



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

July 25, 2019

ACTION REQUIRED
Due: August 14, 2019

TO: Complex Area Superintendents
Public Charter School Executive Director
Principals (High School)
Public Charter School Directors (High School)
School ACT Test Coordinators
College Counselors

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **ACT College and Career Readiness Workshop**

The Assessment Section, in conjunction with ACT, will be conducting a one-day workshop for high school principals (or designees), ACT test coordinators, college counselors and complex area staff members on Wednesday, August 28, 2019 at the Diamond Head Annex, Room 226 (475 22nd Avenue). Public and public charter school personnel who have a role in coordinating or administering the ACT College and Career Readiness system of assessments are invited to attend this workshop. Important information will be shared about The ACT, PreACT and WorkKeys.

The purpose of the ACT College and Career Readiness Workshop is to provide participants with the necessary information to plan, administer and interpret the results of any of the optional suite of ACT assessments and to assist students in meeting their college and career goals.

Topics to be covered in the workshop include:

- School Year 2019-20 test windows for the ACT program assessments
- Information about the PreACT and WorkKeys assessments
- Scheduling tips and tricks for the PreACT and WorkKeys assessments
- Using score reports and results to assist students in setting and meeting college and career goals
- Using PreACT results to guide interventions
- Using WorkKeys assessments to gauge college and career readiness
- Hands-on demonstrations of available resources

Participants are encouraged to bring a laptop or other electronic device capable of accessing the internet. A sweater or jacket is also recommended. Sign-in will begin at 8:30 a.m. with the first session starting promptly at 9:00 a.m.

Each high school is encouraged to have one administrator and a member of their assessment team involved with the ACT or college and career readiness assessments attend the workshop. Complex Area Superintendents and their staff are also invited to attend. Travel costs for neighbor island participants will be covered by the Assessment Section.

ACT College and Career Readiness Workshop

Date	Event	Location
August 28, 2019 9:00 a.m. – 3:00 p.m.	ACT College and Career Readiness Workshop	Diamond Head Annex (OCID, OSSS, Assessment) 475 22 nd Ave. Honolulu, HI 96816 Room 226

The online [registration](https://bit.ly/2Gk0YDs) for the training may be accessed at: <https://bit.ly/2Gk0YDs>. The deadline to register is **Wednesday, August 14, 2019**. Space is limited so please register before the deadline as registration requests will be approved in the order they are received.

Completing the online registration form does not guarantee acceptance for the workshop. The Department's Assessment Section will review the requests to ensure that the key staff members at each school and complex area are given first opportunity to register. Once confirmed, each registrant will receive a confirmation email from the Assessment Section. Each registrant must receive this confirmation email before attending the training.

If you have any questions, contact Bruce Hirotsu, Test Development Specialist, Assessment Section, at (808) 307-3636 or at bruce.hirotsu@k12.hi.us.

RL:bh
Attachment

c: Deputy Superintendent
Assistant Superintendents
State Public Charter School Commission
Assessment & Accountability Branch

ACT College and Career Readiness Workshop

Agenda

Time	Section	Materials/Notes
8:30-9:00	Attendee check-in and meeting preparation	
9:00-9:15	General: welcome, introductions, workshop objectives, agenda, materials	Whole Team
9:15-9:30	Program Overview	Kevin, Kaliko, Livi
9:15-9:20	School Year 2019-20 Test Windows	
9:20-9:30	State Testing Resources	
9:30-11:25	PreACT Implementation and Data Workshop	
9:30-9:45	PreACT Overview	
9:45-10:25	Planning for and Administering PreACT	Meredith
10:25-11:10	Interpreting PreACT Results	
11:10-11:25	PreACT Resources	
11:25-11:30	Wrap up & PreACT Program Questions & Resources	Kevin, Kaliko, Livi
11:30-12:30	Lunch	
12:30-2:45	WorkKeys Implementation and Planning	
12:30-1:00	WorkKeys Overview	
1:00-2:00	Planning for and Administering WorkKeys	
2:00-2:20	Using WorkKeys Results	Rick
2:20-2:35	WorkKeys Resources	
2:35-2:45	Questions	
2:45-3:00	Planning and Wrap Up	Whole Team