

SY26-27 PCS MONTHLY & ANNUAL REPORTING TO HTSB

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

TABLE OF CONTENTS

- I. Overview & Deadlines
- II. Step-by-Step Guide: PCS Monthly Faculty Report
- III. Step-by-Step Guide: PCS Annual Report 1 of 2
- IV. Step-by-Step Guide: PCS Annual Report 2 of 2

IMPORTANT REMINDERS

- [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.**
- Monthly faculty reporting is now on a year-round reporting schedule, from July 2026 to June 2027.
- The report Excel file includes all months as separate tabs AND the Annual Report questionnaire. This one reporting document, updated accordingly, is the only file that needs to be submitted to HTSB as an email attachment.
- **Always check permitted teachers' statuses monthly, especially Emergency Hire Permit holders**, as they may convert to a license at any point during the school year. This would affect your school's emergency hire count.
- **A Student Teacher Permit CANNOT be used for employment.**

WHO TO INCLUDE IN YOUR REPORT

- ✓ Bargaining Unit 5 (BU05) members (teachers, school counselors, school librarians), including HSTA and non-union.
- ✓ Works at least 50% or more of the school day during the reporting month. (e.g., The August report due by September 10th must list all faculty employed during the entire month of August, even if hired on August 31st.)
- ✓ Do NOT include any student teachers, substitute teachers, long-term substitutes, or part-time teachers.

SY26-27 REPORT DEADLINES (SUBMIT NO LATER THAN)

Monday, August 17, 2026	July 2026 Monthly Report: Faculty employed 7/1/2026 to 7/31/2026
Thursday, September 10, 2026	August 2026 Monthly Report: Faculty employed 8/1/2026 to 8/31/2026
Saturday, October 10, 2026	September 2026 Monthly Report: Faculty employed 9/1/2026 to 9/30/2026
Tuesday, November 10, 2026	October 2026 Monthly Report: Faculty employed 10/1/2026 to 10/31/2026
Thursday, December 10, 2026	November 2026 Monthly Report: Faculty employed 11/1/2026 to 11/30/2026
Sunday, January 10, 2027	December 2026 Monthly Report: Faculty employed 12/1/2026 to 12/31/2026
Wednesday, February 10, 2027	January 2027 Monthly Report: Faculty employed 1/1/2027 to 1/31/2027
Wednesday, March 10, 2027	February 2027 Monthly Report: Faculty employed 2/1/2027 to 2/28/2027
Saturday, April 10, 2027	March 2027 Monthly Report: Faculty employed 3/1/2027 to 3/31/2027
Monday, May 10, 2027	April 2027 Monthly Report: Faculty employed 4/1/2027 to 4/30/2027
Thursday, June 10, 2027	May 2027 Monthly Report: Faculty employed 5/1/2027 to 5/31/2027
Saturday, July 10, 2027	June 2027 Monthly Report: Faculty employed 6/1/2027 to 6/30/2027 SY26-27 Annual Report 1 & 2

STEP-BY-STEP GUIDE: PCS MONTHLY FACULTY REPORT

- Do NOT delete/move any names from or around in the report.
- Do NOT delete/hide teachers who are no longer at your school. Insert employment end date.

