



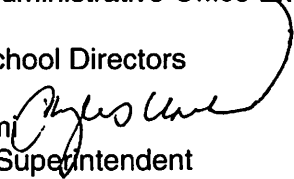
STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

July 28, 2017

TO: Deputy Superintendent
Complex Area Superintendents
Charter School Administrative Office Executive Director
Principals
Public Charter School Directors

FROM: Phyllis Unebasam 
Acting Assistant Superintendent

SUBJECT: FALL SY 2017-18 TRAINING
Accessibility and Accommodations for Assessments

The Assessment Section in the Office of Strategy, Innovation and Performance, will provide Train-the-Trainer sessions on Accessibility and Accommodations for Assessments.

These one-day training sessions are intended for:

1. Complex/District Support Staff
2. Student Services Coordinators
3. Special Education Department Chairs
4. Others – Special Education Teacher Leaders

Complex/District Support Staff and school-level Student Services Coordinators, Special Education Department Chairs, and Special Education Teacher-Leaders will be provided information on current Accessibility Supports that are available for state testing: levels of support, variety of forms, and recommendations for use.

Participants will:

- Receive in-depth training on the identification of appropriate supports;
- Learn the procedures for setting, requesting, and/or verifying different levels of support;
- Be provided with guidelines on the alignment of supports for instruction and assessment;
- Understand identification of students for the Hawaii State Alternate Assessment (HSA-Alt);
- Receive information on current and emerging national trends in accessibility supports;
- Be expected to share their learning on their return to their home complex, district, or school.

All utilized training resources will be made available to participants to use or modify as needed for follow-up trainings.

Trainings will be held on various dates and at various locations throughout the state from September 7 – October 6, 2017.

**Hawaii Department of Education Train-the-Trainer Sessions
 Accessibility and Accommodations in Instruction and Assessment
 September – October 2017**

Date and Time	Island	Location
Thursday, September 7, 2017 8:30 a.m. – 3:00 p.m.	Kauai	Kauai High School, Room R-3, Lihue
Friday, September 15, 2017 8:30 a.m. – 3:00 p.m.	*Maui	Maui McKinley Community School for Adults Annex 179 Ka'ahumanu Avenue, Kahului
Monday, September 18, 2017 8:30 a.m. – 3:00 p.m.	East Hawaii	U.H. Hilo, Campus Center, Room 306
Tuesday, September 19, 2017 8:30 a.m. – 3:00 p.m.	West Hawaii	West Hawaii Civic Center, Community Meeting Hale 74-5044 Ane Keohokalole Highway, Kailua-Kona
Monday, September 25, 2017 8:30 a.m. – 3:00 p.m.	*Honolulu Oahu	Oahu McKinley Community School for Adults 634 Pensacola Street, Honolulu
Thursday, September 28, 2017 8:30 a.m. – 3:00 p.m.	*Windward Oahu	Oahu McKinley Community School for Adults 634 Pensacola Street, Honolulu
Monday, October 2, 2017 8:30 a.m. – 3:00 p.m.	*Central Oahu	Oahu McKinley Community School for Adults 634 Pensacola Street, Honolulu
Thursday, October 5, 2017 8:30 a.m. – 3:00 p.m.	*Leeward Oahu	Oahu McKinley Community School for Adults 634 Pensacola Street, Honolulu
Friday, October 6, 2017 8:30 a.m. – 3:00 p.m.	*Oahu	Oahu McKinley Community School for Adults 634 Pensacola Street, Honolulu

*Airfare will be provided for participants from Molokai, Hana and Lanai to attend a training session.

REGISTRATION

Complex/District Support Team members and school-level Student Services Coordinators, Special Education Department Chairs, and Special Education Teacher Leaders should complete the online registration form by using the link found on <http://www.alohahsap.org/SMARTERBALANCED> home page by **Friday, August 25, 2017**.

Participants on Hawaii, Maui, Oahu, and Kauai islands are to register for the training session on their island. Molokai, Hana and Lanai residents are encouraged to register for the training session on Maui; however, if more convenient, these individuals may register for a training session on Oahu. When registering, information will be requested about the level of commitment that a participant is willing to deliver after attending the Train-the-Trainer session. Registrants should conscientiously communicate their intended level of commitment to training others on their return to their work site.

There are a limited number of seats available at each training session location and date. Priority will be given to trainers that can commit to a high level of support for the initiative and/or are in current school or district roles that broaden the breadth of their audience and reach.

All registrants will receive an automated confirmation email that verifies that the online registration has been successfully completed. Note: This automated message does NOT indicate confirmation of participation. After the online registration site closes, all approved registrants, will receive a second confirmatory email notifying them of their acceptance for the specific training date and containing further details about the training session location, schedule, and any last minute logistics. If an automated confirmation of registration email is not received within 24 hours of

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submission of the online registration form, contact Emily MacGillivray at the American Institutes for Research (AIR) at (808) 943-3906 or by email at emacgillivray@air.org.

DETAILS AND WHAT TO BRING TO THE SESSION

Each participant should bring a laptop computer (if possible) for use during the training session and a sweater or jacket. Sign-in will begin at 8:00 a.m. and the training session will begin promptly at 8:30 a.m. A half-hour working lunch is scheduled.

SUB CODES

Teachers and other support staff who need a substitute in order to attend will use Reason code 54 and one of the following two budget codes to secure a substitute: **Charter Schools use: 18055571**
DOE Schools use: 15654571.

If you have any questions, please contact Susan Forbes, Test Development Specialist, or Brian Reiter, Administrator, Assessment Section, at (808) 733-4100 or via Lotus Notes.

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c: Assistant Superintendents
Assessment Section