



**HAWAII DEPARTMENT OF EDUCATION
ESSA Hawaii Qualified Teacher
Administrative Review Process
School Year 2019-2020**

**ESSA Hawaii Qualified Teacher
Administrative Review Process**

The administrative process provides an opportunity for the review of:

- A. The addition/removal of ESSA qualification subject on the ACCN Crosswalk.
- B. The request for a re-evaluation of a NHQ decision based on documentation submitted by a teacher to become HQ in a subject area assignment.
- C. A request to change an ESSA Hawaii Qualified Teacher policy or procedure.

Procedure to submit a request of an Administrative Review:

1. Submit the ESSA HQT Administrative Review Form to OHR Title II A Program Manager, via <http://bit.ly/HHQTAdminReview>
2. OHR will consult with appropriate subject matter expert on the issue or concern.
3. If required, Stakeholder input will be obtained.
4. Decision will be made on the requested review.
5. Requestor will be notified of the decision.