



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

OFFICE OF THE SUPERINTENDENT

July 31, 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", positioned to the right of the "FROM:" line.

SUBJECT: **Mandatory Training Prior to Return of Students**

On July 30, 2020, the Hawaii State Board of Education approved a new start date of August 17, 2020 for students. This delay will allow time for mandatory employee training on new protocols, including but not limited to health and safety, student services, and distance learning. These training requirements are in addition to the annual mandatory training and Opening of School Year Packet.

The school year 2020-2021 mandatory employee trainings have been organized and identified by category and intended audience at the following Hawaii Department of Education website, <https://bit.ly/hidoetraining>.

The website also includes additional recommended training resources.

Please note that this memo supersedes the July 29, 2020, memo regarding the Return to Learn: Distance Learning Readiness – Onboarding Course and makes the course mandatory.

Completion of all training shall be recorded in PDE3 (<https://pde3.k12.hi.us/>). Course numbers and instructions for managing school rosters will be provided in PDE3. Employees will also have an opportunity to provide feedback regarding the required training.

Training shall be completed no later than August 14, 2020. New employees hired after the start of school shall also be provided the training within 30 days of hire. Reasonable accommodations shall be provided for employees with disabilities to ensure equitable access to training. Language interpretation shall also be made available when necessary.

Should you have questions, please email [pdb@k12.hi.us](mailto:pdb@k12.hi.us).

CMK:sa

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