search criteria will appear in the **Search Results** box. To select a file to open, simply click on the check box next to the teacher’s name to view information about that teacher.

Teacher information may now be viewed including fingerprint clearance, Arizona educator exams passed (including test numbers and dates), certifications held, approved areas, endorsements, expired certificates and customer service comments placed in the system by the Certification Unit.
Teacher Information

By selecting the Teacher Information tab, users can view current or previous year data for specific teachers at a school site. All information on this screen is display only and cannot be edited. Use the Add/Update tab to edit teacher information.

Selecting a Teacher Record

Based on the access granted through the Common Logon, your LEA name will appear here. If you have LEA access, you will be able to view one or more school sites and can select different schools by clicking the School drop down arrow.

By clicking on Print This Page you will be able to print a hard copy of the information rather than having to capture a screen shot.

You can select previous school year data by clicking the Academic Year drop down arrow. Otherwise, the current school year will be displayed.

Click the drop down arrow on the Teacher List to display all of the teachers currently in the application for a chosen school year. Once you select a teacher his/her information will appear.
Teacher Information

The Arizona Department of Education has assigned an **Educational Stakeholder ID** which is a numerical identification number for each individual in the application. This will be a different number than the EIN found on Arizona educator certificates.

**Revised:** The **Work Email Address** is now a mandatory field and is intended to provide ADE with updated contact information for the specified teacher. Please provide the email address at which the teacher receives work related emails and not a centralized email address for the LEA.

**CLARIFICATION** The **School Employment Start Date** is the earliest date the teacher began employment at that school site.

**CLARIFICATION** The **Total Years of Experience** is the total number of years the individual has been working in the teaching profession, not just with the current district or school.

Position Information

The **Position Information** box reflects the data taken from the attestation form(s) completed for the selected teacher for a chosen school year. Multiple position boxes may be displayed if a teacher is assigned more than one core content position during a school year.
Other Teacher Information

The **Fingerprint Clearance Card** section indicates the current fingerprint status for the selected teacher. This information is uploaded daily to the ADE Certification database from the Department of Public Safety.

The **Arizona Educator Exams Passed** section indicates the Arizona Educator Proficiency Assessments (AEPA) or NES exam for which the selected teacher has received a passing score, including the testing date and test number. Please remember that the Basic Skills exams cannot be substituted for an AEPA or NES content exam.

The **Certifications** section indicates all valid Arizona teaching certificates, approved areas, endorsements and expired certificates for the selected teacher. If a teacher allows his/her certificate to lapse, the application will identify them as being non-HQ.

**REMARKER**: All information on this screen is display only.
Add/Update Teacher Information

The Add/Update Teacher screen allows the user to modify the information for a returning teacher, add a new teacher to the application or delete a teacher that is no longer assigned to the listed school for the current school year. Teacher information from previous academic years may not be edited.

Required Information Update

The first time a user enters the application and selects a school site, they must indicate the Title I status of the school. This is completed only once (at the start of the school year) and need not be updated again until the following year, unless a change in status occurs.

Click the drop down box to Indicate Title I Status and select the appropriate response for the chosen school (Non-Title I, Targeted, School-Wide I, School-Wide II or School-Wide III). This status must match the status indicated on the ESEA Consolidated Application. This must be completed before the application will allow you to proceed to the teacher files.

Selecting the Get Administrative Contacts button will allow a user to view previously entered contact information and also add new contacts as changes occur. You will not be able to delete any information, only add new information to the application.
Updating a Returning Teacher

Click the drop down arrow on the Teacher List to display all teachers currently on the school roster. Select the teacher’s name to update information. All teachers will initially have a red X adjacent to their names. Teachers will have a green check mark adjacent to their names once they are updated and verified.

**Please Note:** After selecting a teacher, the Teacher Information and Teacher Position Information needs to be reviewed, updated and verified for the returning teacher to reflect their current year status.
The Arizona Department of Education has assigned an Educational Stakeholder ID which is a 16-digit numerical identification number for each individual teacher. This ID is used for the Student-Teacher-Course (STC) Connection. The separate 7-digit Educator Identification Number (EIN) found on the Arizona teacher certificate is used for certification purposes.

