**State Test Accommodation Verification Request Form**

This State Test Accommodation Verification Request Form is intended for **internal school use only**. This form may be used by Teachers to communicate a student’s accommodations to the school’s Test Coordinator (TC) or Principal (PR). To verify state accommodation(s), the TC or PR must complete the official submission through the *Submit Test Administration Forms* in TIDE . Please note: For SY 2023-2024, only the following state test accommodations will be carried over in the Test Information Distribution Engine (TIDE): American Sign Language (ASL), Braille (includes Audio Transcriptions and Emboss), and Closed Captioning (CC). For more information, refer to [the July 14, 2023 HIDOE announcement memo.](https://smarterbalanced.alohahsap.org/resources/resources-2023-2024/school-year-2023-2024-state-test-accommodations)

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| **2023-2024 Hawaiʿi State Test Accommodation Verification Request Form** | | | |
| School Name: | | | Today's Date: |
| Person Completing this Request Form: | | | |
| E-mail: | | | |
| Student 10 Digit-SSID: | | Enrolled in Grade: | |
| Student is: □ IDEA-Eligible □ Section 504 □ Recently Injured (Speech-to-Text or Scribe)  Is the student taking the Kaiapuni assessment of Education Outcomes? □ Yes □ No | | | |
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| Please mark **all the state test accommodation(s) being requested** for the eligible student, including those state test accommodations (ASL, Braille, and/or CC) that will be carried over for use in SY 2023-2024. | | | |
| **Select the State Test Accommodation(s) requested for verification:**  □ 100s Number Table (NT) for SB math test  □ Abacus (AB) for SB math test  □ Alternate Response Options (ARO) for all tests. ARO are not limited to: adapted keyboards, large keyboards,  StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches.  □ American Sign Language (ASL) for SB ELA listening items and math items  □ Braille (BR) online or paper/pencil tests – **if you selected BR,** please identify either  the**ONLINE OR PAPER/PENCIL**test with the preferred braille code in the **Braille Code Accommodation section.**  □ Braille Transcript (BT) for SB ELA Listening Passages – UEB Contracted  □ Braille Transcript (BT) for SB ELA Listening Passages – UEB Uncontracted  □ Calculator (CAL) for grade 6 and above **calculator-allowed** items on the SB math test. Specialized calculators are: a  large button/large display calculator, a calculator built into an assistive technology device, an adapted keyboard calculator, a voice activated calculator, a talking calculator, or a braille calculator.  □ Closed Captioning (CC) for SB ELA listening items  □ Math Manipulatives (MMs) for SB math test and (optional) Algebra I and 2 EOC exams – If you selected MMs,  identify the specific MM accommodations in the **Math Manipulatives** section.  □ Multiplication Table (MT) for SB math test – 12x12 Grid  □ Print on Demand (POD)  □ Read Aloud (RA) for Reading Passages on SB ELA test. The purpose of the 2–3 Reading Passages is to measure the  student's independent reading comprehension skills. Refer to the [State Test Accommodation Guide](https://smarterbalanced.alohahsap.org/resources/accessibility-and-accommodations-state-guides) for TTS and RA and the [Smarter Balanced Guidelines for Choosing Text-to-Speech or Read Aloud Accommodations (Grades 3-5)](https://smarterbalanced.alohahsap.org/resources/resources-2020-2021/smarter-balanced-guidelines-for-choosing-text-to-speech-or-read-aloud-accommodations-(grades-3-5)) for guidance.  □ Scribe (SC) for SB ELA Performance Task (ELA-PT) Part 2, full write or long essay  □ Speech-to-Text (STT)  □ Text-to-Speech (TTS) for Reading Passages on SB ELA test. The purpose of the 2–3 Reading Passages is to measure  the student's independent reading comprehension skills. Refer to the [State Test Accommodation Guide](https://smarterbalanced.alohahsap.org/resources/accessibility-and-accommodations-state-guides) for TTS and RA and the [Smarter Balanced Guidelines for Choosing Text-to-Speech or Read Aloud Accommodations (Grades 3-5)](https://smarterbalanced.alohahsap.org/resources/resources-2020-2021/smarter-balanced-guidelines-for-choosing-text-to-speech-or-read-aloud-accommodations-(grades-3-5)) for guidance.  □ Word Prediction for SB ELA Performance Task (ELA-PT) Part 1 and Part 2– Embedded option (no school  equipment/software needed)  □ Word Prediction (WP) for SB ELA Performance Task (ELA-PT) Part 1 and Part 2 – Non-embedded option (school  equipment/software required; consult the [Assistive Technology Manual](https://smarterbalanced.alohahsap.org/resources/resources-2023-2024/assistive-technology-manual-and-braille-resources-2023-2024) for guidance) | | | |
| **Braille Code Accommodation-**  **Online Tests:**  □ UEB Contracted for ELA  □ UEB Uncontracted for ELA  □ Math UEB Contracted with UEB Math  □ Math UEB Uncontracted with UEB Math  □ Math UEB Contracted with Nemeth Math  □ Math UEB Uncontracted with Nemeth Math  □ Grade 5 and 8 Science and Biology – UEB Contracted with Nemeth | **Braille Code Accommodation- Paper/Pencil Tests:**  □ UEB Contracted for ELA  □ UEB Uncontracted for ELA  □ Math UEB Contracted with UEB Math  □ Math UEB Uncontracted with UEB Math  □ Math UEB Contracted with Nemeth Math  □ Math UEB Uncontracted with Nemeth Math  □ Grade 5 and 8 Science – UEB  Contracted with Nemeth (no Braille Paper/Pencil for Biology) | | **Math Manipulatives** (up to 4)**:**  If applicable, select from the list of pre-approved Math Manipulatives (MM) state test accommodations below:  □ Algebra Tiles (recommended for  Grade 6 and above)  □ Base Ten Blocks  □ Colored Tiles  □ Geoblocks Sets  □ Geoboards and Geobands  □ Multi-link Cubes, Pop Cubes, or Similar  □ Multi-Sensory Learning (MSL) Kits  □ One-Inch Blocks  □ Pattern Blocks  □ Transparent Sheets  □ Two-Color Counters  □ Other: |
| **Provide any Additional Comments Here:** | | | |

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| *School Test Coordinator/Principal Use Only*  Submitted into TIDE: Y or N  Name and Date: |

See Appendix BB in the Smarter Balanced Summative Test Administration Manual for TC/PR TIDE Submission Instructions.

The School Test Coordinator/Principal should retain the original form for documentation purposes.