



Teacher Service Records and More!

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Teacher Data at Your Fingertips!

- ❖ The HQT Application is a fantastic resource to the district HR Department! In this application, you will find:
 - ❖ Areas of certification
 - ❖ Whether your teacher is HQ (Highly Qualified) in those areas
 - ❖ If HQ, how they qualified (Tested/HOUSSE)
 - ❖ Certificate expiration date
 - ❖ Degree level
 - ❖ National Board Certification information (if applicable)
 - ❖ And ALL TEACHING HISTORY!!!

Let's Take A Look!

- ❖ How to navigate?
 - ❖ Log into your Single Sign-On account.
 - ❖ Click to open the “Accreditation/HQT/School Improvement” Application.

OKLAHOMA
State Department of Education

Home / Applications
Applications

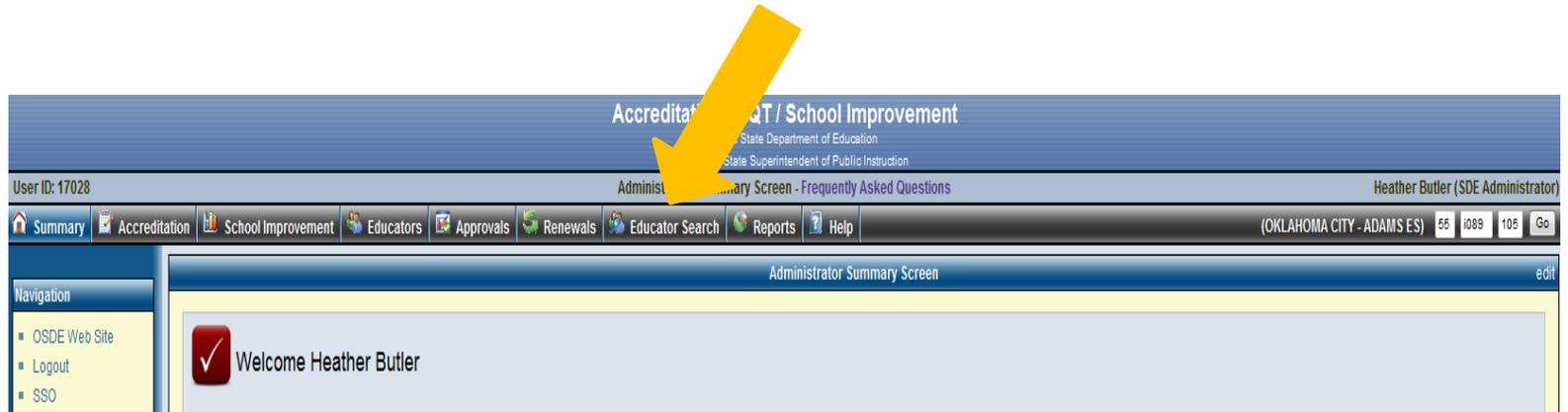
These are your current applications

- ✓ Accreditation/HQT/School Improvement
SDE View Only
- Grants Management and Expenditure Reporting
SDE View Only

Home / Applications
Your Account
Manage Users
About This Site
Links And Docs
Sign Out

Let's Take A Look!

- ❖ Click the “Educator Search” tab.



The screenshot displays the OSDE Administrator Summary Screen. At the top, the header reads "Accreditation / School Improvement" and "State Department of Education". Below this, the user information shows "User ID: 17028" and "Heather Butler (SDE Administrator)". The main navigation bar includes tabs for "Summary", "Accreditation", "School Improvement", "Educators", "Approvals", "Renewals", "Educator Search", "Reports", and "Help". A yellow arrow points to the "Educator Search" tab. The main content area displays "Administrator Summary Screen" and a welcome message: "Welcome Heather Butler".

Let's Take A Look!

- ❖ Enter either SSN OR Teacher Number AND Last Name.

