



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

August 12, 2021

TO: Deputy Superintendent
Complex Area Superintendents
Hawaii State Public Charter School Commission
Interim Executive Director
Principals
Public Charter School Directors
Student Services Coordinators
Special Education Department Chairs
Special Education Teachers
Test Coordinators

FROM: Cara Tanimura 
Interim Assistant Superintendent

SUBJECT: **School Year 2021-2022 Accessibility and Accommodations on Statewide Assessments: Guidelines and Training for Special Education Educators and Test Coordinators**

Requests for Accommodations on Statewide Assessments

The instructions and deadlines for submitting requests for accommodation verification on state tests for students with Individualized Education Programs (IEPs)/504 plans are as follows:

- **Accommodations verified for School Year (SY) 2020-2021 will be carried over to SY 2021-2022.** However, the school test coordinator needs to submit the SY 2021-2022 Hawaii State Test Accommodation Verification Request Form (or <https://www.surveymonkey.com/r/ACCOM2021-22>) to retain or modify (add and/or remove) prior verified state test accommodation(s) for use in SY 2021-2022. If there is:
 - **No Change to the student's Statewide Assessment accommodation(s) in the IEP/504 Plan or Verified State Test Accommodation(s):** If the same set of verified state test accommodations from SY 2020-2021 will be used in SY 2021-2022, then the test coordinator or authorized school contact should select the "No Change" box under question #11 of the test accommodation request form and submit the form.
 - **A change to the student's IEP/504 Plan - Removing Verified State Test Accommodation(s):** To remove any prior verified state test accommodation that is no longer needed for state testing, the test coordinator or authorized school contact should

select the "*Remove Accommodation(s)*" box under question #11 of the test accommodation request form, name the accommodation(s) to be removed in the "*Additional Comments*" box (located at the end of the form), and submit the form.

- **A change to the student's IEP/504 Plan - Adding New State Test Accommodation(s).** To request verification of new state test accommodation(s) for SY 2021-2022, check the "*Add Accommodation(s)*" box under question #11 of the test accommodation form, select the new accommodation(s) for state testing from the list provided under question #12 of the form, and submit the form.
- The state test accommodation form should be submitted electronically to the Assessment Section one month before the opening of the test window.
- In all cases, test coordinators are advised to submit test accommodation requests no later than **14** days before interim or summative testing of a student.

Training for Special Education Educators and Test Coordinators

Through a one-day virtual training, participants will be informed about the policies and resources regarding the use of accessibility supports for state testing. The virtual training will also review the procedures for documenting designated supports and accommodations in student records and for submitting state test accommodation verification requests.

The one-day training session is intended for:

1. Special education teachers
2. Special education department chairs
3. Student Services Coordinators
4. Test coordinators

Participants will learn about:

- the appropriate use of state test accommodations pursuant to the *Individuals with Disabilities Education Act*;
- the availability of accessibility supports and resources for statewide assessments;
- updates on policies regarding accessibility supports and accommodations for state testing;
- instructions on documenting designated supports and accommodations in student IEP and 504 Plans in the electronic Comprehensive Student Support System;
- how to submit state test accommodation verification requests to the Assessment Section; and
- accessibility supports for statewide assessments in the Test Information Distribution Engine.

The dates and times for the accessibility and accommodations (AA) training and office hours are provided below. The same training will be offered on two separate days, from 2:30 to 4:00 p.m. on August 18 and 24, 2021. Time permitting, questions will be answered during a training session. Virtual office hours will be held to answer questions about accessibility and accommodations for state assessments. All accessibility and accommodations resources can be found on the [Accessibility and Accommodations page](#) on the [alohahsap.org](#) website.

Please visit the [Accessibility and Accommodations Training Webinars: Fall 2021 page](#) (AA training) for information to access the Webex online training. A recording of the training session will be made available on the AA training page. No registration for the virtual training or office hours is required.

Date and Time	Topic
August 18, 2021 2:30 – 4:00 p.m. August 24, 2021 2:30 – 4:00 p.m.	School Year 2021-2022 State Testing Accessibility and Accommodations Training
September 21, 2021 2:30 – 3:30 p.m. September 28, 2021 2:30 – 3:30 p.m. October 5, 2021 2:30 – 3:30 p.m. October 12, 2021 2:30 – 3:30 p.m.	Office Hours

If you have any questions, please contact Elaine Lee, Ph.D., Test Development Specialist, at (808) 307-3636 or at Elaine.Lee@k12.hi.us.

CT:el

c: Assessment & Accountability Branch