



Hawai'i State Department of Education  
Harm to Students Registry Removal Procedures

**THIS PROCESS IS AVAILABLE TO INDIVIDUALS WHOSE NAMES WERE PLACED ON THE HARM TO STUDENTS' REGISTRY BY THE HAWAII STATE DEPARTMENT OF EDUCATION. OTHER INDIVIDUALS SHOULD CONTACT THE EDUCATIONAL INSTITUTION THAT PLACED THEIR NAME ON THE HARM TO STUDENTS' REGISTRY.**

An individual (Requestor) who was placed on the Registry by the Department may submit a request for removal to the Assistant Superintendent of the Office of Talent Management to have the Requestor's name removed from the Registry if the Requestor has discovered **new information** that the Requestor believes proves that he/she has not inflicted harm on a student.

The Request for Removal (Request) from the Registry must include:

The Requestor's full legal name, current address, telephone number, date of birth, and any and all **newly** discovered documents, information, and/or evidence the Requestor discovered that the Requestor believes proves that he/she has not inflicted harm on a student (Request Packet). The Request Packet must be sent to:

Hawai'i State Department of Education  
Attn: Office of Talent Management – Assistant Superintendent  
P.O. Box 2360  
Honolulu, Hawaii 96804

The Request Packet may be submitted in hard copy form or on a flash drive.

The Department's Registry Removal Panel will initially review the Request Packet submitted and the Department's entire file, resulting in the Requestor's placement on the Registry.

The Registry Removal Panel will consider any and all newly discovered documents, information, and/or evidence submitted in the Request Packet and issue a decision on the Request, with or without a meeting. The necessity of a meeting is within the sole discretion of the Registry Removal Panel.

The Decision of the Registry Removal Panel shall be final.