



CASUAL EMPLOYMENT ESSA DOCUMENTATION COVERSHEET FOR PTT, PPE and PPT

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

Instructions:

1. This form should be completed for **PTT, PPE and PPT only**.
2. This form does not need to be completed for active, salaried DOE teachers. If there are additional qualification documents that need to be submitted for active salaried teachers, please use the [HQT Documentation Coversheet](#).
3. This form does not need to be completed for returning PTT, PPE and PPT unless there are additional qualification documents that need to be submitted.
4. Retain a copy of this coversheet in the employee's school-based employment file.

Section 1: Employee Information:

Name: _____ Emp ID: _____

School/Office: _____

Email: _____ Phone Number: _____

Section 2: Type of Casual Employment:

- | | |
|---|---|
| PTT DIN ----> <i>Go to Section 3</i> | PTT NID ----> <i>Go to Section 3</i> |
| PPE DIS ----> <i>Go to Section 4</i> | PPE NID ----> <i>Go to Section 5</i> |
| PPT DIS ----> <i>Go to Section 4</i> | PPT NID ----> <i>Go to Section 5</i> |

Section 3: PTT Employment Information:

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

- | | | |
|--|-----|----|
| 1. Do you meet the Hawaii Qualified Teacher requirement for your assignment?
If yes, complete form DOE OTM 700-001 and submit with this coversheet. | Yes | No |
| 2. I have completed a State Approved Teacher Education Program (SATEP).
If yes, attach an official transcript (copies acceptable). | Yes | No |
| 3. I have a bachelor's degree or higher, but have not completed a SATEP.
If yes, attach an official transcript (copies acceptable). | Yes | No |
| 4. I do not have 1, 2, or 3 above, but have a high school diploma or equivalent. | Yes | No |

If yes, name of high school: _____ Year graduated: _____

Important: Have your school submit the [PPTC Waiver](#).

Section 4: PPE and PPT DIS Employment Information:

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

1. Forty-eight Semester credits, baccalaureate level courses, from an accredited institution of higher education. 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

Section 4: PPE and PPT DIS Employment Information (continued):

- 2. An Associate in Arts (AA) or Science (AS) degree from an accredited institution. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level; OR
- 3. Successful completion of the ParaPro Assessment provided by the Education Testing Service (ETS) with a score of 459 or higher .

A. If you meet the requirement through Option 1 or 2 above, is your transcript on file with the Office of Talent Management? Yes No

If no, attach your official transcript(s) (copies acceptable) and submit with this coversheet.

B. If you meet the requirement through Option 3, is your ParaPro score on file with the Office of Talent Management? Yes No

If no, attach your official Praxis score report (copies acceptable) and submit with this coversheet.

C. If your only task is to serve as a translator, or if you only conduct parental involvement activities, do you have a high school diploma/equivalency certificate? Yes No

If yes, name of high school: _____ Year graduated: _____

D. If you do not meet the paraprofessional qualifications in 1, 2 or 3, do you have a high school diploma/equivalency certificate? Yes No

If yes, name of high school: _____ Year graduated: _____

Important: Have your school to submit the [PPE/PPT DIS Waiver](#).

Section 5: PPE and PPT NID Employment Information:

1. For **Non-Instructional Duties (NID)** employment, do you have a minimum of a high school diploma (or equivalency certificate) or higher? Yes No

If yes, name of high school: _____ Year graduated: _____

Section 6: 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: _____

Section 7: 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: _____

Section 8: Submission Instructions:

Submit signed and completed form along with the supporting documentation (e.g. copy of official college transcript, copy of official Praxis score report for ParaPro assessment) to: **Via email:** hgt@k.12.hi.us **DOE Courier:** OTM, Educator Quality Section **U.S. Postal Service:** Office of Talent Management, Educator Quality Section, P. O. Box 2360, Honolulu, HI 96804