

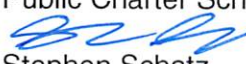


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

November 24, 2014

TO: Complex Area Superintendents
State Public Charter School Commission Executive Director
Principals (All)
Public Charter School Directors

FROM: 
Stephen Schatz
Assistant Superintendent

SUBJECT: **Trainings for Smarter Balanced Assessments and Other Statewide Assessments**

The January 2015 district trainings for the Smarter Balanced Assessments and other Hawaii Statewide Assessments have been scheduled from 8:00 a.m. to 3:00 p.m. for the public schools in each district and the public charter schools that are geographically located in each district on the following dates:

DATE	DISTRICT	SITE
January 13 (Tuesday)	Windward	Ko'olau Ballrooms and Conference Center
January 15 (Thursday)	Maui <i>Airfare will be provided for two staff members per school on Molokai, Lanai, and at Hana High-Elementary to attend a training on Maui.</i>	Wailea Beach Marriott
January 16 (Friday)	Leeward	Ko'olau Ballrooms and Conference Center
January 20 (Tuesday)	Central	Ko'olau Ballrooms and Conference Center
January 23 (Friday)	Honolulu	Hilton Hawaiian Village, Coral Ballroom
January 26 (Monday)	Kauai	Kauai Marriott Resort
January 27 (Tuesday)	East Hawaii Hilo-Waiakea Schools	'Imiloa Astronomy Center
January 28 (Wednesday)	East Hawaii Ka'u-Keaaau-Pahoia Schools	'Imiloa Astronomy Center
January 29 (Thursday)	West Hawaii Schools	Sheraton Kona Resort at Keauhou Bay

Each school is encouraged to have a team attend the training that includes the principal or vice principal, test coordinator for each statewide assessment, technology coordinator, curriculum coordinator, and student services coordinator. If a school wants to have other staff members participate in the training, those additional staff members will be placed on a waiting list until all schools are given an opportunity to have key staff members register. If a school chooses to send a staff member who is scheduled to provide direct instruction for students on the date of the training then the school will be required to pay for the substitute teacher.

Complex areas are also encouraged to have a team attend the training that includes the Complex Area Superintendent, School Renewal Specialists, Complex Area Support Team members, and Complex Area Smarter Balanced Liaisons. If a complex area wants to have other staff members participate in the training, they will be placed on a waiting list until the key complex area staff members are given an opportunity to register.

The online request form for each training may be accessed at the following link:

<http://events.r20.constantcontact.com/register/event?oeidk=a07ea38a2bfaec9e216&llr=zuii4ejab&showPage=true>

Completing the online request form does not guarantee registration for a training date. The Department's Assessment Section will review the list of requests on a rolling basis to ensure the key staff members at each school and complex area are given first opportunity to register. Once confirmed, each registrant will receive a confirmation email from the American Institutes for Research (AIR). **Each registrant must receive the AIR confirmation email before attending a training.**

Staff members at each school must attend the training in their district as members of their school team. Requests to register for trainings in other districts will not be processed without a reason that must be reviewed and approved by the Department's Assessment Section. School and complex area staff members are asked to use the online request form link provided in this memo to sign up for their district's training.

If you have any questions, please contact Brian Reiter, Administrator, Assessment Section at (808) 733-4100 or via email at brian_reiter@notes.k12.hi.us or Emily MacGillivray of the American Institutes for Research, at (808) 943-3906 or via email at emacgillivray@air.org.

SS:BR:cy

c: Deputy Superintendent
Assistant Superintendents
State Public Charter School Commission
Superintendent's Office Directors
Office of Strategy, Innovation and Performance
Assessment & Accountability Branch