**Participation and Non-Participation Parent Letters for the Online Algebra I, Algebra II, and Biology I End-of-Course Exams**

The table below shows customizable participation and non-participation letters that schools can send to parents regarding the Online Algebra I, Algebra II, and Biology I End-of-Course (EOC) Exams for the 2017–2018 school year. Test Coordinators need to consult with the identified staff members to select the appropriate letter that will be sent to the parents of each student based on the student’s current educational program or needs. Some schools send the general education letter to all parents whose children are currently enrolled in one or more of the four courses that have corresponding EOC Exams. A *Parent Information Booklet* with information about the End-of-Course Exams and what parents can do to help their child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

These parent letters are Word documents that can be edited by school level staff members. Edits may include a school’stesting schedule, principal's signature, and school phone number. If a student is included in two populations, e.g., IDEA-eligible and Home/Hospital Instruction, a customized parent letter can be created by inserting the appropriate text from the parent letter for each of these two populations.

The Hawai‘i Department of Education Contact Person for each student population is provided in the table below for school level staff members who have questions about the services provided for these students. **Please call the Department’s Assessment Section at (808) 733-4100 to obtain answers to questions regarding this set of parent letters and any of the statewide assessments and not the contact person listed in the table below.**

|  |  |  |
| --- | --- | --- |
| **Student Population** | **Customized Letter(s)** | **Hawai‘i Department of Education****Contact Person** |
| Alternative Programs: Comprehensive School Alienation Program (CSAP), Special Motivation Program (SMP), Alternative Learning Centers (ALC), and Alternative Education Programs | 1. Participationletter 2. Non-participation letter for students who cannot cope with the testing requirements | **Debra Farmer**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Deb T Farmerdeb\_t\_farmer@notes.k12.hi.us |
| English Language Learners (ELL) Program | 1. Participationletter | **Sandra Goya**School Literacy Improvement and Innovation SectionPhone: (808) 305-9717Lotus Notes: Sandra Goyasandra\_goya/OIS/HIDOE@notes.k12.hi.us |
| General Education | 1. Participationletter | Algebra I and Algebra II EOC Exams Biology I EOC Exam**Paul Dumas**Assessment SectionPhone (808) 733-4100Lotus Notes: Paul Dumas[paul\_dumas@notes.k12.hi.us](file:///C%3A%5CUsers%5Cemacgillivray%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CW4B8ZOKU%5Cbrian_reiter%40notes.k12.hi.us) |
| Hawaiian Language Immersion Program | 1. Participationletter | **Dawn Kaui Sang**Office of Hawaiian EducationPhone: (808) 305-9724Lotus Notes: Dawn Kaui Sangdawn\_kaui\_sang@notes.k12.hi.us |
| Home/Hospital Instruction | 1. Participationletter2. Non-participation letter for students with significant medical emergencies | **Lyndia Uchimura**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Lyndia Uchimuralyndia\_uchimura@notes.k12.hi.us |
| Homeless Children and Youth | 1. No customized letter; use General Education participation letter | **Toby Portner**Homeless ConcernsPhone: (808) 305-9869Lotus Notes: Toby Portnertoby\_portner@notes.k12.hi.us |
| IDEA-Eligible | 1. Participationletter | **Karen Sato**Special Education SectionPhone: (808) 305-9806Lotus Notes: Karen Satokaren\_sato@notes.k12.hi.us |
| Migrant Education Program | 1. No customized letter; use General Education participation letter | **Solomon Kaulukukui**Migrant Education ProgramPhone: (808) 305-9850Lotus Notes: Solomon Kaulukukuisolomon\_kaulukukui@notes.k12.hi.us |
| Public Charter Schools | 1. No customized letter; use General Education participation letter | **Yvonne Lau**Public Charter School CommissionPhone: (808) 586-3799Lotus Notes: Yvonne Lauyvonne\_lau@spcsc.hawaii.gov |
| Section 504 | 1. Participationletter | **Maxine Nagamine**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Maxine Nagaminemaxine\_nagamine@notes.k12.hi.us |
| Serious Disciplinary Action Status | 1. Participationletter 2. Non-participation letter for students who cannot cope with the testing requirements | **Sheli Suzuki**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Sheli Suzukisheli\_suzuki@notes.k12.hi.us |

PARTICIPATION LETTER FOR ALTERNATIVE PROGRAM STUDENTS WHO MEET THE ADMINISTRATION REQUIREMENTS FOR THE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher. Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will take one or more of the End-of-Course Exams because he or she meets the administration requirements. Arrangements will be made by school personnel to have your child tested on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the following site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

NON-PARTICIPATION LETTER FOR ALTERNATIVE PROGRAM STUDENTS WHO ARE UNABLE TO MEET THE ADMINISTRATION REQUIREMENTS FOR THE ALGEBRA I,

ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will not take the End-of-Course Exam(s) because he or she is unable to meet the administration requirements.

