

# Teacher Input Application (TIA)

## Guidance Document

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### ■ ■ What is the TIA Application?

The Teacher Input Application is an online application that is used by multiple ADE sections to collect data on administrative positions, teachers, teaching positions, and appropriate certification status. All teachers in LEAs filling instructional staff positions must be entered into the online system for each school site. Additionally, teacher/principal evaluation performance classifications are reported through this application.

### ■ ■ Who must report Teacher data?

It is required that all LEAs input their teacher information to ensure that other ADE technology solutions work seamlessly (AzEDS, STC). All Title I 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.

Teacher requirements for LEAs:

- School academic positions must be filled by teachers holding the Appropriate Certification for the teaching assignment.

### ■ ■ How does this information impact my LEA?

ADE uses the data in a variety of ways to generate reports for technical support and monitoring as well as to populate other internally linked data systems. The Non-HQ status of teachers will not be included in Federal Reporting requirements for Every Student Succeeds Act (ESSA). Instead, the ESSA requires reporting on state licensure and certification requirements.

The LEA can use this data to:

- determine who receives 4-week letters to parents of students in classes with teachers not appropriately certified for their teaching assignment(s).
- keep a record of teacher assignments including start and end dates.



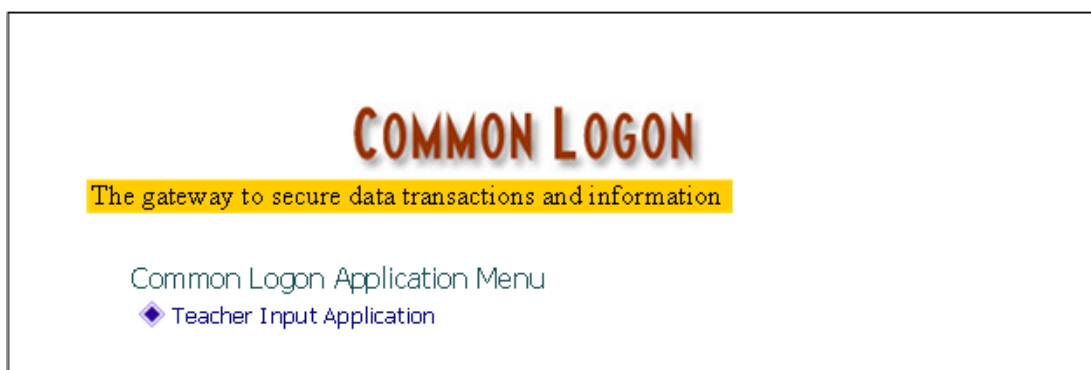
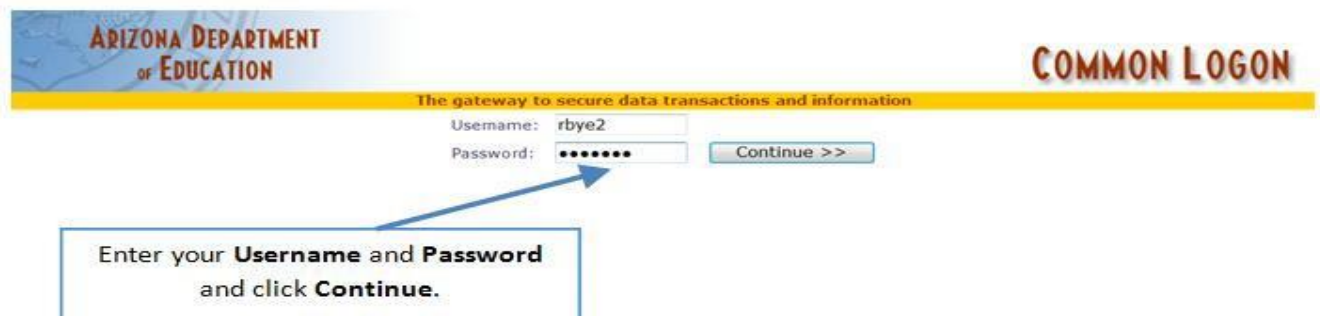
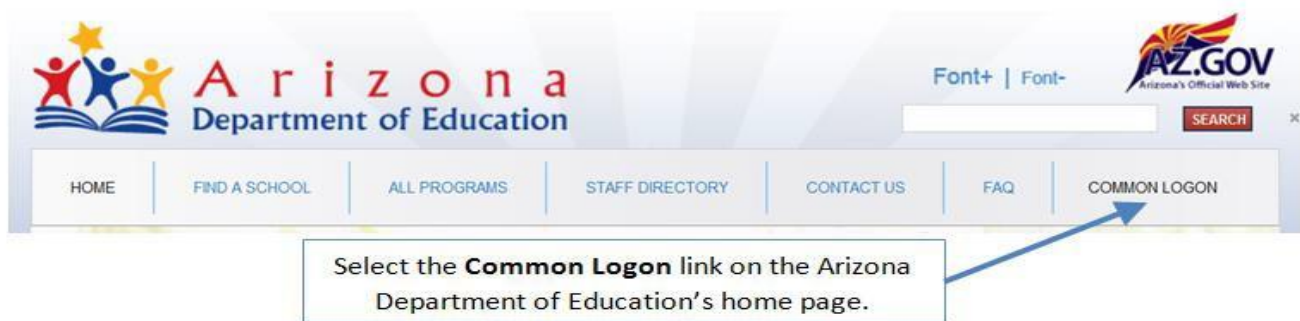
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## ■ Accessing the Site

Access the Teacher Information Application (TIA) through Common Logon located on the Arizona Department of Education's home page at <http://www.azed.gov/>.

