



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*Class Exemption Reporting & Flowcharts*  
**School Year 2024-2025**

Action required by December 1, 2024 for Semester 1, and May 1, 2025 for Semester 2.

**How to submit classes to DOE that are eligible for HQT data collection exemption**

- 1. Classes taught by teachers on contract with a college or university**
- 2. Fully computer-based classes**

To determine if secondary classes may be exempt from ESSA Hawaii Qualified Teacher requirements, please refer to the attached HQT Flowcharts E, F, & G.

**1. For classes being taught by a higher education faculty member through a contract with a college or university, follow the three steps below:**

- a) Prepare a cover letter, signed by the school principal including the teacher's full name, employee identification number, and the class(es) and section(s) to which the teacher is under contract with the higher education institution to teach.
- b) Attach a copy of the contract between the teacher and the higher education institution.
- c) Mail both documents to: DOE, OTM, EQ Section at PO Box 2360 Honolulu, HI 96804

**2. For each teacher who is assigned classes that use a computer based program to deliver instruction, assess, and grade students, follow the steps below and submit a complete description of the computer based program.**

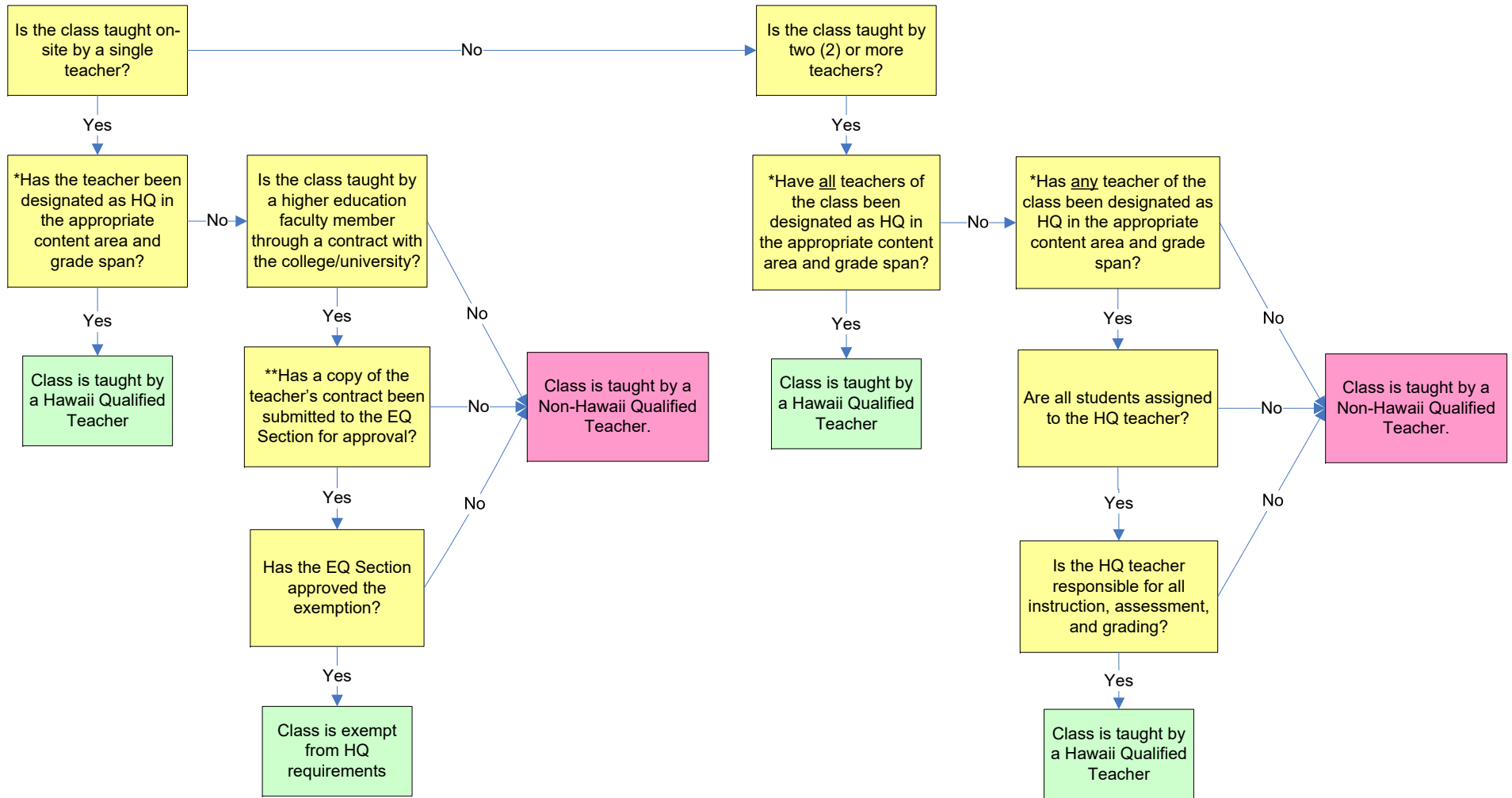
- a) Complete Request for Technology-based Class Exemption Form [DOE OTM 700-007](#)
- b) Attach purchase order or invoice
- c) Mail to: DOE, OTM, EQ Section at PO Box 2360 Honolulu, HI 96804

