**HSA-Alt Paper/Pencil Test Kit Request Form**

**(Summative Assessments Only)**

Date:

School Name: School Code:

School Test Coordinator (TC) Name:

TC Email: TC Phone:

Student's SSID #: Student's Grade Level:

Student's Test Administrator Name:

State the rationale for requesting the Paper/Pencil Test Kit for the above student for HSA-Alt testing. Please refer to the Paper/Pencil Test Kit Guidelines in the *HSA-Alt Summative Test Administration Manual*:

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School Test Coordinators must **email** completed forms to:

Emily MacGillivray at [emily.macgillivray@cambiumassessment.com](mailto:emily.macgillivray@cambiumassessment.com)

**Forms must be submitted by April 21, 2023.**

The School Test Coordinator will be contacted via email if additional information is needed and when a final determination of approval is made by the Hawaiʻi Department of Education's Assessment Section.