



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*Principal's and Charter School Director's HQT Timeline*  
**School Year 2023-2024**  
**Amended: 09/28/2023**

Required responsibilities for principals and charter school directors.

ACCN - Authorized Courses and Code Numbers  
 eHR - electronic Human Resources system  
 OTM - Office of Talent Management  
 PDP - Professional Development Plan

DOE - Department of Education  
 HQT - Hawaii Qualified Teacher  
 NHQT - Non Hawaii Qualified Teacher  
 SIS - Student Information System

<b>Deadline</b>	<b>DOE Schools and SIS Charter Schools</b>	<b>Non-SIS Charter Schools</b>
July 3 to September 1, 2023	Finalize assignment and class data collection from schools via SIS	Non-SIS charter schools to provide teacher assignment data for all teachers (see teacher assignment instructions for non SIS schools)
Within the first two weeks of the school year for students	Ensure parent notice of right to request the qualifications of teachers is made available to all parents (Letter #1)	Ensure parent notice of right to request the qualifications of teachers is made available to all parents (Letter #1)
Semester 1: December 1, 2023  Semester 2: May 1, 2024	Technology Based Class Exemption Request	
Ongoing	Teacher assignment preview window open for schools via <i>eHR for HQ</i>  Corrections must be made in SIS.  Note: Changes made in SIS may take up to 3 days to show in eHR for HQ	Teacher assignment preview window open for schools via <i>eHR for HQ</i>  For corrections, the Assignment Input screen needs to be reopened by the Principal (see teacher assignment instructions for non SIS schools)
<del>October 2, 2023</del> <b>October 15, 2023</b>	Official List of NHQ Teachers (beginning of year baseline)	Official List of NHQ Teachers (beginning of year baseline)
Semester 1: <del>October 1 – 30, 2023</del> <b>Oct. 16–Nov. 16, 2023</b>  Semester 2*: January 2 – 31, 2024	Schools send letters (Letter #2) to parents whose children are assigned classes taught by non-HQ teachers (each course listed on school's Non-HQ Teacher Report)  * Only teachers not identified in Semester 1 need a letter sent home for Semester 2.	Schools send letters (Letter #2) to parents whose children are assigned classes taught by non-HQ teachers (each course listed on school's Non-HQ Teacher Report)  * Only teachers not identified in Semester 1 need a letter sent home for Semester 2.
On-going	Provide technical assistance in documenting HQ status	Provide technical assistance in documenting HQ status
June 30, 2024	Official Close of School Year 2023-2024.  Note: This is the Educator Quality data that will be officially reported to the USDOE.	Official Close of School Year 2023-2024.  Note: This is the Educator Quality data that will be officially reported to the USDOE.