**The closing date to request a class exemption is December 1, 2024 for Semester 1, and May 1, 2025 for Semester 2.**

Note: Classes must be approved by DOE in order to receive an exemption. Upon approval, DOE will remove classes from the HQT data collection. Principals can verify the removal of these classes from the HQT data collection during the teacher assignment preview window.

Hawaii Department of Education  
The Pathway to Earning the HQ Designation

**Flowchart E**  
**DOE Developed Classes Taught via**  
**Live On-Campus/Closed Circuit/Cable Television**

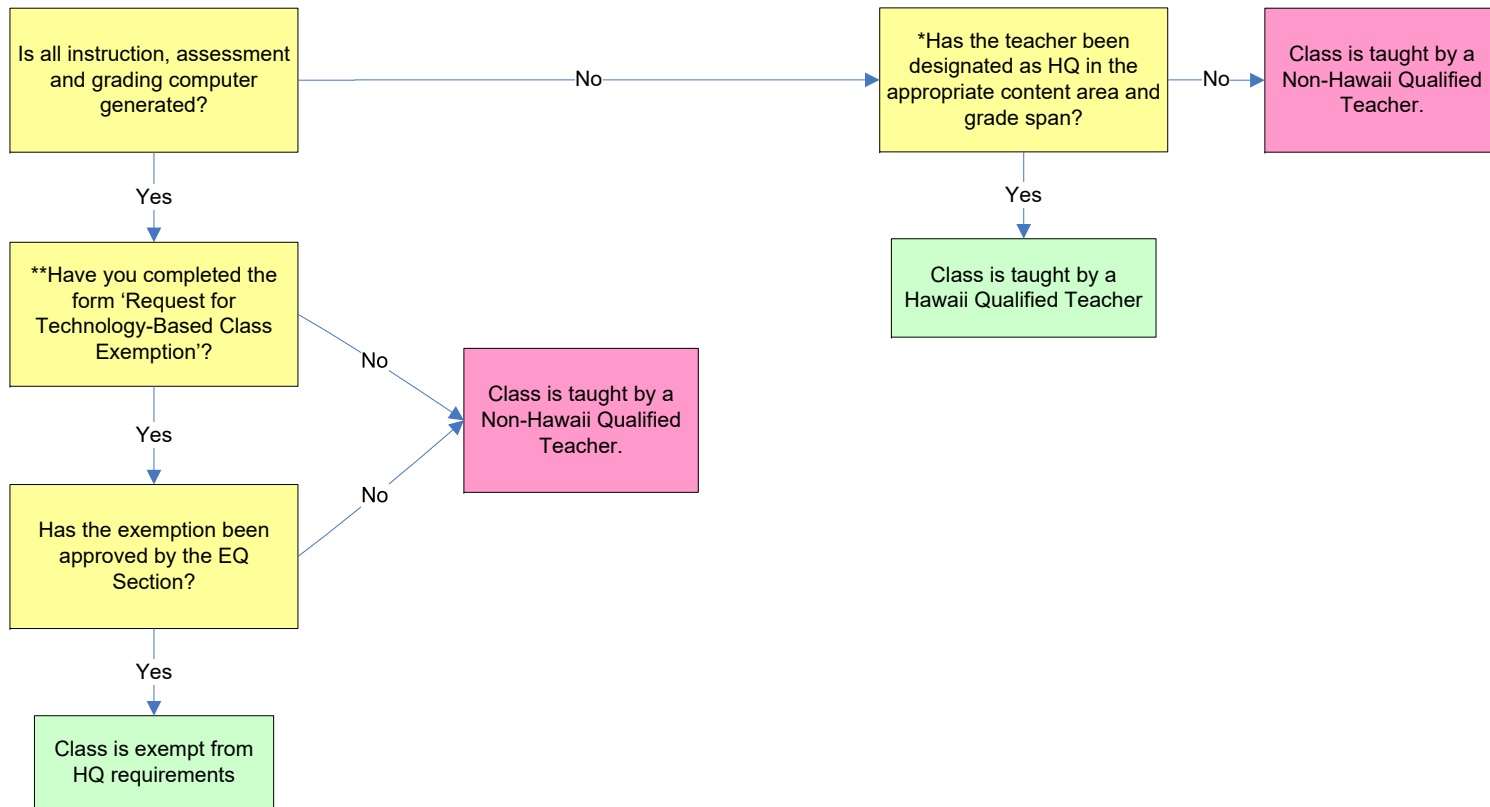


\*To determine the classes for which a teacher is designated as HQ, see eHR for HQ status report at <https://hidoeotm.org/eq>

