



Courtesy Testing for Home-Schooled Students

This Courtesy Testing for Home-Schooled Students Request Form is intended for **internal school use only**. This form may be used by school personnel to collect a home-schooled student’s request for courtesy testing. This Form must be given to the school’s Test Coordinator (TC) or Principal (PR), for official submission the *Submit Test Administration Forms* in TIDE.

Date: _____

Student Name: _____

10-digit Student ID: _____ Grade Level: _____

School Name: _____

School Person Completing this Form: _____

School Contact Person: _____

School Contact Telephone Number: _____

School Contact Person E-mail: _____

Assessment(s): (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Smarter Balanced ELA/Literacy | <input type="checkbox"/> HSA-Alt ELA/Literacy |
| <input type="checkbox"/> Smarter Balanced Mathematics | <input type="checkbox"/> HSA-Alt Mathematics |
| <input type="checkbox"/> HSA Science (NGSS) | <input type="checkbox"/> HSA-Alt Science (NGSS) |

Note: Courtesy testing for home-schooled students is not provided for the EOC Exams.

A home-schooled student cannot access the secure online Smarter Balanced ELA/Literacy or Mathematics Assessments or the Hawaii’s Science (NGSS) Assessment until the grade level provided by the elementary school office staff or secondary school registrar and entered on this form has been activated in TIDE by the Assessment Section.

Do not ask parents to bring their home-schooled child to your school to be tested until an Assessment Section staff member informs the School Test Coordinator that the student can access the secure online testing site.

An Assessment Section staff member will inform the School Test Coordinator whether this request has been approved or disapproved after it has been processed in TIDE. See Appendix CC in the Smarter Balanced Summative Test Administration Manual for more information.

School Test Coordinator/Principal Use Only

Submitted to TIDE: Y or N
Name and Date:

Approved: Y or N
Name and Date:

The school Test Coordinator should retain the original form for documentation purposes.