



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

July 28, 2017

**ACTION REQUIRED**

TO: Deputy Superintendent  
Complex Area Superintendents  
Public Charter School Executive Director  
Principals (All)  
Public Charter School Directors (All)  
Test Coordinators (All)  
English Language Learners (ELL) Complex and School Coordinators (All)

FROM: Phyllis Unebasami, Acting Assistant Superintendent *Phyllis Unebasami*  
Office of Strategy, Innovation and Performance

C. Suzanne Mulcahy, Assistant Superintendent *C. Suzanne Mulcahy*  
Office of Curriculum, Instruction and Student Support

SUBJECT: **School Year (SY) 2017-18 Fall Training**  
**WIDA ACCESS for ELLs 2.0 for English Language Learners (ELL) Online Administration**

Collaboration by school coordinators for technology, testing, and the ELL program is essential for a successful transition to the WIDA ACCESS for ELLs 2.0 Online (ACCESS 2.0). **For school year 2017-18, all schools will be administering the ONLINE ACCESS for ELLs 2.0 assessment in January and February 2018 (refer to the Hawaii Statewide Assessment Program memorandum from Tammi Chun dated June 27, 2017).**

**WHO should attend the September/October 2017 training sessions?**

- **First priority** for the one-day training sessions will be given to **NEW** test coordinators and ELL complex/school coordinators to WIDA ACCESS Online.
- **Prior to attending a training session, registrant should have received an ATTENDEE confirmation email from the American Institutes for Research (AIR).**
- A separate technology requirements session will be held for technology coordinators.

**HOW do I register for a training session? DEADLINE: Friday, August 25, 2017**

- Complete the registration by using the link found on <http://alohahsap.org/> > Other Assessments > WIDA ACCESS for ELLs 2.0 > Recent Announcements.
- Within 24 hours, an automated receipt will be generated. A separate ATTENDEE confirmation will be issued shortly thereafter following a vetting process by the DOE Assessment Section.
- For questions on **registration**, contact: Emily MacGillivray at [emacgillivray@air.org](mailto:emacgillivray@air.org) or via phone at 808-943-3906.

**WHAT topics will be covered at the training sessions?**

- Test security and ethics; accessibility and accommodations; technology requirements; test administration procedures; setting up a test session; beginning a test session; and completing a test session.

**WHEN and WHERE will the training sessions be held?**

- Participants should attend the scheduled training in their district.
- Trainings will begin promptly. A one-hour lunch break is scheduled.

DATE	DISTRICT	SIGN IN	TIME	SITE
September 7, 2017 (Thursday)	Kauai	8:00 a.m.	8:30 a.m. - 3:00 p.m.	Wilcox ITC, P-1
September 14, 2017 (Thursday)	*Maui	8:00 a.m.	8:30 a.m. - 3:00 p.m.	Maui MCSA
September 18, 2017 (Monday)	East Hawaii - Hilo	8:00 a.m.	8:30 a.m. - 3:30 p.m.	Hale'olelo, UH-Hilo Campus, Room 112
September 21, 2017 (Thursday)	West Hawaii - Kona	8:00 a.m.	8:30 a.m. - 3:00 p.m.	TBA
September 25, 2017 (Monday)	*Honolulu Oahu	8:00 a.m.	8:30 a.m. - 3:00 p.m.	McKinley MCSA, 634 Pensacola St.
September 28, 2017 (Thursday)	*Windward Oahu	8:00 a.m.	8:30 a.m. - 3:00 p.m.	McKinley MCSA, 634 Pensacola St.
October 2, 2017 (Monday)	*Central Oahu	8:00 a.m.	8:30 a.m. - 3:00 p.m.	McKinley MCSA, 634 Pensacola St.
October 5, 2017 (Thursday)	*Leeward Oahu	8:00 a.m.	8:30 a.m. - 3:00 p.m.	McKinley MCSA, 634 Pensacola St.

**\* Molokai/Hana/Lanai travelers** - Airfare will be provided for test coordinators and ELL coordinators. Molokai, Hana and Lanai residents are encouraged to register for the training session on Maui; however, if more convenient, these individuals may register for a training session on Oahu. After you are confirmed for a training date you will be contacted by AIR to arrange for flights and shuttle service.

**QUESTIONS?**

- Contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

PU/CSM:KT:cy

c: Assistant Superintendents  
 Superintendent's Office Directors  
 State Public Charter School Commission  
 Office of Curriculum, Instruction and Student Support  
 Office of Information Technology Services  
 Assessment and Accountability Branch