



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

OFFICE OF THE SUPERINTENDENT

August 11, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Dr. Christina M. Kishimoto
Superintendent

A handwritten signature in blue ink, appearing to read "CK", is placed over the name "Dr. Christina M. Kishimoto" in the "FROM:" field.

SUBJECT: **Completion of Mandatory Training and Feedback Survey**

As a follow up to the July 31, 2020, memorandum regarding Mandatory Training Prior to the Return of Students, employees are required to confirm completion and asked to provide feedback on the training by completing the following Google Form after the full set of mandatory training has been completed.

<https://bit.ly/Return2LearnTrainingSurvey>

Employees will need their 8-digit Employee ID number ready to enter in the form.

Confirmation and feedback provided through this form will be used to record the completion of training in PDE3 (<https://pde3.k12.hi.us/>). This will help to reduce manual data entry and the need for schools to manage individual course rosters. Schools should continue to maintain their own records (i.e., sign-in sheets, certificates, spreadsheets, etc.) based on their established practices and for additional documentation as necessary.

The Google Form may be submitted upon completion of all mandatory training but no later than August 20, 2020, or within 30 days from the initial date of hire for new employees. Upon submission of the form, it may take up to five (5) business days for courses to appear on an individual's PDE3 transcript.

Should you have questions, please email pdb@k12.hi.us.

CMK:sa

c: Deputy Superintendent
Office of Talent Management – Personnel Development Branch