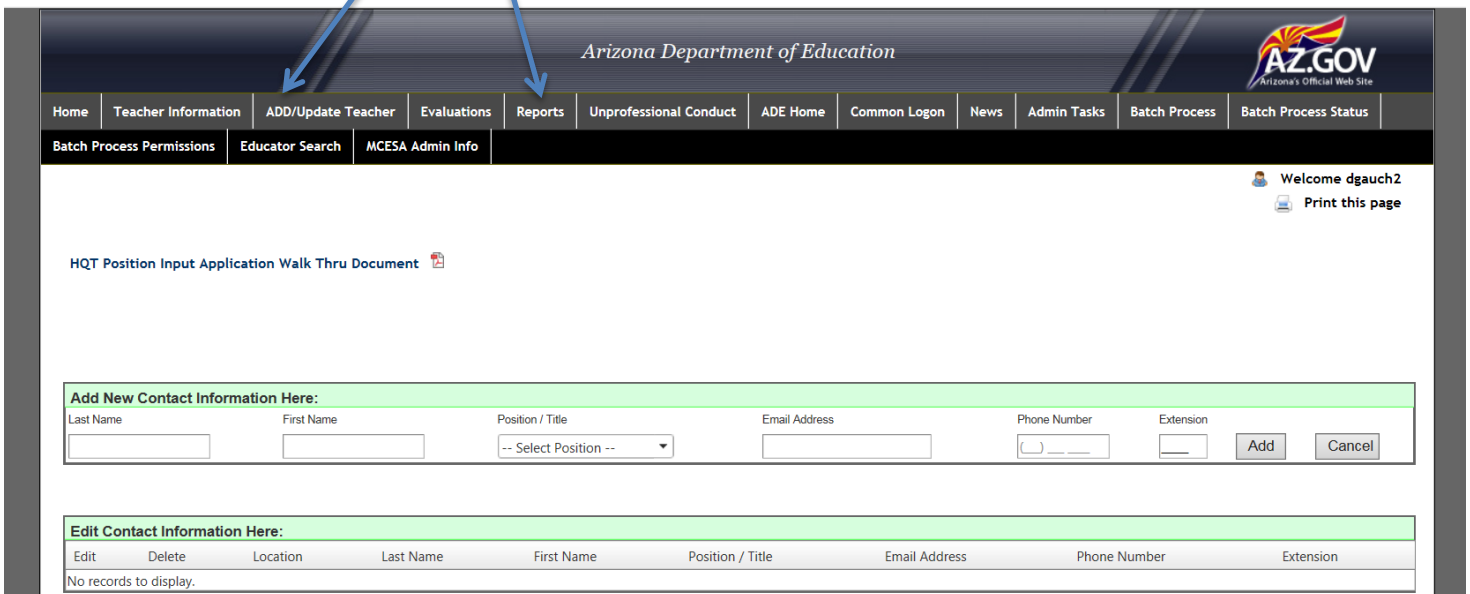
If you do not currently have access to the Teacher Input Application on Common Logon, please have the Common Logon Entity Administrator follow the steps found here to add the "TIA: District-level User" permission in Enterprise: <http://www.azed.gov/requests/> . To identify an Entity Administrator, utilize this link: <https://home.azed.gov/PublicSite/> .



# Updating Administrative Contact Information

## Required Information Update

The first time a Local Education Agency (LEA) level 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.



Arizona Department of Education

AZ.GOV  
Arizona's Official Web Site

Home Teacher Information **ADD/Update Teacher** Evaluations Reports Unprofessional Conduct ADE Home Common Logon News Admin Tasks Batch Process Batch Process Status

Batch Process Permissions Educator Search MCESA Admin Info

Welcome dgauch2  
Print this page

[HQT Position Input Application Walk Thru Document](#)

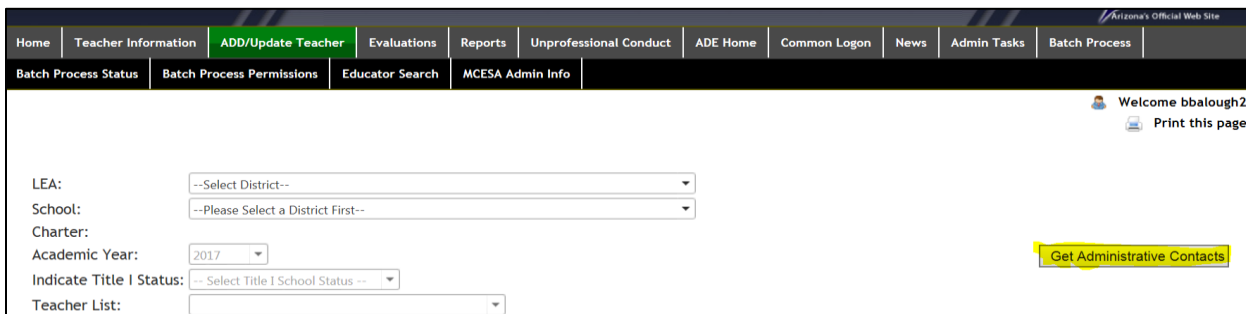
**Add New Contact Information Here:**

Last Name	First Name	Position / Title	Email Address	Phone Number	Extension		
<input type="text"/>	<input type="text"/>	-- Select Position --	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add	Cancel

**Edit Contact Information Here:**

Edit	Delete	Location	Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
No records to display.								

Information can be updated throughout the year by clicking the “Get Administrative Contacts” link.



Arizona's Official Web Site

Home Teacher Information **ADD/Update Teacher** Evaluations Reports Unprofessional Conduct ADE Home Common Logon News Admin Tasks Batch Process

Batch Process Status Batch Process Permissions Educator Search MCESA Admin Info

Welcome bbalough2  
Print this page

LEA: --Select District--  
School: --Please Select a District First--  
Charter:  
Academic Year: 2017  
Indicate Title I Status: -- Select Title I School Status --  
Teacher List:

**Get Administrative Contacts**



**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:



Welcome rbye3  
Print this page

[HQT Position Input System Walk Thru Document](#)

Please contact your District Superintendent or Charter Representative to determine when they will have completed entering their Contact Information, so you will be in a position to gain access into the Highly Qualified Teacher Application.

## Principal/Site Administrators

1. Once the LEA Contact Information has been entered, the school 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.



Welcome rbye3  
Print this page

[HQT Position Input System Walk Thru Document](#)

By providing the requested information listed below, the Arizona Department of Education will be able to contact key staff members in a timely manner to inform them of important information and/or updates. Your cooperation in completing this information accurately is greatly appreciated.

**NOTE: Please provide your school Principal name and contact information. Once completed you will be able to view the additional TABS Teacher Information, Add/Update Teacher, etc.**

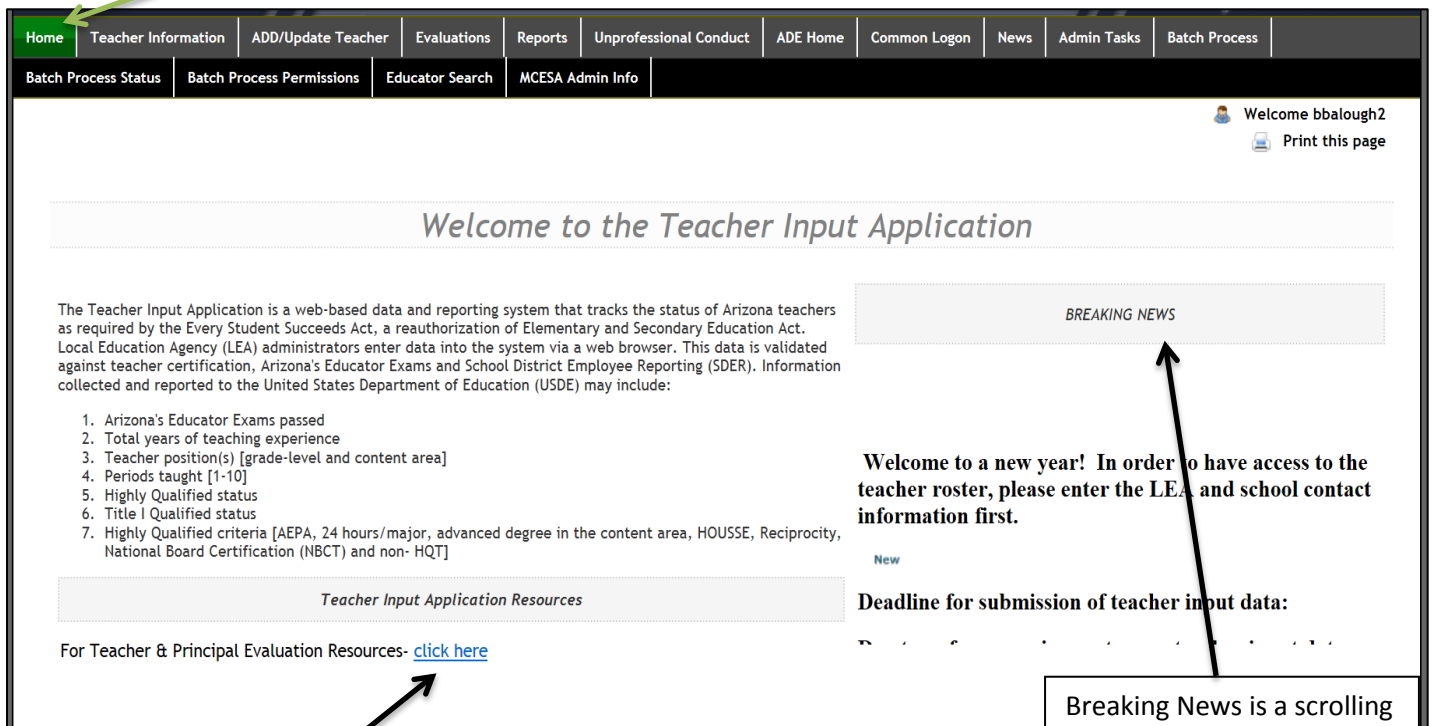
Add New Contact Information Here:						
Last Name	First Name	Position / Title	Email Address	Phone Number	Extension	
<input type="text"/>	<input type="text"/>	-- Select Position --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Edit Contact Information Here:							
Edit	Delete	Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
No records to display.							



