


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

OFFICE OF TALENT MANAGEMENT

May 27, 2020

TO: Principals (All)
School Administrative Services Assistants (All)
Teachers (Non-Tenured)

FROM: Cynthia A. Covell 
Cynthia A. Covell (May 27, 2020 15:36 HST)
Assistant Superintendent

SUBJECT: **Electronic Distribution of Rehire Teacher Appointment Agreements (Contracts) via Department of Education Issued Gmail Accounts**

Customarily, hard copies of teacher appointment agreements (contracts) would normally be sent to the schools for distribution to as many teachers as possible by the last workday. However, due to the current unprecedented circumstances, the Teacher Recruitment Unit will be sending out contracts to current in-service non-tenured teachers who are being rehired for School Year 2020-2021 via their Department of Education issued Gmail accounts.

Teachers are being asked to check their Gmail accounts and sign, date, and return the attached contracts (both the front and back pages) as soon as possible in one of the following ways:

1. Download the attachment, e-sign and date it, and then email it back;
2. Download the attachment, print it out, sign and date it, and send it back via email or postal mail; or
3. Email the Teacher Recruitment Unit and request that a hard copy be sent to a specified address.

Schools are being asked to help relay this message to their non-tenured teachers and to encourage them to check their Gmail accounts and sign, date, and return their rehire contracts to the Teacher Recruitment Unit as soon as possible.

If you have any questions, please contact the Teacher Recruitment Unit at (808) 441-8444 or via email at Teacher.Recruitment@k12.hi.us.

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