

Highly Qualified Teacher Report 11-05-2014 18:15

A highly qualified audit program exist in JPAMS monitoring site instructional personnel master schedules against human resources highly qualified status codes.

You will receive this email only for schools that have teachers that are not highly qualified for a course they teach.

The HQ audit program will run automatically in the MEG system each week with automatic emails to Principals, Personnel managers, etc. The Principal may check the 'HQ Needed' column and either follow district procedures to correct the HQ status in HR if it is in error or mail letters to each students' parents for any flagged course in accordance with the NCLB Title 1 4 weeks or more rule.

A modified version of the HQ audit program is available on the HR command center reports menu so that it can be run at the school site at any time. This version will allow the Principal's staff to automatically write letters to students' parents for each course flagged in the 'HQ Needed' column. This letter will be the recommended format obtained from DOE. An email report will be sent for a school staff if any member has a course listed in the 'HQ Needed' column. Please review the report listed below.

Teacher Name	Course Name	Crs Cd	Grd	Site	Teacher HQ	HQ Required	HQ Needed
ABSHIRE ANGELA M	KINDERGARTEN	700000123456	00	027008	ME,HE		Staff with data here need attention.
ANTHONY ANGELA	KINDERGARTEN	700000123456	00	027008			
ARCENEAUX BEVERLY	COORD/SUPERVISOR	000010	-1	027008	EL		
BACCIGALOPPI SALLY	KINDERGARTEN	700000123456	00	027008	EL		
BLANCHARD SALLY H	PRE-KINDERGARTEN	600000	-1	027008	EL		
BOUDREAUX SHERRIE	ART 2	030500	02	027008	EL		
BOUDREAUX SHERRIE	HEALTH-PE 2	190178	02	027008	EL		
BOUDREAUX SHERRIE	LANGUAGE ARTS 2	120300	02	027008	EL	ME,EL	
BOUDREAUX SHERRIE	MATH 2	160300	02	027008	EL	MM,EL	
BOUDREAUX SHERRIE	READING 2	120310	02	027008	EL	EL,ME	
BOUDREAUX SHERRIE	SCIENCE 2	150800	02	027008	EL	EL,MSC	
BOUDREAUX SHERRIE	SOCIAL STUDIES 2	220000	02	027008	EL	EL,MSS	