

No ka Loa‘a ‘ana a me ke Kāka‘ahi ‘ana i nā Palapala Kaha Haumāna KĀ‘EO 2020-21

Accessing and Disseminating SY 2020-21 Individual Student Reports for KĀ‘EO

He wahi ho‘omana‘o kēia mai ka [Assessment News o ka lā 24 o Mei 2021](#) (Helu 5), no ko ke kula kuleana e kāka‘ahi i nā kaha hō‘ike haumāna i nā mākuā a e hō‘oia nō ho‘i i ka loa‘a i nā mākuā ka Palapala Kaha Haumāna (Individual Student Report/ISR) a kā lākou (mau) keiki no ka Makahiki Kula 2020-2021. ‘A‘ole e pa‘i ‘ia a ho‘ouna ‘ia kekahi Palapala Kaha Haumāna i nā kula no ke kāka‘ahi ‘ana.

This is a reminder from the [May 24, 2021 Assessment News](#) (item 5) that schools are responsible for sharing student results on statewide assessments with parents and ensure that parents receive their child(ren)’s Individual Student Reports (ISRs) for SY2020-2021. Student Reports will no longer be printed and sent to schools for distribution.

Nui nā mea e ho‘oholo ai i ka wā e ho‘okō ai i kēia mau hana. ‘O ka mea mua a ko‘iko‘i loa, ‘o ia ka ho‘oholo ‘ana i ke ala e ho‘ouna ‘ia ai nā palapala i nā mākuā. Na kēia e hō‘ike mai i ka pono a pono ‘ole paha e pa‘i pepa ‘ia nā palapala. Eia nā ala e ho‘ouna ‘ia ai nā palapala:

- E ho‘ouna kikoho‘e ‘ia nā palapala i nā mākuā inā *hilina‘i ‘ia a palekana pa‘a* ho‘i ia ala e ho‘oka‘a‘ike ai.
- E ho‘ouna ‘ia ma ka leka i nā mākuā inā loa‘a ka ‘ikepili helu wahi noho o kēia wā ‘ānō.
- E kāka‘ahi aku i nā palapala i nā mākuā ma kekahi hanana kula, e la‘a me ka ‘aha ho‘olauna a (i ‘ole) ma nā hālāwai mākuā, a i ‘ole
- Ma o kekahi ala ‘ē a‘e o ka ho‘oka‘a‘ike i holo pono no ke kula i ka wā ma mua.

There are a number of decisions that will need to be made at the school level as you go through the process. The first, and most important, is deciding how the reports will be provided to the parents. This decision affects whether or not printing of the reports will be necessary. There are a number of options for delivery, such as:

- *Sending reports to parents electronically if you have a reliable and secure means of communicating with them,*
- *Mailing reports to parents if you have an up-to-date mailing address,*
- *Distributing reports to parents at events like orientation and or parent teacher conferences, or*
- *Any other means of communication which has worked for your school in the past.*

Na ke kula nō e ho'oholo i ke ala e kāka'ahi 'ia ai ka palapala; eia iho nō na'e he mau mea e no'ono'o ai i ka wā e kaupaona ai i ka ho'ouna kikoho'e a me ka ho'ouna pepa pa'a:

- Loa'a he ala palekana pa'a e ho'oka'a'ike ai i nā mākuā a e ho'ouna ai ho'i i ka 'ikepili pilikino haumāna (Personally Identifiable Information/PII)
- Loa'a ka 'āpono kūhelu e ho'ohana ai i ia ala e ho'ouna ai i ka 'ikepili pilikino haumāna (PII a me nā Palapala Kaha Haumāna)
- Loa'a ka 'ikepili mākuā o kēia wā 'ānō e ho'oka'a'ike ai, a i 'ole, loa'a he paena pūnaewe/ polokalamu e 'e'e palekana ai nā mākuā e ki'i ai i ka 'ikepili haumāna
- Loa'a he ki'ina hana e hō'oiā ai i ka ho'ouna pono 'ana i ka Palapala Kaha Haumāna i ka haumāna pololei

As the method of distribution is a school-level decision, some of the factors to consider when deciding between electronic delivery and hardcopy distribution are:

- *Availability of a secure method of parent communication and delivery of information that contains student Personally Identifiable Information (PII)*
- *Administrative approval of the use of this method to deliver student PII (including student ISRs)*
- *Access to current parent contact information, or parent access to a portal or application to securely retrieve student information*
- *Procedures to ensure accurate delivery of ISRs to the correct students*

Inā ho'oholo ke kula e ho'ouna i palapala i pa'i pepa 'ia i nā mākuā, 'a'ole na'e loa'a nā mea e pono ai ka pa'i 'ana i nā palapala nona iho, na ke Ke'ena Hō'ike e uku i ka pila i **ho'okahi manawa** e pa'i ai i nā Palapala Kaha Haumāna (ISR) o ka makahiki kula 2020-2021. Na ke kula ka pa'i 'ana i nā palapala 'ē a'e a me nā palapala keu (e la'a: ka papa inoa haumāna hou/haumāna ha'alele/komo). E pa'i 'eleke'o 'ia kēia mau palapala no ka mālama 'īnika 'ana ma ke kula. E ho'omaopopo aku nā kula i ka [Mahele Ho'olaupai](#) me nā nīnau e pili ana i ka ho'ouna 'ana i nā noi a i 'ole nā waihona.

