



## On-Island Alternative Site Request Form for Paper/Pencil HSAP Assessments

### Verification of Student Need Form

*This form is to be used to request paper/pencil Smarter Balanced, HSA Science (NGSS), or EOC materials for a student who is receiving services at an on-island Alternative site, Home/Hospital site, or Serious Disciplinary Action Status site that does not have Internet access required for online HSAP testing or has other technology issues. Schools are responsible for assessing the students at on-island sites.*

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 the 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.

On-island Institution or Location Name Where Student Currently Receives Services:

\_\_\_\_\_

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.