The screenshot shows a web application interface with a top navigation bar and a main content area. The top navigation bar includes links for Summary, Accreditation, School Improvement, Educators, Approvals, Renewals, Educator Search (highlighted), Reports, and Help. The main content area features a sidebar with 'Navigation' (OSDE Web Site, Logout) and 'Help With System' (Contact Info, Documents, Help/FAQs). The central panel is titled 'Educator Search Wizard - Page 1 of 1' and contains the following text: 'You are on the Administrator Search screen. Please enter the desired educator's SSN or Teacher Number along with his or her last name below.' Below this text are three input fields: 'SSN: [input] OR', 'Teacher Number: [input] AND', and 'Last Name: [input]'. A 'Search' button with a right-pointing arrow is located at the bottom right of the form.

Let's Take A Look!

- ❖ Once inside the HQT system, you will utilize 2 of the tabs below:
 - ❖ Teacher Assignments/Certification Areas
 - ❖ Personnel Data

The screenshot displays the HQT system interface. At the top, there is a navigation bar with tabs for Summary, Accreditation, School Improvement, Educators, Approvals, Renewals, Educator Search, Reports, and Help. The user is logged in as (OKLAHOMA CITY - ADAMS ES) with session ID 55 1089 105. Below the navigation bar, there is a section for "Teacher's current class assignments at [redacted] SPR History Year (2005)". A yellow arrow points to the "PERSONNEL DATA" tab in the "Teacher Assignments/Certificate Areas" section. Below this, there is a table titled "Teacher Assignments" with the following data:

Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
		[redacted]			1053	Third Grade	0.00	Self Contained - Third Grade	20	HQ	TEST		Areas

Below the table, there is a link: "Click Here To Add New Class Assignment". At the bottom, there is a section for "Teacher Certificate Areas" with columns: Class, Area Code, Area Description, Grade Level Code, Grade Level Description, Originally Issued, Effective Date, Expires, Highly Qualified, Action, and HQ Method.

Let's Take A Look!

- ❖ On the Teacher Assignments/Certification Areas tab, you will find:
 - ❖ Certification Information – Certification areas, grade level(s) qualified to teach, if they are HQ and how they achieved HQ (if applicable), as well as certificate effective/expiration dates.
 - ❖ Have your Principals look here when interviewing! 😊

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: **Teacher Assignments/Certificate Areas** (highlighted with a yellow circle), **CO Teacher Assignments**, **HQT APPS**, and **PERSONNEL DATA**.

Below the navigation bar, there are two main sections:

Teacher Assignments

Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
					1053	Third Grade	0.00	Self Contained - Third Grade	20	HQ	TEST		Areas

[Click Here To Add New Class Assignment](#)

Teacher Certificate Areas

Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method
Classes	1600	ELEMENTARY EDUCATION	93	Grades 1 to 8	04/01/2005	02/01/2011	06/30/2016	HQ		Tested
Classes	6560	SOCIAL STUDIES	77	Grades 5 to 8	04/01/2005	02/01/2011	06/30/2016	HQ		Tested

Let's Take A Look!

- ❖ Degree Information – College(s) of record and degree(s) on file. (Will have multiple entries if multiple degrees have been submitted/documentated.)

Teacher Certificate Areas										
Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method
Classes	1600	ELEMENTARY EDUCATION	93	Grades 1 to 8	04/01/2005	02/01/2011	06/30/2016	HQ		Tested
Classes	6560	SOCIAL STUDIES	77	Grades 5 to 8	04/01/2005	02/01/2011	06/30/2016	HQ		Tested

Teacher Degrees									
Country	State	Institution	Degree	Major One	Major Two	Major Three	Degree Date	Constructed Major	
US	OK	Oklahoma City University	D				12/11/1999 12:00:00 AM	No	

Let's Take A Look!

- ❖ NBCT Information – If teacher holds a National Board Certificate, that data will be found here.

