



**DOE OTM**  
Department of Education  
Educator Quality Section  
P.O. Box 2360 Honolulu, HI 96804

**NOTIFICATION OF SPECIAL POPULATION CLASS FORM –  
ALPSS, HAWAIIAN LANGUAGE IMMERSION OR  
ENGLISH LEARNER**

The ALPSS, Hawaiian Language Immersion and English Learner classes are considered special populations and need to be reported separately for ESSA.

Teacher requirements for these special populations are:

- ALPSS assignments - Teachers must have a valid HTSB secondary license in the grade level they are assigned to teach.
- Hawaiian Language Immersion assignments - Teachers must have a valid HTSB Hawaiian Language Immersion license in the grade level they are assigned to teach and meet the content proficiency in the assigned content area.
- EL assignments - Teachers must have a valid HTSB TESOL license in the grade level they are assigned to teach or TESOL ESSA content equivalency and meet the content proficiency in the assigned content area.

**I. PRINCIPAL CERTIFICATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

DOE School \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Your *HIDOE* or *PCS* email: \_\_\_\_\_

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

**II. SPECIAL POPULATION CLASS INFORMATION**

- Special Population codes: Alternative Learning Programs, Services and Supports (U)  
Hawaiian Language Immersion (I)  
English Learner (J)

Teacher Name \_\_\_\_\_ Employee ID \_\_\_\_\_

<u>CLASS NAME</u>	<u>ACCN#</u>	<u>SPECIAL POPULATION CODE</u>