Required?	Step	Description
REQUIRED	1.	Yellow box at the top of the monthly report: Insert "X" in [] for either "[] Changes in faculty" or "[] NO changes in faculty"
REQUIRED	2.	Employment Start Date as BU05 member. If a teacher was rehired, keep their historical start date and note their rehired date on the side or right click > <i>New Note</i> .
REQUIRED	3.	Employment End Date (if applicable) as BU05 member. This also applies to teachers who move out of a BU05 position within your school. If a teacher is on leave and will return at a future date, you may write "LEAVE" or "LWOP" accordingly.
REQUIRED	4.	Legal Last and First Names; Middle Name (if applicable). Found with our <i>Search for an Educator</i> function. If a teacher changed their name, strikethrough the old name and add the correct name next to it. (Highlight old name > right click > <i>Format Cells > Font > Strikethrough</i>). The teacher should submit a <i>Name Change Request</i> in their HTSB account and upload a copy of their matching valid government-issued photo ID to the <i>Documents</i> tab. Once approved, their account and current license/permit will match their new name.
REQUIRED	5.	School Email Address
REQUIRED	6.	Subject(s) Taught & Grade Level(s). Do NOT copy/paste the license or permit teaching field(s) here. HTSB needs the actual teaching assignments of the teacher. This helps to determine out-of-field placement(s) for the Annual Report. **Update as needed.
REQUIRED	7.	License/Permit Type. Found with our <i>Search for an Educator</i> function. This is the license or permit that a teacher has obtained and is able to download a copy of from their HTSB account, NOT simply applied for. **Update as needed.
REQUIRED	8.	License/Permit Status. Found with our <i>Search for an Educator</i> function. Leave BLANK if a teacher does NOT hold a valid license or permit from HTSB, even if they have applied and are pending review. **Update as needed.
REQUIRED	9.	Added Faculty section. Repeat #2-8 for newly hired faculty or those missing from the report. Organize by employment start date. Do NOT alphabetize by name.
	10.	License/Permit Expiration Date. Found with our <i>Search for an Educator</i> function.
	11.	HTSB License/Permit Teaching Field(s). Found with our <i>Search for an Educator</i> function. This is what a teacher is qualified to teach according to their HTSB license. HQT (Hawai'i Qualified Teacher) is a different story and is determined by HIDOE.
	12.	HQT* / Teacher is licensed in their teaching lines. This is related to the Annual Report's "Out-of-Field Licensed Teacher" section on Tab 2. ✓ Select "NO Lines" for ALL permit holders, including emergency hires. All permit holders are out-of-field licensed teachers as they are not qualified licensed teachers. ✓ Select "All Lines" if a licensed teacher is teaching classes within ALL their HTSB licensed area(s) - see <i>HTSB License/Permit Teaching Field(s)</i>. ✓ Select "Some Lines" if a licensed teacher is teaching classes only within some of their HTSB licensed area(s), and the rest of the classes are out-of-field / outside of the licensed area(s) - see <i>HTSB License/Permit Teaching Field(s)</i>.
REQUIRED	13.	Create a new email titled "<PCS Name> - PCS Monthly List - <Report Month & Year>" to htsb@hawaii.gov with Cc: membership@hsta.org . Attach monthly report Excel file to email. No PDFs, Google Sheets, or other online files.
REQUIRED	14.	**Use our <i>Search for an Educator</i> function to frequently check the licensure status of your Emergency Hire Permit holders. Update information in the corresponding month as needed. These teachers may convert to a full license at any point during the school year.

STEP-BY-STEP GUIDE: PCS ANNUAL REPORT 1 OF 2

- If your school did not employ any Emergency Hire Permit holders, write "N/A" in line 1. Do NOT leave blank.

Required?	Step	Description
EMERGENCY HIRE PERMIT HOLDERS		
<i>This also applies to any Emergency Hire Permit holder who left employment or converted to a license (Provisional, Standard, Advanced) during the school year.</i>		
REQUIRED	1.	Emergency Hire Permit Holder's Legal Last and First Names. Same as #4 in the monthly faculty report guide.
REQUIRED	2.	Subject(s) Taught & Grade Level. Same as #6 in the monthly faculty report guide.
REQUIRED	3.	Reason for Hire. Provide a reason for why this emergency hire teacher was employed.
REQUIRED	4.	Number of Months or Years Employed as an Emergency Hire Permit Holder. This also applies to any Emergency Hire Permit (EHP) holder who left employment or converted to a full license during the school year. Only their months of service as an EHP holder will be counted for this. It is possible that the number of EHP faculty you end the school year with will NOT match the total number of EHP faculty employed during the school year.
REQUIRED	5.	Select Months or Years

STEP-BY-STEP GUIDE: PCS ANNUAL REPORT 2 OF 2

- If the question is not applicable or your answer is zero (0), write "N/A" or "0" accordingly. Do NOT leave blank.

Required?	Step	Description
PERMITTED TEACHERS		
<i>A permitted teacher is an individual teaching with an Emergency Hire Permit, a Hawaiian Permit, or a CTE Permit. A Student Teacher Permit CANNOT be used for employment.</i>		
REQUIRED	1.	Total number of Emergency Hire Permitted teachers employed during the school year at your school. Same as the total number of EHP holders in the Annual Report 1 of 2 guide, including those left employment or converted to a full license.
REQUIRED	2.	Total number of classes taught by a teacher who holds a permit for a quarter or more. Do NOT write the subject(s) and grade level(s). HTSB needs a numerical value. This applies to teachers holding an Emergency Hire Permit, Hawaiian Permit, or CTE Permit.
OUT-OF-FIELD TEACHERS		
<i>An out-of-field teacher is an individual teaching in a subject area or grade level that is NOT on their HTSB license as a teaching field. This includes permitted teachers as they are NOT qualified teachers and are out-of-field.</i>		
REQUIRED	3.	Total number of Special Education students taught by out-of-field teachers
REQUIRED	4.	Total number of English Language Learner students taught by out-of-field teachers
REQUIRED	5.	Total number of Economically Disadvantaged students taught by out-of-field teachers
REQUIRED	6.	Total number of classes taught by an out-of-field teacher. Includes permitted teachers. May not match #2 of the Permitted Teachers section.
REQUIRED	7.	List names of all classes taught by an out-of-field teacher at your school during this year, one class per line below