**Clarification** The School Employment Start date is the first month and year that the teacher began employment at the school site. Once entered initially, the start date will “roll over” on an annual basis and does not need to be adjusted unless the teacher has moved to a new site within the district.

**Clarification** The Total Years of Experience is the total number of years the individual has been working in the teaching profession, not just with the LEA or school site. The number of years will “roll over” on an annual basis and will automatically add one year to that number as long as the teacher remains at this school site.

A work email address is mandatory and is intended to provide ADE with updated contact information for the specific teacher. It must be the work email address that the LEA has assigned to the specific teacher. Do not use a centralized email address that is assigned to the LEA or department.
The Certification Degree will display the type of degree that is on file with ADE’s Certification Unit. If this box is blank, then contact the Effective Teachers and Leaders Unit at 602-542-3132 to correct this issue. You can add any additional degrees for the selected teacher by selecting the drop down menu next to Additional Degree and select the highest degree currently held by the teacher.

For charter school teachers not holding an Arizona teaching certificate, the degree must be manually entered by the LEA by selecting the drop down menu next to Additional Degree. Then select the highest degree currently held by the teacher. The teacher will not be considered Highly Qualified if this field is left blank.

Once all of the data in the Teacher Information section has been updated, you must select the Update Teacher Information button to save the changes. All required information in this section must be entered before the application will let you verify a teacher file.

If the teacher you selected has an Arizona teaching certificate, the Hispanic/Latino of Any Race or Race box will be pre-populated. Otherwise, you will need to enter the information for this teacher. You must enter Yes or No for Hispanic/Latino of Any Race. If the answer is No, you must complete the Race box. For Race, you can check all boxes that apply, however, a minimum of one box must be checked.

The teacher’s Fingerprint Card number, status, and expiration date are displayed under the Teacher Information section.

All of the teacher’s certificates, passed Arizona teaching exams, approved areas, and endorsements are displayed under the Teacher Information section.
The **Teaching Position Information** section describes the teaching position(s) and highly qualified status of the teacher. A separate position box should be completed for each core content area assigned to teach this year. A review of the teacher position information must be completed annually for returning teachers. You must click the **Edit (✓)** button in order to validate the current position information or to make changes to an existing position. If you wish to add a new position, click the **Add Position** button.

**Please Note:** All individuals in core and non-core content positions must now be entered on the Highly Qualified Teacher Position Input application. Substitute teachers teaching core content must also be entered onto the system after the fourth consecutive week in the same position at a school site.

**All core content teachers will have the Yes circle marked in the Core Teacher line.** If the teacher is assigned to a non-core content area, select the No circle.

Click the Position Description drop down arrow to select the teaching assignment for this teacher.

**A Teacher of Record** directly instructs, evaluates and assigns grades to students in core academic subjects. If the selected teacher is the teacher of record, the Yes must be selected.

Click the Content Area drop down arrow to select the academic subject area associated with this position. This information must match the content area indicated on the attestation form completed by the teacher.
Based on the information you entered, **Grade boxes will appear on the screen.** Click each grade level that the teacher is assigned to teach for this content area.

Click the **Periods Taught** drop down arrow to select the number of periods this content area is taught by the teacher daily. You may not exceed a total of ten periods a day across all positions entered into the system for a single teacher. Substitutes may exceed this limit, however, as they may have several positions entered onto the system over the course of the year.

Click the **Criteria** drop down arrow to select the means by which this teacher is highly qualified in the core content area. This information must match the attestation form completed by the teacher. Remember, the only information that the application will automatically verify are passed AEPA/INES exams, required certificates and applicable endorsements. The LEA/school must verify all other highly qualified criteria.

**Please Note:** If the **Criteria** of HQT Reciprocity is selected refer to page 22 regarding additional information required.

**Please Note:** If adding a position for Single Subject Grades 5-6 please refer to page 24.
You may enter any comments in the **Comments** box to provide additional information related to this position and teacher.

Click the **Status** drop down arrow to indicate the current status of this teaching position (Active, LOA/FMLA, Sub Filling LOA/FMLA Position or Sub Filling Vacant Position). This must reflect the “real time” status for this position.

Check the **Complete** checkbox to confirm that the teaching information is complete. Then select the **Update** button to save the changes.

