



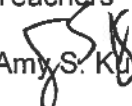
STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF HUMAN RESOURCES

August 18, 2014

**CIRCULATE & POST
ANNUAL MEMO**

TO: Principals (All)
Teachers

FROM:  Amy S. Kunz, Acting Senior Assistant Superintendent

SUBJECT: **Guidelines for Approval of Academic/Professional Development Credits for
Teacher Reclassification School Year 2014 -2015**

Teacher reclassification guidelines were established to ensure that teachers enroll in courses that would impact their school's improvement efforts for student learning and the performance in their respective subject of teaching assignment. The guidelines that govern teacher reclassification credits are specific in nature, yet provide the flexibility to encompass a diverse spectrum of coursework. Two sets of guidelines are attached: 1) Guidelines for Reclassification and 2) Guidelines and Procedures for Teachers Requesting to Enroll in a Graduate Degree Program.

Should you have any questions regarding the guidelines, please contact Wilfred K. Keola Jr., Personnel Specialist, at 586-3649 or the Teacher Reclassification Unit via lotus notes at Teacher_Reclassification@notes.k12.hi.us.

ASK:WK:sy

Attachments

c: Board of Education
Kathryn Matayoshi, Superintendent
Complex Area Superintendents
Certificated Personnel Regional Officers
Public Charter Schools Program Office
Hawaii State Teachers Association
Hawaii Government Employees Association
Hawaii Teacher Standards Board
OHR - Certificated Personnel Unit