




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

OFFICE OF THE SUPERINTENDENT

ANNUAL MEMO

May 26, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Dr. Christina M. Kishimoto 
Superintendent

SUBJECT: **Closing of School Year 2019-2020 and Opening of School Year 2020-2021 for Students, Teachers, School Administrators, and Other School Employees**

Due to the current COVID-19 pandemic situation, this memo may be subject to change. The schedules for the closing of School Year (SY) 2019-2020 and the opening of SY 2020-2021 are as follows:

I. END-OF-THE YEAR CALENDAR FOR STUDENTS IN GRADES 9-12:

May 21, 2020 (Thursday) through May 28, 2020 (Thursday)

These will be the last five school days for seniors. Final assessment and commencement exercise practice days for seniors are typically scheduled to take place during this period. However, due to the COVID-19 pandemic, assessment requirements may have changed, and alternative commencement ceremonies are being organized. The specific number of days designated for assessment versus practice within this period is left to each school to determine in a manner that best addresses its particular needs.

May 22, 2020 (Friday)

No graduation exercises shall be held earlier than this date unless approved by the Superintendent. Again, please note that alternative graduation exercises are being organized this year due to the COVID-19 pandemic.

May 25, 2020 (Monday)

Memorial Day Holiday.

May 26, 2020 (Tuesday) and May 27, 2020 (Wednesday)

Final assessment days for students in grades 9-11 are the last two days prior to the last day for students. Due to the COVID-19 pandemic, assessment requirements may have changed for this school year.

II. CLOSING OF SY 2019-2020 (Single School Calendar):

May 28, 2020 (Thursday)

Last day for students (full day).

Note: The same schedule regarding full student days on the last day of each semester will apply to future school years as well unless otherwise notified.

Full day for teachers, specific classified employees, and school administrators.

May 29, 2020 (Friday)

Last official scheduled work day for teachers.

Last work day for specific classified employees (half day). These employees may be released after 12:00 noon.

Last work day for school security attendants. (At the discretion of the school principal, school security attendants may be released at the same time as educational assistants¹ and school health assistants).

Last work day for Unit 01 temporary cafeteria workers (Breakfast, Elderly, and A+ Programs).

Last work day for meal count assistants.

June 2, 2020 (Tuesday)

Last official work day for school food services managers (SFSM) (full day).

June 5, 2020 (Friday)

The 10-month vice principals must complete all required tasks on or before June 5, 2020. This block of time is set for 10-month school administrators to complete all required tasks in June. If the work is completed, an earlier release date for 10-month vice principals is possible with the complex area superintendent's approval.

¹ For the Purpose of this memorandum, the term "educational assistants" also includes communication aides and teaching assistants.

June 11, 2020 (Thursday)
King Kamehameha Day Holiday.

III. OPENING OF SY 2020-2021 (Single School Calendar):

July 1, 2020 (Wednesday)
First work day of SY 2020-2021 for 12-month principals and 12-month teachers (full day).

July 13, 2020 (Monday) to July 31, 2020 (Friday)
Fifteen (15) day recall period for officially appointed 10-month vice principals (full day).

Note: Recall pay does not apply to any temporarily assigned vice principals.

July 27, 2020 (Monday)
First work day for SFSM (full day).

July 28, 2020 (Tuesday)
First work day for meal count assistants.

July 29, 2020 (Wednesday)
First work day for teachers and specific classified employees (full day).

Note: As a reminder, the first two days for teachers are designated for teacher-initiated activities and the next two days are designated for principal-initiated activities. However, this order may be reversed subject to the agreement of the principal and teachers at the school.

July 30, 2020 (Thursday)
First work day for school security attendants and educational assistants² (full day).

July 31, 2020 (Friday)
First official work day for 10-month vice principals.

August 3, 2020 (Monday)
First day for food service drivers and temporary cafeteria workers (Breakfast, Elderly, and A+ Programs).

August 4, 2020 (Tuesday)
First school day for students (full day).

² For the Purpose of this memorandum, the term “educational assistants” also includes communication aides and teaching assistants.

August 17, 2020 (Monday)

SY 2020-2021 Official Enrollment Count (OEC) and first enrollment count for Weighted Student Formula (WSF).

Note: During the week of August 10, 2020, it is recommended that principals monitor their student count on the OEC website at <https://oec.k12.hi.us> to ensure it accurately reflects their school's current enrollment.

August 21, 2020 (Friday)

Statehood Day Holiday.

September 7, 2020 (Monday)

Labor Day Holiday.

October 2, 2020 (Friday)

SY 2020–2021 Second enrollment count for WSF.

November 11, 2020 (Wednesday)

Veterans Day Holiday.

December 18, 2020 (Friday)

Last day of the first semester for students (full day).

Full day for teachers, specific classified employees, and school administrators.

January 11, 2021 (Monday)

SY 2020–2021 Third enrollment count for WSF.

Please inform the appropriate personnel in your jurisdiction about this schedule.

CMK:pl

c: Deputy Superintendent
Public Charter School Commission
Hawaii Teacher Standards Board
Executive Office on Early Learning
Hawaii State Teachers Association
Hawaii Government Employees Association
United Public Workers
Personnel Regional Officers
Office of Talent Management