



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 2026-2027

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 for Hawaii Qualified Teacher (HQT)	Date Task Completed ✓
July 30 - August 15	Annual Training - Review Annual Training Memo. - View training videos and slide deck. - Request technical assistance as needed.	
August 15 Ongoing update as needed	Communication Hierarchy Communication & Assistance Hierarchy Identify Designees using this request form - HQ Designee - EL Coordinator	
August 15	Right to Request Teacher Qualifications - Ensure parent notice of Right to Request Teacher Qualifications is made available to all parents (Letter #1). - Notice can be posted on the school website, bulletin board, parent newsletter, or letters may be sent home.	
September 15	Assignments and class data collection - Finalize assignments and class data collection from schools via SIS. Non-SIS charter schools provide teacher assignment data for all teachers via eHQ Assignment Input.	
Ongoing Check at least 1x before October 1	Assignment Preview in eHR for HQ Principal to review teacher assignments in eHR for HQ . - Check for accuracy of assignments: (correct teacher and class being taught). - Corrections must be made in SIS. Changes made in SIS may take up to 3 days to show in eHR for HQ. - For Non-SIS schools corrections will require re-opening the Assignment Input screen. (See teacher assignment instructions for non SIS schools.)	
October 1	Official List of NHQ Teachers - beginning of year baseline Review list in eHQ - Correct discrepancies in SIS or Assignment Input (Charter Schools who do not use SIS)	

Deadline	Task/Requirement for Hawaii Qualified Teacher (HQT)	Date Task Completed ✓
Prior to October 30 Ongoing as needed	Notification of NHQ Status - Notify NHQ Teachers of their NHQ Status - Inform teacher of the Parent Notification letter of the NHQ Status - Meet (or delegate to designee) with all NHQT to discuss options to meet HQ requirements - Document meeting with Assistance and Planning Checklist	
Semester 1: December 1 Semester 2: May 1	Technology-Based Class Exemption For classes taught completely by technology submit form DOEOTM 700-007	
Semester 1: October 1 – 30 Semester 2*: January 1 – 31	Parent Notice of NHQT letters Schools send Parent Notice of NHQT letters (Letter #2) to parents whose children are assigned classes taught by non-HQ teachers * Only teachers not identified in Semester 1 need a letter sent home for Semester 2.	
June 30	Official Close of School Year 2026-2027 Official Close of School Year 2026-2027 Note: This is the Educator Quality data that will be officially reported to the USDOE.	

Deadline	Task/Requirement for Sheltered Instruction Qualification (SIQ)	Date Task Completed ✓
Ongoing Recommended that Principal checks 2x per year (Semester 1 and Semester 2)	Sheltered Instruction Qualification (SIQ) - Review SIQ Status of all teachers - Inform teachers who have not met the SIQ requirement of their options and - 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. - Teacher(s) hired after SY2023-2024 will have 3 years from their date of hire to meet the SIQ.	

Deadline	Task/Requirement for Casual Personnel (PTT, PPE, PPT)	Date Task Completed ✓
Ongoing Upon Hire	Casual Personnel Qualifications and Waivers - Determine if casual PTT, PPE, PPT meet the qualification requirement - Complete coversheet for PTT or PPE/PPT - Complete waiver for PTTC or PPE/PPT DIS	