

**Section 1: HQT Progress**

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|  | Question | Evidence |
| 1.1 | Percent of classes taught by HQTs BOY 2019-20 | Monitor: Provide data. |
| 1.2 | Percent of classes taught by HQTs EOY 2019-20 | Monitor: Provide data. |
| 1.3 | Percent of classes taught by HQTs BOY 2020-21 | Monitor: Provide data. |

HQTs =Hawaii Qualified Teachers, BOY=Beginning of Year, EOY=End of Year

**Section 2: Professional Development/Support to Educators**

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|  | Question | Answer/Evidence |
| 2.1 | Was your school identified as a Title I school?  Was your school a TSI or CSI school? | School: Provide response for status in SY 2019-20. |
| 2.2 | In SY 2019-20 what activities and professional development funded from **Program ID 20696** did the school provide to increase the number of classes taught by state certified or licensed teachers? | School: Provide list and sign in. |
| 2.3 | What was the amount of Title II A **Program ID 20696** funds used to support these activities? | School: Provide amount, PO or contract, ATP. |
| 2.4 | Does the amount in item 2.2 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable. |
| 2.5 | In SY 2019-20 what professional development and other activities did the complex area provide to increase the number of classes taught by state certified or licensed teachers? | School: Provide list and sign in. |
| 2.6 | What activities and professional development and did the school support funded from **Program ID 20697** in SY 2019-20 (all administrators and teachers)? | School: Provide list and sign in. |
| 2.7 | What was the amount of Title II A **Program ID 20697** funds used for these activities? | School: Provide amount, PO or contract, ATP. |
| 2.8 | Does the amount in item 2.6 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable. |
| 2.9 | What activities and professional development and did the school support funded from **Program ID 20657** in SY 2019-20 (all administrators and teachers)? | School: Provide list and sign in. |
| 2.10 | What was the amount of Title II A **Program ID 20657** funds used for these activities? | School: Provide amount, PO or contract, ATP. |
| 2.11 | Does the amount in item 2.9 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable. |
| 2.12 | What professional development support did the **complex area provide to schools?** | School: Provide list. |
| 2.13 | What mentoring and induction support did the school provide to beginning teachers? | School: Provide list and sign in. |
| 2.14 | What was the amount of Title II A **Program ID 20698** funds used for these activities? | School: Provide amount, PO or contract, ATP. |
| 2.15 | Does the amount in item 2.13 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable. |
| 2.16 | What mentoring and induction support does the **complex area provide to schools?** | School: Provide list. |
| 2.17 | The school assures that the Title II A funds used for Professional Development (20697, 20698, 20657) were only used to provide PD for teachers who are licensed and/or HQ. | School: Provide response. |
| 2.18 | How did the school verify that the teacher who attended the PD activities is licensed and/or HQ? | School: Provide response. |
| 2.19 | How did the school ensure that professional activities meet the statutory definition of professional development which requires PD be:   * sustained; * intensive; * collaborative; * job-embedded; * data-driven; and * classroom focused? | School: Provide documentation of steps taken to ensure PD meets the statutory definition. |
| 2.20 | How did the school ensure that Title II funds were utilized in alignment with the Complex Area plan? | School: Provide response. |

**Section 3: Teacher Qualifications**

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|  | Question | Answer/Evidence |
| 3.1 | Does the master schedule match the course offerings, teacher assignment, and student course assignments submitted to DOE? | School: Provide copy of 2019-20 master schedule. (Elementary schools: tentative staffing schedule.) |
| 3.2 | Was the course and assignment data submitted in SIS by September 1 and within 30 days of any new course assignment? | Monitor: Check SIS data. |
| 3.3 | Did the school confirm the HQT data accuracy including ACCN teaching assignment(s) during the September 2019 Preview? | Monitor: Confirm accurate assignments. |
| 3.4 | Does the school maintain a copy of all HQ documentation in each teacher’s Employee Personnel File (e.g. PDP Plan (optional), HQ Form with attached documents, NHQT parent letter)? | School: Separate all 2019-20 HQ records from teachers’ EPF and provide for review.  Monitor: Review for completeness. |
| 3.5 | Does the school forward all HQ documentation when a teacher transfers to another DOE school? | School: Provide names of teachers who transferred to DOE schools at the end of SY 2019-20 and school to which they transferred. |
| 3.6 | Did the school request for a Technology Based Exemption?  If yes, what teacher(s) was it submitted for?  Did the technology used provide 100% of the instruction, assessment and grading of the student(s)? | School: Provide list, copies of PO, invoice and ATP. Provide copy of student(s) grade report (name and PII of student to be removed). |

