



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

OFFICE OF STUDENT SUPPORT SERVICES

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 11, 2018

**Action Required**

TO: Deputy Superintendent  
Complex Area Superintendents  
Public Charter School Executive Director  
Public Charter School Directors  
Principals (All)  
School Renewal Specialists  
English Learners  
English Learner Resource Teachers

FROM: Heidi Armstrong, Assistant Superintendent  
Office of Student Support Services

Handwritten signature of Heidi Armstrong in blue ink.

Rodney Luke, Assistant Superintendent  
Office of Strategy, Innovation and Performance

Handwritten signature of Rodney Luke in blue ink.

**SUBJECT: School Year 2018-19 State English Learner Annual English Language Proficiency Assessment Window: January 15 - February 26, 2019**

The annual English Language Proficiency (ELP) assessment window for School Year 2018-19 will be held January 15, 2019 through February 26, 2019. The online *ACCESS for ELLs* must be administered to all identified English Learners (ELs) in grades K-12 to meet the requirements of Elementary and Secondary Education Act (ESEA), reauthorized as the Every Student Succeeds Act (ESSA).

The *Alternate ACCESS for ELLs* for students in grades 1-12 who are classified as ELs and have significant cognitive disabilities that prevent meaningful participation in the *ACCESS for ELLs* assessment will continue to be available as a paper/pencil test. For more details on the *Alternate ACCESS for ELLs* and how to order testing materials, refer to the following document, Hawaii State Department of Education (HIDOE) memo dated August 3, 2016, titled: *Frequently Asked Questions (FAQs) — English Learners (ELs) with Disabilities*.

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The following attachments are provided for your information and action:

- Attachment A: *ACCESS for ELLs* and *Alternate ACCESS for ELLs* Action Items.
- Attachment B: *Hawaii State Specific ELP Assessment Manual* (overview of EL assessments and resource for contacts, procedures, and state specific guidelines for various situations/circumstances related to the annual ACCESS assessment).
- Attachment C: Sample *Pre-ACCESS for ELLs* Letter to Parents of EL Students.
- Attachment D: Translation statement of who to contact if assistance is needed to be added to the *ACCESS for ELLs* Letter to Parents of EL Students (Attachment C).

The *Hawaii ACCESS for ELLs Checklist*, with action steps for Test Coordinator and Test Administrators to be completed prior to, during, and after testing, will continue to be available at: <https://wida.wisc.edu/memberships/consortium/hi>.

If you have any questions, please contact Mr. Andreas Wiegand, Educational Specialist for EL, Student Support Section, at (808) 305-9717 or Ms. Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes.

HA:aw  
Attachments

c: Superintendent  
Assistant Superintendents  
Public Charter School Commission  
Assessment and Accountability Branch