




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

OFFICE OF THE SUPERINTENDENT

August 27, 2014

TO: Deputy Superintendent
Complex Area Superintendents
State Public Charter School Commission, Executive Director
Principals (All)
Public Charter School Directors
Test Coordinators (All)

FROM: 
Stephen Schatz, Assistant Superintendent
Office of Strategy, Innovation, and Performance

SUBJECT: **Delivery of School Year 2013-14 Family Reports and Data Labels for Hawaii State Assessments, Hawaii State Alternate Assessments, and End-of-Course Exams**

Hawaii State Reading, Mathematics and Science Assessments

The 2013-14 Hawaii State Reading, Mathematics, and Science Assessments (HSA) Family Reports and Data Labels were delivered to all schools during the week of July 21 - 25, 2014 in two shipments. An online Interpretive Guide for Parents is not provided for the HSA Family Reports.

Shipment 1

Shipment 1 contains one copy of a combined Reading and Mathematics Family Report for each student tested in grades 3-8 and 10 and one copy of a separate Science Family Report for each student tested in grades 4 and 8. These reports only include a student's highest score for each content area tested. The current contract with American Institutes for Research (AIR), our testing contractor, provides one combined Reading and Mathematics Family Report for each student and a separate Science Family Report for each student.

Shipment 2

Shipment 2 contains one "Data Label" for each student that includes the Hawaii State Assessment scores for each content area assessment that was administered. The Data Label for each student needs to be affixed to the elementary cumulative folder, secondary VISI card, or a school-developed testing card that is kept with each student's permanent record.

Hawaii State Alternate Assessments for Reading, Mathematics and Science

The 2013-14 Hawaii State Alternate Assessment (HSA-Alt) Reading, Mathematics, and Science Family Reports and Data Labels were delivered to the schools that provide services for these special education students during the week of July 21 - 25, 2014 in one shipment. One Family Report and one Data Label that includes the scores for all content area assessments administered are provided for each student. The Data Label for each student needs to be affixed to the elementary cumulative folder, secondary VISI card, or a school-developed testing card that is kept with each student's permanent record.

Parents can access an online Interpretive Guide for the HSA-Alt Family Reports at alohahsap.org. This website address is provided on each report.

Hawaii State End-of-Course Exams

The 2013-14 Hawaii State End-of-Course Exams Family Reports and Data Labels were delivered to the schools in one shipment based on when the students completed these exams. One Family Report for each exam and one Data Label that includes the scores for all exams administered are provided for each student. The Data Label for each student needs to be affixed to the secondary VISI card or a school developed testing card that is kept with each student's permanent record. The Data Label includes scores for all EOC Exams across school years and may be affixed on top of previous years' EOC Exam Data Labels.

Parents can access an online Interpretive Guide for the EOC Exam Family Reports at alohahsap.org. This website address is provided on each report.

- All exams completed by June 30, 2014 were delivered to schools during the week of July 28 – August 1, 2014.
- All exams completed after June 30, 2014 will be delivered to schools during the week of August 25 – September 1, 2014.

Schools need to send the students' HSA, HSA-Alt, and EOC Family Reports received from AIR by August 1, 2014 to the parents no later than **Friday, September 12, 2014**. Schools that receive Family Reports and Data Labels for their 2013-14 5th, 6th, and 8th graders must forward these reports and labels to the appropriate intermediate / middle or high schools where these students are enrolled for 2014-15 by Friday, August 29, 2014 to ensure that the family reports are distributed to the parents by Friday, September 12, 2014.

If a student has withdrawn from your school, please ask your school office staff to call the Hawaii public, public charter or private school to which the student has transferred and inform their office staff that his or her Family Report(s) and Data Labels will be sent to them. Have your office staff mail the Family Report(s) to the student's parents if they provided a forwarding address before moving to another state or country.

Schools need to send the students' EOC Family Reports received from AIR by September 1, 2014 to the parents no later than **Friday, September 19, 2014**.

If your school wants to place a copy of each student's Family Report(s) in his or her cumulative folder or provide copies for teachers' use with their 2014-15 students during instruction, you may make copies of the original family reports before sending them to the parents or print copies using

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the password protected Family Report PDF file that will be posted in your school's secure folder on the Assessment Section's Intranet page during September 2014. Principals will have access to the secure folder and will receive an email containing their Family Report passwords.

Important Note:

All group reports for grade levels, teachers, and student subgroups must be accessed and downloaded via the Online Reporting System maintained by AIR because paper group reports are not printed and shipped to the schools.

If you have any questions regarding the delivery of the Family Reports, Data Labels, or the scores included in a student's Family Report for any assessment or exam, please ask your test coordinator to contact the AIR Help Desk toll-free number, **1-866-648-3712**, or via email at HSAPHelpdesk@air.org or Brian Reiter, Administrator, Assessment Section at (808) 733-4100 or via Lotus Notes email.

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c: Assistant Superintendents
Assessment and Accountability Branch