



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*Principal's and Charter School Director's HQT Timeline*  
**School Year 2019-2020**

Required responsibilities for principals and charter school directors.

ACCN - Authorized Courses and Code Numbers	DOE - Department of Education
eHR - electronic Human Resources system	HQT - Hawaii Qualified Teacher
OTM - Office of Talent Management	NHQT - Non Hawaii Qualified Teacher
PDP - Professional Development Plan	SIS - Student Information System

<b>Deadline</b>	<b>DOE Schools and SIS Charter Schools</b>	<b>Non-SIS Charter Schools</b>
July 1 to September 1, 2019	Finalize assignment and class data collection from schools via SIS	Non-SIS charter schools to provide teacher assignment data for all teachers (see teacher assignment instructions for non SIS schools)
Within the first two weeks of the school year for students	Ensure parent notice of right to request the qualifications of teachers is made available to all parents (Letter #1)	Ensure parent notice of right to request the qualifications of teachers is made available to all parents (Letter #1)
Semester 1: December 1, 2019  Semester 2: May 1, 2020	Technology Based Class Exemption Request	
Ongoing	Teacher assignment preview window open for schools via <i>eHR for HQ</i>  Corrections must be made in SIS.  Note: Changes made in SIS may take up to 3 days to show in eHR for HQ	Teacher assignment preview window open for schools via <i>eHR for HQ</i>  For Corrections, the Assignment Input screen needs to be reopened by the Principal (see teacher assignment instructions for non SIS schools)
October 1, 2019	Official List of NHQ Teachers (beginning of year baseline)	Official List of NHQ Teachers (beginning of year baseline)
Semester 1: October 1 – 30, 2019  Semester 2*: January 7 – 31, 2020	Schools send letters (Letter #2) to parents whose children are assigned classes taught by non-HQ teachers (each course listed on school's Non-HQ Teacher Report)  * Only teachers not identified in Semester 1 need a letter sent home for Semester 2.	Schools send letters (Letter #2) to parents whose children are assigned classes taught by non-HQ teachers (each course listed on school's Non-HQ Teacher Report)  * Only teachers not identified in Semester 1 need a letter sent home for Semester 2.
On-going	Provide technical assistance in documenting HQ status	Provide technical assistance in documenting HQ status
June 30, 2020	Official Close of School Year 2019-2020.  Note: This is the Educator Quality data that will be officially reported to the USDOE.	Official Close of School Year 2019-2020.  Note: This is the Educator Quality data that will be officially reported to the USDOE.