



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
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OFFICE OF TALENT MANAGEMENT

October 17, 2023

TO: Principals (All)
Teachers

FROM: Sean Bacon *A. Dayton for S. Bacon*
A. Dayton for S. Bacon (Oct 17, 2023 10:22 HST)
Assistant Superintendent

SUBJECT: 2023-2024 School Year Guidelines for Reclassification of Teachers

Please find the attached teacher reclassification guidelines for the 2023-2024 School Year (SY). Academic and Department Professional Development credits used for teacher reclassification should relate to standards-based instruction aligned with the school's academic plan. These credits should impact the school's effort to improve student learning and the teacher's performance in their teaching area; therefore, it is important that teachers enroll in coursework that meets these goals with the guidance of their principal/administrator.

The current 2023-24 SY guidelines may be found using this [link](#).

Special notation for Maui island teachers: Due to the recent impact of the Lahaina wildfires, the Hawaii State Department of Education recognizes that Maui island teachers may require additional time to prepare and submit their reclassification requests. Please refer to the deadline extension for Maui island teachers to submit their requests within the attached guidelines.

Should you have any questions regarding these guidelines, please contact the Teacher Reclassification Unit at (808) 441-8383 or via email at teacher.reclassification@k12.hi.us.

SB:gt
Attachments

c: Complex Area Superintendents
Certificated Personnel Regional Officers
Hawaii State Public Charter School Commission
Hawaii State Teachers Association
Teacher Reclassification Unit
Teacher Recruitment Unit