



**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 2025-2026**

## Required responsibilities for principals and charter school directors.

**ACCN** - Authorized Courses and Code Numbers  
**eHR** - electronic Human Resources system  
**HQT** - Hawaii Qualified Teacher  
**OTM** - Office of Talent Management  
**SIS** - Student Information System (i.e. Infinite Campus)

**DOE** - Department of Education  
**eHQ** - eHR for HQ  
**NHQT** - Non Hawaii Qualified Teacher  
**PDP** - Professional Development Plan  
**SIQ** - Sheltered Instruction Qualified

| Deadline  | Task/Requirement<br>for<br>Hawaii Qualified Teacher (HQT)   | Date<br>Task<br>Completed<br>✓ |
|---|---|--------------------------------|
| July 30 - August 15   | <b>Annual Training</b> <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<br><br>Ongoing update as<br>needed                            | <b>Communication Hierarchy</b> <ul style="list-style-type: none"> <li><a href="#">Communication &amp; Assistance Hierarchy</a></li> </ul> Identify Designees <a href="#">using this request form</a> <ul style="list-style-type: none"> <li>HQ Designee</li> <li>EL Coordinator</li> </ul>  |                                |
| August 15   | <b>Right to Request Teacher Qualifications</b> <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  | <b>Assignments and class data collection</b> <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<br><br><b>Check at least 1x<br/>           before October 1</b> | <b>Assignment Preview in eHR for HQ</b><br>Principal to <a href="#">review teacher assignments in eHR for HQ</a> . <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   | <b>Official List of NHQ Teachers - beginning of year baseline</b> <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<br>for<br>Hawaii Qualified Teacher (HQT)   | Date<br>Task<br>Completed<br>✓ |
|---|---|--------------------------------|
| 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:<br>December 1<br><br>Semester 2:<br>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:<br>October 1 – 30<br><br>Semester 2*:<br>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 2025-2026</b> <ul style="list-style-type: none"> <li>Official Close of School Year 2025-2026</li> </ul> <p>Note: This is the Educator Quality data that will be officially reported to the USDOE.</p>  |                                |

| Deadline   | Task/Requirement<br>for<br>Sheltered Instruction Qualification (SIQ)   | Date<br>Task<br>Completed<br>✓ |
|--|--|--------------------------------|
| Ongoing<br><br>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<br>for<br>Casual Personnel (PTT, PPE, PPT)  | Date<br>Task<br>Completed<br>✓ |
|--------------------------|--|--------------------------------|
| Ongoing<br><br>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> |                                |