# 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.



The screenshot shows the home page of the Teacher Input Application. At the top is a navigation bar with tabs: Home (highlighted in green), Teacher Information, ADD/Update Teacher, Evaluations, Reports, Unprofessional Conduct, ADE Home, Common Logon, News, Admin Tasks, and Batch Process. Below this is a secondary bar with links: Batch Process Status, Batch Process Permissions, Educator Search, and MCESA Admin Info. The main content area has a welcome message, a list of data points collected, a list of resources, and a breaking news section. A user login area in the top right shows 'Welcome bbalough2' and a 'Print this page' link.

Home Teacher Information ADD/Update Teacher Evaluations Reports Unprofessional Conduct ADE Home Common Logon News Admin Tasks Batch Process

Batch Process Status Batch Process Permissions Educator Search MCESA Admin Info

Welcome bbalough2  
Print this page

## Welcome to the Teacher Input Application

The Teacher Input Application is a web-based data and reporting system that tracks the status of Arizona teachers as required by the Every Student Succeeds Act, a reauthorization of Elementary and Secondary Education Act. 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 (SDER). 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 [1-10]
5. Highly Qualified status
6. Title I Qualified status
7. Highly Qualified criteria [AEPA, 24 hours/major, advanced degree in the content area, HOUSSSE, Reciprocity, National Board Certification (NBCT) and non- HQT]

### Teacher Input Application Resources

For Teacher & Principal Evaluation Resources- [click here](#)

### BREAKING NEWS

**Welcome to a new year! In order to have access to the teacher roster, please enter the LEA and school contact information first.**

New

**Deadline for submission of teacher input data:**

Resource link for Principal and Teacher Evaluation resources on ADE's Effective Teachers and Leaders page.

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



## ✚ Educator Search

To begin the review of an applicant's credentials in the ADE Certification Unit database, select the **Educator Search** tab

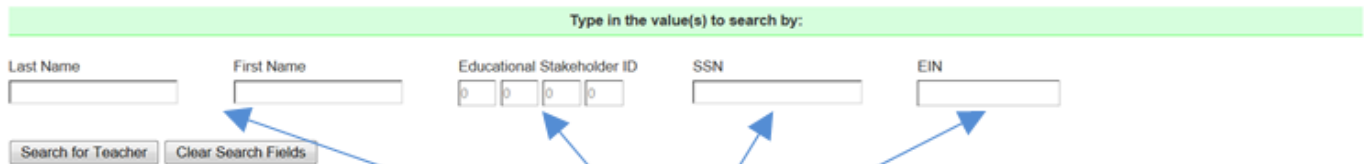


Arizona Department of Education

AZ.GOV  
Arizona's Official Web Site

Home Teacher Information ADD/Update Teacher Evaluations Reports Unprofessional Conduct ADE Home Common Logon News Admin Tasks Batch Process Batch Process Status

Batch Process Permissions **Educator Search**



Type in the value(s) to search by:

Last Name First Name Educational Stakeholder ID SSN EIN

Search for Teacher Clear Search Fields

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.





Type in the value(s) to search by:

Last Name:  First Name:  Educational Stakeholder ID:  SSN:  EIN:

Please click on the check box next to the teacher's name to view information about that teacher

Search Results:

	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
<input type="checkbox"/>	Doe	Jesus	R	2094-4886-4999-8115	4398	1234567
<input type="checkbox"/>	Doe	John	James	2234-4576-4567-8765	6747	7654321

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

SSN: ###-##-6747 Name: Jane Doe Work Email Address: Unknown

Educational Stakeholder ID: 2234-4576-4567-8765

School Employment Start Date: Unknown Certification Degree: Bachelors Gender: Female

Total Years of Experience: 0 Additional Degree:

Hispanic/Latino of any Race: Yes Race: ☐ BL ☐ WH ☐ AS ☐ AM ☐ PI

TEACHING POSITION INFORMATION

FINGERPRINT CLEARANCE CARD

Card Number: 2800006245

Status: Valid

Expiration Date: 06/02/2015

ARIZONA'S EDUCATOR EXAMS PASSED

Date Passed - Exam Description

CERTIFICATIONS

Valid Certificate(s)	Effective Date	Expiration Date
Standard Early Childhood Education, Birth through Age 8 or Grade 3	08/06/2009	01/24/2015
Standard Elementary Education, K-8	07/30/2009	01/24/2015

Approved Area(s):

Endorsement(s):

Bilingual K - 12

Expired Certification Credentials:

Expired Certificate(s):

Expired Approved Area(s):

Expired Endorsement(s):

ADOE COMMENTS

VR (1874-0231) APPROVED PER ARS 15-534 JOLENE

06/23/2003 VSHIVER SRVC TRK/RECEIVED RECEIPT FOR Evaluation > 06/23/2003

VSHIVER SRVC TRK/RECEIVED RECEIPT FOR Endorsement (All other) > 06/23/2003

VSHIVER SRVC TRK/RECEIVED RECEIPT FOR Renewal (All others) >

06/23/2003 VSHIVER RENEWED CERT 'Standard Elementary Education, K-8' >

07/09/2003 VSHIVER ISSUED " Bilingual, K-12" ENDORSEMENT >

12/11/2008 RGAONA Changed District on Certificate 'Standard Elementary Education, K-8' to 'Tempe School District'>

07/30/2009 KOHRNS RENEWED EXPIRED CERT 'Standard Elementary Education, K-8' >





## 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.

The screenshot shows the Arizona Department of Education website. The header includes the Arizona Department of Education logo and the AZ.GOV logo. The navigation bar contains tabs: Home, Teacher Information (highlighted), ADD/Update Teacher, Reports, Unprofessional Conduct, ADE Home, Common Logon, and Batch Process. Below the navigation bar is a 'Batch Process Status' link. The main content area displays the following fields:

- LEA:** Ajo Unified District
- School:** Ajo Elementary School - 100215001
- Academic Year:** 2011
- Indicate TITLE I Status:** Non Title I
- Teacher List:** -- Please Select a Teacher--

Callout boxes provide additional information:


- A box pointing to the LEA and School dropdowns explains that the LEA name is determined by Common Logon access and that users can select different schools.
- A box pointing to the Academic Year dropdown explains that users can select previous school year data.
- A box pointing to the Teacher List dropdown explains that clicking the dropdown arrow displays all teachers for the chosen school year, and selecting a teacher will display their information.
- A box pointing to the 'Print this page' link explains that clicking it will print a hard copy of the information.



