ACTION REQUIRED BY SEPTEMBER 15, 2017

How to submit classes to DOE that are eligible for HQT data collection exemption

1. Classes taught by teachers on contract with a college or university
2. Fully computer-based classes

To determine if secondary classes may be exempt from ESSA Hawaii Qualified Teacher requirements, please refer to the attached HQT Flowcharts E, F, & G.

1. **For classes being taught by a higher education faculty member through a contract with a college or university, follow the three steps below:**
   
   a) Prepare a cover letter, signed by the school principal including the teacher’s full name, employee identification number, and the class(es) and section(s) to which the teacher is under contract with the higher education institution to teach.
   
   b) Attach a copy of the contract between the teacher and the higher education institution.
   
   c) Mail both documents to: DOE, OHR, HQT Section at PO Box 2360 Honolulu, HI 96804

2. **For each teacher who is assigned classes that use a computer based program to deliver instruction, assess, and grade students, follow the steps below and submit a complete description of the computer based program.**

   a) Complete Request for Technology-based Class Exemption Form [DOE OHR 700-007](#)
   
   b) Attach purchase order or invoice
   
   c) Mail to: DOE, OHR, HQT Section at PO Box 2360 Honolulu, HI 96804

The closing date to request a class exemption is September 15, 2017.

Note: Classes must be approved by DOE in order to receive an exemption. Upon approval, DOE will remove classes from the HQT data collection. Principals can verify the removal of these classes from the HQT data collection during the teacher assignment preview window from September 5 to 20.
Is the class taught on-site by a single teacher?

*Has the teacher been designated as HQ in the appropriate content area and grade span?

Yes

Class is taught by a Hawaii Qualified Teacher

No

Is the class taught by two (2) or more teachers?

*Has any teacher of the class been designated as HQ in the appropriate content area and grade span?

Yes

Class is taught by a Non-Hawaii Qualified Teacher.

No

Is the class taught by a higher education faculty member through a contract with the college/university?

Yes

*Has all teachers of the class been designated as HQ in the appropriate content area and grade span?

Yes

*Has a copy of the teacher's contract been submitted to the HQT Section for approval?

Yes

Has the HQT Section approved the exemption?

Yes

Class is exempt from HQ requirements

No

Flowchart E
DOE Developed Classes Taught via Closed Circuit/Cable Television

Is the class taught by a higher education faculty member through a contract with the college/university?

*Has all teachers of the class been designated as HQ in the appropriate content area and grade span?

Yes

*Has any teacher of the class been designated as HQ in the appropriate content area and grade span?

Yes

Are all students assigned to the HQ teacher?

Yes

Is the HQ teacher responsible for all instruction, assessment, and grading?

Yes

Class is taught by a Hawaii Qualified Teacher.

No

Class is taught by a Non-Hawaii Qualified Teacher.

*To determine the classes for which a teacher is designated as HQ, see eHR for HQ status report at http://hqt.k12.hi.us

**Send copy of teacher's contract with college/university to the HQT Section at P.O. Box 2360, Honolulu, HI 96804 by September 15
Is all instruction, assessment and grading computer generated?

Yes

Has the teacher been designated as HQ in the appropriate content area and grade span?

Yes

Class is taught by a Hawaii Qualified Teacher

No

Has the exemption been approved by the HQT Section?

Yes

Class is exempt from HQ requirements

No

**Have you completed the form 'Request for Technology-Based Class Exemption'?

Yes

Class is taught by a Non-Hawaii Qualified Teacher.

No

Send completed form DOE OHR 700-007 to the HQT Section at P.O. Box 2360, Honolulu, HI 96804 by September 15

*To determine the classes for which a teacher is designated as HQ, see eHR for HQ status report at http://hqt.k12.hi.us

**Send completed form DOE OHR 700-007 to the HQT Section at P.O. Box 2360, Honolulu, HI 96804 by September 15
Is the virtual teacher responsible for all instruction, assessment and grading?

*Has the classroom teacher been designated as HQ in the appropriate content area and grade span?

Yes

*Has the virtual teacher been designated as HQ in the appropriate content area and grade span?

No

Class is taught by a Non-Highly Qualified Teacher.

Yes

Class is taught by a Hawaii Qualified Teacher

Is the class taught by a higher education faculty member through a contract with the college/university?

Yes

Class is taught by a Highly Qualified Teacher

No

**Has a copy of the teacher’s contract been submitted to the HQT Section for approval?

Yes

Has the exemption been approved by the HQT Section?

Yes

Class is exempt from HQ requirements

No

No

No

**Send copy of teacher’s contract with college/university to the DOE/HQT Section at P.O. Box 2360, Honolulu, HI 96804 by the September 15

*To determine the classes for which a teacher is designated as HQ, see eHR for HQ status report at http://hq.k12.hi.us

ESSA HQT Handbook – July 2017