



Hawai'i

Statewide Assessment Program



State Test Accommodations Request Form

Click the following link to request a state test accommodation: [State Test Accommodations Request Form](#) or type “https://www.surveymonkey.com/r/HIDOE_ACC” into your browser’s address bar. A separate form is required for each IEP/504 student in need of a state test accommodation(s).

The [State Test Accommodations Identification and Request Process](#) should be followed prior to submitting the request form.

When submitting the request form the following information is required:

1. Student 10-digit SSID
2. Enrolled grade
3. School name
4. School 3-digit code
5. Name, email address, and role of the person submitting the form
6. Requested student accommodation(s)

Please check the accuracy of all required information in order to avoid delays in processing. After completing all the required fields, the “Submit” button may be clicked. Please note that once the form is submitted it can no longer be revised. (If a request form is submitted inadvertently a new form will need to be submitted.) The Assessment Section staff will review the request and input the accommodation(s) into [TIDE](#). The school contact person will receive email notification regarding the request.

Important Notes:

- Verified state test accommodations from the previous school year will be carried over for use during the current school year so that a student may access the accommodation(s) when being administered an interim assessment.
- Test Coordinators do NOT need to resubmit requests for verified accommodations from the previous school year. Test Coordinators may review the student’s [TIDE](#) record to view previously verified accommodations. If a student’s IEP team decides to remove a state test accommodation, then the school Test Coordinator should contact the Assessment Section to have the student’s TIDE record updated.
- The State Test Accommodations Requests Form should be submitted one month prior to the opening of the test window. For example, if the test window opens on February 15th then the request form is due January 15th.
- In all cases, state test accommodation requests should be submitted to the Assessment Section no later than 10 days prior to the administration of a state assessment.

A full listing of available supports, their definitions, suggestions for their use, and questions to guide IEP team decision-making can be found in the [Accessibility and Accommodations Resources](#) page on alohahsap.org.

Please contact the Assessment Section at 808-307-3636, or email at hsa@k12.hi.us, for support in identifying and requesting state test accommodations.