## 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.

TEACHER INFORMATION			
SSN: ### - ## - 0681	Name: <b>Jane Doe</b>	Work Email Address: Jane.Doe@ajoele.org	
Educational Stakeholder ID:	1234-1234-12344999		
School Employment Start Date:	September 1996	Certification Degree:	Master's
Total Years of Experience:	23	Additional Degree:	Bachelor's
Hispanic/Latino of any Race:	No	Gender:	Male
		Race:	<input checked="" type="checkbox"/> BL <input checked="" type="checkbox"/> WH <input type="checkbox"/> AS <input type="checkbox"/> AM <input type="checkbox"/> PI 

**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.

TEACHING POSITION INFORMATION			
Teaching Position Completed:	<input checked="" type="checkbox"/>	Core Teacher:	Yes
Teaching Position Description:	Mathematics	Teacher of Record:	Y
Grades:	9 10	HQ Criteria:	AEPA
Has Valid Certificate:	Y	HQT Comments:	
		Academic Year:	2011
		Content Area:	Mathematics
		# of Periods Taught:	7



## 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.

### FINGERPRINT CLEARANCE CARD

Card Number: 2A01425195  
Status: **Valid**  
Expiration Date: 05/04/2017

### ARIZONA'S EDUCATOR EXAMS PASSED

Date Passed - Exam Description  
05/31/2013 - NES History (302)  
09/15/2007 - AEPA Professional Knowledge - Secondary (92)  
03/28/2009 - AEPA Social Studies (03)

### CERTIFICATIONS

	Effective Date	Expiration Date
<b>Valid Certificate(s):</b>		
Standard Secondary Education, 7-12	05/16/2011	05/16/2017
<b>Approved Area(s):</b>		
Social Studies		
<b>Endorsement(s):</b>		
Structured English Immersion (SEI) K - 12		
<b>Expired Certification Credentials:</b>		
<b>Expired Certificate(s):</b>		
Provisional Secondary Education, 7-12 Substitute	06/15/2009 05/20/2005	06/15/2011 06/10/2011
<b>Expired Approved Area(s):</b>		
<b>Expired Endorsement(s):</b>		
Provisional Structured English Immersion (SEI) K - 12	06/15/2009	06/15/2012
Provisional Structured English Immersion, K-12	06/15/2009	06/15/2012

### ADOE COMMENTS

08/31/2012 JGRIECO ISSUED ' \* Structured English Immersion, K-12' ENDORSEMENT >  
05/16/2011 CDURAN ISSUED CERT 'Standard Secondary Education, 7-12' >  
05/16/2011 CDURAN ISSUED 'Social Studies' APPROVAL >  
07/09/2010 MYILDIR EXTENDED CERT 'Provisional Secondary Education, 7-12' >  
05/20/2005 VSHIVER SRVC TRK/RECEIVED RECEIPT FOR Certificate (All other) >

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.

The **ADOE Comments** section allows viewers access to the notations made by the ADE Certification Unit staff, documenting services rendered to the selected teacher.

**REMINDER:** All information on this screen is display only.





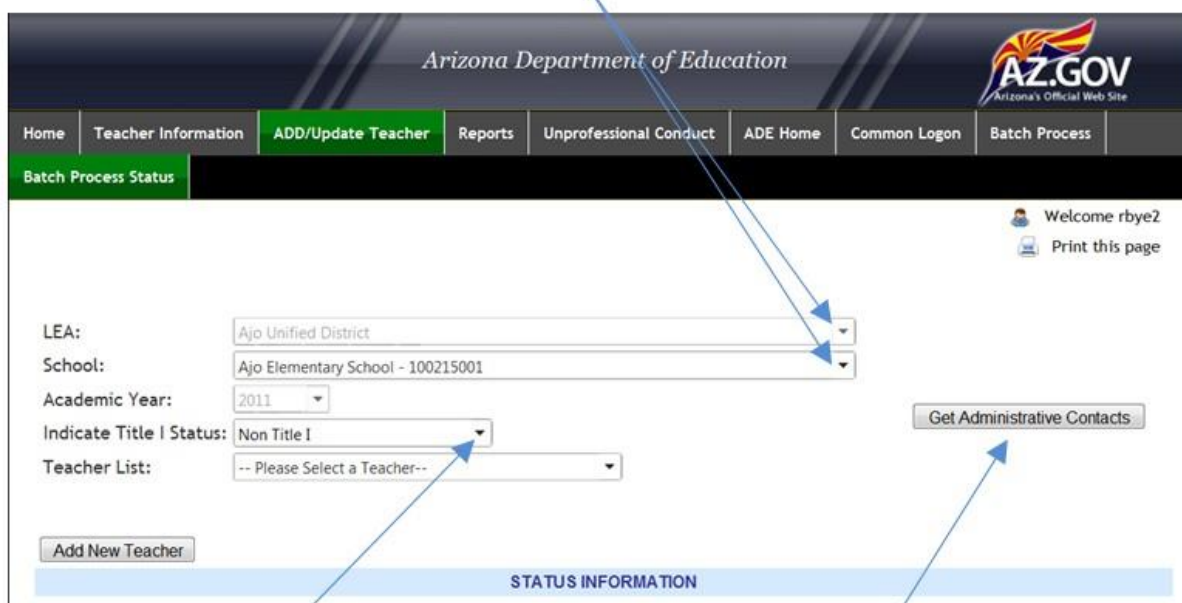
## Add/Update Teacher Information

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.

Based on the access granted through the Common Logon, your **LEA** will appear here. If you have LEA-Wide access, you will be able to view all school sites and can select different schools by clicking the **School** drop down arrow. If you have site access only your school name will appear. The **Academic Year** will always default to the current school year and need not be selected.



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.

Arizona Department of Education

AZ.GOV  
Arizona's Official Web Site

Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Batch Process

Batch Process Status

Welcome rbye2  
Print this page

LEA: Ajo Unified District

School: Ajo Elementary School - 100215001

Academic Year: 2011

Indicate Title I Status: Non Title I

Get Administrative Contacts

Teacher List: -- Please Select a Teacher--

Add New Teacher

RMATION

Doe, Jane	✗
Doe, Joseph	✓
Smith, Earl	✗

**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 and AzEDS. 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.