The **Start and End Dates** are based on the actual dates with students, not the teacher’s contract. If a teacher’s status changes throughout the school year, you will have to change the status to reflect the current standing for that teacher.
Adding a New Teaching Position

You must account for the teacher’s entire contracted day. If the teacher is currently assigned more than one content area, you can add another position by clicking the Add New Teaching Position button. For example, a high school teacher assigned to teach Biology and Chemistry will have two separate teaching positions. A teacher that spends part of their day as a core content teacher and part of the day in a non-core position will also have two positions entered onto the system.

For the new teaching position, remember to enter information from the top of the page to bottom as your entries will trigger the system to offer certain options based on your selections. Click Insert to save the information. You can click the Cancel button at any time to exit this activity.

After updating the entire teacher record, you must click the I Verify button at the top of the page to verify the teacher file. By selecting this button, you are certifying that the Highly Qualified Teacher attestation(s) and relevant supporting documentation have been reviewed and the information entered onto the database is accurate and complete. The teachers name will be displayed with a green check mark on the Teacher List to indicate that the record has been updated.

The red text will change to blue after you “verify” the information.
Adding a New Teacher to the Application

**Please Note:** All individuals in core and non-core content positions must now be entered on the Highly Qualified Teacher Position Input application. Substitute teachers teaching core content must also be entered onto the system after the fourth consecutive week in the same position at a school site.

After selecting the Add/Update Teacher tab, you may add a new teacher into the application by clicking on the Add New Teacher button.

To add a new teacher to the school roster, you now have a choice of search variables (Name, Educational Stakeholder Identification, Social Security Number or the Educator Identification Number from the teaching certificate). You must select a means to search for a teacher before entering any information. Click the drop down arrow on the Select a Search Option box to indicate your chosen search option. Enter the information and then click the Search for Teacher button. Do not include spaces or dashes when entering a Social Security Number.
You have now added a new teacher to the school site roster. You can continue to enter the Teacher Information and Position Information in the same manner utilized for the returning teachers. All blank spaces on the Teacher Information Section must be completed by the school/LEA. Click the Update Teacher Information button to save the entries. In addition, current teaching position information must be added.

Deleting an Existing Teacher

At the start of each school year, the Teacher List must be updated to reflect the current instructional staff employed at the school site (both core and non-core teachers). Teachers who have not returned to the school location must be deleted from the school roster. If a teacher begins the school year working at the school site but (at some point during the year) leaves employment with the LEA, the teacher information should not be deleted. Instead, change the end date to their Active status (in the Teaching Position Information box) to reflect the last day worked in the classroom. Additional clarification may also be provided in the Comments box before updating the position information.
**HQT Reciprocity**

If HQT Reciprocity is selected, LEAs must document the out-of-state exam that demonstrates a **passing score** that is comparable to Arizona.

An Arizona comparable teaching exam must be entered. Include the test name, state, content area and test number. **Note: Do not enter Arizona’s AEPA/NES information.**

Enter the date that corresponds to the passed exam. **Note: Exams prior to January 1, 2000 are not valid.**
If the test date is left blank or an invalid test date is entered and the Complete checkbox has not been checked, then an error message will appear after selecting the Insert button (adding new teaching position) or the Update button (editing teacher position).
Adding Elementary 5-6 Single Subject Position

A teacher must have the following based on their certificate to be Highly Qualified to teach single subject positions in grades 5-6.

A teacher who holds a **Secondary Education 6-12 Certificate** with middle grades endorsement meets Highly Qualified and AZ Certification requirements to teach a single subject in grade 5 for the content listed under the approved area.

A teacher with an **Elementary Education (K-8 or 1-8) Certificate** meets Highly Qualified and AZ Certification requirements to teach grades 5 and/or 6 in a single subject departmentalized setting for the content listed under the approved area.

**Unfortunately**, the Highly Qualified Teacher Position Input Application does not recognize the qualifications on the Elementary Education Certificate when a 5th and/or 6th grade single subject position is added for a teacher. The **Criteria** dropdown menu will show “Not Highly Qualified” only. Please select this option and ensure the other information for the position is correct. Write in the comment box that the teachers meets Highly Qualified requirements based on the **Elementary - Single Subject Grades 5-6 Attestation form**. We apologize for this inconvenience. Our IT department is working to resolve this issue.
Substitute Teacher Reporting

After the fourth consecutive week in the classroom, substitute teachers in core content positions must complete the appropriate attestation form and be entered onto the Highly Qualified Teacher Position Input Application.