*If a school chooses to send hardcopy reports to parents/guardians and does not wish to or does not have the capacity to print the reports themselves, the Assessment Section will cover the cost of a **one-time printing** of the SY2020-21 ISRs. Schools will be responsible for any additional printed reports (i.e., new student enrollments or transfers). These reports may be printed in greyscale to save printer ink for the school). The procedure for this is explained later in this document. Schools should contact the [Reprographics Section](#) with questions about submitting requests or files.*

No ka Loa'a 'ana o nā Palapala Kaha Haumāna no KĀ'EO

Paipai 'ia ka pa'i 'ana i nā palapala kaha ma hope o ka wā kāinoa. E aho inā kāka'ahi 'ia nā Palapala Kaha Haumāna ma mua o ka hopena o ke kau mua.

Accessing KĀ'EO student reports

It is recommended that reports be printed out after school enrollments and transfers have stabilized. It is recommended that ISRs be distributed before the end of the first semester.

E ho'ouna pū 'ia paha he [Leka Ho'olauna no ka Palapala 'Ohana](#) (ma ka 'ōlelo Pelekānia a me ka 'ōlelo Hawai'i) me nā palapala kaha. Aia kekahi anakuhi ma ka paena pūnaewe.

A school [Family Report Cover](#) letter (both in English and Hawaiian) may be attached to the printed ISR's. A template letter can be found in the portal.

No nā Palapala Kaha Haumāna no KĀ'EO, e ho'ouna 'ia ana kekahi leka uila i nā po'okumu me ka 'ōkuhi no ka ho'oili palekana 'ana i nā palapala no ko lākou kula/haumāna pono'ī. Ma ke kāhuakomo 'ana i ka 'ikepili pilikino (he 'ōlelo huna a i 'ole he helu hō'ōia) a me ka helu leka uila e komo palekana ai ke po'okumu i nā palapala. Aia nā palapala a pau ma ke 'ano he PDF a e ho'oili like 'ia ana lākou ma ho'okahi waihona 'opihia.

For the KĀ'EO student reports, school principals will receive an email with instructions for securely downloading reports for their designated school/students. Recipients will enter unique information (either password or verification code) and their email address to get secure access to the reports. All reports are in PDF format and will be downloaded as a single .zip file.

Inā paha ua ne'e kekahi haumāna i kekahi kula aupuni a i 'ole kekahi kula ho'āmana Hawai'i, a noi kona makua i kāna palapala kaha, e ho'ouna mua i ka makua i ke kula a kāna keiki e hele nei a ma laila 'o ia e noi ai. Inā ua ne'e kula ka haumāna i kekahi kula kū'oko'a a i 'ole i kekahi moku'āina 'ē a'e, e ho'omaopopo mai i ke Ke'ena Hō'ike ma (808) 307-3636 a i 'ole ma hsa@k12.hi.us. E ho'ouna 'ia ana ka Palapala Kaha Haumāna e like me kā ke kulekele kula e pili ana i ka ho'ohana 'ana i ka 'ikepili pilikino haumāna (PII).

If a parent of a student who has moved to another Hawaii public or charter school requests an ISR, that parent should first be directed to the current school to request a report. If the student has moved to a private school or out of state, please contact the Assessment Section at (808) 307-3636 or via email at hsa@k12.hi.us. This report should be delivered consistent with school policy regarding transmission of Personally Identifiable Information (PII).

No ke Noi Pa'i na ka Mahele Ho'olaupa'i

Inā e ka'ana 'ia ana nā palapala pa'i me nā mākuā, hiki ke ho'olauka'i i ka ho'opa'i 'ia 'ana o ia mau palapala ISR a ke kula i ho'oili mua ai me ka [Mahele Ho'olaupa'i](#). Na ke Ke'ena Loiloi e uku he **ho'okahi wale nō manawa** no ka pa'i 'ana i nā Palapala Kaha Haumāna 2021 (e kākau nota ma ka 'Ōkuhi Kiko'ī). E hāpai i kēia 'ano noi ma ka [Palapala Noi Pa'i/Ki'i](#). Aia he mana hou aku o ia palapala like me nā hakahaka 'ikepili i ho'opihapiha 'ē 'ia ma ['ane'i](#).

Request Printing by the Reprographics Section

*If you will be sharing printed reports with parents, arrangements can be made by the school with the [Reprographics Section](#) to have the ISR files you have downloaded printed. The Assessment Section will cover the costs for a **one time** printing of the 2021 student reports (please note in the Special Instructions). The request can be made using the [Printing/Graphics Request Form](#). There is also a version of the form, with much of the information “prefilled” for schools which can be found [here](#).*

Inā kupu mai he nīnau, e ho'omaopopo mai i ke Ke'ena Hō'ike ma ke kelepona 'ana iā (808) 307-3636 a i 'ole ma ka leka uila 'ana iā hsa@k12.hi.us.

If you have any questions, please contact the Assessment Section at (808) 307-3636 or via email at hsa@k12.hi.us.