



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 1, 2018

**Action Required**  
**Due Date: 10/12/18**

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

FROM: Rodney Luke   
Assistant Superintendent

SUBJECT: **Hawaii State Assessment – Alternate (HSA-Alt) Stakeholder Standing Committee**

The Assessment Section is recruiting participants for the Hawaii State Assessment-Alternate (HSA-Alt) Stakeholder Standing Committee. The committee will meet up to two times a year to provide feedback on alternate test policy, guidelines, and design. The first committee meeting will be held on Friday, October 26, 2018 from 8:30 a.m. to 3:00 p.m. at the American Institutes for Research office in Honolulu. The purpose of the meeting will be to review and provide feedback on the newly developed HSA-Alt Policy and Range Performance Level Descriptors (PLDs). Policy PLDs are high-level statements that describe the goals and rigor expected within the performance level descriptors. Range PLDs are the specific grade-by-grade content-area descriptors of student performance expected at each performance level for the test. Range PLDs serve as the basis for the HSA-Alt blueprint helping to guide future item development.

The Assessment Section is accepting applications from accessibility experts at the state, complex area, and complex levels, HSA-Alt teachers, special education advocates and parents of children with significant cognitive disabilities. Applicants for the HSA-Alt Stakeholder Standing Committee will be selected to ensure that the committee accurately reflects Hawaii's diverse population. Airfare will be provided to all neighbor island participants. A substitute code will be available for HODOE employees, as needed. All non-HODOE employees will receive a \$172.60 stipend per day. The online registration form can be accessed at the following link: <http://bit.ly/AltStakeholder2018>. Applications are due Friday, **October 12, 2018**.

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All applicants will receive an automated confirmation email that verifies that the online application has been successfully completed. If an automated confirmation is not received within 24 hours of submission of the online application form, contact Emily MacGillivray at the American Institutes for Research (AIR) at (808) 943-3910 or by email at [emacgillivray@air.org](mailto:emacgillivray@air.org). After the online application site closes, **accepted** applicants will receive a second email confirming acceptance with further details about the committee meeting and any last minute logistics.

For more information contact Susan Forbes, Test Development Specialist, Assessment Section, at (808) 733-4100 or via email at [hsa-alt@notes.k12.hi.us](mailto:hsa-alt@notes.k12.hi.us).

**Please forward this memo to state, complex and district-level accessibility experts, HSA-Alt teachers, special education advocates, parents and community members who may be interested in serving on the HSA-Alt Stakeholder Standing Committee.**

RL:sf

c: Deputy Superintendent  
Assistant Superintendents  
Assessment and Accountability Branch