**State Test Accommodation Verification Request Form**

Click the following link to request verification for a state test accommodation: [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](https://www.surveymonkey.com/r/ACCOM2022-23) or type “**https://www.surveymonkey.com/r/ACCOM2022-23**” into your browser’s address bar. A separate form is required for each IEP/504 student in need of state test accommodation(s).

The [State Test Accommodations Identification and Verification Request Process](https://smarterbalanced.alohahsap.org/resources/resources-2022-2023/hi-state-test-accommodations-identification-request-process-for-test-coordinators-2022-2023) should be followed prior to submitting the Verification Request Form.

When submitting the verification 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. Accommodation(s) to be retained or modified

Please check the accuracy of all required information in order to avoid delays in processing.

After completing all the required fields, the “Submit” button must be clicked to send the form electronically to the Assessment Section. Please note that once the form is submitted, it cannot be revised. If a request form is submitted inadvertently or incorrectly, complete a new form, noting in the *Additional Comments* box of the form the error(s) made in the submitted form and if/how the request should be rectified or cancelled. The requestor or authorized school contact will receive an email response from the Assessment Section regarding the status of the correction/cancellation request.

**Important Notes:**

* Verified state test accommodations from SY 2021-22 will be carried over to SY 2022-23. However, the school test coordinator needs to submit the [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](https://www.surveymonkey.com/r/ACCOM2022-23) to retain or modify (add and/or remove) prior verified state test accommodation(s) for use in SY 2022-2023. 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 2021-2022 will be used in SY 2022-2023, 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 2022-2023, 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.
* Designated supports (DSs) can be set in TIDE at the school level by Teachers, Test Administrators, and Test Coordinators (TCs). Review Table 4 in the [Crosswalk of Accessibility Features Across State Assessments in Hawaiʻi](https://smarterbalanced.alohahsap.org/resources/resources-2022-2023/crosswalk-of-accessibility-features-across-state-assessments-in-hawaii-2022-2023) (CAF) for the list of DSs available by test content area before submitting state test accommodation verification requests.
* Test Coordinators do NOT need to resubmit requests for verified accommodations from the previous school year. Test Coordinators may review the student’s[TIDE](https://www.hitide.org) 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 [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](https://www.surveymonkey.com/r/ACCOM2022-23) 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 **14** days prior to (interim or summative) testing of a student.

A full listing of available supports, their definitions, suggestions for their use, and questions to guide IEP/504 Plan team decision-making can be found on the [Accessibility and Accommodations resource page](https://smarterbalanced.alohahsap.org/resources#school%20year=2021-2022&topic=Accessibility%20and%20Accommodations&e=0) of the Smarter Balanced portal on [alohahsap.org](https://alohahsap.org/).

Please contact the Assessment Section at 808-307-3636, or email at [hsa@k12.hi.us](mailto:hsa@k12.hi.us), for support in requesting state test accommodations.