

**HAWAII DEPARTMENT OF EDUCATION**

**Hawaii Qualified Teacher**

***2018-2019 School Monitoring Template***

**(Monitoring for School Year 2017-18)**

Section 1: HQT Progress

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|  | Question | Evidence |
| 1.1 | Percent of classes taught by HQTs BOY 2017-2018 | Monitor: Provide data |
| 1.2 | Percent of classes taught by HQTs EOY 2017-2018 | Monitor: Provide data |
| 1.3 | Percent of classes taught by HQTs BOY 2018-2019 | Monitor: Provide data |

HQTs =Hawaii Qualified Teachers, BOY=Beginning of Year, EOY=End of Year

Section 2: Professional Development/Support to Educators

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|  | Question | Answer/Evidence |
| 2.1 | In 2017-18 what professional development and other activities did the school provide to increase the number of classes taught by state certified or licensed teachers? | School: Provide list and Sign In |
| 2.2 | What was the amount of Title II A Tier-One funds used to support these activities? | Provide amount, PO or Contract, ATP |
| 2.3 | What was the total amount of Tier-One funds spent? If different from above. | School: Provide Title II expenditure report and supporting documents as applicable |
| 2.4 | In 2017-18 what professional development and other activities did the complex area provide to increase the number of classes taught by state certified or licensed teachers? | School: Provide list and Sign In |
| 2.5 | What other professional development and activities did the school support in 2017-18 (all administrators and teachers)? | School: Provide list |
| 2.6 | What was the amount of Title II A Tier-two funds used for these activities? | Provide amount, PO or Contract, ATP |
| 2.7 | What was the total amount of Tier-Two funds spent? If different from above. | School: Provide Title II expenditure report and supporting documents as applicable |
| 2.8 | What other professional development and activities did the complex area support in 2017-18 (all administrators and teachers)? | School: Provide list |
| 2.9 | What mentoring and induction support does the complex area provide to schools? |  |

Section 3: School Data Collection

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|  | Question | Answer/Evidence |
| 3.1 | Does the master schedule match the course offerings, teacher assignment, and student course assignments submitted to DOE? | School: Provide copy of 2017-18 master schedule |
| 3.2 | Was the course and assignment data submitted in SIS by September 1 and within 30 days of any new course assignment? | Monitor: Check SIS data |
| 3.3 | Did the school confirm the HQT data accuracy including ACCN teaching assignment(s) during the September 2017 Preview? | Monitor: Confirm accurate assignments |
| 3.4 | Does the school maintain a copy of all HQ documentation in each teacher’s yellow jacket files (e.g. PDP Plan (optional), HQ Form with attached documents, NHQT parent letter)? | School: Separate all 2017-18 HQ records from teachers’ Yellow Jacket files and provide to monitor for review  Monitor: Review for completeness |
| 3.5 | Does the school forward all HQ documentation when a teacher transfers to another DOE school? | School: Provide names of teachers who transferred to DOE schools at end of 2017-18 and school to which they transferred. |
| 3.6 | Did the school request for a Technology Based Exemption?  If yes, what teacher(s) was it submitted for?  Did the technology used provide 100% of the instruction, assessment and grading of the student(s)? | School:  Provide list  Provide copies of P.O., Invoice and ATP  Provide copy of student(s) grade report (name and PII of student to be removed) |
| 3.7 | Did the school hire any Casual Hire Personnel Part-time teachers (PTT)? | School: Provide list of names |
| 3.7a | If so,  How many were Direct Instruction (DIN)?  How many were Direct Instructional Support (DIS)?  How many were Non-Instructional Duties (NID)? | School: provide count for each category |
| 3.7b | Did the school ensure:  The DIN PTT meets the HQT Requirements?  The DIS PTT meet the Paraprofessional Requirements? | School: Provide response for each casual employee |
| 3.7c | Does the school maintain a copy of all required employment forms (Application, I9 Form, HQT/Paraprofessional Documentation)?  *Note: Application & I9 Forms employment requirements and are required as part of the Educator Quality monitoring requirement.* | School: Provide copies of the employment forms |
| 3.7d | Did the school forward the supporting HQT/Paraprofessional documentation to the Educator Quality Section? | Monitor: verify records received in OTM EQS |
| 3.8 | Did the school hire any Casual Hire Personnel Paraprofessional Tutor (PPT)? | School: Provide list of names |
| 3.8a | If so,  How many were Direct Instructional Support (DIS)?  How many were Non-Instructional Duties (NID)? | School: provide count for each category |
| 3.8b | Did the school ensure:  The DIS PPT meet the Paraprofessional Requirements? | School: Provide response for each casual employee |
| 3.8c | Does the school maintain a copy of all required employment forms (Application, I9 Form, HQT/Paraprofessional Documentation)?  *Note: Application & I9 Forms employment requirements and are required as part of the Educator Quality monitoring requirement.* | School: Provide copies of the employment forms |
| 3.8d | Did the school forward the supporting Paraprofessional documentation to the Educator Quality Section? | Monitor: verify records received in OTM EQS |

Section 4: School Assurances

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|  | Requirement | Document/Evidence |
| 4.1 | The school assures that parents or guardians were notified when their child had been assigned or had been taught for four or more consecutive weeks by a teacher or substitute who is non-HQ. | School: Provide evidence that parental notification letters were sent to parents of NHQTs and substitutes.   * Provide the list of teachers and substitute teachers whose students received NHQT letters or * Provide a copy of each letter sent |
| 4.2 | The school assures that all parents were notified of their right to request and receive information on the qualifications of their children’s teachers. | School: Provide a copy of the school’s notification to parents and the method of distribution. |
| 4.3 | The school assures that parents were provided information on the qualifications of their children’s teachers upon request. | School: Provide evidence of the school’s response to a parental request. |

*Note: Compliance will be monitored by DOE. Failure to meet program regulations and/or established deadlines may result in sanctions, including an interruption of federal funds.*