

Highly Qualified Report Information

Information for Principals

Who at the school level has access to the Highly Qualified Report tool?

Those holding the following roles will have access to the **school data entry pages** of the Highly Qualified Report tool for their school(s):

- Principal
- Vice Principal

How do I access the Highly Qualified Report?

Go to the EPSB website at <http://www.kyepsb.net/> and log in with your user ID and password. Once logged in, click on “Highly Qualified Report.” For information on creating a user ID or recovering your password, view the tutorials on the EPSB help page (<http://www.kyepsb.net/help/>) under “My Profile, User IDs and Passwords.”

What must be performed at the school level?

Highly qualified status must be identified for every NCLB core content course reported on the Spring LEAD report (see the EPSB “Identifying Highly Qualified Teachers” document at <http://www.kyepsb.net/documents/NCLB/NCLBDEF9.doc>). Once status is identified for every NCLB core content course, the final step is for the principal to digitally sign the report. A PowerPoint tutorial of all principal functionality is available at <http://www.kyepsb.net/help/> under “Highly Qualified Report.”

Information for District Staff

Who in the district has access to the Highly Qualified Report tool?

District staff holding the following roles will have access to the district view of the Highly Qualified Report tool:

- Superintendent
- Assistant Superintendent
- Deputy Superintendent
- Directors of District Personnel
- LEAD coordinators

How do I access the Highly Qualified Report?

Go to the EPSB website at <http://www.kyepsb.net/> and log in with your user ID and password. Once logged in, click on “Highly Qualified Report.” For information on creating a user ID or recovering your password, view the tutorials on the EPSB help page (<http://www.kyepsb.net/help/>) under “My Profile, User IDs and Passwords.”

What must be performed by the district?

The district is responsible for ensuring that all schools in the district have completed the report by March 31. A complete report has had highly qualified status marked for each course identified and has been digitally signed. A complete report will be identified as “HQR – Finalized” in the HQR Status column.

What functionality is available at the district level?

District staff can view HQ data reported by principals and also return signed reports to principals if necessary. A PowerPoint tutorial of all district functionality is available at <http://www.kyepsb.net/help/> under “Highly Qualified Report.”

Highly Qualified Report Information

HQ Reference & Help Information

Highly Qualified Report PowerPoint tutorials & help documents: <http://www.kyepsb.net/help/>

EPSB NCLB website: <http://kyepsb.net/nclb.asp>

Highly Qualified Calculator: <https://wd.kyepsb.net/EPSB.WebApps/HQCalculator/default.aspx>

For questions relating to the determination of highly qualified status, contact the EPSB HQ Team at the EPSB at 888-598-7667 or EPSBHQ@ky.gov

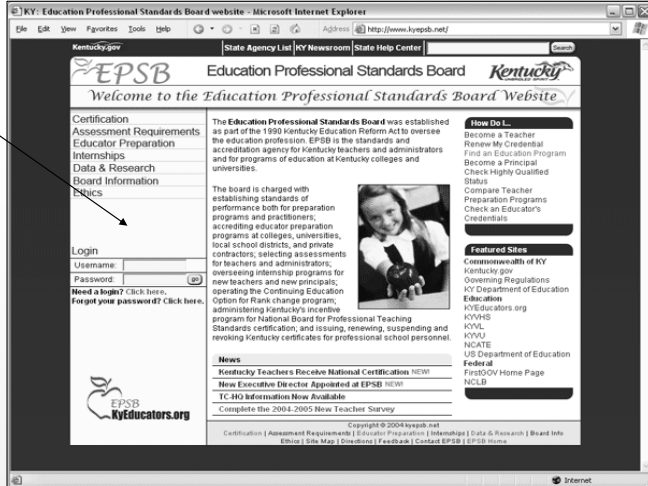
For questions relating to the use of the online Highly Qualified reporting tool, contact the EPSB Help Desk at 888-598-7667 or EPSBHelp@ky.gov.

HQ Report – District Staff Tutorial

HIGHLY QUALIFIED REPORT TUTORIAL – DISTRICT STAFF

1. You must have an active superintendent, assistant superintendent, deputy superintendent, LEAD coordinator or director of district personnel role at a district to be able to access the HQ Report.
2. Go to <http://www.kyepsb.net/>
3. Enter your username and password.
4. Click the “Go” button.

Log on Here



REPORT HOMEPAGE

1. Once you log on and select Highly Qualified Report from the application list, you will see a District Summary Report for your district.

The screenshot displays the 'Highly Qualified Report' application interface. It shows a 'District Summary Report - Franklin County' table with the following data:

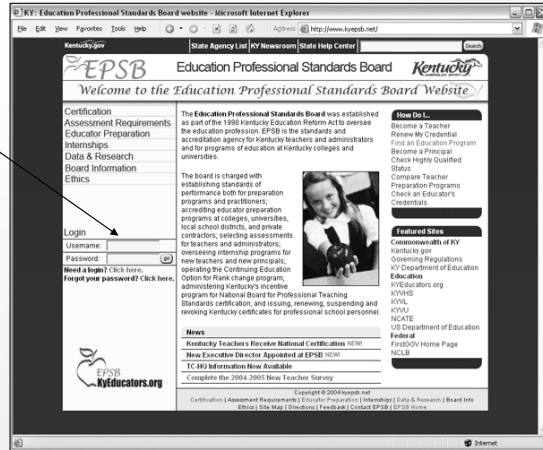
School	Courses	Courses with HQ Status Identified	Percent Complete	HQR Status	Courses Requiring HQ	Courses With HQ Teacher	HQ Percentage	View Report	Re-open Report
Bondurant Middle School	238	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Bridgeport Elementary School	27	27	100	HQR - Finalized	26	26	100	Final Report	Re-open
Collins Lane Elementary School	29	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Educational Development Center	177	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Elkhorn Elementary School	32	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Elkhorn Middle School	316	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Franklin County High School	420	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Hearn Elementary School	34	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Peaks Mill Elementary School	41	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Western Hills High School	252	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A
Westridge Elementary School	26	0	0	HQR - Not Submitted	0	0	0	View Preliminary	N/A

