TO: Complex Area Superintendents
   Public Charter School Executive Director
   Principals (All)
   Public Charter School Directors (All)
   School Test Coordinators
   Technology Coordinators
   Curriculum Coordinators
   Student Services Coordinators

FROM: Rodney Luke
       Interim Assistant Superintendent

SUBJECT: Hawaii Statewide Assessment Program (HSAP) Training

The February 2018 district trainings for the Hawaii Statewide Assessments (HSA) have been scheduled for public schools in each district and for public charter schools that are geographically located in each district.

Breakout sessions for this training include topics such as:

- Smarter Balanced test coordination, administration and security
- Transforming assessment data into action research in the classroom
- Technology readiness and troubleshooting
- Smarter Balanced Interim and AIRways Assessments
- Understanding Smarter Balanced scores
- HSA Science and transition to Next Generation Science Standards (NGSS)
- Smarter Balanced Digital Library

Each school is encouraged to have a team attend the training that includes the principal and/or vice principal, Smarter Balanced test coordinator, technology coordinator, curriculum coordinator and student services coordinator. If the Smarter Balanced test coordinator is scheduled to provide direct instruction to students on the date of the training, the Assessment Section will provide a substitute for the teacher (reason 54, sub code: 15654571 – DOE or 18055571 – Charter). The school will be responsible for all other attendees that require a substitute.
Complex areas are encouraged to have a team attend the training that includes the complex area superintendent, school renewal specialists and complex area support team members involved with supporting test coordination and administration. If a complex area requests that additional staff members participate in the training, the additional staff members will be placed on a waiting list until the key complex area staff members have an opportunity to register.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DISTRICT</th>
<th>SITE</th>
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</thead>
<tbody>
<tr>
<td>February 1 (Thursday)</td>
<td>East Hawaii-Hilo</td>
<td>Grand Naniloa Hotel Hilo</td>
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<tr>
<td>February 2 (Friday)</td>
<td>West Hawaii-Kona</td>
<td>King Kamehameha's Kona Beach Hotel</td>
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<td>February 5 (Monday)</td>
<td>Leeward/Windward &amp; Lanai*</td>
<td>Hawaii Convention Center</td>
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<tr>
<td>February 6 (Tuesday)</td>
<td>Central/Honolulu &amp; Lanai*</td>
<td>Hawaii Convention Center</td>
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<tr>
<td>February 8 (Thursday)</td>
<td>Kauai</td>
<td>Kauai Beach Hotel</td>
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<tr>
<td>February 9 (Friday)</td>
<td>Maui, Molokai, Hana High-Elem **</td>
<td>Maui Community College</td>
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* Airfare will be provided for two staff members per school on Lanai to attend a training on Oahu.
** Airfare will be provided for two staff members per school on Molokai and Hana High-Elementary to attend the training on Maui.

The online registration for each training may be accessed at the following link:

Deadline to register is January 19, 2018.

Completing the online registration form does not guarantee acceptance for a training date. 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 American Institutes for Research (AIR). Each registrant must receive the AIR confirmation email before attending a training.

Staff members at each school must attend the training in their district as members of their school team. Requests to register for trainings in other districts will not be processed without a reason for the change in location which will be reviewed by the Assessment Section.

If you have any questions, contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

RL:cy

c: Deputy Superintendent
   Assistant Superintendents
   State Public Charter School Commission
   Superintendent’s Office Directors
   Assessment & Accountability Branch