


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

OFFICE OF STUDENT SUPPORT SERVICES

April 17, 2020

**TO:** Complex Area Superintendents, Principals (All), District Educational Specialists, Student Services Coordinators, Special Education Department Heads, Special and General Education Teachers, Public Charter School Executive Director, Public Charter School Directors

**FROM:** Heidi Armstrong   
Assistant Superintendent

**SUBJECT: Provision of Free Appropriate Public Education for New and Transfer Students During School Closures**

This memo provides clarification with regards to March 27, 2020, memorandum entitled “Enrollment of Students who are Newly Arrived from the Mainland.”

**Background**

On Friday, April 17, 2020, the Hawaii State Department of Education (HIDOE) announced school facilities will remain closed to students through May 28, 2020. This decision is based on the latest guidance and information from health officials and elected leaders. Pending any changes due to COVID-19, traditional in-school instruction, is on hold until schools reopen to students.

During the facilities closure, the HIDOE schools will continue to provide learning opportunities through both online and paper packet enrichment activities to all students and must ensure that students with disabilities also have equal access to the same learning opportunities.

**Free Appropriate Public Education (FAPE)**

As required by the Individuals with Disabilities Education Act 34 CFR § 300.101(a) and the Hawaii Administrative Rules § 8-60-3, a FAPE must be available to all children residing in the State. Therefore, schools are reminded that the HIDOE is still responsible for providing a FAPE for students with disabilities or suspected of having a disability (students) who resides in our state regardless of their enrollment status during the school closure.

In the interim, during the school closures, new and/or transferring students may not be able to enroll and/or register at this time. Once schools have been notified or informed of a new student, they must make every effort to begin the initial eligibility process through all means possible

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such as remote and/or virtual conferencing. This includes students transferring into the State and preschool students transitioning from Part C, Early Intervention, Part B, HIDEOE. See *Programming and Timelines for Students with Special Needs During School Closures* dated March 27, 2020, for more information on evaluations, meetings, and timelines during the school closure.

To enable tracking through electronic Comprehensive Student Support System (eCSSS), students are artificially enrolled using the Student Information System Form 101 for one day and disenrolled the following day using evaluation as the reason. Please see the announcement *Enrollment for Evaluation Purposes* on the eCSSS home page for more details.

For more information and resources on distance education for students with disabilities, visit the [Continuity of Education](#) website, Special Populations tab.

If you have questions regarding students with disabilities, please contact Ms. Annie Kalama, Director, Exceptional Support Branch, at (808) 305-9806 or via email at [annie.kalama@k12.hi.us](mailto:annie.kalama@k12.hi.us).

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c: Superintendent  
Assistant Superintendents  
State Public Charter School Commission