

Instructions on Viewing The Highly Qualified Teachers Report

1. Under the **Select Report Year** section, choose the school year for the desired report.
2. In the **Select Report** section, click on NCLB Highly Qualified Report.
3. A new page will appear displaying the **Report Details**.
4. The **Notes** section provides any additional information necessary to run the report.
5. In the **Additional Parameters Section**, under **HQ Org Type**, choose the appropriate level for the report, either Campus level, District level, Region level or State level.
6. Depending on what you choose will determine what shows up under the **HQ Organization** box. If you chose Campus level, select the name of the campus here. If District level was chosen, select the district name and so on for region number. If the State level was chosen under HQ Org Type, the only option is to select “statewide”.
7. Under HQ Report Type, choose All, High Poverty, Low Poverty, High Minority or Low Minority.
8. Click on the **Generate Report** button in the lower right of the screen. If the report is blank the required selections were not understood. Click on the close button and start the process again.

Once the report has been generated,

9. **Print** the report by clicking on the small print icon just above the report on the left. A Print Options window appears. Click on the radio button for “All” or select certain pages in a range to print. Then click on the OK button. The document appears in a .pdf format. Click on the print icon in the top portion of the page. When the final Print screen appears, click the OK button and print the report.
10. **Export** the report by clicking on the button with an envelope and an arrow, located just above the report on the left. An Export Options screen appears. Click on the radio button for “All” or select certain pages in a range to export. Select the document format desired for the export. Formats available include the Crystal Reports, Adobe .pdf, MS Word, MS Excel and Rich Text Format. Click on the OK button and export the report.