Teacher Assignments/Certificate Areas														
CO-Teacher Assignments HQT APPS PERSONNEL DATA														
Teacher Assignments														
Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas	
		55	I052			Third Grade	0.00	Self Contained - Third Grade	20	HQ	TEST		Areas	
Click Here To Add New Class Assignment														
Teacher Certificate Areas														
Class Assignments	Area Code	Area Description				Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method	
Classes	1600	ELEMENTARY EDUCATION				93	Grades 1 to 8	04/01/2005	02/01/2011	06/30/2016	HQ		Tested	
Classes	6560	SOCIAL STUDIES				77	Grades 5 to 8	04/01/2005	02/01/2011	06/30/2016	HQ		Tested	
Teacher Degrees														
Country	State	Institution				Degree	Major One	Major Two	Major Three	Degree Date		Constructed Major		
US	OK	Oklahoma City University				D				12/11/1999 12:00:00 AM		No		
Oklahoma Tests Passes							National Board Certificates On File							
Test Code	Test Description				Test Year	Test Month	Certificate Description	Grade Level Description		Year Earned				
150	ELEM. EDUC. SUBTEST1				2005	02	Generalist	Early Childhood (Ages 3-8)		2010				
251	ELEM. EDUC. SUBTEST2				2005	02								
127	MIDDLE LEVEL SOCIAL STUDIES				2004	11								
174	OKLA GENERAL EDUC TEST (OGET)				2004	11								
175	OPTE PK-8				2006	02								



Let's Take A Look!

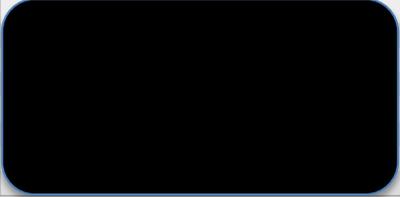
- ❖ On the Personnel Data tab, you will find:
 - ❖ Current Year Data – This pulls from the current/active personnel report. This data is considered “preliminary” until after final personnel reports are received in June.

Teacher Assignments/Certificate Areas															
CO-Teacher Assignments															
HQT AP 5 PERSONNEL DATA															
SPR (Current Data)															
Co	Dist	Site	Job Code	Job Description	Program Code	Prog Description	Subject Code	Subject Description	Pay Type Code	Pay Type Description	Fraction of Day	Days Employed	Days Contracted	RFL	RFNR
55	1052	160	208	STDACTADV/NONATHLCOA	900	Cocurricular and Extracurricular Activities	None	None	192	Extra Duty	1.000	183	183		
55	1052	160	210	TEACHER	100	Regular Programs	1050	ELEM ED (SELF CONT)	110	Base Salary	1.000	183	183		
Title I															
Co	Dist	Site	FEDCode		fedDEsc										
No Records Found															
COOP															
Coop Co	Coop Dist	Coop Site	At Site%												
SPR History (In State)															
FY	Co	Dist	District Name	FOD	Days Employed	Contract Days	Position	OK in Dist	OK other	Other State	Military	Total			
				1.000	183	183	TEACHER	0	0	0	0	0			
				1.000	183	183	TEACHER	1	0	0	0	1			
				1.000	183	183	TEACHER	2	0	0	0	2			



Let's Take A Look!

- ❖ In-State History Data – This lists all Oklahoma public school teaching experience. This list is built from previous personnel reports.

SPR History (in State)												
FY	Co	Dist	District Name	FOD	Days Employed	Contract Days	Position	OK in Dist	OK other	Other State	Military	Total
				1.000	183	183	TEACHER	0	0	0	0	0
				1.000	183	183	TEACHER	1	0	0	0	1
				1.000	183	183	TEACHER	2	0	0	0	2
				1.000	183	183	TEACHER	3	0	0	0	3
				1.000	183	183	TEACHER	4	0	0	0	4
				1.000	183	183	TEACHER	5	0	0	0	5
				1.000	183	183	TEACHER	6	0	0	0	6
				1.000	183	183	TEACHER	7	0	0	0	7

SPR History(Out of State, College, Private School, Substitute etc.)										
Begin Date	End Date	State	County	DistPlace	Type	FOD	Years	Months	Days	
No Records Found										



Let's Take A Look!

- ❖ Out-of-State, Military, Private School, College, Substitute Data – This section will show any additional experience verified by School Personnel Records.

