



CASUAL EMPLOYMENT ESSA DOCUMENTATION COVERSHEET

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

I. Employee Information:

Name: _____ Emp ID: _____

School/Office: _____

Email: _____ Phone Number: _____

II. Type of Casual Employment:

- PTT (DIN) PTT (NID) PTTB (DIW) PTTA (Kupuna)
- PPE (DIS) PPE (NID) PPE (DISW) PTTB (Kupuna)
- PPT (DIS) PPT (NID) PPT (DISW)

III. PTT Employment Information:

What grade level are you assigned to? _____ What subject are you assigned to? _____

A. Do you have a Bachelor Degree or higher? Yes No

If yes, attach a Attach an official transcript or indicate previously submitted transcripts (copies acceptable).

I previously submitted my transcripts to the Office of Talent Management. I checked my eHQ status report and did not see my degree entered. Please check if you have my transcripts for the college(s) listed below:

Institution Name

B. Do you meet the Hawaii Qualified Teacher requirement for your assignment? Yes No

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 or equivalent? Yes No

If yes, attach a copy of your high school diploma or equivalency certificate or indicate previously submitted diploma.

I previously submitted a copy of my high school diploma/equivalency certificate to the Office of Talent Management. Please check if you have my high school diploma/equivalency certificate on file listed below:

Name of High School/State Equivalency issued: _____

IV. PPE and PPT Employment Information:

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 an official transcript or indicate previously submitted transcripts (copies acceptable).***

- I previously submitted my transcripts to the Office of Talent Management. I checked my eHQ status report and did not see all of my credits entered. Please check if you have my transcripts for the following colleges listed below.
- I have attached my transcript (official or copy of official) and believe that the courses identified below count towards meeting the paraprofessional requirement.

Institution Name	Course Number and Title	Date of Completion	Number of Credits

- I have attached my transcript (official or copy of official) and am unsure which courses count towards meeting the paraprofessional requirement, please review my transcript for eligible courses.
- If you meet the requirement through option C above attach a copy of your **Praxis Score Report**.
- I previously submitted a copy of my Praxis score the Office of Talent Management. Please check if you have my Praxis score on file.

For **Non-Instructional Duties (NID)** employment, do you have a high school diploma or equivalency certificate?

- Yes No ***If yes, attach a copy of your high school diploma or equivalency certificate.***
- I previously submitted a copy of my high school diploma/equivalency certificate to the Office of Talent Management. Please check if you have my high school diploma/equivalency certificate on file listed below:
Name of High School/State Equivalency issued: _____

V. Employee and School Certification:

Employee Certification: 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: _____

Verification by School Official: By signing this statement, I certify that I have reviewed all attached documents and validated that the information herein is correctly reported. I agree to retain copies of all documentation related to Casual Personnel employees meeting the applicable qualification for the type of casual employment indicated on this form for period review.

Principal Signature: _____ Date: _____

VI. Submission Instructions:

Submit signed and completed form along with the supporting documentation (e.g. copy of official college transcript, copy of Praxis score report for the Parapro assessment, copy of high school diploma/equivalency) to:

Via email: hqt@k.12.hi.us **HIDOE Courier:** OTM, Educator Quality Section

U.S Postal Service: Office of Talent Management, Educator Quality Section, P.O. Box 2360, Honolulu, HI 96804