TEACHER INFORMATION			
First Name:	<input type="text" value="Sapna"/>	Middle Name:	<input type="text" value="K"/>
Educational Stakeholder ID:	3839-8671-4747-5420	SSN:	### - ## -1111
School Employment Start Date:	January 2012	Certification Degree:	Masters
Total Years of Experience:	8	Additional Degree:	Masters
Hispanic/Latino of any Race:	No	Race:	<input type="checkbox"/> BL <input type="checkbox"/> WH <input type="checkbox"/> AS <input checked="" type="checkbox"/> AM <input type="checkbox"/> PI
<input type="button" value="Update Teacher Information"/>		Last Name:	<input type="text" value="Doe"/>
		Work Email Address:	<input type="text" value="sapan@azed.gov"/>
		Gender:	Female
		Birth Date:	10/11/1989

**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.





**Certified Teachers** 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 602-364-1842 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.

**Non-Certified Teachers** 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.

TEACHER INFORMATION			
First Name:	<input type="text" value="Sapna"/>	Middle Name:	<input type="text" value="K"/>
Educational Stakeholder ID:	3839-8671-4747-5420	SSN:	### - ## -1111
School Employment Start Date:	January 2012	Certification Degree:	Masters
Total Years of Experience:	8	Additional Degree:	Masters
Hispanic/Latino of any Race:	No	Race:	<input type="checkbox"/> BL <input type="checkbox"/> WH <input type="checkbox"/> AS <input checked="" type="checkbox"/> AM <input type="checkbox"/> PI
Last Name: <input type="text" value="Doe"/> Work Email Address: <input type="text" value="sapan@azed.gov"/> Gender: <input type="text" value="Female"/> Birth Date: <input type="text" value="10/11/1989"/>		<input type="button" value="Update Teacher Information"/>	

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.

FINGERPRINT CLEARANCE CARD			
Card Number: 2A00000000	Status: Valid	Expiration Date: 02/29/2016	

TEACHER CREDENTIALS			
Certificates	Arizona's Educator Exams Passed	Approved Areas	Endorsements
Native American Language, PreK-12 Hopi Provisional Cross Categorical Special Ed, K-12 Reciprocal Principal	AEP Middle Grades Mathematics (37)		

All of the teacher's **certificates, passed Arizona teaching exams, approved areas, and endorsements** are displayed under the Teacher Information section.



TEACHING POSITION INFORMATION											
Add New Teaching Position Refresh											
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments
		Y	Mathematics	Y	Mathematics	9 10	7	AEPA	Y	Y	N/A
Add New Teaching Position Refresh											

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 all academic positions must be entered on the Teacher Input Application. Substitute teachers 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.

TEACHING POSITION INFORMATION											
Add New Teaching Position Refresh											
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments
		Y	Chemistry	Y	Chemistry	11 12	6	AEPA	Y	Y	N/A
<div> <div>Core Teacher: <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>Teaching Position Description: <input type="text" value="Chemistry"/></div> <div>Teacher of Record: <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>Content Area: <input type="text" value="Chemistry"/></div> <div>Grades Taught: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12</div> <div>Periods Taught: <input type="text" value="6"/></div> <div>Criteria: <input type="text" value="AEPA"/></div> <div>Valid Certificate: <input type="text" value="Yes"/></div> <div>Comments: <input type="text"/></div> <div>Status: <input type="text" value="Active"/></div> <div>Start Date: <input type="text" value="7/17/2012"/></div> <div>End Date: <input type="text" value="5/30/2013"/></div> <div>Complete: <input checked="" type="checkbox"/> If checked, teaching position information is complete.</div> <div>Update Cancel</div> </div>											
Add New Teaching Position Refresh											

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.

**TEACHING POSITION INFORMATION**

➕ Add New Teaching Position Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T.O.R.	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
		Y	Chemistry	Y	Chemistry	11 12	6	AEPA	Y		Y	N/A

Core Teacher: ☒ Yes ☐ No

Teaching Position Description:

Teacher of Record: ☒ Yes ☐ No

Content Area:

Grades Taught: ☐ 9 ☐ 10 ☒ 11 ☐ 12

Periods Taught:

Criteria:

Valid Certificate:

Comments:

Status:

Start Date:

End Date:

Complete: ☒ If checked, teaching position information is complete.

➕ Add New Teaching Position Refresh

**Please Note:** District Teachers must be Appropriately Certified for their Primary Teaching Assignment.

If this is not the teacher's primary teaching assignment add that information into the comments box. *"Not primary teaching assignment."*

Click the Criteria drop down arrow to select the means by which the teacher is appropriately certified for the teaching assignment. The only information that is automatically verified in this section is the AEPA/NES exams, required certification, and applicable endorsements.

**The LEA/school must verify all other certification criteria for the teaching position.**



**TEACHER CREDENTIALS**

Certificates	Arizona's Educator Exams Passed	Endorsements
Standard Elementary Education, K-8		Early Childhood Birth - Age 8 Structured English Immersion (SEI) PreK - 12

**TEACHING POSITION INFORMATION**

**+ Add New Teaching Position** Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Name of the Reciprocity Exam	ReciprocityExamDate	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
		Y	Elementary Content Areas	Y	Early Childhood	KG	7	HOUSSE	N/A		Y	N	N/A	

Core Teacher: ☒ Yes ☐ No

Teaching Position Description:

Teacher of Record: ☒ Yes ☐ No

Content Area:

Grades Taught: ☐ PS ☒ KG ☐ 1 ☐ 2 ☐ 3

Periods Taught:

Criteria:

Name of the Reciprocity Exam:

ReciprocityExamDate:

Valid Certificate: ☒ Yes ☐ No

Comments:

If a teacher has the Appropriate Certification, but is showing as Not HQ - then the LEA chooses "Not Highly Qualified" and adds comments into the Comments Box indicating "Appropriate Certificate for teaching assignment."

You may enter any comments in the **Comments** box to provide additional information related to this position and teacher.

**TEACHING POSITION INFORMATION**

**+ Add New Teaching Position**

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Name of the Reciprocity Exam	R
		Y	Chemistry	Y	Chemistry	10 11 12	2	AEPA/NES	N/A	

Core Teacher: ☒ Yes ☐ No

Teaching Position Description:

Teacher of Record: ☒ Yes ☐ No

Content Area:

Grades Taught: ☐ 9 ☒ 10 ☒ 11 ☒ 12

Periods Taught:

Criteria:

Name of the Reciprocity Exam:

ReciprocityExamDate:

Valid Certificate: ☒ Yes ☐ No

Comments:

Status:

Start Date:

End Date:

Complete: ☒ **If checked, teaching position information is complete.**

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Name of the Reciprocity Exam	R
		Y	Earth Science	Y	Earth Science	9	2	24 Semester Hours/Major	N/A	

**+ Add New Teaching Position**

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.