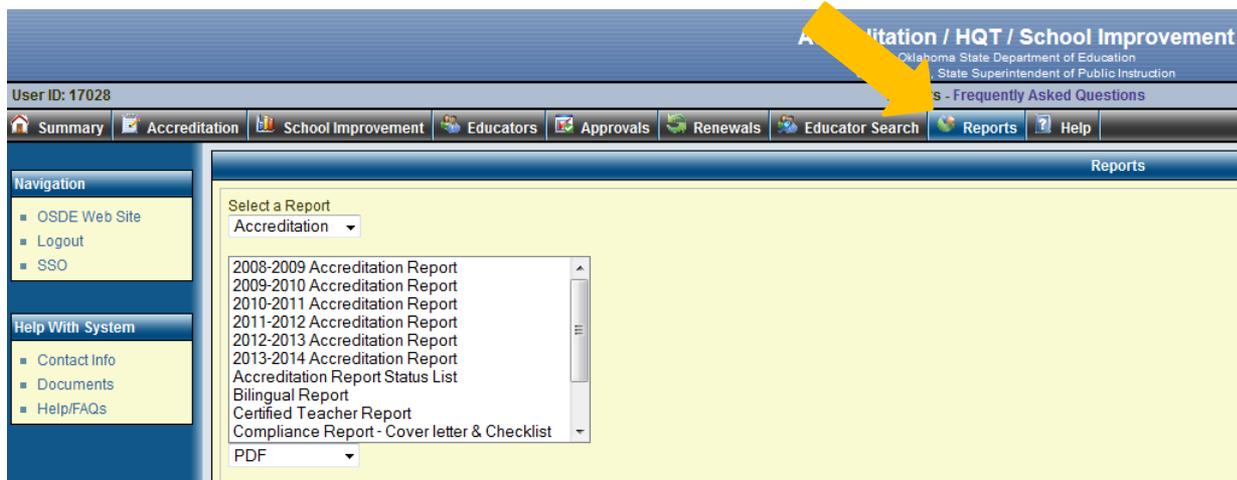
SPR History (in State)												
FY	Co	Dist	District Name	FOD	Days Employed	Contract Days	Position	OK in Dist	OK other	Other State	Military	Total
				1.000	183	183	TEACHER	0	0	0	0	0
				1.000	183	183	TEACHER	1	0	0	0	1
				1.000	183	183	TEACHER	2	0	0	0	2
				1.000	183	183	TEACHER	3	0	0	0	3
				1.000	183	183	TEACHER	4	0	0	0	4
				1.000	183	183	TEACHER	5	0	0	0	5
				1.000	183	183	TEACHER	6	0	0	0	6
				1.000	183	183	TEACHER	7	0	0	0	7

SPR History(Out of State, College, Private School, Substitute etc.)											
Begin Date	End Date	State	County	DistPlace	Type	FOD	Years	Months	Days		
No Records Found											



Available Reports

- ❖ There are a couple helpful “personnel” related reports in the HQT Application as well.
- ❖ They are found under the “Reports” tab.



The screenshot displays the HQT Application interface. At the top, the header reads "Accreditation / HQT / School Improvement" and "Oklahoma State Department of Education, State Superintendent of Public Instruction". Below this, the user ID "17028" is shown. A navigation bar contains tabs for "Summary", "Accreditation", "School Improvement", "Educators", "Approvals", "Renewals", "Educator Search", "Reports", and "Help". A yellow arrow points to the "Reports" tab. The "Reports" section is active, showing a "Select a Report" dropdown menu with "Accreditation" selected. The dropdown list includes: "2008-2009 Accreditation Report", "2009-2010 Accreditation Report", "2010-2011 Accreditation Report", "2011-2012 Accreditation Report", "2012-2013 Accreditation Report", "2013-2014 Accreditation Report", "Accreditation Report Status List", "Bilingual Report", "Certified Teacher Report", "Compliance Report - Cover letter & Checklist", and "PDF".

Available Reports

❖ Certified Teacher Report

- ❖ This report will show all certified staff and all certification areas for each.
- ❖ This is a great site-level report!

