TO: Assistant Superintendents  
Complex Area Superintendents  
Principals (All)  
School Administrative Services Assistants (All)

FROM: Cynthia A. Covell  
Assistant Superintendent

SUBJECT: Substitute Teacher Class I Exemption for 2020-2021 School Year

The Department of Education (Department) is approving the hiring of Class I substitute teachers to increase the substitute teacher pool in anticipation of an increased need to cover classroom absences. For the 2020-2021 School Year only, applicants with at least a high school diploma or equivalent and have completed a Department approved substitute teacher certification course may become a substitute teacher.

Substitute teacher applicants are encouraged to visit the link below for more information on the Department approved substitute teacher certification programs:


Substitute teacher applicants may apply online at:
https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jspx

If persons need assistance with the online application process, please contact the T-SEAS Help Desk at (808) 441-8400 or email at help.tseas@k12.hi.us.

CAC: mh

c: Deputy Superintendent  
Community School for Adults  
Personnel Regional Officers, Certificated, Teacher Reclassification Unit, Employee Records and Transactions Section