Even though school-level personnel have determined that your child is unable to meet the administration requirements for the End-of-Course Exam(s), you may request that he or she take the exam(s). However, your request will not be granted if your child’s current physical, mental, and/or emotional condition prevents him or her from taking the exam(s).

If you wish to have your child take the (exams), please submit a letter to me that states the reason(s). I will review your request, consult with the staff members at the alternative site where your child is receiving services, and inform you whether the request has been approved or denied. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR ELL STUDENTS REGARDING THE ONLINE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child may take the exam(s) with the designated supports recommended by your child’s teachers. These designated supports are listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR GENERAL EDUCATION STUDENTS REGARDING THE ONLINE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR HAWAIIAN LANGUAGE IMMERSION PROGRAM STUDENTS REGARDING THE ONLINE ALGEBRA I, ALGEBRA II, AND BIOLOGY I

 END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all Hawaiian Language Immersion Program students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact our school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR HOME/HOSPITAL INSTRUCTION STUDENTS WHO MEET THE ADMINISTRATION REQUIREMENTS FOR THE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will take one or more of the End-of-Course Exams because he or she meets the administration requirements. Arrangements will be made by school personnel to have your child tested on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the following site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

NON-PARTICIPATION LETTER FOR HOME/HOSPITAL INSTRUCTION STUDENTS

 WHO ARE UNABLE TO MEET THE ADMINISTRATION REQUIREMENTS FOR THE

ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will not take the End-of-Course Exam(s) because he or she is unable to meet the administration requirements.

Even though school-level personnel have determined that your child is unable to meet the administration requirements for the End-of-Course Exam(s), you may request that he or she take the exam(s). However, your request will not be granted if your child’s current physical, mental, and/or emotional condition prevents him or her from taking the exam(s).

If you wish to have your child take the exam(s), please submit a letter to me that states the reason(s) and written documentation from the medical professional who is currently providing services for your child, which explains that he or she can cope with the testing situation. I will review your request, the written documentation provided by the medical professional, and inform you whether the request has been approved or denied.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

Your child’s Home/Hospital Instruction tutor can provide you with the most current information regarding your child’s academic performance in the course(s) that has a corresponding End-of-Course Exam(s).

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR IDEA-ELIGIBLE STUDENTS REGARDING THE ONLINE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child may take the exam(s) with the designated supports recommended by the teachers who provide instruction for your child and the accommodations agreed upon by your child’s Individualized Education Program (IEP) team. These designated supports and accommodations are listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR SECTION 504 STUDENTS REGARDING THE ONLINE

ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child may take the exam(s) with the designated supports recommended by the teachers who provide instruction for your child and the accommodations agreed upon by your child’s Modification Plan (MP) team. These designated supports and accommodations are listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR SERIOUS DISCIPLINARY ACTION STATUS STUDENTS WHO MEET THE ADMINISTRATION REQUIREMENTS FOR THE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course are required to take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the optional End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will take the assessment because he or she is able to cope with the testing situation. Arrangements will be made by school personnel to have your child tested on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the following site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

NON-PARTICIPATION LETTER FOR EXEMPTED SERIOUS DISCIPLINARY ACTION STATUS STUDENTS WHO ARE UNABLE TO MEET THE ADMINISTRATION REQUIREMENTS FOR THE ONLINE ALGEBRA I, ALGEBRA II, AND BIOLOGY I END-OF-COURSE EXAMS

Dear Parent,

During the 2017–2018 school year, all students who are enrolled in a Biology I course will take the corresponding Biology I End-of-Course Exam. Students enrolled in an Algebra I or Algebra II course may take the appropriate End-of-Course Exam(s) at the discretion of their school and/or teacher.

The purpose of each End-of-Course Exam is to provide you, your child, and your child’s teacher(s) with information about the extent to which your child has met the content standards required for the corresponding course(s) taken during the 2017–2018 school year. A *Parent Information Booklet* with information about the End-of-Course Exams and what you can do to help your child prepare has been posted online at <http://alohahsap.org/EOC/resources/?section=1>.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will not take the End-of-Course Exam(s) because he or she is unable to meet the administration requirements.

Even though school-level personnel have determined that your child is unable to meet the administration requirements for the End-of-Course Exam(s), you may request that he or she take the exam(s). However, your request will not be granted if your child’s current physical, mental, and/or emotional condition prevents him or her from taking the exam(s).

If you wish to have your child take the (exams), please submit a letter to me that states the reason(s). I will review your request, the written documentation provided by the school staff members and non-Department personnel, and inform you whether the request has been approved or denied. Before the exam, please visit the [alohahsap.org](http://www.alohahsap.org/) portal to access the End-of-Course Exams homepage. Click on the Students and Families link to access the Training Tests and view the different types of test items that will be included in each End-of-Course Exam.

Your child’s teacher can provide you with the most current information regarding your child’s academic performance in the course(s) that has a corresponding End-of-Course Exam(s).

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal