



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

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

July 5, 2018

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

FROM: Donna Lum Kagawa 
Assistant Superintendent

SUBJECT: **School Year (SY) 2018-19 Hawaii P-20 Bus Support for GEAR UP Eligible Schools-Revised Funding Process**

For SY 2018-19, 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:

Schools will pay for buses and request for reimbursement from Hawaii P-20 for pre-approved activities.

1. In order to qualify for bus reimbursement, first 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/dropoff 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 evaluation and attendance list.
5. Mail documents to:
GEAR UP Hawaii/Hawai'i P-20/University of Hawaii
2425 Campus Road, Room 504
Honolulu, HI 96822.

Complex Area Superintendents, et al.
July 5, 2018
Page 2

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 Lotus Notes.

DLK:aw
Attachment

c: Superintendent
Assistant Superintendents
Superintendent's Office Directors
State Public Charter School Commission

GEAR UP Schools – SY 2018-19

High Schools		Middle Schools		Charter Schools	
1	Anuenue*	1	Anuenue*	1	Connections
2	Farrington High	2	Central Middle	2	Hawaii Academy of Arts & Sciences
3	Hana High & EI*	3	Dole Middle	3	Hakipuu Learning Center
4	Hilo High	4	Hana High & EI*	4	Innovations
5	Honokaa High & Inter*	5	Hilo Inter	5	Ka Umeke Kaeo
6	HSDB	6	Honokaa High & Inter*	6	Ka Waihona O Ka Naauao
7	Kaimuki High	7	Ilima Inter	7	Kamaile Academy
8	Kau High/Pahala EI*	8	Jarrett Middle	8	KANAKA
9	Ke Kula O Ehunuikaimalino*	9	Kalakaua Middle	9	Kanu O Ka Aina
10	Keaau High	10	Kalama Inter	10	Kanuikapono
11	Kealakehe High	11	Kalaniana'ole EI & Inter	11	Kau Learning Academy
12	Kohala High	12	Kapaa Middle	12	Kawaikini
13	Konawaena High	13	Kau High/Pahala EI*	13	Ke Ana Laahana
14	Leilehua High	14	Kawananakoa Middle	14	Ke Kula Niihau O Kekaha Learning Center
15	McKinley High	15	Ke Kula O Ehunuikaimalino*	15	Kona Pacific
16	Molokai High	16	Keaau Middle	16	Kua O Ka La
17	Nanakuli High & Inter*	17	Kealakehe Inter	17	Laupahoehoe Community
18	Olomana*	18	King Inter	18	Volcano School of Arts & Sciences
19	Pahoa High & Inter*	19	Kohala Middle	19	Waimea Middle
20	Waianae High	20	Konawaena Middle		
21	Waipahu High	21	Lahaina Inter		
		22	Molokai Middle		
		23	Nanakuli High and Inter*		
		24	Olomana*		
		25	Paauiilo EI & Inter		
		26	Pahoa High & Inter*		
		27	Wahiawa Middle		
		28	Waiakea Inter		
		29	Waianae Inter		
		30	Waikoloa EI & Inter		
		31	Waimanalo EI & Inter		
		32	Waimea Canyon Middle		
		33	Waipahu Inter		
		34	Washington Middle		

* Denotes school listed in multiple categories