

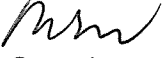


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

November 13, 2017

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.

DATE	DISTRICT	SITE
February 1 (Thursday)	East Hawaii-Hilo	Grand Naniloa Hotel Hilo
February 2 (Friday)	West Hawaii-Kona	King Kamehameha's Kona Beach Hotel
February 5 (Monday)	Leeward/Windward & Lanai*	Hawaii Convention Center
February 6 (Tuesday)	Central/Honolulu & Lanai*	Hawaii Convention Center
February 8 (Thursday)	Kauai	Kauai Beach Hotel
February 9 (Friday)	Maui, Molokai, Hana High-Elem **	Maui Community College

\* 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:  
<http://bit.ly/Feb2018HSAP> or by clicking the HSAP Training button at <http://alohahsap.org>.  
**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.

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