

Form for Requesting College Board Accommodations

The information from the local application form will be utilized to electronically file your request to the College Board by McLean High School’s Services for Students with Disabilities (SSD) Coordinator. The SSD Coordinator is available to help facilitate this process. The ultimate responsibility for a complete packet is a student/parental responsibility.

Step 1. I have read and understand the basic criteria for College Board approval of an accommodation request and believe my son or daughter is eligible. (See the College Board website “accommodations for students with disabilities” and review correspondence provided by the McLean Special Education Department)

_____ (initials)

Step 2. Complete and Sign the *College Board Consent Form for Request of Accommodations* and **attach** with this application. (form is found following the FAQ section of this document)

_____ (initials/attached)

Step 3. Complete this form. Note that the presence of an IEP or a 504 Plan does not constitute an automatic approval. Required Information: **(PLEASE PRINT CLEARLY AND CAREFULLY)**

Blanks or partially filled out sections will delay processing

Student’s Name: _____

Address (Full address): _____

Telephone Number: _____

Date of Birth: _____

Expected Graduation Date: _____

Date you plan to take the PSAT/SAT Exam: _____

E-Mail Address: _____

Date of Current IEP or 504 Plan: _____

Date of First IEP or 504 Plan: _____

Primary Handicapping Condition: _____

Specific Medical Condition and Date of initial diagnosis (if applicable): _____

Accommodation(s) Requested: _____

Step 4. Be prepared to provide all Documentation requested by the College Board.

In nearly all cases, the College Board will ask for the most recent testing data (**Cognitive and Achievement Testing**) that was used to determine the student's eligibility for special education services. It must be no older than 5 years. This should be on file (for students with IEPs) with the Special Education Office. (The KTEA, Woodcock Johnson, Wechsler Intelligence Scale for Children 4th Edition, and the Wechsler Adult Intelligence Scale 4th edition are some examples of these types of tests.)

The primary purpose of testing is to assist in the development of the student's IEP. McLean does not provide testing for the sole purpose of an accommodation request. If testing is not done in conjunction with the Triennial Eligibility, then the student must be tested privately and any cost is incurred by the parent.

If a **medical condition** is involved, a recent medical report (within the last year) detailing the disability, its impact on the education process, and concise explanation why accommodations are necessary, must be provided.

Specific accommodation requests (such as extended time, large block print, use of a computer) will all necessitate the submission of *accommodation specific evidence* that demonstrates a true need. Verification of ongoing classroom use of the requested accommodation(s) and examples of student work may also be required. You will be asked to contact your son's or daughter's teachers and/or counselor for this.

Step 5.

Once completed, forward this form to the SSD Coordinator's mailbox. A review of all files located within the Special Education Office will be conducted. It will **require up to 2 weeks** to electronically file your application. Once all documentation requested by the College Board is received from the parent/files, it will be faxed to the College Board as well.

Updates and additional requests from the College Board will be sent to you as they are received.

Note: The College Board requires (7) weeks to process and review an application once all materials are received. As a parent, **you may directly contact the College Board at 609 771-7137** to inquire about the status of your son or daughter's request. Knowing your son or daughter's SSD number (from the initial electronic application) will expedite the process. (www.collegeboard.org)

Mr. Bouchard
SSD Coordinator
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(response time may be limited in the summer months)

Frequently Asked Questions

How do I know if my son or daughter is eligible for test accommodations?

Both the College Board and the ACT Review Committees have very stringent requirements. A student must demonstrate a valid need based on a documented learning disability or medical condition. The existence of an IEP or 504 Plan, in and of itself, does not guarantee test accommodation approval.

The requested accommodation must presently be in use in the classroom and have been in use for at least the past 4 months. Specific documentation verifying the need may be requested.

In nearly all cases, the College Board will ask for the most recent testing data (**Cognitive and Achievement Testing**) that was used to determine the student's eligibility for special education services. It must be no older than 5 years. (The KTEA, Woodcock Johnson, Wechsler Intelligence Scale for Children 4th Edition, and the Wechsler Adult Intelligence Scale 4th edition are some examples of these types of tests.)

When should my son or daughter apply for accommodations?

It is suggested that a student take the PSAT once without accommodations to establish a baseline. If it is evident that a student can benefit (and does need) accommodations, the application can be submitted at any time. Be cognizant of deadlines if you are looking at an upcoming exam. The process may take up to 2 months to complete and the SSD Coordinator is not under contract during the summer months

How long are accommodations good for?

Once approved, a College Board accommodation will follow a student through their high school career, to include, PSAT's, SAT's, AP Testing and National Merit Tests.

What accommodations can I request?

The College Board website details the available accommodations. They include: extended time, use of a computer for the essay portion of the test, large block answer sheet, Large Print Exams, Frequent Breaks, Preferential Seating and allowances for food or medications during the exam.

The requested accommodation must currently be in use in the classroom and full documentation must be included that clearly demonstrates the student's needs.

Does an IEP or 504 Plan guarantee that I will receive an accommodation?

No, the College Board's criteria are much more stringent. Clear documentation and a demonstrated need must be provided to the College Board's (or ACT's) Review Committee.

What is an SSD Number and why is it important?

The Services for Students with Disabilities (SSD) Number is initially assigned to any student who applies for an accommodation. If approved, this number follows the student throughout their high school career and identifies them as eligible for specific accommodations as approved by the College Board.

If approved for an accommodation, how will a test center know on the day I arrive to take an SAT?

At the time the student applies for an exam, he or she should include the assigned SSD number they received when initially approved for an accommodation. The test center will be notified by the College Board that special testing will be occurring via a Nonstandard Administrative Report (NAR).

It is always a good idea for the student to bring a copy of their approval letter and be proactive on the day they arrive for their exam

If approved for use of a computer, what is included?

A basic keyboard program will be utilized with no spell check or grammar corrections available to the student during the exam.

Can I take the ACT's with accommodations approved by the College Board?

The ACT Exams are conducted by another agency. By going to www.actstudent.org and reviewing the "Students with Disabilities" section, two options for test accommodations can be found. The McLean SSD Coordinator must also review and verify this application.

Can a change be made to an accommodation after it is approved?

Yes, a change request form can be submitted should a student feel it necessary to request an additional accommodation.

Can I contact the College Board directly?

Yes. As a parent, **you may directly contact the College Board at 609 771-7137** to inquire about the status of your son or daughter's request. They also have a website. For general information go to www.collegeboard.org or for specific information about services for students with disabilities see www.collegeboard.com/ssd/student.

Consent Form for Request for Accommodations

Student's Name: _____

School: _____

Student's Date of Birth: _____

I wish to apply for testing accommodation(s) on College Board tests (SAT, PSAT/NMSQT, and/or Advanced Placement Tests) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP[®], and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student's Signature

Date

Parent /Guardian's Signature
(Required if Student is under 18)

Date

Please include the following items to help speed up processing of application **EVEN if the school has them on file.**

- **A copy of most recent IEP/504/Educational plan**
- **A copy of most recent psychological and educational testing reports**
- **A signed release of information form attached**