

**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** | **Charter 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 2021-22. |  |
| 2.2 | Did your school receive Title IIA funds? | School: Provide response. |  |
| 2.3 | If the school received Title IIA funds, what did the school use the funds for? | School: Provide program ID(s), list activities and supporting documentation. |  |
| 2.4 | If the school received Title IIA funds, how did this help to “increase student achievement consistent with challenging State academic standards”? | School: Provide response. |  |
| 2.5 | What mentoring and induction support did the school provide to beginning teachers?  (Note: Charter schools do not follow the Hawaii State Department of Education program and are not required to follow this requirement.) | School: Provide list and sign in. |  |
| 2.6 | Were Title II A funds used to support induction and mentoring activities in 2.5? | School: Provide response. |  |
| 2.7 | What was the amount of Title IIA used in 2.5? | School: Provide response and supporting documents as applicable. |  |
| 2.8 | Does the amount in item 2.5 match the expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable. |  |
| 2.9 | What mentoring and induction support did the commission provide to schools? | School: Provide response. |  |
| 2.10 | 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. |  |
| 2.11 | How did the school ensure that Title II funds were utilized in alignment with the Federal Funds Request (FFR)? | School: Provide response and provide a copy of FFR for SY 2022-23. |  |
| 2.12 | Did the school follow the [Federal Fund Procedures](https://drive.google.com/file/d/165HEt-XSoUO6XF8NmTA4-OVAWJnEvMLO/view?usp=sharing)  when using Title II A Funds? | School: Provide response. |  |

**Section 3: Teacher Qualifications**

|  | **Question** | **Answer/Evidence** | **Charter 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 copy of 2021-22 master schedule. (Elementary schools: tentative staffing schedule.) Include the legal name of teachers (used in SIS/assignment input in eHR) on the master schedule/tentative staffing schedule. |  |
| 3.2 | Was the course and assignment data submitted in SIS or eHR for HQ Assignment Input by September 1 and within 30 days of any new course assignment? | Monitor: Check SIS data or eHQ assignment 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 file (e.g. PDP Plan (optional), HQ Form with attached documents, NHQT parent letter)? | School: Provide copies of HQ documentation for teachers listed.  Monitor: Review for completeness. |  |
| 3.5 | 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** | **Charter 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.*