**TEACHING POSITION INFORMATION**

**+ Add New Teaching Position** Refresh

Edit Delete Core Teacher Teaching Position Description T O R Content Area Grades Taught Periods Taught Criteria Valid Certificate Complete Comments LOA/FMLA Teacher

Core Teacher: ☒ Yes ☐ No

Teaching Position Description: -- Select a Position --

T O R:

Content Area:

Grades Taught:

Periods Taught:

Criteria:

Valid Certificate:

Complete:

Comments:

**Insert** **Cancel**

		Y	Music	Y	Music	1 2	1	Not Highly Qualified	Y	Y	N/A
--	--	---	-------	---	-------	-----	---	----------------------	---	---	-----

**+ Add New Teaching Position** Refresh

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 bottom of the page to verify the teacher file. By selecting this button, you are **certifying** that the information entered into the database is accurate and complete, and Appropriately Certified information is correct and relevant supporting documentation has been reviewed.

The teacher name will be displayed with a **green check mark** on the **Teacher List** to indicate that the record has been updated and verified.

**I Verify** I have reviewed the Highly Qualified Teacher Attestation(s) and relevant supporting documentation information is accurate and complete, per ESEA § 1119(a)(1) and 1119(b)(1).

**Add New Teacher** **Delete Teacher**

**STATUS INFORMATION**

**The red text will change to blue after you "verify" the information.**

Click the **Complete** box when you have finished updating and validating the Teaching Position Information.

Then select the **Update** button to save the changes.



## Adding a New Teacher to the Application

**Please Note:** All individuals in all academic positions must be entered on the Teacher Input Application. Substitute teachers 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.

The screenshot shows the 'ADD/Update Teacher' tab selected in the top navigation bar. Below the navigation bar, there is a 'Batch Process Status' section. To the right, a user is logged in as 'Welcome rbye2' with a 'Print this page' link. The main form area contains several dropdown menus: 'LEA:' (Ajo Unified District), 'School:' (Ajo Elementary School - 100215001), 'Academic Year:' (2011), 'Indicate Title I Status:' (Non Title I), and 'Teacher List:' (Please Select a Teacher--). A 'Get Administrative Contacts' button is located to the right of the 'Indicate Title I Status' dropdown. At the bottom left of the form, there is an 'Add New Teacher' button. A blue arrow points from the callout box to this 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.

The screenshot shows the search interface. At the top, there is a green bar with the text 'SELECT A SEARCH OPTION:'. Below this bar is a dropdown menu with the text '-- Select Search Option --'. Below the dropdown menu is another green bar with the text 'Type in the value(s) for the selection you chose:'. Below this bar are five input fields: 'Last Name', 'First Name', 'Educational Stakeholder ID' (with four small boxes for digits), 'SSN' (with four small boxes for digits), and 'EIN' (with four small boxes for digits). At the bottom left, there is a 'Search for Teacher' button and a 'Cancel' button. A blue arrow points from the callout box to the 'Select a Search Option' dropdown menu.





Based on the search variable you selected, you will be provided with a list of possible teachers. Determine which teacher you wish to select and click on **Add to Roster**.

Search Results:						
	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
<div>Add to Roster</div>	Doe	John		4678-4676-5847-4363	9007	1234567

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.

After opening the appropriate school site, you can select the teacher you wish to delete from the **Teacher List**. When the teacher information appears, simply click the **Delete Teacher** button to remove this teacher from the current school roster. A confirmation box will appear prompting a Yes or No response in order to finalize this deletion.

that I have reviewed the Highly Qualified Teacher Attestation(s) and relevant supporting documentation, and all teacher and position information is accurate and complete, per ESEA § 1119(a)(1) and 1119(b)(1).

STATUS INFORMATION



## HQT Reciprocity – Charter Schools

HQT Reciprocity is no longer required. If an LEA (charter) chooses this criteria, the LEA must document the out-of-state exam that demonstrates a passing score that is comparable to Arizona.

**TEACHING POSITION INFORMATION**

+ Add New Teaching Position Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Name of the Reciprocity Exam	ReciprocityExamDate	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
		Y	Physics	Y	Physics	11 12	2	AEPA/NES	N/A		Y	N	N/A	
		Y	Earth Science	Y	Earth Science	9 10 11	3	24 Semester Hours/Major	N/A		Y	N	N/A	

Core Teacher: ☒ Yes ☐ No

Teaching Position Description:

Teacher of Record: ☒ Yes ☐ No

Content Area:

Grades Taught: ☒ 9 ☒ 10 ☐ 11 ☐ 12

Periods Taught:

Criteria:

Name of the Reciprocity Exam:

ReciprocityExamDate:

Valid Certificate: ☒ Yes ☐ No

Comments:

Status:

Start Date:

End Date:

Complete: ☐ If checked, teaching position information is complete.

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.**



## TEACHING POSITION INFORMATION

Please enter a valid date for the reciprocity exam. Note: Scores older than January 1, 2000 will not be accepted.

Complete Indicator Not Checked.

+

Add New Teaching Position

Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Name of the Reciprocity Exam	ReciprocityExamDate	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
		Y	Physics	Y	Physics	11 12	2	AEPA/NES	N/A		Y		N	N/A
		Y	Earth Science	Y	Earth Science	9 10 11	3	24 Semester Hours/Major	N/A		Y		N	N/A

Core Teacher:

☒ Yes ☐ No

Teaching Position Description:

Mathematics

Teacher of Record:

☒ Yes ☐ No

Content Area:

Mathematics

Grades Taught:

☒ 9 ☒ 10 ☐ 11 ☐ 12

Periods Taught:

6

Criteria:

HQT Reciprocity

Name of the Reciprocity Exam:

Praxis Mathematics 0061 Pennsylvania

ReciprocityExamDate:

Valid Certificate:

Yes

Comments:

Status:

Active

Start Date:

8/3/2015

End Date:

3/24/2016

Complete:

☐ If checked, teaching position information is complete.

Update

Cancel

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).



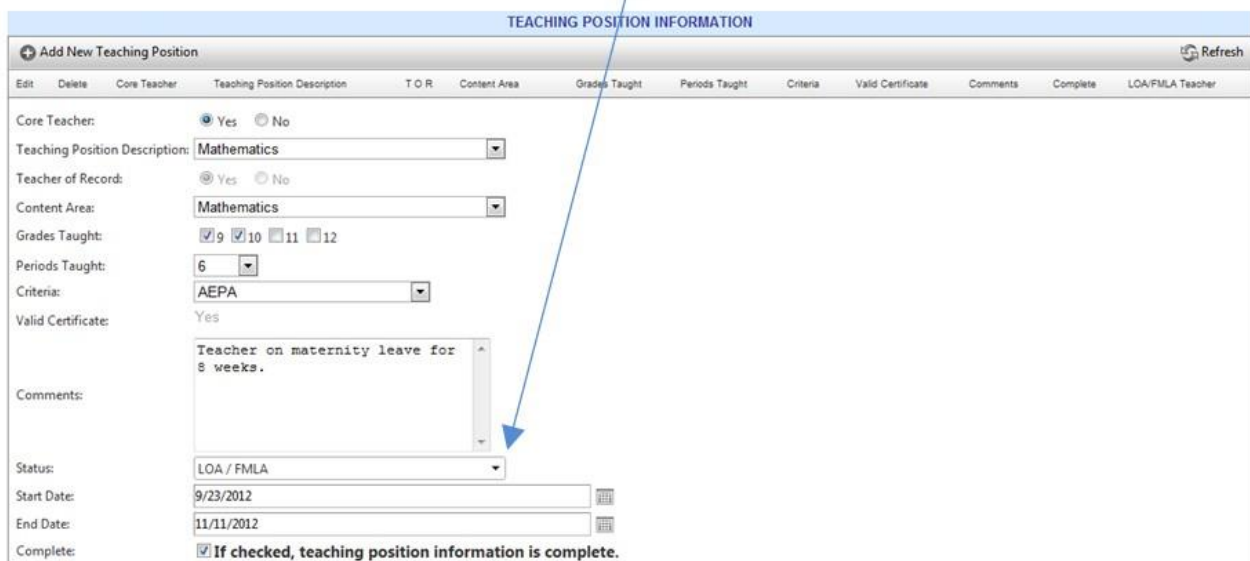
## Substitute Teacher Reporting

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 Teacher 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 the save the change before exiting the screen.