**Important** This includes substitute teachers working in vacant positions as Long Term Substitutes (LTS) and substitutes replacing teachers on a Leave of Absence (LOA) or Family Medical Leave Act (FMLA).

**Substitute in Leave of Absence/Family Medical Leave Act Position**

On the Add/Update Teacher tab, select the name of the teacher **who will be going on a leave of absence** from the school’s Teacher List. Once the Teaching Position Information box is opened, you must change the status for this teacher from **Active** to **LOA/FMLA** in order to reflect the “**real time**” status of this position. The start and end date for the leave of absence must be entered. Be sure to save the change before exiting the screen.
Next you must enter the information for the substitute teacher. If they are not already on the school roster, you must add them to the Teacher List as you would any other teacher. Otherwise, click the drop-down arrow on the Teacher List and select the appropriate teacher name. Once the substitute teacher information appears, you must enter the substitute teaching position and status information. Click the drop-down arrow and select Sub-Filling LOA/FMLA Position and enter the start and end date for this substitute position.

**IMPORTANT** Once the teacher on a leave of absence returns to work, you MUST change their position status back to Active and indicate the start and end date (which will typically be the first and last day of school). Remember, this is meant to be a “real time” measure of their status. **Do not** make any changes in the position status for the substitute teacher as the end date will indicate their completion of this assignment.

If the substitute teacher continues to work at the same school location, simply enter an additional Teaching Position Information box in their teacher file for each new assignment. **Do not delete any positions for substitute teachers** as they illustrate the work record for this teacher for the current school year. **Be sure to enter the start and end dates for each new substitute position.**
Substitute in Vacant Teaching Position

After the fourth consecutive week in the classroom, substitute teachers in core content positions must be entered into the Highly Qualified Teacher Position Input Application. The LEA must continue to actively recruit for a Highly Qualified teacher to fill this position. Within their Continuous Improvement Plan in ALEAT, they must include strategies and action step(s) describing their recruitment efforts to fill this position.

After the fourth consecutive week in the classroom, you must enter the information for the substitute teacher working in a vacant position. If they are not already on the school roster, you must add them to the Teacher List as you would any other teacher. Otherwise, click the drop-down arrow on the Teacher List and select the appropriate teacher name. Once the substitute teacher information appears, you must enter the substitute teaching position and status information. Click the drop-down arrow and select Sub-Filling Vacant Position and enter the start and end date for this substitute position.

IMPORTANT A teacher with an Arizona Substitute Certificate is limited to teaching only 120 days in the same school each school year. An exemption request can be completed to extend a substitute certificate holder beyond the 120 day limit.

A teacher with an Arizona Emergency Substitute Certificate is limited to teaching only 120 days per school year. The 120 day exemption does not apply to Emergency Substitute Certificate holders.
The Highly Qualified Teacher Position Input Application has several reports available to assist LEAs in analyzing the Highly Qualified status of teachers and to promote the equitable distribution of effective teachers for all students. It is strongly recommended for LEAs to run a monthly report to monitor the Highly Qualified status of the teachers and to ensure the information entered into the application is accurate and up-to-date.

By selecting the drop down box next to **Report**, you can choose from various reporting functions. The reports that are made visible will vary based on whether you are assigned school-level or LEA-level access to teacher position information in the application.

All reports can be exported from the application into various data formats by opening the **Select a Format** drop down box, selecting a data format and clicking on the **Export** button.
Available Reports

The following reports are available for users based on their level of access to the system:

- Administrator Contact List
- Certification Credentials (by LEA or School)
- Educator Information
- HQT Employment Position Information (by LEA or School) Core Only
- HQT Employment Position Information (by LEA or School) Non-Core
- Incomplete or Missing Position Information (by LEA or School)
- LOA Teachers (by LEA, School or Statewide)
- Substitute Covering for Teacher on LOA/FMLA (by LEA, School or Statewide)
- Substitute Filling Vacant Position (by LEA, School or Statewide)
- Teachers in Non-HQ Positions (by LEA or School)

