



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

OFFICE OF STUDENT SUPPORT SERVICES

May 10, 2022

TO: Complex Area Superintendents, Principals (All), Hawaii State Public Charter School Commission Executive Director, Public Charter School Directors (All), District Educational Specialists, and Special Education Teachers

FROM: Dr. Yvonne Humble *Dr. Yvonne Humble*
Acting Assistant Superintendent

SUBJECT: **Options to Support Teachers Involved in the Individualized Education Program Process**

This memorandum supersedes the March 14, 2017, Options to Support Special Education Teachers Involved in the Individualized Education Program (IEP) Process. It serves as a reminder of the available options to support teachers involved in the IEP process. These options will assist special education and general teachers with scheduling to allow participation in parent conferences, attending or preparing for IEP meetings, writing reports, and/or inputting data into the Hawaii State Department of Education (Department) electronic IEP data system.

Administrators shall work with their special education and general education teachers involved in the IEP process on how to best support this work. Questions may be directed to their respective Complex Area Resource Teachers, District Educational Specialists, and/or Complex Area Superintendents.

Schools may consider the following options:

- Substitutes can be hired and used on a rotational basis;
- Extra prep time for designated staff can be included in the master schedule for secondary schools;
- Use of early release time ten (10) days per school year, using the hour immediately before the end of the student day to participate in the IEP process, which includes preparing, scheduling, and attending IEP meetings. Refer to Article VI - Teaching Conditions and Hours, HH. Special Education, No. 1. Individualized Education Programs (IEPs) on page 30 of the Hawaii State Teachers Association (HSTA) and the State of Hawaii Board of Education (BOE) Agreement (July 1, 2021 – June 30, 2023);
- Teacher use of time when students attend "specials," such as music, art, Hawaiian, language(s) interpretation, physical education, computer lab, etc.; and

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- **Officially recalling teachers who agree to perform work, according to the Department's established procedures. Refer to Article XVI - Work Year, D. Recall Pay on page 59 of the HSTA and the State of Hawaii BOE Agreement (July 1, 2021 - June 30, 2023).**

Should you have any questions, please contact your Complex Area's Special Education District Educational Specialist or the Exceptional Support Branch at (808) 305-9806.

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**c: Interim Superintendent
Deputy Superintendent
Assistant Superintendents
Civil Rights and Compliance Branch
Monitoring and Compliance Branch
Hawaii State Public Charter School Commission
Office of Student Support Services**