HQ Report – Principal Tutorial

HIGHLY QUALIFIED REPORT TUTORIAL - PRINCIPALS

1. You must have an active principal role (vice, interim, etc.) at a school to be able to access the application for a school.
2. Go to <http://www.kyepsb.net/>
3. Enter your username and password.
4. This is the same username and password used to access the Intern Management System.
5. Click the “Go” button.

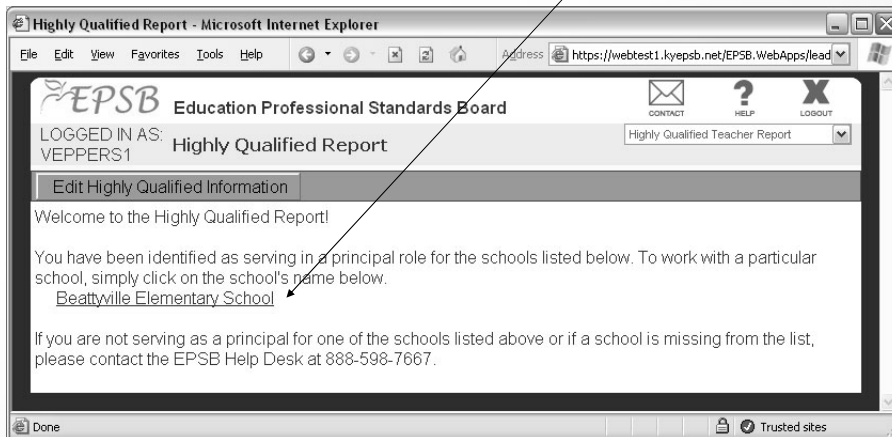
Log on Here



REPORT HOMEPAGE

1. Once you log on you will see a list of schools to which you have access.

List of accessible schools



HQ Report – Principal Tutorial

TEACHER SELECTION PAGE

- Once you select a school, two drop down lists will be shown to easily identify which teachers have “highly qualified” status marked for all of their courses. Between the two lists, you should see all of the teachers reported by your school during the Spring LEAD audit.
- To work with a teacher, select his/her name from the list and click “View Courses.” You can edit the information for teachers in either list.

TEACHER COURSE STATUS PAGE

- Once you have selected a teacher, a page will open displaying the courses reported for that teacher during the Spring LEAD audit.
- To complete the report, you must select a “highly qualified” status for each course.
- At any time, you can save the information entered for a teacher and return to edit it later. You do not need to enter a status for every course in order to save.
- The Comments column displays any known information related to the course. If the course was marked as HQ in STI, that message will be displayed. Information displayed is based upon the content reported.
- The teacher’s name has a link directly to that teacher’s credential information on KECI, which opens in a new window.
- Repeat this process for all teachers until “highly qualified” status has been marked for each course listed for every teacher listed.

Course Number & Name	Credits	Population	Level/High Grades	Comments	Highly Qualified	HQ Not Reported	HQ Not Reported
011 01	Secondary	General	Std. 5th	HQ (Should be required if currently reported. This course generally requires a highly qualified teacher. Marked as HQ in STI.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
011 02	Secondary	General	Std. 5th	HQ (Should be required if currently reported. This course generally requires a highly qualified teacher. Marked as HQ in STI.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
011 03	Secondary	General	Std. 5th	HQ (Should be required if currently reported. This course generally requires a highly qualified teacher. Marked as HQ in STI.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
011 04	Secondary	General	Std. 5th	HQ (Should be required if currently reported. This course generally requires a highly qualified teacher. Marked as HQ in STI.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
011 05	Secondary	General	Std. 5th	HQ (Should be required if currently reported. This course generally requires a highly qualified teacher. Marked as HQ in STI.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

HQ Report – Principal Tutorial

FINALIZE/SUBMIT REPORT

1. To complete the report, you must digitally sign the report. Clicking the “Preview Final Report” button will take you to the sign off page.

WARNING! Once you sign your report on the next page, you will no longer be able to edit your information.

Preview Final Report Button

FINALIZING & SIGNING OFF ON REPORTS

1. To sign off on the report enter your user ID, password & full name in the fields provided & click the “Click Here to Agree And Digitally Sign” button to submit the completed report.

WARNING! Once you finalize and submit your report, you will no longer be able to edit your information.

Preview Report

Edit Report

Sign off & Submit Report

HQ Report – Principal Tutorial

HELP

For questions on determining highly qualified status,
contact the EPSB HQ Team:
888-598-7667
EPSBHQ@ky.gov

For questions or problems related to error messages,
contact the EPSB Help Desk:
888-598-7667
EPSBHelp@ky.gov