

**Section 1: HQT Progress**

|  | **Question** | **Evidence** |
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| 1.1 | Percent of classes taught by HQTs BOY 2021-22 | Monitor: Provide data. |
| 1.2 | Percent of classes taught by HQTs EOY 2021-22 | Monitor: Provide data. |
| 1.3 | Percent of classes taught by HQTs BOY 2022-23 | Monitor: Provide data. |

HQTs =Hawaii Qualified Teachers, BOY=Beginning of Year 10/1, EOY=End of Year 6/30

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

|  | **Question** | **Answer/Evidence** | **School Response** |
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| 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 2020-21 (Title I, TSI/CSI) |  |
| 2.2 | Did your school receive Title II, Part A funds? | School: Provide response. |  |
| 2.3 | If the school received Title II, Part A funds, what did the school use the funds for? | School: Provide program ID(s) and supporting documentation (e.g. event title, date, roster of attendees, agenda, contracts, purchase order, invoice.) |  |
| 2.4 | If the school received Title II, Part A funds, how did this help to “increase student achievement consistent with challenging State academic standards”? | School: Provide response. |  |
| 2.5 | Did any of your teachers attend PD activities offered by the Complex Area that were funded with Title II, Part A funds? | School: Provide list of activities and teachers. |  |
| 2.6 | What professional development support did the **complex area** provide to schools? | School: Provide list. |  |
| 2.7 | What mentoring and induction support did the **school** provide to beginning teachers? | School: Provide list of activities and sign in/attendance |  |
| 2.8 | What mentoring and induction support does the **complex area** provide to schools? | School: Provide list of activities. |  |
| 2.9 | 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. |  |
| 2.10 | How did the school ensure that Title II funds were utilized in alignment with the complex area academic plan? | School: Provide response. |  |

**Section 3: Teacher Qualifications**

|  | **Question** | **Answer/Evidence** | **School Response** |
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| 3.1 | Does the master schedule match the course offerings, teacher assignment, and student course assignments submitted to DOE? | School: Provide a copy of the SY 2021-22 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. | No response required. |
| 3.3 | Did the school confirm the HQT data accuracy including ACCN teaching assignment(s) during the September 2021 Preview? | Monitor: Confirm accurate assignments. | No response required. |
| 3.4 | Does the school maintain a copy of all HQ documentation in each teacher’s Employee Personnel File (“Yellow Jacket”) [e.g. PDP Plan (optional), HQ Form with attached documents, NHQT parent letter]? Is the school able to provide HQ information from eHR for HQ on demand? | School: Provide response. |  |
| 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 2021-22 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 (PTT, PPE and PPT)**

|  | **Question** | **Answer/Evidence** | **School Response** |
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| 4.1 | Does the school maintain all required employment documents (Application for Casual Employment, Form I-9, HQT/qualification documents\*) for casual personnel (PTT, PPE and PPT)?  \*transcript, diploma, Praxis score etc. | Monitor: Provide Casual Personnel List.  School: Refer to Casual Personnel List. Link documents for casual personnel listed on the Casual Personnel List. |  |
| 4.2 | Did the school forward the supporting HQT/qualification documentation to the Educator Quality Section with the Casual Employment ESSA HQ Coversheet? | School: Provide response. |  |
| 4.3 | Did any non-HQ PTT DIN teach for four or more consecutive weeks? Was a NHQT letter sent home for the PTT? | School: Provide response and provide copy of the NHQT letter. |  |
| 4.4 | Was a PTTB waiver submitted for PTTs without at least a bachelor’s degree? (7/1/2021 to 5/30/2022)  Was a PTTC waiver submitted for PTTs without at least a bachelor’s degree? (effective 5/31/2022) | School: Provide names of casual personnel with PTTB and/or PTTC Waiver.  Monitor: Confirm that waiver was submitted. |  |
| 4.5 | Did any PPE DIS provide support to English learners? If yes, is the PPE DIS TESOL HQ or did the PPE DIS work under the direct supervision of a TESOL HQ teacher? | School: Provide name(s) of PPE DIS and teacher providing supervision. |  |
| 4.6 | Did any PPE DIS or PPT DIS coordinate parental involvement activities (PCNC)? | School: Provide name(s) of PPE or PPT DIS. |  |
| 4.7 | Was a PPE DIS Waiver or PPT DIS Waiver submitted for PPE or PPT DIS that did not meet Paraprofessional requirements? | School: Provide name(s) of PPE DIS-W and/or PPT DIS-W.  Monitor: Confirm that waiver was submitted. |  |

**Section 5: School Assurances**

|  | **Requirement** | **Document/Evidence** | **School Response** |
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| 5.1 | 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. |  |
| 5.2 | 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. |  |
| 5.3 | Did the school receive any requests for teacher qualifications? | School: Provide evidence of the school’s response to a parental request. If there were no requests, indicate “n/a” |  |

*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.*