\*\*Send copy of teacher's contract with college/university to the EQ Section at P.O. Box 2360, Honolulu, HI 96804 by December 1, 2024 for Semester 1, and May 1, 2025 for Semester 2

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**Flowchart F**  
**Computer Based Classes**

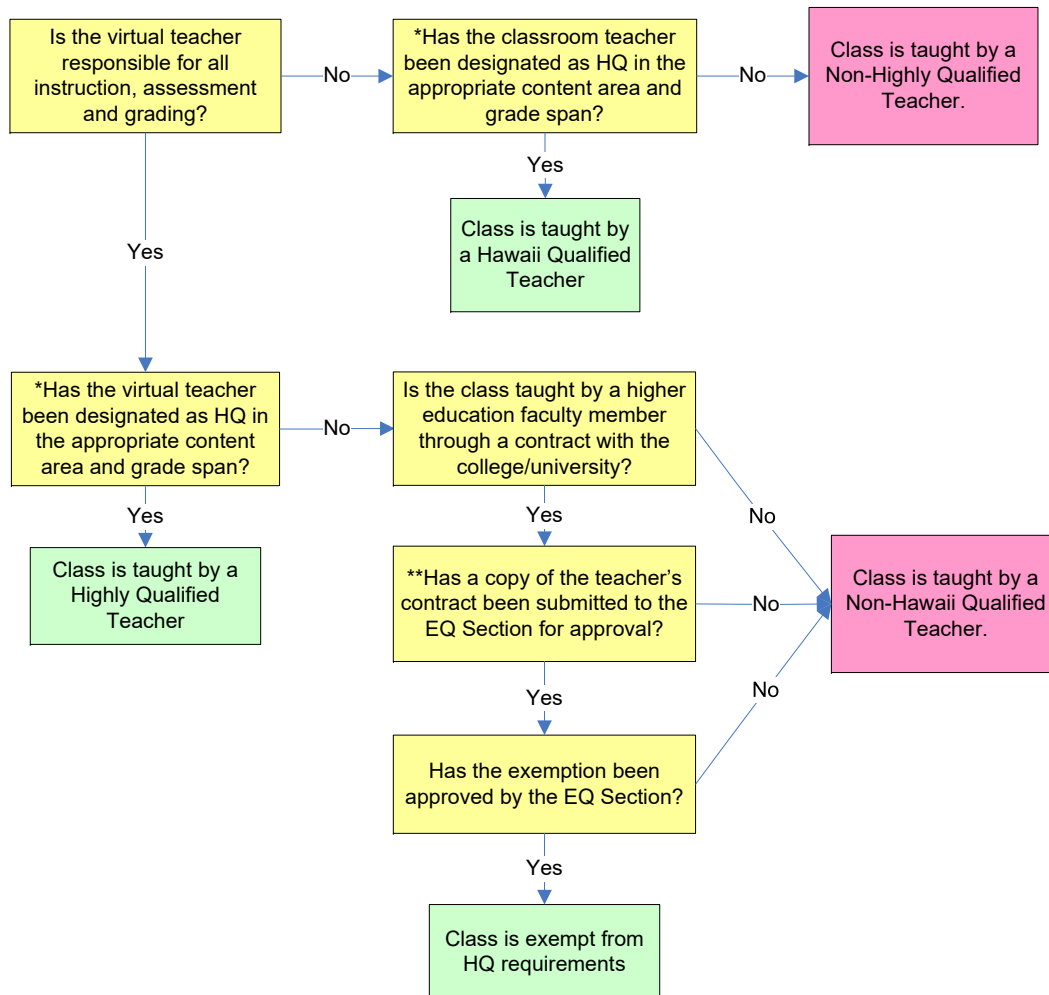


\*To determine the classes for which a teacher is designated as HQ, see eHR for HQ status report at <https://hideootm.org/eq>

\*\*Send completed form DOE OTM 700-007 to the EQ Section at P.O. Box 2360, Honolulu, HI 96804 by December 1, 2024 for Semester 1, and May 1, 2025 for Semester 2

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**Flowchart G**  
**Internet or Other Broadcast or Video**  
**Streamed Classes Not Created by DOE**



\*To determine the classes for which a teacher is designated as HQ, see eHR for HQ status report at <https://hideoetm.org/eq>

\*\*Send copy of teacher's contract with college/university to the EQ Section at P.O. Box 2360, Honolulu, HI 96804 by December 1, 2024 for Semester 1, and May 1, 2025 for Semester 2