



# CASUAL EMPLOYMENT ESSA DOCUMENTATION COVERSHEET FOR PART TIME TEACHERS (PTT)

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 casual **PTT only**.
2. Review the [Functions and Qualification Requirements for Casual Hire PTT, PPE & PPT](#) document to assure that the duties being performed by the casual personnel are in alignment with the functions and qualifications of the job.
3. Returning PTT do not need to complete this form, unless there are additional qualification documents that need to be submitted.
4. This form does not need to be completed for active, salaried DOE teachers **if they are Hawaii Qualified (HQ) in their PTT assignment**. If there are additional HQ documents that need to be submitted for active salaried teachers, please use the [HQT Documentation Coversheet](#).
5. This form does not need to be completed by PTTC DIN Kupuna or PTT DIN Adult Education or PTT DIN Driver Education.
6. 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 Direct Instruction (DIN) -----> *Go to Section 3*

PTT Non Instructional Duties (NID) -----> *Go to Section 4*

**Section 3: PTT Direct Instruction (DIN) Employment Information :**

1. What grade level are you assigned to:
2. What subjects are you assigned to?
3. Do you meet the HQT requirement for your PTT assignment? Yes      No
4. I have completed a State Approved Teacher Education Program (SATEP) Yes      No
5. I have not completed a SATEP but have a bachelor’s degree or higher from an institution of higher education with institutional accreditation recognized by the USDOE. Yes      No
6. I do not have (4) or (5) above but have a high school diploma or equivalent. Yes      No

Name of high school: \_\_\_\_\_ Year diploma/equivalent issued: \_\_\_\_\_

**Important:** Have your school submit the [PPTC DIN Waiver](#) (not needed for PTT **NID**)

**Section 4: PTT Non Instructional Duties (NID) Employment Information:**

- |  |     |    |
|--|-----|----|
| 1. I have completed a State Approved Teacher Education Program (SATEP)   | Yes | No |
| 2. I have not completed a SATEP but have a bachelor's degree or higher from an institution of higher education with institutional accreditation recognized by the USDOE. | Yes | No |
| 3. I do not have (1) or (2) but have a high school diploma or equivalent.  | Yes | No |

Name of high school: \_\_\_\_\_

Year diploma/equivalent issued: \_\_\_\_\_

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**Section 5: 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 6: 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 the casual personnel meeting the functions and applicable qualification for the type of casual employment indicated on this form for periodic review.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section 7: 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:** [hqt@k12.hi.us](mailto:hqt@k12.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