



STATE OF HAWAII  
DEPARTMENT OF EDUCATION


P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

July 25, 2019

**ACTION REQUIRED**  
**Due: September 6, 2019**

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

FROM: Rodney Luke   
Assistant Superintendent

SUBJECT: **Accessibility and Accommodations Training for SPED Educators**

The Assessment Section in the Office of Strategy, Innovation and Performance is offering one-day training sessions on Accessibility and Accommodations in instruction and assessment.

The one-day training sessions are intended for:

1. Special education teachers
2. Special education department chairs
3. Student Services Coordinators (SSCs)

Participants will learn about the appropriate use of accessibility supports in classroom instruction and assessment. Current accessibility supports available for state testing will also be reviewed along with processes for documenting student designated supports and accommodations in the Individualized Education Program (IEP), 504, and English Language Learner (ELL) records.

Participants will:

- receive in-depth training on the identification of appropriate accessibility supports for classroom instruction and assessment;
- review processes for documenting designated support and accommodation needs within IEP, 504 and ELL plans;
- develop an understanding of the procedures for setting, requesting, and/or verifying accessibility supports for statewide assessments in TIDE (Test Information Distribution Engine);

- review the Hawaii State Assessment - Alternate (HSA-Alt) Student Identification Process;
- develop an understanding of the updated State criteria for HSA-Alt participation; and
- learn about the federal threshold on alternate test participation and Hawaii's 1% Threshold Plan to address overidentification of students for HSA-Alt testing.

Trainings will be held on various dates and at various locations throughout the state from September 19 – October 4, 2019.

**Fall 2019  
 Accessibility and Accommodations Trainings**

<b>Date and Time</b>	<b>District</b>	<b>Location</b>
Thursday, September 19, 2019 8:30 a.m. – 3:00 p.m.	East Hawaii	Grand Naniloa Hotel Hilo Hawaii Bay
Friday, September 20, 2019 8:30 a.m. – 3:00 p.m.	West Hawaii	Hilton Waikoloa Village
Monday, September 23, 2019 8:30 a.m. – 3:00 p.m.	Leeward	KROC Center Hawaii
Tuesday, September 24, 2019 8:30 a.m. – 3:00 p.m.	Leeward	KROC Center Hawaii
Thursday, September 26, 2019 8:30 a.m. – 3:00 p.m.	Kauai	Wilcox Elementary School ITC
Friday, September 27, 2019 8:30 a.m. – 3:00 p.m.	Maui	Puunene School
Monday, September 30, 2019 8:30 a.m. – 3:00 p.m.	Windward	Koolau Ballrooms and Conference Center
Tuesday, October 1, 2019 8:30 a.m. – 3:00 p.m.	Central	Koolau Ballrooms and Conference Center
Thursday, October 3, 2019 8:30 a.m. – 3:00 p.m.	*Honolulu	Kaimuki High School
Friday, October 4, 2019 8:30 a.m. – 3:00 p.m.	*Honolulu	Kaimuki High School

\*Airfare will be provided for participants from Molokai, Lanai and Hana to attend a Honolulu training session.

**REGISTRATION**

Special education teachers, SPED department chairs, and SSCs should complete the online registration form at <http://bit.ly/Fall2019AATraining> or at <https://alohahsap.org> > *Smarter Balanced > Accessibility and Accommodations Training* by **Friday, September 6, 2019**. Space is limited so please register before the deadline as registration requests will be approved in the order they are received.

School-level staff who wish to attend are to register for the training session for the District in which their school is located. Hana, Lanai and Molokai residents are encouraged to register for the training sessions in Honolulu, however, if more convenient, these individuals may register for the Maui session.

All registrants will receive an automated confirmation email that verifies that the online registration has been successfully completed. If an automated confirmation of registration email is not received

Deputy Superintendent, et al.  
July 25, 2019  
Page 3

within 24 hours of submission of the online registration form, contact Jennifer Clouse at the American Institutes for Research (AIR) at (808) 943-3913 or by email at [jclouse@air.org](mailto:jclouse@air.org).  
Note: The automated message is *not* a confirmation of participation. After the online registration site closes, *approved* registrants will receive a second email confirming acceptance with further details on the specific training session schedule and any last minute logistics.

#### **DETAILS AND WHAT TO BRING TO THE SESSION**

Each participant should bring a laptop computer (if possible) for use during the training session. A sweater or jacket is also recommended. Sign-in will begin at 8:00 a.m. and the training session will begin promptly at 8:30 a.m. A half-hour working lunch is scheduled.

#### **SUB CODES**

Teachers and other support staff who require a substitute are to use reason code 54 and one of the following budget codes to secure a substitute: *DOE schools use 15654571, charter schools use 18055571.*

If you have any questions, please contact Susan Forbes, Test Development Specialist, at (808) 307-3636 or at [susan.forbes@k12.hi.us](mailto:susan.forbes@k12.hi.us).

RL:sf

c: Assistant Superintendents  
Assessment & Accountability Branch