




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 21, 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

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Recruiting Participants for 2019 HSA-Alt Stakeholder Committee**

The Assessment Section is currently recruiting participants for the 2019 Hawaii State Assessment-Alternate (HSA-Alt) Stakeholder Committee. This year's committee will help the Department by examining and providing feedback on guidelines for alternate testing in the State, including the specific criteria used for HSA-Alt student identification. The committee meeting will be held on Thursday, December 5, 2019 from 8:30 am to 3:00 pm at the Hawaii Department of Education (HIDOE) Diamond Head Annex, 475 22nd Avenue, Ewa Building, Room B4.

The Assessment Section is currently accepting applications from accessibility experts at the state, district, or complex levels, HSA-Alt teachers, special education advocates and parents of children with significant cognitive disabilities. Applicants for the HSA-Alt Stakeholder Committee will be selected to ensure that the committee reflects Hawaii's diverse stakeholder groups. Airfare will be provided for all neighbor island participants. A substitute code will be available for HIDOE employees, as needed. All non-HIDOE employees will receive a \$178.42 stipend. Access to the online registration site is available at alohahsap.org > HSA-Alt > Announcement or via this direct link: <http://bit.ly/AltStakeholder2019>. HSA-Alt Stakeholder Committee applications are due by **Friday, November 15, 2019**.

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) 943-3906 or by email at emacgillivray@air.org.

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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) 307-3636 or via email at susan.forbes@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 Committee.

RL:sf

c: Assessment and Accountability Branch