The screenshot shows the 'TEACHING POSITION INFORMATION' form. The form includes fields for Core Teacher, Teaching Position Description, Teacher of Record, Content Area, Grades Taught, Periods Taught, Criteria, Valid Certificate, Comments, Status, Start Date, End Date, and Complete. A blue arrow points from the text box above to the 'Status' dropdown menu, which is currently set to 'LOA / FMLA'.

TEACHING POSITION INFORMATION												
Edit	Delete	Core Teacher	Teaching Position Description	T.O.R.	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
Add New Teaching Position												
		Core Teacher:	<input checked="" type="radio"/> Yes <input type="radio"/> No									
		Teaching Position Description:	Mathematics									
		Teacher of Record:	<input checked="" type="radio"/> Yes <input type="radio"/> No									
		Content Area:	Mathematics									
		Grades Taught:	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12									
		Periods Taught:	6									
		Criteria:	AEPA									
		Valid Certificate:	Yes									
		Comments:	Teacher on maternity leave for 8 weeks.									
		Status:	LOA / FMLA									
		Start Date:	9/23/2012									
		End Date:	11/11/2012									
		Complete:	<input checked="" type="checkbox"/> If checked, teaching position information is complete.									



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.

**TEACHING POSITION INFORMATION**

➕ Add New Teaching Position Refresh

Edit Delete Core Teacher Teaching Position Description T.O.R. Content Area Grades Taught Periods Taught Criteria Valid Certificate Comments Complete LOA/FMLA Teacher

Core Teacher: ☒ Yes ☐ No

Teaching Position Description: Mathematics

Teacher of Record: ☒ Yes ☐ No

Content Area: Mathematics

Grades Taught: ☒ 9 ☒ 10 ☐ 11 ☐ 12

Periods Taught: 6

Criteria: AEPA

Valid Certificate: Yes

Comments: Substitute for Ms. Smith who is on LOA/FMLA for 8 weeks.

Status: Sub Filling LOA / FMLA Position

Start Date: 9/23/2012

End Date: 11/11/2012

Complete: ☒ If checked, teaching position information is complete.

## 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 Teacher Input Application. The LEA must continue to actively recruit for an Appropriately Certified teacher to fill this position. Within their Integrated Action 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.

The screenshot shows the 'TEACHING POSITION INFORMATION' form. It includes fields for Core Teacher (Yes/No), Teaching Position Description (English), Teacher of Record (Yes/No), Content Area (English), Grades Taught (9, 10, 11, 12), Periods Taught (6), Criteria (Not Highly Qualified), Valid Certificate (Yes), and Comments (LEA is actively recruiting to fill this position with a highly qualified teacher.). The Status dropdown is set to 'Sub Filling Vacant Position'. The Start Date is 9/20/2012 and the End Date is 10/19/2012. A checkbox at the bottom indicates 'If checked, teaching position information is complete.' Two blue arrows point from the text box above to the 'Content Area' and 'Status' dropdown menus.

**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.

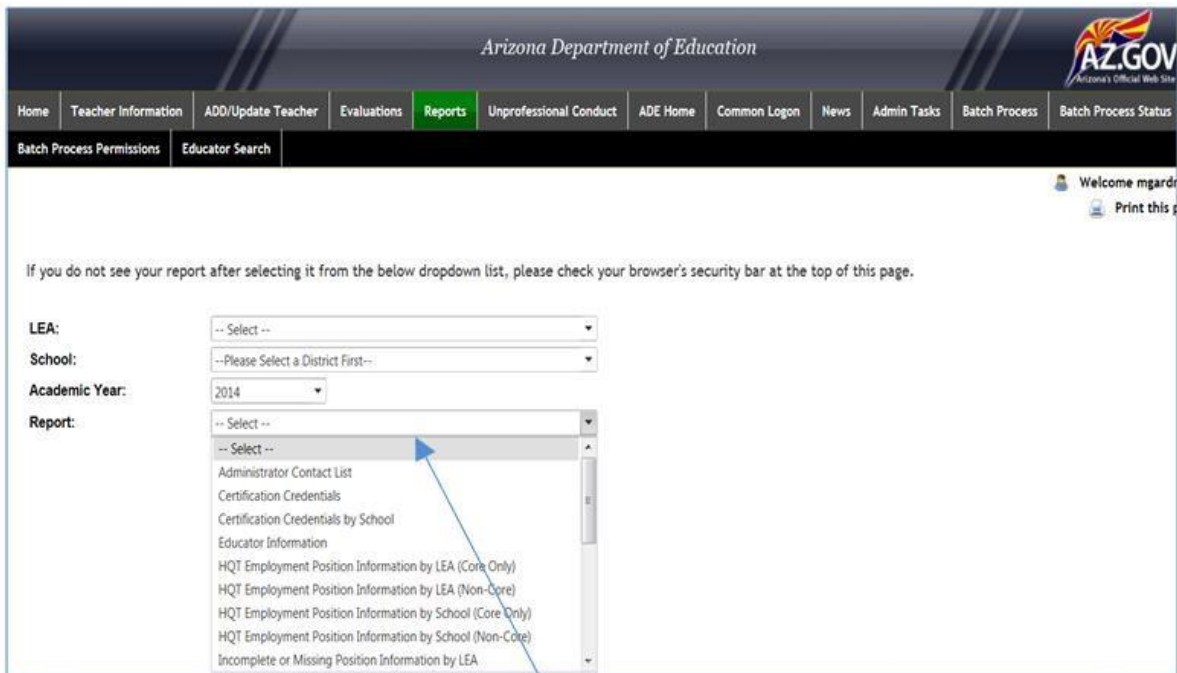
A teacher with an Arizona Emergency Substitute Certificate is limited to teaching only 120 days per school year. The 120 day exemption does not apply to Emergency Substitute Certificate holders.





