




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

March 9, 2018

TO: Principals (All)
Public Charter School Executive Director
Public Charter School Directors (All)

FROM: Rodney Luke 
Interim Assistant Superintendent

SUBJECT: 2017-18 Strive HI Exemption from the Smarter Balanced English Language Arts Assessment (or where applicable, the Hawaii State English Language Arts Alternate Assessment) for First-Year in a U.S. School English Learner Students

This memorandum explains test exemption options for Strive HI and requirements for "first-year English Learner (EL) students in the U.S." Attached are procedures for reviewing and revising the roster of these students enrolled at a school. EL students in their first-year in a U.S. school are exempt from participation in the Smarter Balanced Assessment in English Language Arts (SBA ELA), or where applicable, the Hawaii State Alternate Assessment in English Language Arts (HSA-ALT ELA) for this 2017-18 school year. However, these students must have taken the 2018 ACCESS for ELLs English Language Proficiency Test. This exemption does not apply to any other assessment including the SBA or HSA-ALT in mathematics, the Kaiapuni Assessment of Educational Outcomes (KAEO), the Hawaii State Science Assessment, or the Biology I End-of-Course Examination, required under the Strive HI Performance System or by the Hawaii Department of Education.

Schools may log into the Accountability Data Center (ADC) to review their first-year EL students in the U.S. rosters and make changes by adding or removing students. School procedures for reviewing and revising first-year EL students in the U.S. along with Strive HI implications are provided in Attachment A, *Exemption Procedures and Impact to Strive HI*.

The deadline to request revisions to first-year EL students in the U.S. is Friday, April 6, 2018, 5 p.m. If you have any questions or need further information, please contact Glenn Nochi, Evaluation Specialist, or John Dickinson, Institutional Analyst, Accountability Section, at (808) 733-4008 or via Lotus Notes.

RL:lj

Attachments

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

**First-Year English Learner Students in the U.S.
2018 Exemption Procedures and Impact to Strive HI
Deadline to file Appeals: Friday, April 6, 2018**

I. BACKGROUND INFORMATION

Who are first-year English learners and what exemption is allowable for such students?

Those who enrolled after the last day of the prior school year (5/27/17) through the first day of the 2018 ACCESS for ELLs test window (1/16/18) AND have never enrolled in HIDOE.

Why is this important?

- A. Once first-year EL (English learner) students in the U.S. are identified, they can be exempt from taking the Smarter Balanced Assessment in English Language Arts (SBA ELA), or where applicable, the Hawaii State Alternate Assessment in English Language Arts (HSA-ALT ELA), as long as they take the 2018 ACCESS for ELLs. In this scenario, the student will be considered a Strive HI ELA participant (no proficiency).
- B. If a first-year EL student in the U.S. does not take the ACCESS for ELLs, the student can take the SBA ELA or HSA-ALT ELA, in which case, the student will be considered a Strive HI ELA participant, and if enrolled for the Full School Year (FSY), counted for proficiency.
- C. If a first-year EL student in the U.S. takes both the ACCESS for ELLs and the SBA ELA or HSA-ALT ELA, the student will be considered a Strive HI participant only, regardless if enrolled for the FSY.
- D. If a first-year EL student in the U.S. does not take the ACCESS for ELLs and the SBA ELA or HSA-ALT ELA, the student is considered a non-participant for Strive HI ELA.

First-Year EL Student in the U.S.

Participation Status	Took ACCESS for ELLs	Did not take ACCESS for ELLs
Took ELA SBA or HSA-ALT	(C) Strive HI ELA participant only	(B) Strive HI ELA participant and counted for proficiency if FSY
Did not take ELA SBA or HSA-ALT	(A) Strive HI ELA participant only	(D) Strive HI ELA non-participant

II. PROCEDURES FOR REVIEWING AND REVISING POSTED ROSTERS

Schools may choose to exempt first-year English learner (EL) students in the U.S. from taking the Smarter Balanced English Language Arts Assessment (SBA ELA), or where applicable, the Hawaii State Alternate Assessment in English Language Arts (HSA-ALT ELA). In order to identify first-year EL students in Hawaii for purposes of exempting students from administration and/or accountability from the SBA ELA or the HSA-ALT ELA, the following procedures are required.

