



DOE OTM
 Department of Education
 Educator Quality Section
 P.O. Box 2360 Honolulu, HI 96804

**NOTIFICATION OF SPECIAL POPULATION CLASS FORM –
 ALC, HAWAIIAN LANGUAGE IMMERSION OR ENGLISH LEARNER**

The ALC, Hawaiian Language Immersion and English Learner classes are considered special populations and need to be reported separately for ESSA.

Teacher requirements for these special populations are:

- ALC assignments - Teachers must have a valid HTSB secondary license in the grade level they are assigned to teach.
- Hawaiian Language Immersion assignments - Teachers must have a valid HTSB Hawaiian Language Immersion license in the grade level they are assigned to teach and meet the content proficiency in the assigned content area.
- EL assignments - Teachers must have a valid HTSB TESOL license in the grade level they are assigned to teach and meet the content proficiency in the assigned content area.

I. PRINCIPAL CERTIFICATION

Last Name _____ First Name _____ Middle Name _____

DOE School _____ Daytime Phone Number _____

Your *Lotus Notes* email: _____

Principal Signature _____ Date _____

II. SPECIAL POPULATION CLASS INFORMATION

- Special Population codes: Alternative Learning Center (U)
 Hawaiian Language Immersion (I)
 English Learner (J)

Teacher Name _____ Employee ID _____

<u>CLASS NAME</u>	<u>ACCN#</u>	<u>SPECIAL POPULATION CODE</u>