[REDACTED]	105	1003 EARLY CHILDHOOD	6/30/2018
[REDACTED]	105	1501 ELEMENTARY EDUCATION	6/30/2017
		2556 MILD-MODERATE DISABILITIES	6/30/2017
		4075 LANGUAGE ARTS	6/30/2017
		6575 SOCIAL STUDIES	6/30/2017
[REDACTED]	105	3501 ACCOUNTING	6/30/2018
		3503 BUSINESS ENGLISH	6/30/2018

Available Reports

❖ Teacher List

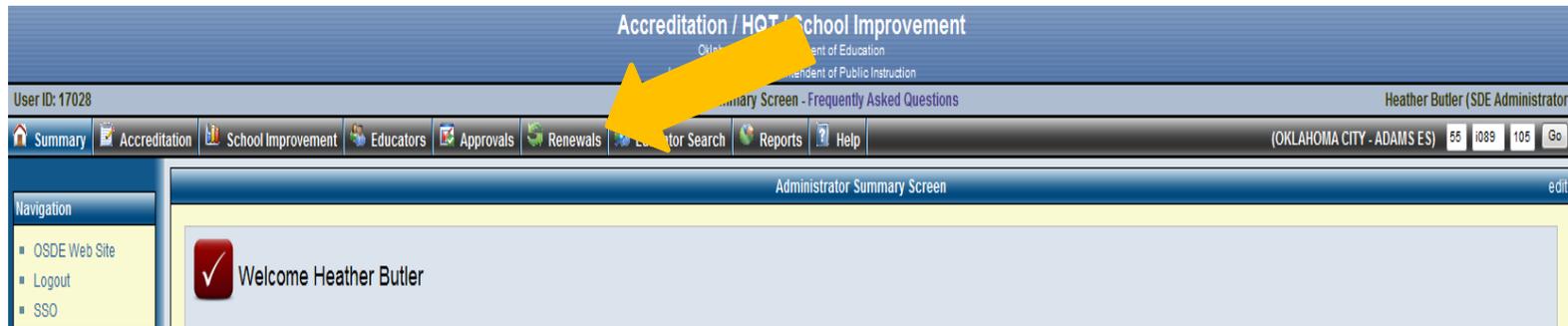
- ❖ Alpha order list of all certified teachers with site codes.
- ❖ Request “Excel” output for sorting and easy site rosters!

TeacherNumber	Name	County	District	Site
[REDACTED]	[REDACTED]	44	1004	105
[REDACTED]	[REDACTED]	44	1004	705
[REDACTED]	[REDACTED]	44	1004	105
[REDACTED]	[REDACTED]	44	1004	105

Available Reports

❖ Renewals

- ❖ This report is found under the “Renewals” tab.



The screenshot displays the OSDE Administrator Summary Screen. The page title is "Accreditation / HOT School Improvement". The user is identified as "User ID: 17028" and "Heather Butler (SDE Administrator)". The navigation menu includes "Summary", "Accreditation", "School Improvement", "Educators", "Approvals", "Renewals", "Administrator Search", "Reports", and "Help". A yellow arrow points to the "Renewals" tab. The main content area shows a "Welcome Heather Butler" message with a checkmark icon. The page also includes a "Navigation" sidebar with links to "OSDE Web Site", "Logout", and "SSO".

Available Reports

❖ Renewals

- ❖ This should be checked each spring and verified to all be renewed before new year begins.
- ❖ Note: This will only include those attached to an Accreditation Report.
 - ❖ Central office staff will not be included.
- ❖ As teachers renew, they will drop from the list.

District Renewal List					
Renewing Educators for : 55-1052-715 (MIDWEST CITY-DEL CITY-MIDWEST CITY HS)					
District Renewal List					
Sch Name	Teacher Number	First Name	Last Name	Expire Date	Application Status
BARNES ES				Jun 30 2015	Pending Application
BARNES ES				Jun 30 2015	
CARL ALBERT HS				Jun 30 2015	
CARL ALBERT HS				Jun 30 2015	
CARL ALBERT HS				Jun 30 2015	
CARL ALBERT HS				Jun 30 2015	Pending Application
CARL ALBERT MS				Jun 30 2015	

School Personnel Records Staff

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