

Administrative Review Request

Requestor Information

Date:

Name:

Employee ID:

School/Office:

I am submitting an Administrative Review Request for the following reason(s):

Addition/removal of ESSA qualification subject on the ACCN Crosswalk.

Re-evaluation of a NHQ decision based on documentation submitted to become HQ in a subject area assignment.

Re-evaluation of a college course not accepted.

Re-evaluation of a PD Credit course not accepted.

Re-evaluation of a non-credit workshop.

Re-evaluation of ESSA rubric determination.

Change an ESSA Hawaii Qualified Teacher policy or procedure.

Re-evaluation of PDE³ course for Sheltered Instruction Qualification (SIQ).

a. Course must exist in PDE³.

Review of a workshop for Sheltered Instruction Qualification (SIQ) that was completed prior to December 19, 2019 and was not entered into the PDE³ system*.

a. Workshop completed December 19, 2019 or earlier may be submitted for an Administrative Review.

b. Workshops completed December 20, 2019 or later requires the course to be reviewed and approved by the HODOE EL Program via [Request for New Non-Credit "ESL" PDE³ Workshop](#) (<https://bit.ly/3j5nnqy>)

Re-evaluation of college course for Sheltered Instruction Qualification (SIQ).

*See [Hawaii Qualified Teacher FAQ's - Sheltered Instruction](#)

Detailed Explanation of Request (attach separate sheets if necessary):

For Office of Talent Management Use Only

Office of Talent Management (OTM) Review Findings:

OTM Reviewer Name:

OTM Review Date:

Subject Matter Expert (SME) Review Findings:

SME Reviewer Name:

SME Review Date: