



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

May 22, 2020

Dear Substitute Teacher:

Thank you for your commitment in serving our schools, teachers, and students during this past school year. A renewal notification dated April 23, 2020 for substitute teacher employment for the upcoming 2020-2021 School Year (SY) was sent to you; however, your application for renewal for employment as a substitute teacher with the Department of Education (DOE) was not submitted online by the due date of May 22, 2020. Enclosed is your copy of the *Notification of Personnel Action* (SF 5A1) reflecting a termination due to non-renewal.

If you are available to substitute teach for SY 2020-2021, you may reapply online at <https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jspx> beginning July 1, 2020. You must meet all the DOE's employment conditions to be re-hired.

Once again, thank you for your service as a substitute teacher. Should you have further questions regarding substitute teacher employment, please contact your district office. For questions regarding the enclosed SF 5A1, please contact the Teacher-Substitute Employee Automated System Help Desk by email at [help.tseas@k12.hi.us](mailto:help.tseas@k12.hi.us) or by phone at (808) 441-8400.

Enclosure