



REQUEST FOR TECHNOLOGY-BASED CLASS EXEMPTION FORM

DOE OTM 700-007

Last Revised: 08/01/2018

DEPARTMENT OF EDUCATION
Office of Talent Management
EQ Section
P.O. Box 2360 Honolulu, HI 96804

A technology-based class eligible for HQT exemption is defined as "A computer-based program providing all student instruction, assessment and grading." A student in this class may not be provided any instruction, assessment or grading by any on-site teacher. This type of class is fully computer-based and student self-directed. In order to exclude classes from HQT data collection, principals must submit this form each semester for classes which meet the exemption requirements. The deadline to request a technology-based exemption is December 1 for Semester 1 and May 1 for Semester 2, and must be approved by the EQ Section to receive an exemption. Please refer to Flowcharts E, F, & G in the ESSA HQT Handbook for details.

I. REQUESTOR INFORMATION

Principal Name: _____
Last First M.I.

Tel#: _____ Email: _____ School/Office: _____

Principal Signature: _____ Date: _____
MM/DD/YYYY

II. TECHNOLOGY-CLASS INFORMATION

Teacher Name: _____ Employee ID: _____
Last First M.I.

Class Name	ACCN #	Section #	Description of Computer-Based Class

Please attach a copy of the vendor invoice or vendor purchase order.