



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

OFFICE OF TALENT MANAGEMENT

February 10, 2021

TO: Teachers

FROM: Dr. Cynthia A. Covell  
Assistant Superintendent

SUBJECT: **Revised Teacher Assignment and Transfer Program Posting, Interview, and Selection Dates for School Year 2021-2022**

Per the memo, *Update on Projected School Budgets and Teacher Assignment and Transfer Program Timeline*, dated January 29, 2021, revisions have been made to the Teacher Assignment and Transfer Program (TATP) posting, interview, and selection deadline dates for School Year (SY) 2021-2022. The changes are noted in the table below.

**Vacancy Posting Announcements:**

There will be two (2) posting announcements as follows:

	<b>Original Dates</b>	<b>Revised Dates</b>
TATP Posting #1	February 23 – March 4, 2021	March 22 – March 29, 2021
Interview and Selection	March 5 – March 25, 2021	March 30 – April 12, 2021
TATP Posting #2	April 12 – April 16, 2021	April 26 – April 29, 2021
Interview and Selection	April 19 – May 3, 2021	April 30 – May 10, 2021

**1. Applying for Vacancies Utilizing the Online Application Process:**

Teachers interested in applying for any advertised vacancies in TATP Posting #1 and TATP Posting #2 will be required to submit an online TATP application for each position that they want to be interviewed for. Teachers who are eligible to apply, but are not able to access the online application, should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

The Online TATP Application Process will be accessible to teachers beginning **March 22, 2021.**

To access the Electronic Human Resources homepage to begin the online application process, please go to the website listed below, click login, and enter your username and password.

<https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jspx>

**NOTE:** Your username is your employee ID number. Your password is your intranet password. If you do not have a Department of Education (DOE) intranet password or are experiencing log-in difficulties, contact the IT Help Desk at 564-6000 between the hours of 7:45 a.m. and 4:30 p.m. Hawaii standard time, Monday through Friday except State/ Federal holidays.

For complete details regarding how to apply and submit online applications, please review the ***Online Teacher Assignment And Transfer Program (TATP) Application for Teachers Quick Sheets, March 2021***, which can be downloaded from the website listed below.

<https://hidoeotm.org/tatp>

Teachers are reminded that they are allowed one transfer during the TATP period. When not selected for a vacancy, a teacher may continue to seek transfers to other vacancies following the same procedures. Vacancies created will be filled in accordance with the current *Guidelines for the Filling of Vacant Teacher Positions*.

**2. Positions Posted in TATP:**

All positions occupied by probationary teachers in their fifth and sixth semester of probation, National Board Certified teachers in their last semester of probation, and general and special education positions occupied by non-licensed teachers, will be posted during TATP Posting #1.

Teachers who are in their first, second, third, and fourth semester of probation including probationary teachers who have had their probation extended, will remain in their position. Their position will not be posted on the advertised announcements. As a reminder, however, probationary teachers will not remain in place if there is a displaced tenured teacher with a license for that position.

**3. Probationary Teachers Limited Transfer:**

Probationary teachers in their fifth and sixth semester of probation and National Board Certificated teachers serving in their last semester of probation, may apply for vacancies listed only on the TATP Posting #1, including their current position if announced during this time. If a transfer is not consummated, these teachers will be re-employed to existing vacancies, in accordance with the established guidelines for filling vacant teacher positions.

**4. Advertising Anticipated Vacancies**

Schools/offices may advertise anticipated vacancies due to resignations, retirements, or separation from service. Teachers are encouraged to inform their administrators of their upcoming resignations, retirements, or separations from service as soon as possible by

submitting the necessary documents by **March 23, 2021**, to the Office of Talent Management so anticipated vacancies can be included in the TATP Posting #2. Applicants seeking to transfer into these anticipated vacant positions must understand that it is a conditional transfer and can only be consummated if the position becomes vacant. Should it not become vacant the applicant will return to his/her former position.

**5. Consummating a Transfer:**

Teachers interested in consummating a transfer to a school must possess a current Hawaii Teacher Standards Board (HTSB) license in the subject and grade level of the vacancy being advertised.

Teachers interested in consummating a transfer to schools currently designated as Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools will be allowed to transfer, if they hold either a current HTSB license in the subject and grade level of the vacancy being advertised, **or** are highly qualified in the subject and grade level for that vacancy in accordance with the Every Student Succeeds Act. A listing of CSI and TSI schools has been included in the Posting Report for TATP Posting #1 and TATP Posting #2.

Teachers accepting a teaching position with a Public Charter School must consummate their movement by the end of the TATP Posting #1 (April 12, 2021). Teachers should complete and route Form DOE OTM 600-009, *Notification of Acceptance of a Charter School Position*, and Form DOE OTM 300-011, *Separation From Service* to the appropriate offices.

For more information regarding this subject, please refer to Guidelines regarding the movement of teachers between the DOE and Public Charter Schools which can be downloaded from the website listed below.

<https://hidoeotm.org/tatp>

Should you have any questions, please contact Grace Takai, Personnel Specialist at (808) 441-8383 or by e-mail at [grace.takai@k12.hi.us](mailto:grace.takai@k12.hi.us).

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c: Hawaii State Teachers Association