



Student HSGQE Information Request

In an effort to improve data quality between the Department of Education & Early Development (EED) and school districts, the department has put in place a procedure for school districts to request student assessment score information. This procedure will not only lessen the chance for error during precode data submissions by confirming a student's proficiency on subtests of the HSGQE, but establish the retest information when student records have not been transferred to the new district.

To submit a request, send a MS Excel data file using the following file layout to May Palomo via email at: may.palomo@alaska.gov.

AKSID	Alaska Student ID
LastName	Student Name – Last
FirstName	Student Name – First
BirthDate	Birth date

Please note the following:

1. Requests must come from the District Test Coordinator.
2. Deadline to submit must be before the day prior to the close of the online enrollment window each administration.
3. Results from this request will contain confidential student information and therefore be sent to districts encrypted in a secure email. If you have not previously received secure email from the department, you can find out more information on the State of Alaska's [Secure Email FAQs](#) site.
4. Results provided by EED are not official. Official scores can be obtained from student transcripts.