



CASUAL EMPLOYMENT ESSA DOCUMENTATION COVERSHEET

Employee Information:

Name: _____ Emp ID: _____

School/Office: _____

Type of Casual Employment:

- | | | |
|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> PTT (DIN) | <input type="checkbox"/> PTTB (DIW) | <input type="checkbox"/> PTT (NID) |
| <input type="checkbox"/> PPE (DIS) | | <input type="checkbox"/> PPE (NID) |
| <input type="checkbox"/> PPT (DIS) | | <input type="checkbox"/> PPT (NID) |

For PTT employment:

What grade level are you assigned to? _____

What subject are you assigned to? _____

- A. Do you have a Bachelor Degree or higher? _____
If yes, attach a copy of your college transcript and submit with this coversheet
- B. Do you meet the Hawaii Qualified Teacher requirement for your assignment? _____
If yes, complete form DOE OTM 700-001 and submit with this coversheet
- C. If you checked PTTB, do you have a High School Diploma? _____
If yes, attach a copy of your high school diploma

For PPE and PPT employment:

For **Direct Instructional Support (DIS)** employment, do you meet the ESSA Hawaii Paraprofessional Requirement through one of the following?

- A. Forty-eight Semester credits, baccalaureate level courses, from an accredited institution of higher education recognized by the HIDOE. The 48 credits may be from various program or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, three (3) credits must have been for Math and three (3) credits for English courses or
 - B. An Associate in Arts (AA) or Science (AS) degree from an accredited institution recognized by the HIDOE. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level or
 - C. Successful completion of the ParaPro Assessment provided by the Education Testing Service (ETS).
- If you meet the requirement through option A or B above attach your **official college transcript**.
- If you meet the requirement through option C above attach your **Praxis Score Report**

For **Non-Instructional Duties (NID)** employment, do you have a high school diploma or an alternative to a high school diploma? _____. *If yes, attach a copy of your high school diploma*

I certify that the above information is accurately reported to the best of my knowledge. Any misrepresentation or falsification of information on this form may result in sanctions including termination from employment or disciplinary action.

Casual Employee Signature: _____ Date: _____