



**ESSA HAWAII QUALIFIED TEACHER
SY 2023-2024 SCHOOL MONITORING TEMPLATE
(Monitoring for School Year 2022-2023)**

DEPARTMENT OF EDUCATION
Office of Talent Management
Educator Quality Section
P. O. Box 2360 Honolulu, HI 96804

Section 1: HQT Progress

	Question	Evidence
1.1	Percent of classes taught by HQTs BOY 2022-23	Monitor: Provide data.
1.2	Percent of classes taught by HQTs EOY 2022-23	Monitor: Provide data.
1.3	Percent of classes taught by HQTs BOY 2023-24	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
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 2022-23 (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: <ul style="list-style-type: none"> ● 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, Part A funds were utilized in alignment with the Complex Area plan?	School: Provide response.	

Section 3: Teacher Qualifications

	Question	Answer/Evidence	School Response
3.1	Does the master schedule match the course offerings, teacher assignment, and student course assignments submitted to DOE?	School: Provide copy of SY 2022-23 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	Monitor: Confirm accurate assignments.	No response required.

	assignment(s) during the September 2022 Preview?		
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 2022-23 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). Monitor: Confirm TBE was approved and grade report provided.	

Section 4: Casual Personnel (PTT, PPE and PPT)

	Question	Answer/Evidence	School Response
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.	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	School: Provide response.	

	Educator Quality Section with the Casual Employment ESSA HQ Coversheet?		
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.	
	Did any PTT, PPE or PPT work as Kupuna?	School: Provide name(s) of Kupuna	
4.4	Was a PTTC DIN waiver submitted for PTT without at least a bachelor's degree?	School: Provide name(s) of casual personnel with 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) as their sole task?	School: Provide name(s) of PPE or PPT DIS.	
	Did any PPE DIS act as a translator as their only task?	School: Provide name(s) of PPE DIS.	
4.7	Was a PPE DIS Waiver or PPT DIS Waiver submitted for PPE or PPT DIS that did not meet ESSA Paraprofessional requirements?	School: Provide name(s) of PPE DIS and/or PPT for which waivers were submitted for. Monitor: Confirm that waiver was submitted.	

Section 5: School Assurances

	Requirement	Document/Evidence	School Response
5.1	The school assures that parents or guardians were notified when their child had been assigned or had been taught for	School: Provide evidence that parental notification letters were sent to parents of	

	four or more consecutive weeks by a teacher or substitute who is non-HQ.	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.