




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


OFFICE OF STUDENT SUPPORT SERVICES

November 9, 2020

Annual Memo

TO: Complex Area Superintendents, Principals (All), English Learner School Renewal Specialists, English Learner Resource Teachers, Hawaii State Public Charter School Executive Director, Public Charter School Directors (All)

FROM: Heidi Armstrong 
Assistant Superintendent
Office of Student Support Services

Rodney Luke 
Assistant Superintendent
Office of Strategy, Innovation and Performance

SUBJECT: School Year 2020-21 State English Learner Annual English Language Proficiency Assessment Window: January 12 - February 24, 2021

The U.S. Department of Education announced on September 3, 2020 that there will be no assessment waivers this school year. Therefore, the *ACCESS for English Language Learners* (ELLs) must be administered to all identified English Learners (ELs) in grades K-12 to meet the requirements of Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act. Reference September 18, 2020 Hawaii State Department of Education memo titled, [Hawaii Statewide Assessment Program School, Year 2020-21](#) for additional information about statewide testing. The annual English language proficiency (ELP) assessment window for this school year will be held **January 12, 2021** through **February 24, 2021**. All test materials must be sent and en-route to Data Recognition Corporation (DRC) no later than **February 26, 2021**. A training memo dated **October 5, 2020** titled, *Test Coordination Training for New WIDA ACCESS Test Coordinators* is also available with training dates.

Tools and documents related to the *ACCESS for ELLs* administration can be found online and need to be reviewed. Additional guidance related to administering the *ACCESS for ELLs* during COVID-19 will be forthcoming and will be included in the [Hawaii State Specific ELP Assessment Manual](#) and in the training session(s). State specific forms (including form guidance e.g., where to file/send each form), and *Hawaii ACCESS for ELLs Checklists* (action steps to be completed prior to, during, and after testing), are available at <https://wida.wisc.edu/memberships/consortium/hi>.

In order to reduce the amount of paperwork, continue to use the [2020-21 Access for ELLs Testing Incident](#) introduced last school year. In addition to the key documents above, the following are essential actions related to parent communication, testing platform, determination of appropriate assessments, and testing locations.

- **Parent Communication:** Before the assessment begins, schools should send home the *ACCESS for ELLs Letter to Parent(s)/Legal Guardian(s) of EL Students* (Attachment A) with *Notice of Language Assistance* (Attachment B), translated statement of who to contact if language assistance is needed, and document that letters were sent home. A word document is available on the electronic Comprehensive Student Support System (eCSSS) site, in ELL Resources, under Parent Letter/Forms Row 3, at <https://www.ecsss.k12.hi.us/>. Refer also to Attachment A and B.
- **Central Office Services (COS) and INSIGHT Secure Browser Updates:** The software used for the *ACCESS for ELLs Online Assessment* will need to be updated prior to the start of testing on **January 12, 2021**. Technology Coordinators should download and update both the INSIGHT Secure Browser and the COS from WIDA AMS > General Information > Technology Downloads on the www.wida-ams.us all devices to be used for student testing.
- **Determination of Appropriate Tests:** All assessments should be administered online with the following exceptions of paper/pencil tests, the Writing domain of the *ACCESS for ELLs* in grades 1-3, *Kindergarten ACCESS for ELLs*, and 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*).
 - For additional details on selecting/ordering *Alternate ACCESS for ELLs*, and entering Accommodations or Administrative Considerations, refer to Section 8.f., and 11 of the *Hawaii State Specific ELP Manual*.
 - Test Coordinators, please ensure that all EL student records are updated in eCSSS by **November 17, 2020**.
 - Students tested with only the interim Remote Screener will ALL need to be tested with the *ACCESS for ELLs* (regardless of score, including level 3s).
 - Please continue to check the [Hawaii State Specific ELP Assessment Manual](#) for any new updates and specifics related to testing during COVID-19.
- **Testing Location(s):** Assessments are to be administered at a secure testing site such as a school computer lab, library, or classroom. Students who are distance learning are required to be assessed in-person. School-level staff are expected to communicate this requirement to the parent(s)/legal guardian(s) of distance learning students, in addition, address any concerns or questions from parent(s)/legal guardian(s) to ensure student needs are met.

If you have any questions, please contact Andreas Wiegand, Educational Specialist for EL, at (808) 305-9717 or via email at andreas.wiegand@k12.hi.us, or Karen Tohinaka, Test Development Specialist, at (808) 307-3636 or via email at karen.tohinaka@k12.hi.us.