**Section 4: Casual Personnel**

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|  | Question | Answer/Evidence |
| 4.1 | Did the school hire any Casual Hire Personnel Part-time teachers (PTT)? (Regardless of funding source.) | School: Provide list of names. |
| 4.1a | If so,  How many were Direct Instruction (DIN)?  Were any PTT DIN hired as Kupuna?  How many were PTTB Waiver (DIW)?  How many were Non-Instructional Duties (NID)? | School: Provide count for each category. |
| 4.1b | Did the school ensure:  The DIN PTT meets the HQT Requirements?  Did any NHQ PTT DIN teach for four or more consecutive weeks?  The Waiver for the PTTB DIW was submitted?  The NID PTT meets the Hawaii teacher license or Class A (Bachelor’s degree) requirements? | School: Provide response for each casual employee. |
| 4.1c | Does the school maintain a copy of all required employment forms (Application, I-9 Form, HQT/qualification\*)?  \*transcript, diploma, etc. | School: Provide copies of the employment forms for review. |
| 4.1d | Did the school forward the supporting HQT/qualification/waiver documentation to the Educator Quality Section? | Monitor: Verify records received in OTM EQS. |
| 4.2 | Did the school hire any Casual Hire Personnel Paraprofessional Educator (PPE)? (Regardless of funding source.) | School: Provide list of names . |
| 4.2a | If so,  How many were Direct Instructional Support (DIS)?  Did any PPE DIS provide support to English Learners or coordinate parental involvement activities (PCNC)?  How many were Non-Instructional Duties (NID)? | School: Provide count for each category. |
| 4.2b | Did the school ensure:  The DIS PPE met Paraprofessional requirements?  The NID PPE met the Class B (less than Bachelor’s degree) requirements? | School: Provide response for each casual employee. |
| 4.2c | Does the school maintain a copy of all required employment forms (Application, I-9 Form, HQT/Paraprofessional/qualification\* documentation)?  \*transcript, diploma, etc | School: Provide copies of the employment forms for review. |
| 4.2d | Did the school forward the supporting HQT/Paraprofessional/qualification documentation to the Educator Quality Section? | Monitor: Verify records received in OTM EQS. |
| 4.3 | Did the school hire any Casual Hire Personnel Paraprofessional Tutor (PPT)? (Regardless of funding source.) | School: Provide list of names. |
| 4.3a | If so,  How many were Direct Instructional Support (DIS)?  Did any PPT DIS coordinate parental involvement activities (PCNC)?  How many were Non-Instructional Duties (NID)? | School: Provide count for each category. |
| 4.3b | Did the school ensure:  The DIS PPT meet the Paraprofessional Requirements?  The NID PPT meet Class B (less than Bachelor’s degree) requirements? | School: Provide response for each casual employee. |
| 4.3c | Does the school maintain a copy of all required employment forms (Application, I-9 Form, Paraprofessional/qualification\* documentation)?  \*transcript, diploma, etc. | School: Provide copies of the employment forms for review. |
| 4.3d | Did the school forward the supporting Paraprofessional/qualification documentation to the Educator Quality Section? | Monitor: Verify records received in OTM EQS. |
| 4.4 | How does the school retain documentation related to Title II A? How long does the school retain records? | School: Provide response. |

**Section 5: English Learner/Sheltered Instruction**

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|  | Question | Answer/Evidence |
| 5.1 | Who is your EL Coordinator?  Is your coordinator TESOL licensed or HQ? | School: Provide name and response. |
| 5.2 | How many EL students attend your school? | School: Provide count as of 10/1/2019. |
| 5.3 | Who are the teachers who are assigned or provide direct instruction to your EL students? | School: Provide list of teachers. |
| 5.4 | Do all of the teachers in 5.3 have a TESOL license or meet the HQ requirement for TESOL? | School: Provide response. |
| 5.5 | Were parent notification letters of NHQT sent to parents for the teachers in 5.1 and 5.4, if applicable? | School: Provide response and copies of notification letters. |
| 5.6 | Do the teachers who have one or more EL students meet the Sheltered Instruction requirement? | School: Provide response. |
| 5.7 | What support has the school provided to the TESOL NHQT to help them become TESOL HQ? | School: Provide response. |
| 5.8 | By school year 2023-24, what plans does the school have to ensure that 100% of their SY 2019-2020 teachers have a minimum of 6 Sheltered Instruction credits? | School: Provide response. |
| 5.9 | What plan does the school have in place to ensure that new teachers attain their required Sheltered Instruction credits within three years of hire? | School: Provide response. |

**Section 6: School Assurances**

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|  | Requirement | Document/Evidence |
| 6.1 | The school assures that parents or guardians were notified when their child had been assigned or had been taught for four or more consecutive weeks by a teacher or substitute who is non-HQ. | School: Provide evidence that parental notification letters were sent to parents of NHQTs and substitutes. Provide a copy of each letter sent. |
| 6.2 | The school assures that all parents were notified of their right to request and receive information on the qualifications of their children’s teachers. | School: Provide a copy of the school’s notification to parents and the method of distribution. |
| 6.3 | The school assures that parents were provided information on the qualifications of their children’s teachers upon request. | School: Provide evidence of the school’s response to a parental request. |

*Note: Compliance will be monitored by DOE. Failure to meet program regulations and/or established deadlines may result in sanctions, including an interruption of federal funds.*