



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

OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

August 26, 2019

Action Required

TO: Complex Area Superintendents
Public Charter School Executive Director
GEAR UP School Principals

FROM: Donna Lum Kagawa 
Assistant Superintendent

SUBJECT: **School Year 2019-2020 Hawaii P-20 Bus Support for GEAR UP Eligible Schools-Revised Funding Process**

For School Year (SY) 2019-2020, Hawaii P-20 will be accepting requests for bus funding from GEAR UP eligible schools that have at least 50% of students receiving free and reduced-priced meals.

The purpose of this funding is to enable students to be prepared for college and/or careers. Activities supported by this funding should expose students to various choices, options, requirements, and/or pathways related to college or selected careers. All activities need to align to the following Hawaii P-20 college access and enrollment strategies:

1. Improve college and career readiness through early academic preparation;
2. Expand college-level learning opportunities for high school students;
3. Increase access to postsecondary options for every student; and
4. Increase postsecondary enrollment and successful first-year completion.

Revised Funding Procedure Effective SY 2019-2020:

Schools will pay for buses and request for reimbursement from Hawaii P-20 for pre-approved activities pursuant to the following:

1. Submit a request for approval online at <http://www.p20hawaii.org/resources/> no later than three weeks prior to the activity. Requests submitted less than three weeks prior to the activity may not be reviewed.
2. Schools will be notified via email within a week whether their request has been approved.
3. After approval is received via email, schools will work directly with the bus company to reserve and confirm bus pickup/drop off locations, dates, and times.
4. After the activity is completed, the following documents are required for reimbursement by Hawaii P-20:
 - Copy of the bus invoice;
 - Copy of the purchase order and FMS vendor payment inquiry documenting invoice/check number;
 - Invoice from the school to Hawaii P-20 requesting reimbursement (matching bus invoice); and
 - Completed online evaluation and participation list with student first/last names, grade levels, school, and volunteer last/first names.

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5. Mail documents to:
GEAR UP Hawaii/Hawai'i P-20/University of Hawaii
2425 Campus Road, Room 504
Honolulu, HI 96822
6. Reimbursement may take up to four weeks.

If you have any questions regarding bus requests or payments, please contact Ms. Susan Uno, GEAR UP Project Manager, at (808) 956-5691 or via email at suno@hawaii.edu. For other inquiries, please contact Mr. Dan Miyamoto, Administrator, Career Readiness Section, at (808) 305-9701 or via email at dan.miyamoto@k12.hi.us.

DLK:dm

Attachment

c: Superintendent
Deputy Superintendent
Assistant Superintendents