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Attachments: Attachment A: Sample Pre-ACCESS for ELLs Letter to Parents of EL Students
Attachment B: Notice of Language Assistance (translated statement)

c: Superintendent
Deputy Superintendent
Assistant Superintendents
Office of Strategy, Innovation and Performance

Sample Pre-ACCESS for ELLs Letter to Parents of EL Students

Your School Information Here

<Date>

Dear Parent or Guardian:

English Learners (ELs) in grades kindergarten through twelfth grade will be taking the ACCESS for ELLs English language proficiency test. This test is for students whose first or home language is not English and is to measure your child’s ability to use the English language. The test specifically identifies how well your child is reading, writing, speaking, and listening in English. The four sub-parts of the test take approximately three (3) hours during the regular school day.

The testing dates are: **January 12, through February 24, 2021.**

The ACCESS for ELLs test is very important, and teachers and students have been working hard to achieve the best results. This test will help teachers identify areas where support may be needed. The test also allows schools to monitor individual EL student progress on an annual basis, a requirement of the Every Student Succeeds Act, (ESSA). Federal guidelines require testing of all students who are ELs (e.g., ELs with disabilities, and ELs with Parent Refusal of services).

The test will need to be administered at a secure testing site such as your child’s school, computer lab, library, or classroom. Students who are participating in distance learning are also required to be assessed in-person. In such cases, school-level staff will be communicating with you to schedule the testing.

Your assistance is needed to prepare your child to take this test. Help your child get plenty of rest each night. Make sure your child eats a good breakfast, and gets to school on time. This kind of assistance will help our students to do their best. If you have any questions, please contact _____, at _____.

Sincerely,

(Name/Title)

Note: If you need assistance understanding this document, please contact the principal of the school your child is attending.

Notice of Language Assistance

If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.

(Traditional Chinese / 繁體中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Simplified Chinese / 简体中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Japanese / 日本語) 英語の理解に困難を覚える方は、無料で言語支援を受ける権利があります。詳細につきましては学校長にお問合わせください。

(Hawaiian / 'Ōlelo Hawai'i) Ina pilikia oe i ka hoomaopopo i ka olelo Pelekania, he kuleana no kou e lawelaweia oe i ke kokua olelo me ka uku ole. E hui kuka me ke poo kumu o kou kula no kekahi ike hou aku.

(Korean / 한국어) 영어를 이해하는데 어려움이 있는 경우, 무료로 통역 지원을 받을 권리가 있습니다. 더 자세한 정보는 학교장에게 연락하십시오.

(Chuukese / Kapasen Chuuk) Ika epwe weires ngonuk omw weweiti fóós un Merika, mi wor omw pwúúng omw kopwe angei aninnisin aweween fóós esapw kame. Kose mochen kékkéeri ewe meinapen ewe sukkun (Principal) ren tichikin pworausan.

(Ilokano / Ilokano) Nu narigat mo a maawatan ti Ingles, karbengam nga umawat ti tulong ti lenggwahe ket awan bayad na daya a serbisyo. Para ti kanayonan nga impormasyon, mabalin a kontakem ti prinsipal ti eskwelaan yo maipanggep iti daya a serbisyo.

(Samoan / Gagana Samoa) Afai e faigatā ona ē malamalama i le Igilisi, e i ai lau aiā e maua ai le fesoasoani tau gagana e aunoa ma se tupe e te totoi ina. Fa'amolemole fa'afeso'ota'i le pule o lau aoga mo nisi fa'amatalaga.

(Tongan / Lea faka-Tonga) Kapau 'oku faingata'a ke mahino kiate koe 'a e lea faka-Papalangi, 'oku 'i ai ho'o totonu ke ke ma'u ha tokoni fakatonulea 'ikai totongi. Kataki 'o fetu'utaki ki he puleako ki ha toe fakaikiiki ange.

(Tagalog / Tagalog) Kung nahihirapan kang intindihin ang Ingles, karapatan mong makatanggap ng tulong para sa lenggwahe at libre ang serbisyon ng ito. Para sa karagdagang impormasyon, maari mong kontakin ang prinsipal ng inyong paaralan tungkol sa serbisyon ng ito.

(Cebuano / Sugboanon) Kon kamo adunay kalisud sa pagsabut sa Iningles, naa moy katungod sa pagdawat sa tabang sa pinulongan nga walay gasto kaninyo. Palihog kontak ang prinsipal sa inyong eskwelahan alang sa dugang nga impormasyon.

(Vietnamese / Tiếng Việt) Nếu quý vị thấy khó khăn trong việc hiểu tiếng Anh, quý vị có quyền nhận được sự hỗ trợ ngôn ngữ miễn phí. Vui lòng liên hệ hiệu trưởng của trường quý vị để biết thêm thông tin.

(Spanish / Español) Si tiene dificultad para entender Inglés, tiene derecho a recibir asistencia lingüística sin costo alguno para usted. Comuníquese con el director de su escuela para obtener más información.

(Marshallese / Kajin Majôl) Elaññe ejabwe am melele kajin Pälle, ewör am jimwe ñan jibañ ko ikijien ukok ilo ejelok wōnen. Jouj im kōjjeläik lok principle eo an jikuul eo am ñan melele ko rellap lok.