STEP 1: Review roster of first-year EL students in the U.S. on the Accountability Data Center (ADC) site

- A. First-year EL students in the U.S. rosters are currently posted on the ADC.
- B. Log into the ADC site (<https://adc.hidoe.us>) to review rosters. Once logged-in, click the SECURED tab, select FILE DOWNLOAD, and download the first-year EL file.
- C. All principals and principal-designated staff have access to this site.
 - Your username is your first and last name separated with a space. Your password is your DOE Internet password that is also used for webmail, eCSSS, PDE3, OEC, etc.
 - Some public charter schools have requested their ADC accounts under non-Lotus Notes email addresses. Passwords for such accounts are only known by the user, therefore, lost/forgotten passwords will require a password reset.
- D. To request new access for school staff, the school principal should send an email from his/her Lotus Notes account requesting access for the individual. Password resets can be requested directly from the user. The request should be emailed to John Dickinson, Institutional Analyst, or Glenn Nochi, Evaluation Specialist, Accountability Section, Office of Strategy, Innovation and Performance.
- E. As an alternative to requesting a new account, the principal or staff person with ADC access can simply download the file and provide it to the person tasked with reviewing the roster.

IMPORTANT: The ADC provides student-level data associated with demographic and assessment information. This individually identifiable information is highly confidential and is not to be shared with the public under any circumstances. Privacy safeguards are the responsibility of the user accessing/downloading student-level data.

STEP 2: Revision requests to remove students from or add students to the first-year EL students in the U.S. roster*

- A. EL students (Student Type J) newly enrolled for the first time into a HIDOE school on or after 5/27/17 through the first day of the 2018 ACCESS for ELLs test window (1/16/18) comprise the posted first-year EL roster. Students enrolling, who become Student Type J, after the start of the 2018 ACCESS for ELLs test window but not after the end of testing (2/27/18) who took the ACCESS for ELLs can be added for exemption from the SBA ELA or HSA-ALT ELA. All students listed for exemption are required to take and complete the 2018 ACCESS for ELLs in lieu of the SBA ELA or HSA-ALT ELA or such students will be counted as non-participants for Strive HI purposes.
- B. If no changes are necessary following review of the posted roster, schools do not need to do anything further.
- C. Schools may request changes to their roster by removing or adding students.
- D. To remove students: Enter student(s) on the Revision Request Form (Attachment B). No documentation or justification is necessary.
- E. To add students: Enter the student's information on the Revision Request Form. Provide evidence of first-year EL enrollment (Student Type J) on or after 5/27/17 through the end of the ACCESS for ELLs test window. All students added must have taken and completed the ACCESS for ELLs or they will be considered non-participants for Strive HI

purposes. That is, do not add students if they did not take the 2018 ACCESS for ELLs test.

- F. Revisions should be emailed via the Revision Request Form, along with scanned supporting documentation (e.g., signed enrollment forms, Infinite Campus enrollment screen shot, Student Type changed to J).
- G. All revision requests and supporting documentation must be emailed to the following Lotus Notes email box: **StriveHIRemissionRequest** no later than 4/6/18, 5 p.m.

* First-Year EL students in the U.S. that are removed are no longer exempt from testing and required to take the SBA ELA or the HSA-ALT ELA. An approved addition of a first-year EL student in the U.S. allows the student an exemption from taking the SBA ELA or the HSA-ALT ELA as long as the student took the ACCESS for ELLs test.

III. STRIVE HI IMPLICATIONS AND USE OF FINALIZED ROSTERS

- A. Upon completion of processing of Revision Requests, a final first-year EL student roster will be generated and applied to Strive HI outcomes.
- B. Students' Strive HI outcomes will be based on the decision table presented earlier in the *Why is this important?* section of these procedures.
- C. Following this revision process, changes to first-year EL students in the U.S. are not appealable during the June Strive HI appeals window.

2018 Revision Request Form: First-Year English Learner Students in the U.S.

Deadline: Friday, April 6, 2018, 5 p.m.	Submit completed form along with supporting documentation to: StriveHIREvisionRequest@notes.k12.hi.us
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Directions

1. Read Attachments A (Procedures for Requesting Roster Changes)
2. Fill in all school information boxes below
3. Student's 10-digit SIS# and name must be provided (do not use eSIS ID number)
4. Clearly enter change being requested (Add or Remove) and attach supporting documentation for additions

Sch Code	School Name	Principal's name	Date	Person Filling Form & Email (if not LN)
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******* List Each Student Individually Below *******

Student ID Number (10-digits)	Last Name	First Name	Grade Level	Request (Add or Remove Student)	Explanation of Revision (Explanation and supporting documentation only necessary for requested additions)