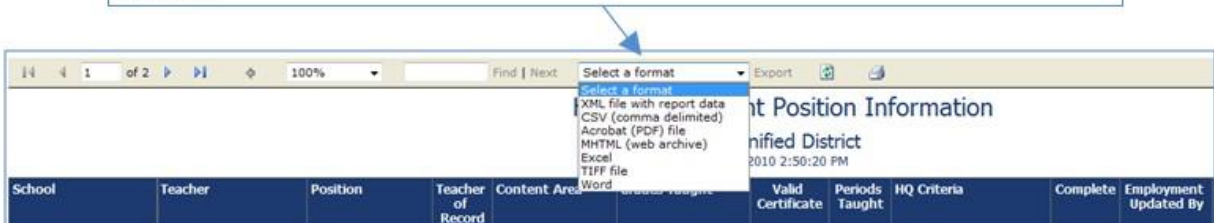
## Reports

The Teacher 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 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 Appropriately Certified in a particular area by one or more variables.

School	Teacher	Certificates	Certificate Expires	Approved Area	Endorsement	Arizona's Educator Exams Passed
		Provisional Secondary Education, 6-12	12/11/2015	Biology		Biology
		Substitute	10/17/2020	Biology		Biology
		Standard Arts Education, PreK-12 Music	01/25/2021		Structured English Immersion (SEI) K - 12	Music
		Standard Arts Education, PreK-12 Music	01/25/2021		Structured English Immersion (SEI) K - 12	Professional Knowledge - Secondary
		Standard Secondary Education, 6-12	01/10/2016	English	Structured English Immersion (SEI) K - 12	English
		Standard Secondary Education, 6-12	01/10/2016	Spanish	Structured English Immersion (SEI) K - 12	English
		Standard Secondary Education, 6-12	01/10/2016	English	Structured English Immersion (SEI) K - 12	Spanish
		Standard Secondary Education, 6-12	01/10/2016	Spanish	Structured English Immersion (SEI) K - 12	Spanish
		Standard Secondary Education, 6-12	10/12/2018	History	Structured English Immersion (SEI) K - 12	History
		Standard Secondary Education, 6-12	10/12/2018	Social Studies	Structured English Immersion (SEI) K - 12	History



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

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.

Educator Information										
Please Note: As of March 2013, this report has 11 columns. If you don't see all columns on your screen, you can use the scroll bar below to move across the page or you can export the report to another format.										
Casa Grande Elementary District										
Cactus Middle School										
8/6/2013 10:18:10 AM										
Teacher	Stakeholder ID	EIN	Gender	Ethnicity	Years at School	Years Experience	Fingerprint Card Expiration Date	Fingerprint Card Number	Alerts	Status
Doe, Jane	3333-4444-5555-6666	2345432	F	WH	10.0	12	02/21/2018	3A02110869		Valid
Doe, John	7777-8888-9999-0000	5677654	M	WH	3.1	6	06/25/2014	3A01830314		Valid

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.

HQT Employment Position Information by LEA (Core Only)											
Village Elementary District											
8/6/2013 1:57:19 PM											
School Year: 2014											
School	Teacher	Position	TOR	Content Area	Grades Taught	Valid Cert.	Periods Taught	HQ Criteria	Teaching Information Completed By	Teaching Information Last Updated	
Village Middle School	Doe, Jane	Elementary Content Areas	Y	Elementary Education	6	Y	6	AEPA/NES	mgardner	07/16/2013	
	Doe, John	Middle Grade Social Studies	Y	Middle Grade Social Studies	7-8	Y	6	24 Semester Hours/Major	mgardner	07/16/2013	



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											
School	Teacher	Position	TOR	Content Area	Grades Taught	Valid Cert.	Periods Taught	HQ Criteria	Teaching Information Completed By	Teaching Information Last Updated	
Valley Middle School	Doe, Jane	Other Teaching	N	Teaching	UGS	Y	0	NOT APPLICABLE	mgardner	07/16/2013	
	Doe, John	Librarian/Media Specialist	N	Non-Teaching	UGS	Y	0	NOT APPLICABLE	mgardner	07/16/2013	
	Smith, Pat	Assistant Principal	N	Non-Teaching	UGS	Y	0	NOT APPLICABLE	mgardner	07/16/2013	

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											
School	Teacher	Position	TOR	Content Area	Grades Taught	Valid Cert.	Periods Taught	HQ Criteria	Teacher Information Complete	Teaching Position Information Complete	
Valley High School	Doe, Jane	MISSING	N	MISSING	MISSING	-	0	MISSING	No	No	
	Doe, John	MISSING	N	MISSING	MISSING	-	0	MISSING	No	No	



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.

### LOA FMLA Teachers

8/6/2013 3:04:39 PM

LEA	School	Teacher	Status Type	Start Date	End Date
Valley Elementary District	Valley Middle School	Doe, Jane	LOA / FMLA	7/25/2013	9/14/2013
		Doe, John	LOA / FMLA	8/1/2013	11/5/2013

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.

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

8/7/2013 3:14:08 PM

LEA	School	Substitute	Status Type	Start Date	End Date
Valley Unified School District	Valley High School	Doe, Jane	Sub Filling LOA / FMLA Position	8/1/2013	9/30/2013
		Doe, John	Sub Filling LOA / FMLA Position	8/15/2013	10/15/2013





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 an Appropriately Certified 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 TIA.



Substitute Filling Vacant Position					
8/8/2013 12:39:10 PM					
LEA	School	Substitute	Status Type	Start Date	End Date
Valley Unified School District	Valley High School	Doe, Jane	Sub Filling Vacant Position	8/1/2013	10/15/2013
	Valley High School	Doe, John	Sub Filling Vacant Position	8/7/2013	9/30/2013
	Valley High School	Smith, Pat	Sub Filling Vacant Position	8/3/2013	11/1/2013

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.



Teachers In Non-Highly Qualified Positions						
8/8/2013 12:55:15 PM						
School Year: 2013						
LEA	School	Title I Status	Teacher	Position	Content Area	Grades Taught
Valley Unified School District	Valley High School	School-Wide I	Doe, Jane	Mathematics	Mathematics	9 10 11 12
			Doe, John	English	English	9 10 11 12
School Total			2			





# ✚ 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 Teacher Input Application (TIA) 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 Teacher Input Application. Principal evaluation results may be entered only by individuals granted LEA-wide access to the application.





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.

VERIFY SELECTED

<input type="checkbox"/>	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date
<input type="checkbox"/>	Update Cancel	LEA	Principal	0	0	0	0		

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.

VERIFY SELECTED

<input type="checkbox"/>	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date
<input checked="" type="checkbox"/>	Edit	LEA	Principal	0	1	12	3	mgardner4	10/25/2013 1:30:18 PM
<input checked="" type="checkbox"/>	Edit	Alice Vail Middle School	Teacher	1	2	15	3	mgardner4	10/25/2013 1:30:35 PM

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.

VERIFY SELECTED

<input type="checkbox"/>	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date	Verified By	Verified Date
<input checked="" type="checkbox"/>	Edit	LEA	Principal	0	1	12	3	mgardner4	10/25/2013 1:30:18 PM	mgardner4	10/25/2013 1:42:04 PM
<input checked="" type="checkbox"/>	Edit	Alice Vail Middle School	Teacher	1	2	15	3	mgardner4	10/25/2013 1:30:35 PM	mgardner4	10/25/2013 1:42:04 PM

