



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

August 1, 2018

ACTION REQUIRED
Due: August 17, 2018

TO: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals
Public Charter School Directors
Student Services Coordinators
Special Education Department Chairs
Special Education Teachers
Test Coordinators

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Accessibility and Accommodations Training for SPED Educators**

The Assessment Section in the Office of Strategy, Innovation and Performance is offering one-day training sessions on Accessibility and Accommodations in instruction and assessment.

The one-day training sessions are intended for:

1. Special Education Teachers
2. Special Education Department Chairs
3. Student Services Coordinators (SSCs)

Participants will learn about the appropriate use of accessibility supports in classroom instruction and assessment. Current accessibility supports available for state testing will also be reviewed along with processes for documenting student designated supports and accommodations in the Individualized Education Program (IEP), 504, and English Language Learner (ELL) records.

Participants will:

- Receive in-depth training on the identification of appropriate accessibility supports for classroom instruction and assessment;
- Review processes for documenting designated support and accommodation needs within IEP, 504, and ELL plans;
- Understand the procedures for setting, requesting, and/or verifying accessibility supports for statewide assessments in TIDE (Test Information Distribution Engine);
- Become familiar with Hawaii's Alternate Assessment Student Identification Process;
- Learn about the 1% federal cap on alternate test participation; and,
- Receive information on current and emerging national trends in accessibility supports.

Trainings will be held on various dates and at various locations throughout the state from September 7 – 28, 2018.

**Accessibility and Accommodations Trainings
 September 2018**

Date and Time	District	Location
Friday, September 7, 2018 8:30 a.m. – 3:00 p.m.	East Hawaii	Grand Naniloa Hotel 93 Banyan Drive (Hilo)
Thursday, September 13, 2018 8:30 a.m. – 3:00 p.m.	Leeward	Ho’okele Elementary 511 Kunehi Street (Kapolei)
Friday, September 14, 2018 8:30 a.m. – 3:00 p.m.	*Central	McKinley Community School for Adults 634 Pensacola Street, Room 110 (Honolulu)
Monday, September 17, 2018 8:30 a.m. – 3:00 p.m.	West Hawaii	Courtyard King Kamehameha Kona Beach Hotel 75-5660 Palani Road (Kona)
Friday, September 21, 2018 8:30 a.m. – 3:00 p.m.	*Maui	King Kamehameha Golf Course Clubhouse 2500 Honoapiilani Highway (Wailuku)
Tuesday, September 25, 2018 8:30 a.m. – 3:00 p.m.	Kauai	Kauai Beach Hotel 4331 Kauai Beach Drive (Lihue)
Thursday, September 27, 2018 8:30 a.m. – 3:00 p.m.	*Honolulu	McKinley Community School for Adults 634 Pensacola Street, Room 110 (Honolulu)
Friday, September 28, 2018 8:30 a.m. – 3:00 p.m.	Windward	Kailua Intermediate 145 South Kainalu Drive (Kailua)

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

REGISTRATION

Special education teachers, SPED department chairs, and SSCs should complete the online registration form at <https://alohahsap.org> > *Smarter Balanced* > *Accessibility and Accommodations Training* by **Friday, August 17, 2018**. Space is limited so please register before the deadline as registration requests will be approved in the order they are received.

School-level staff who wish to attend are to register for the training session for the District in which their school is located. Hana, Lanai and Molokai residents are encouraged to register for the training session on Maui, however, if more convenient, these individuals may register for the Honolulu or Central Oahu session held at McKinley Community School for Adults.

All registrants will receive an automated confirmation email that verifies that the online registration has been successfully completed. If an automated confirmation of registration email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at the American Institutes for Research (AIR) at (808) 943-3910 or by email at emacgillivray@air.org. Note: The automated message is **not** a confirmation of participation. After the online registration site closes, **approved** registrants will receive a second email confirming acceptance with further details on the specific training session schedule and any last minute logistics.

DETAILS AND WHAT TO BRING TO THE SESSION

Each participant should bring a laptop computer (if possible) for use during the training session. A sweater or jacket is also recommended. 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.

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SUB CODES

Teachers and other support staff who require a substitute are to use reason code 54 and one of the following budget codes to secure a substitute: **DOE schools use 15654571, charter schools use 18055571.**

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

RL:sf

c: Assistant Superintendents
Assessment Section