



Off-Island Alternative Site Administration Request Form for Paper/Pencil HSAP Assessments

Verification of Student Need Form

This form is to be used to request off-island administration for a student who is receiving services at an Alternative site, Home/Hospital Instruction site, or Serious Disciplinary Action site. Schools are responsible for assessing these students if they are receiving services on-island.

Date: _____
Student Name: _____ 10-digit Student ID: _____ Grade Level: _____
School Name: _____ School Code: _____
School Street Address (Street, City, Zip Code - No P.O. Box): _____
School Contact Person Name: _____
School Contact Person Telephone Number: _____
School Contact Person E-mail: _____

Indicate assessment(s) or exam(s) for which paper/pencil materials are requested:

- Smarter Balanced ELA/Literacy Smarter Balanced Mathematics
HSA Science Bridge Algebra 1 EOC Algebra 2 EOC Biology 1 EOC

Note: The student must use the same type of test form (i.e., paper/pencil or online) for both the CAT and PT of the Smarter Balanced ELA/Literacy or a CAT of the Smarter Balanced mathematics assessment. Requesting a Smarter Balanced paper/pencil assessment will include a paper/pencil fixed-form test and/or a paper/pencil performance task, as appropriate.

Institution or Location Name Where Student Currently Receives Services: _____
Institution or Location Address: _____
Institution or Location Telephone Number: _____
Institution or Location Contact Person Name: _____
Institution or Location Contact Person Telephone Number: _____
Institution or Location Contact Person Email: _____

All students tested at OFF-ISLAND sites will be given HSAP assessments in a paper/pencil format.

Assessment Section Use Only
Verified: Y or N
Name and Date:

Fax the completed form to the Assessment Section at (808) 733-4483.
The school Test Coordinator should retain the original form for documentation purposes.