By selecting the Certification Credentials report, you will receive a list of teacher information including:

- Teacher Name
- Current School
- Certificate(s) Held
- Certificate(s) Expiration Date
- Approved Area(s)
- Endorsement(s)
- Arizona Educator Exam(s) Passed

This report can be very useful when trying to locate teachers who might be Highly Qualified in a particular area by one or more variables.
By selecting the Educator Information report, you will receive a list of LEA teachers which includes:

- Teacher Name
- Gender
- Ethnicity
- Educational Stakeholder Identification Number
- Educator Identification Number (EIN)
- Total Years of Teaching Experience
- Years Working at Current School Site
- Current Status of Fingerprint Card
- Fingerprint Clearance Card Number
- Fingerprint Clearance Card Expiration Date
- Alerts Related to the Activities of the Investigation Unit
- Educational Stakeholder Identification Number (EIN)

Although this report has many applications, one common purpose is to create a tickler file as a reminder to teachers whose fingerprint clearance cards are coming due for renewal.

The Stakeholder ID number is used for the Student-Teacher-Course (STC) Connection

By selecting the HQT Employment Position Information by LEA (Core Only) report, you will receive a list of core content teachers displaying the variables entered into the Teacher Position Information box of the application. The report will also include the name of the individual who entered the data and the date it was last updated. Both Highly Qualified and Non-Highly Qualified teachers will be listed on this report.
By selecting the **Highly Qualified Employment Position Information - Non-Core** report, you will receive a list of individuals employed in non-core positions at each school site. The report will provide the position and content area information but will not include any of the other information required in the Teaching Position Information box. Non-core staff are not required to meet the highly qualified requirements as listed in the Elementary & Secondary Education Act. The report will also include the name the individual who entered the data and the date it was last updated.

### HQT Employment Position Information by LEA (Non-Core)

**Valley Elementary District**  
8/6/2013 2:15:24 PM  
School Year: 2014

<table>
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<tr>
<th>School</th>
<th>Teacher</th>
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<th>TOR</th>
<th>Content Area</th>
<th>Grades Taught</th>
<th>Valid Cert</th>
<th>Periods Taught</th>
<th>HQ Criteria</th>
<th>Teaching Information Completed By</th>
<th>Teaching Information Last Updated</th>
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<tbody>
<tr>
<td>Valley Middle School</td>
<td>Doe, Jane</td>
<td>Other Teaching</td>
<td>N</td>
<td>Teaching</td>
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<td>NOT APPLICABLE</td>
<td>mgardner</td>
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<tr>
<td></td>
<td>Doe, John</td>
<td>Librarian-Media</td>
<td>N</td>
<td>Non-Teaching</td>
<td>UGS</td>
<td>Y</td>
<td>0</td>
<td>NOT APPLICABLE</td>
<td>mgardner</td>
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<tr>
<td></td>
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</tbody>
</table>

By selecting the **Incomplete or Missing Information** report, you will receive a list of teacher records where blank data fields are noted. This report is helpful when finalizing the annual entry of data into the HQT application to determine which records are still outstanding.

### Incomplete or Missing Position Information by LEA

**Valley Unified District**  
8/6/2013 2:54:21 PM

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Position</th>
<th>TOR</th>
<th>Content Area</th>
<th>Grades Taught</th>
<th>Valid Cert</th>
<th>Periods Taught</th>
<th>HQ Criteria</th>
<th>Teacher Information Complete</th>
<th>Teaching Position Information Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley High School</td>
<td>Doe, Jane</td>
<td>MISSING</td>
<td>N</td>
<td>MISSING</td>
<td>MISSING</td>
<td>-</td>
<td>0</td>
<td>MISSING</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Doe, John</td>
<td>MISSING</td>
<td>N</td>
<td>MISSING</td>
<td>MISSING</td>
<td>-</td>
<td>0</td>
<td>MISSING</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
By selecting the **LOA FMLA Teachers** report, you will receive a list of individuals who have been on a leave of absence during the school year, including the start and end date. When teachers return to work, the LEA must change their status back to “active” within the Teacher Position section.

