

SY25-26 Public Charter School Monthly and Annual Reporting to HTSB

Required by [Hawaii Revised Statutes §302A-804](#)

SY25-26 MONTHLY FACULTY REPORT DIRECTIONS

IMPORTANT UPDATES & REMINDERS:

- **Monthly faculty reporting** has shifted to a **year-round** reporting schedule starting this school year, from July 2025 to June 2026.
- The report Excel file includes ALL months as separate tabs, from July 2025 to June 2026. This one reporting document, updated accordingly, is the only file that needs to be submitted to HTSB as an email attachment.
- In addition to submitting a full faculty list for each month, this yellow box must be completed for every report:

REQUIRED: Insert "X" in [] for only **ONE**. [] **Changes in faculty.** [] **NO changes** - Faculty list still required to be submitted.
- **Always check permitted teachers' statuses monthly, especially Emergency Hire Permit holders** as they may convert to a full teaching license at any point during the school year. This would affect your charter school's emergency hire count, which HTSB reports to Hawai'i State Legislature.
- A field for **middle names** is now provided due to same names in HTSB's licensing management system.
- For your convenience, a preparation report is provided for next school year's July 2026 report due to the quick turnaround time between SY25-26 and SY26-27.

The HTSB notifies and sends reports to the Hawai'i State Public Charter School Commission regarding monthly faculty reports. These reports consider: (1) charter school teachers teaching without valid Hawai'i licenses and permits, (2) any inaccurate reporting, and (3) the timeliness of report submissions.

REPORT REQUIREMENTS

**** Do NOT delete or move any names from the report.**

- **Employment start date** for every Bargaining Unit 5 (BU05) HSTA and non-union member teacher at your school.
- **Employment end date** for BU05 HSTA and non-union member teachers that are no longer working at your school **AND** for those who are no longer teaching or considered BU05.
- **Legal names** of every BU05 HSTA and non-union member teacher. The name listed should be the name that is used in their HTSB account and matches their valid government-issued photo identification. If not, they need to submit a *Name Change Request* in their HTSB account, under the *Name* tab.
- ~~Strikethrough~~ any name changes and add the correct legal name next to it.
- **School email address** for every BU05 HSTA and non-union member teacher. The teacher should provide their personal email address in their HTSB online account.
- **Subject(s) and grade level(s)** taught by every BU05 HSTA and non-union member teacher.
- **License/Permit Type** for every BU05 HSTA and non-union member teacher. Use the *HTSB Public License Search* link. Select the correct HTSB license/permit type using the drop-down list.
- **License/Permit Status** for every BU05 HSTA and non-union member teacher. Use the *HTSB Public License Search* link. Select the correct HTSB license/permit status using the drop-down list.

**** Only an Excel file format email attachment is accepted. No Google Sheets or other online sharing file formats.**

Include these faculty members in your report if they:

- ✓ Work at least fifty percent (50%) or more of the school day.
- ✓ Are BU05 teachers, school counselors, and school librarians. This includes HSTA and non-union members.
- ✓ Hold an Emergency Hire Permit, Hawaiian Permit, or CTE Permit. (A Student Teacher Permit CANNOT be used for employment.)
- ✓ Worked during the reporting month prior to the report's due date. (e.g., The August report due by September 10th must list all faculty employed during the entire month of August, even if a teacher was hired on August 31st.)

**** Do NOT include any substitute teachers, long-term substitutes, student teachers, or part-time teachers.**

Hawaii Revised Statutes §302A-805. **No person shall serve as a half-time or full-time teacher in a public school without first having obtained a license or permit from the board.**

☐ **ASAP: Review the SY25-26 "Initial" faculty list** (Tab 3 of attached Excel sheet):

