



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

OFFICE OF TALENT MANAGEMENT

September 11, 2020

**CIRCULATE AND POST
ANNUAL MEMO**

TO: Principals (All)
Teachers

FROM: Dr. Cynthia A. Covell *Cynthia A. Covell*
Assistant Superintendent Cynthia A. Covell (Sep 10, 2020 11:06 HST)

SUBJECT: **Guidelines for Approval of Academic/Professional Development Credits
for Teacher Reclassification for School Year 2020-2021**

Please find attached the Guidelines for Approval of Academic/Professional Development Credits for Teacher Reclassification for School Year 2020-2021 (Guidelines). Academic and professional development credits used for teacher reclassification should align with a school's design plan, have a positive impact on student learning, and increase the performance of the teacher in his/her teaching assignment.

You can also review the Guidelines and Frequently Asked Questions online at https://hideoetm.org/otm/tatp/chap_portal_tatp_reclass.html.

Should you have any questions regarding the Guidelines, please contact the Teacher Reclassification Unit, at (808) 441-8383, or via email at teacher.reclassification@k12.hi.us.

CAC:gt
Attachments

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