



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

August 1, 2016

ACTION REQUIRED

To: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)
Test Coordinators (All)
English Language Learners (ELL) Complex and School Coordinators (All)

From: Tammi Chun, Assistant Superintendent
Office of Strategy, Innovation and Performance

C. Suzanne Mulcahy, Assistant Superintendent
Office of Curriculum, Instruction and Student Support

Subject: **SEPTEMBER 2016 TRAINING - SY2016-17 EARLY ADOPTER PROGRAM
WIDA ACCESS for English Language Learners (ELL) 2.0 Online Administration**

Collaboration by school coordinators for technology, testing and the ELL program is essential for a successful transition to the WIDA ACCESS 2.0 Online. (Refer to memorandum from Tammi Chun and C. Suzanne Mulcahy dated May 9, 2016.)

WHO should attend the September 2016 training sessions?

- **First priority** for the one-day training sessions will be given to test coordinators and ELL complex/school coordinators.
- **Prior to attending a training session, registrant should have received an ATTENDEE confirmation email from AIR.**
- A separate technology requirements session will be held for technology coordinators.

HOW do I register for a training session? DEADLINE: Thursday, August 18, 2016

- **Pre-registered in June 2016?** You will be receiving a confirmation with the logistics information needed to attend training.
- **Still need to register?** Please click on the link below to register at:
<http://alohahsap.org/> > Smarter Balanced > Fall 2016 WIDA Test Coordinator Training
- Within 24 hours, an automated receipt will be generated. A separate ATTENDEE confirmation will be issued shortly thereafter following a vetting process by the DOE Assessment Section.

WHAT topics will be covered at the training sessions?

- Test security and ethics; accessibility and accommodations; technology requirements; test administration procedures; setting up a test session; beginning a test session; and completing a test session

WHEN and WHERE will the training sessions be held?

- Participants should attend the scheduled training in their district.
- Trainings will begin promptly. A one-hour lunch break is scheduled.

DATE	DISTRICT	SIGN IN	TIME	SITE
September 6, 2016 (Tuesday)	Windward Oahu	7:30 a.m.	8:00 a.m. - 3:00 p.m.	OCISS Annex - Rm 226, 475 22nd Ave, Hon
September 9, 2016 (Friday)	*Maui	7:30 a.m	8:00 a.m. - 3:00 p.m.	Maui Community School for Adults
September 12, 2016 (Monday)	Leeward Oahu	**8:00 a.m	8:30 a.m. - 3:30 p.m.	Ho'okele Elementary (**campus visitor parking will be allowed after 8am)
September 16, 2016 (Friday)	East Hawaii - Hilo	7:30 a.m	8:00 a.m. - 3:00 p.m.	Hale'olelo, UH-Hilo Campus
September 20, 2016 (Tuesday)	Central Oahu	7:30 a.m	8:00 a.m. - 3:00 p.m.	OCISS Annex, 264A EWA
September 23, 2016 (Friday)	West Hawaii - Kona	7:30 a.m	8:00 a.m. - 3:00 p.m.	Palamanui Community College Room A-102
September 27, 2016 (Tuesday)	Honolulu	7:30 a.m	8:00 a.m. - 3:00 p.m.	OCISS Annex, Room 226
September 30, 2016 (Friday)	Kauai	7:30 a.m	8:00 a.m. - 3:00 p.m.	Wilcox ITC

***MOLOKAI/LANAI travelers** - Airfare will be provided for test coordinators and ELL coordinators. Molokai participants will be registered for the Maui session only; Lanai participants for an Oahu session only. For flight and shuttle service arrangements, contact Anne Hyde, Assessment Section, at (808) 733-4100.

QUESTIONS? Contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

TC:SM:sg

- c: Assistant Superintendents
- Superintendent's Office Directors
- State Public Charter School Commission
- Office of Curriculum, Instruction and Student Support
- Office of Information Technology Services
- Assessment and Accountability Branch