1. Review the initial faculty list provided by HTSB. This "Initial" tab is LOCKED. Do not edit this sheet.
2. Go to the "July 2025" sheet (Tab 4), where the initial faculty list has already been copied and pasted. This is where you will edit your report accordingly.
3. Fill in the missing information and make any changes/updates as needed. As no report was submitted for June, be sure to include June 2025 faculty changes as well. The final May 2025 faculty report submitted by your school from SY24-25 was used. Active faculty and those with June employment end dates were kept/archived.
4. Update your July 2025 faculty list to include all teachers that meet the criteria shown in the box above. Any newly hired and missing teachers for SY25-26 are added at the bottom of the report in the "Added Faculty" section. **Do NOT alphabetize by last names. Keep in the order of BU05 employment start date.**

☐ **Make monthly updates to your faculty list** (Tabs 4 through 15):

- Go to the correct tab of the current reporting month. Complete the required yellow box (insert "X") for whether there are changes in faculty for the current month or not.
- Review, update accordingly, and double-check your monthly faculty list before submitting it by the 10th.
 - ✓ If there are no changes, copy and paste faculty information from the most updated report without making any edits. A full faculty list must be submitted every month.
- New and missing teachers are added at the bottom of the report in the "Added Faculty" section. **Do NOT alphabetize by last names. Keep in the order of BU05 employment start date.**
- **May 2026 report: Include all teachers employed through the last instructional day of the school year.**
- **June 2026 report: Final monthly faculty report of SY25-26. Include June employment end dates of any teachers leaving your school, and June employment start dates of any newly hired teachers.**

**** Do NOT change reports for previous months. If a revision is needed, let HTSB know as soon as possible.**

☐ **Submit your Monthly Faculty Reports to HTSB:**

- Attach your completed report in **Excel file format only** and email directly to: htsb@hawaii.gov and Cc: membership@hsta.org
- Email Subject Line format: **<School Name> - PCS Monthly List - <Month & Year>**
- Submit reports anytime from the **1st to the 10th** of the month it's due to ensure staff accuracy for the **entire** month that is being reported on.
 - ✓ See next page for list of SY25-26 due dates.

SY25-26 Monthly Faculty Report Due Dates (NO LATER THAN):

August 10, 2025	Faculty employed in July 2025 , and any faculty changes for June 2025
September 10, 2025	Faculty employed in August 2025
October 10, 2025	Faculty employed in September 2025
November 10, 2025	Faculty employed in October 2025
December 10, 2025	Faculty employed in November 2025
January 10, 2026	Faculty employed in December 2025
February 10, 2026	Faculty employed in January 2026
March 10, 2026	Faculty employed in February 2026
April 10, 2026	Faculty employed in March 2026
May 10, 2026	Faculty employed in April 2026
June 10, 2026	Faculty employed in May 2026
July 10, 2026	Faculty employed in June 2026 Submit together <u>with</u> the SY25-26 Annual Report

JULY 2026 PREPARATION REPORT DIRECTIONS

- ☐ **NOT REQUIRED: Complete the July 2026 preparation report for SY26-27** (Tab 16):
- Based on your June 2026 report, use this sheet to prepare for SY26-27.
 - Once you have received the SY26-27 report from HTSB, copy and paste the information into the “July 2026” tab.
- ** Do NOT turn this preparation report in. HTSB will NOT accept this as the July 2026 submission for SY26-27.**

SY25-26 ANNUAL REPORT DIRECTIONS

- ☐ **Complete Emergency Hire Permit Holder information** (Tab 18):
- If your school had no Emergency Hire Permit holders on faculty, write “N/A.” Do NOT leave blank.
- ☐ **Complete Permit Holders & Out-of-Field Licensed Teachers information** (Tab 19):
- If your school’s count is zero (0), write “0.” Do NOT leave blank.
 - If your school did not have any classes taught by an out-of-field licensed teacher, write “N/A.” Do NOT leave blank.
- ☐ **Submit your June 2026 and Annual Report together to HTSB by **July 10, 2026**:**
- Attach your completed report in **Excel file format only** and email directly to: htsb@hawaii.gov and Cc: membership@hsta.org
 - Email Subject Line format: **<School Name> - June 2026 & Annual Report**

Questions? Check out the “**Resource Links**” tab in your report file. You may also contact: htsb@hawaii.gov