



## 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 (NGSS)     Biology 1 (NGSS) EOC
- Algebra 1 EOC     Algebra 2 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.