



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*Principal's and Charter School Director's Checklist for:*  
**HQT Timeline, Sheltered Instruction and Casual Personnel**  
**School Year 2024-2025**

**Required responsibilities for principals and charter school directors.**

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| <p><b>ACCN</b> - Authorized Courses and Code Numbers<br/> <b>eHR</b> - electronic Human Resources system<br/> <b>HQT</b> - Hawaii Qualified Teacher<br/> <b>OTM</b> - Office of Talent Management<br/> <b>SIS</b> - Student Information System (i.e. Infinite Campus)</p> | <p><b>DOE</b> - Department of Education<br/> <b>eHQ</b> - eHR for HQ<br/> <b>NHQT</b> - Non Hawaii Qualified Teacher<br/> <b>PDP</b> - Professional Development Plan<br/> <b>SIQ</b> - Sheltered Instruction Qualified</p> |
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Deadline	Task/Requirement for Hawaii Qualified Teacher (HQT)	Date Task Completed √
July 30 - August 15	<p><b>Annual Training</b></p> <ul style="list-style-type: none"> <li>● Review Annual Training Memo.</li> <li>● View training videos and slide deck.</li> <li>● Request technical assistance as needed.</li> </ul>	
August 15	<p><b>Communication Hierarchy</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Communication &amp; Assistance Hierarchy</a></li> </ul> <p>Identify Designees <a href="#">using this request form</a></p> <ul style="list-style-type: none"> <li>● HQ Designee</li> <li>● EL Coordinator</li> </ul>	
August 15	<p><b>Right to Request Teacher Qualifications</b></p> <ul style="list-style-type: none"> <li>● Ensure parent notice of <a href="#">Right to Request Teacher Qualifications</a> is made available to all parents (Letter #1).</li> <li>● Notice can be posted on the school website, bulletin board, parent newsletter, or letters may be sent home.</li> </ul>	
September 15	<p><b>Assignments and class data collection</b></p> <ul style="list-style-type: none"> <li>● Finalize assignments and class data collection from schools via SIS.</li> <li>● <b>Non-SIS charter schools provide</b> teacher assignment data for all teachers via <a href="#">eHQ Assignment Input</a>.</li> </ul>	
Ongoing  <b>Check at least 1x before October 1</b>	<p><b>Assignment Preview in eHR for HQ</b></p> <p>Principal to <a href="#">review teacher assignments in eHR for HQ</a>.</p> <ul style="list-style-type: none"> <li>● Check for accuracy of assignments: (correct teacher and class being taught).</li> <li>● Corrections must be made in SIS. Changes made in SIS may take up to 3 days to show in eHR for HQ.</li> <li>● For Non-SIS schools corrections will require re-opening the Assignment Input screen. (See teacher assignment instructions for non SIS schools.)</li> </ul>	
October 1	<p><b>Official List of NHQ Teachers - beginning of year baseline</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Review list in eHQ</a></li> <li>● Correct discrepancies in SIS or Assignment Input (Charter Schools who do not use SIS)</li> </ul>	

Deadline	Task/Requirement for Hawaii Qualified Teacher (HQT)	Date Task Completed √
Prior to October 30 <ul style="list-style-type: none"> <li>Ongoing as needed</li> </ul>	<b>Notification of NHQ Status</b> <ul style="list-style-type: none"> <li>Notify NHQ Teachers of their NHQ Status</li> <li>Inform teacher of the Parent Notification letter of the NHQ Status</li> <li>Meet (or delegate to designee) with all NHQT to discuss options to meet HQ requirements</li> <li>Document meeting with <a href="#">Assistance and Planning Checklist</a></li> </ul>	
Semester 1: December 1  Semester 2: May 1	<b>Technology-Based Class Exemption</b> <ul style="list-style-type: none"> <li>For classes taught completely by technology submit form <a href="#">DOEOTM 700-007</a></li> </ul>	
Semester 1: October 1 – 30  Semester 2*: January 1 – 31	<b>Parent Notice of NHQT letters</b> <ul style="list-style-type: none"> <li>Schools send <a href="#">Parent Notice of NHQT letters</a> (Letter #2) to parents whose children are assigned classes taught by non-HQ teachers</li> </ul> <p>* Only teachers <b>not</b> identified in Semester 1 need a letter sent home for Semester 2.</p>	
June 30	<b>Official Close of School Year 2024-2025</b> <ul style="list-style-type: none"> <li>Official Close of School Year 2024-2025</li> </ul> <p>Note: This is the Educator Quality data that will be officially reported to the USDOE.</p>	

Deadline	Task/Requirement for Sheltered Instruction Qualification (SIQ)	Date Task Completed √
Ongoing  Recommended that Principal checks 2x per year (Semester 1 and Semester 2)	<b>Sheltered Instruction Qualification (SIQ)</b> <ul style="list-style-type: none"> <li>Review SIQ Status of all teachers</li> <li>Inform teachers who have not met the SIQ requirement of their <a href="#">options</a> and</li> <li>Remind teacher that the deadline to meet the SIQ is by the first working day of SY2026-2027 for teachers who were employed during the SY2023-2024.</li> <li>Teacher(s) hired after SY2023-2024 will have 3 years from their date of hire to meet the SIQ.</li> </ul>	

Deadline	Task/Requirement for Casual Personnel (PTT, PPE, PPT)	Date Task Completed √
Ongoing  Upon Hire	<b>Casual Personnel Qualifications and Waivers</b> <ul style="list-style-type: none"> <li>Determine if casual PTT, PPE, PPT meet the <a href="#">qualification requirement</a></li> <li>Complete coversheet for PTT or PPE/PPT</li> <li>Complete waiver for <a href="#">PTTC</a> or <a href="#">PPE/PPT DIS</a></li> </ul>	