



Highly Qualified Online System Help Documentation – Sorting Data



AU	Admin Unit Name	Dist	District Name	Sch	School Name	SSN	Teacher Name	Subject	Job	Review	Status
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1. Overview

When viewing records in the HQOS, you will initially be presented with a list of all of the records you are able to access, which can be quite a few. It may be useful to sort this data by one of the many columns displayed in the data table.

District Name ▲	Sch	School Name
JEFFERSON COUNTY R-1	0108	ALAMEDA HIGH SCHOOL
JEFFERSON COUNTY R-1	0108	ALAMEDA HIGH SCHOOL
JEFFERSON COUNTY R-1	0108	ALAMEDA HIGH SCHOOL
JEFFERSON COUNTY R-1	0108	ALAMEDA HIGH SCHOOL
JEFFERSON COUNTY R-1	0660	BEAR CREEK ELEMENTARY SCHOOL
JEFFERSON COUNTY R-1	0664	BEAR CREEK HIGH SCHOOL

When you sort by a column, a small arrow will appear next to the header column, indicating that you are currently sorting that column and whether you are sorting the data in ascending or descending order.

All sorting is done alphabetically, even for numerical values, as it is common to have leading zeros in these columns.

2. Columns

a. AU

- i. The numeric organization code assigned to the administrative unit for a record, if applicable.
- ii. This column is only visible to users who have access to administrative unit data.

b. Admin Unit Name

- i. The text name of the administrative unit for a record, if applicable.
- ii. This column is only visible to users who have access to administrative unit data.

c. Dist

- i. The numeric organization code assigned to the district for a record.

d. District Name

- i. The text name of the district for a record.

- e. **Sch**
 - i. The numeric organization code assigned to the school for a record.

- f. **School Name**
 - i. The text name of the school for a record.

- g. **SSN**
 - i. The teacher's Social Security Number.

- h. **Teacher Name**
 - i. Teacher name is always displayed as LAST, FIRST MI.

- i. **Subject**
 - i. The four digit subject area code followed by a dash and the core subject name abbreviation for a record. For example, "0500 – ENG"

- j. **Job**
 - i. The job classification code assigned to a record. The codes available for districts are 201 and 206, and code 202 is available for administrative units.

- k. **Review**
 - i. The review code assigned by CDE to a record. This field will be blank if CDE has not assigned a code.
 - ii. There are three possible values for this column:
 1. Code 2: Approved HOUSSE rubric.
 2. Code 4: Approved plan for the teacher to become highly qualified.
 3. Code 9: More information is needed before CDE can approve the HOUSSE rubric or plan for this teacher.

- l. **Status**
 - i. The status of the record within the review process.
 - ii. There are five possible values for this column:
 1. Not Yet Started: The record does not yet have a completed HOUSSE rubric or plan attached to it.
 2. Incomplete: The record has a partially completed HOUSSE rubric or plan, but the information is insufficient for CDE to review and approve the record.
 3. Awaiting Review: The record has a complete HOUSSE rubric or plan and needs to be reviewed by CDE.
 4. Awaiting Update: The record has been reviewed by CDE and more information is needed from the district or administrative unit before CDE can approve the record.

5. Complete: The record has been assigned an approval review code by CDE and is considered finished.