### Table: LOA FMLA Teachers

<table>
<thead>
<tr>
<th>LEA</th>
<th>School</th>
<th>Teacher</th>
<th>Status Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley Elementary District</td>
<td>Valley Middle School</td>
<td>Doe, Jane</td>
<td>LOA / FMLA</td>
<td>7/25/2013</td>
<td>9/14/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Doe, John</td>
<td>LOA / FMLA</td>
<td>8/1/2013</td>
<td>11/5/2013</td>
</tr>
</tbody>
</table>

The **Substitute Covering for Teacher on LOA/FMLA** report lists the individuals assigned to cover classes for the teachers identified as being on a leave of absence from the LEA. Only individuals that are working for four consecutive weeks (or more) in a substitute teaching assignment need to be entered into the HQT Position Input Application.

### Table: Substitute(s) Covering for Teacher on LOA FMLA

<table>
<thead>
<tr>
<th>LEA</th>
<th>School</th>
<th>Substitute</th>
<th>Status Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Doe, John</td>
<td>Sub Filling LOA / FMLA Position</td>
<td>6/15/2013</td>
<td>10/15/2013</td>
</tr>
</tbody>
</table>
The **Substitute Filling Vacant Position** report lists the individuals who are temporarily assigned to teach in core content positions due to unfilled positions by a contracted teacher. **LEAs are reminded to continue to actively recruit for a Highly Qualified teacher to fill the vacant positions.** Only individuals that are working for four or more consecutive weeks in a substitute teaching position need to be entered into the HQTIA.

By selecting the **Teachers in Non-Highly Qualified Positions** report, you will receive a list of teachers (by school) who currently do not meet the Highly Qualified requirements in one or more core content positions. It is important to cross reference the substitute reports with Non-Highly Qualified reports because substitutes will also be displayed.
Teacher/Principal Evaluation Classification Reporting

Public Local Education Agencies, districts and charters (except for-profit charters), are required to submit principal and teacher evaluation data on an annual basis. In order to meet this requirement, the Arizona Department of Education (ADE) has enhanced the Highly Qualified Teacher Position Input Application to collect evaluation data for all teachers and principals in the state.

To streamline and standardize the data collection process, Local Education Agencies will be required to adhere to the following with regards to their data entry:

- **Performance Classification** – One summative evaluation performance level will need to be determined for each teacher and principal using the following four standardized categories:
  - Highly effective
  - Effective
  - Developing
  - Ineffective

- **Statewide Definition of a “Teacher”** – For purposes of federal reporting, Local Education Agencies are to use the following definition:

  “A teacher is defined as an individual who provides instruction to pre-kindergarten, kindergarten, grades 1 through 12, or ungraded classes; or who teaches in an environment other than a classroom setting and who maintains daily student attendance records.”

  As many classes do not meet on a daily basis during the school week, “daily student attendance” conveys that a teacher takes attendance each time the class meets.

Due to the extremely sensitive nature of this information, evaluation data will be collected in aggregate form (school-level for teachers and LEA-level for principals). Teacher evaluation results may be entered by users granted school-site or LEA-wide access to the Highly Qualified Teacher Position Input Application. Principal evaluation results may be entered only by individuals granted LEA-wide access to the application.
To begin entering teacher and/or principal evaluation data, select the Evaluations tab at the top of the page.

The Academic Year represents the fiscal year from which the data was taken. For example, 2013 below represents the teacher and principal evaluation data from the 2012-2013 school year. The LEA selection will automatically populate with the correct district or charter assigned to the user.

**Note:** Data is always collected from the previous year.

Click the Edit button on the left to enter data for the corresponding line.
Enter the total number of teachers or principals in each of the four reporting categories. Click the Update button on the left to save your entries or Cancel to terminate the data entry for this line. You may update the information at any time (prior to the final verification of the data) by simply clicking on the Edit button again and making needed changes. The name of the last person to enter data, along with the last entry date, will also be displayed.

When all data has been entered for the local education agency, the designated individual (with LEA-wide access) must verify that all the information entered is accurate and complete. Click the box to the left of each line of data to make the check mark appear. Finally, click the Verify Selected button to formally submit the teacher and principal evaluation data to the ADE.

The teacher and principal evaluation data has been successfully submitted to the ADE when each row shows a green check mark. The identification of the individual verifying the data will now be displayed, along with the verification date.