



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

OFFICE OF TALENT MANAGEMENT

March 25, 2020

TO: Principals (All)  
Teachers

FROM: Cynthia A. Covell  
Assistant Superintendent *Cynthia A. Covell*

SUBJECT: **2020 Spring Semester Revised Deadline to Submit Academic and/or Professional Development Credits for Teacher Reclassification for School Year 2019-2020**

Due to the evolving COVID-19 health situation, the deadline to submit academic and/or professional development credits for the 2020 spring semester for School Year 2019-2020 has been changed from March 30, 2020 to April 30, 2020. Reclassification requests must be received or postmarked no later than April 30, 2020.

Should you have any questions regarding the teacher reclassification process, please review the guidelines and revised frequently asked questions located at:  
[https://hidoeotm.org/otm/tatp/chap\\_portal\\_tatp\\_reclass.html](https://hidoeotm.org/otm/tatp/chap_portal_tatp_reclass.html)

Should you have any questions, please contact the Teacher Reclassification Unit at (808) 441-8383, or via e-mail at [teacher.reclassification@k12.hi.us](mailto:teacher.reclassification@k12.hi.us).

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c: Complex Area Superintendents  
Certificated Personnel Regional Officers  
State Public Charter School Commission  
Hawaii State Teachers Association  
Office of Talent Management – Teacher Reclassification Unit; Teacher Recruitment Unit