

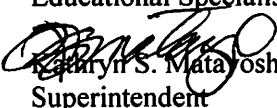


**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

March 14, 2017

**TO:** Deputy Superintendent, Complex Area Superintendents, Principals (All), and District Educational Specialists

**FROM:**   
Kathryn S. Matayoshi  
Superintendent

**SUBJECT:** **Options to Support Special Education Teachers Involved in the Individualized Education Program (IEP) Process**

The purpose of this memo is to provide information on the available options to support teachers involved in the IEP process. These options will assist special education and general teachers with scheduling in order to allow participation in parent conferences, attending or preparing for IEP meetings, writing reports, and/or inputting data into electronic Comprehensive Student Support System (eCSSS).

Administrators should engage in discussion with their special education and general education teachers who are involved in the IEP process, and questions may also be directed to their respective Complex Area Resource Teachers, District Educational Specialists, and/or Complex Area Superintendents for additional support.

Schools may consider the following options:

- Substitutes can be hired and used on a rotational basis;
- Extra prep time for designated staff can be included in the master schedule for secondary schools;
- Use of early release time (10 days per school year, using the hour immediately before the end of the student day) to participate in the IEP process, which includes preparing, scheduling, and attending IEP meetings. Refer to Article VI-Teaching Conditions and Hours, Section HH-Special Education on page 29 of the HSTA Agreement (7/1/13-6/30/17); and
- Teacher use of time when students attend "specials," such as music, art, Hawaiian, physical education, computer lab, etc.

Should you have any questions please contact Ms. Debra Farmer, Administrator, Special Education Section, at (808) 305-9806 or via Lotus Notes.

KSM:jb

c: Assistant Superintendents  
Superintendent's Office Directors  
Public Charter School Executive Director  
State Public Charter School Commission  
Hawaii State Teachers Association  
Office of Curriculum, Instruction and Student Support