

Dear Parents/Guardians:

Fairfax County Public Schools (FCPS) is pleased to announce plans to offer the Preliminary SAT (PSAT)/National Merit Scholarship Qualifying Test (NMSQT) to students in grades 10-11 on October 12, 2022. A [PSAT/NMSQT Testing Notification](#) letter is posted online.

Students with disabilities who have testing accommodations documented in a 504 Plan or an individualized education program (IEP) may be eligible for testing accommodations on the PSAT/NMSQT. The College Board must approve a formal request for each student. *If the student already has College Board accommodations approved from a previous PSAT/NMSQT, PSAT 10, SAT, or AP test, then no further action is needed. Once instated, accommodations remain in place for all College Board testing.* The [Accommodations Process for College Board Testing](#) webpage provides instructions on how to request College Board testing accommodations, including the required input and consent forms (Enclosures 2-3). To request new or amended College Board accommodations for the October PSAT/NMSQT, return the input and consent forms to the school by August 9, 2022. Please read below on how to submit the paperwork to McLean High School.

From McLean High School

We know this can be quite a confusing process for families. We have put together information below to, hopefully, help you through the process. If you have any questions, please feel free to contact Rob Bouchard - RABouchard@fcps.edu for assistance with IEP accommodations or Bethany Davis BSDavis@fcps.edu for assistance with 504 accommodations. Please get in all requests by August 9th or sooner to ensure that we can get in all accommodation requests in a timely manner.

Additionally, McLean will offer 4 other on-site SAT test dates for the 2022-2023 school year. The dates are as follows:

August 27, 2022, November 5, 2022, March 11, 2023, and May 6, 2023

McLean will not be open any other weekend for testing students with approved accommodations during the 2022-2023 school year.

Parent Responsibilities

The College Board has the sole discretion to determine whether or not testing accommodations will be provided for students with disabilities. The school does not have any influence over which accommodations will be provided. The College Board will make their determination based on the documentation provided; once accommodations are granted, they will be in place for all College Board testing (PSATs, SATs, AP exams). To facilitate this process, please complete the following steps.

Steps Families Should Follow to Apply for Accommodations:

1. Initiate request for accommodations for students with documented disabilities by completing this [paperwork](#) and submitting it to the SSD Coordinator. The school will then facilitate the preparation of appropriate documentation for testing accommodations with the College Board.
 - a. If your student has already been approved for College Board accommodations at another school, notify the SSD Coordinator when your student enrolls at McLean.
2. The College Board will review documentation and communicate with both the family and school of approved accommodations.
 - a. On occasion, the College Board will request additional documentation from the family. In this instance, the SSD Coordinator and the family will collaborate to collect and submit additional documentation to the College Board.
 - b. If requested accommodations are denied by College Board, the SSD Coordinator and the family may appeal and will need to provide additional documentation to College Board.
3. If accommodations are approved, the family will receive a Services for Students with Disabilities (SSD) number for registration.
4. [Create an account](#) with the College Board in order to register for an SAT.
5. [Register for an SAT test](#) using the SSD number provided by the College Board. McLean High School offers four weekend testing dates for students with approved accommodations from the College Board. If these dates are not convenient for families, other schools in the area provide additional testing dates. It is the responsibility of the College Board to email families notifying them of potential testing dates and sites that offer accommodations for testing.
 - a. McLean's 2022-2023 on-site testing dates
 - i. August 27, 2022, November 5, 2022, March 11, 2023, and May 6, 2023
 - b. McLean will host a schoolwide PSAT/SAT on October, 12, 2022 (the national testing date). Applications for accommodations should be submitted by August 3rd if families wish to have them in place by October 12th.

Please note, the accommodations approval process can take up to 7-8 weeks for the College Board to process the request and accompanying paperwork. If families have not heard from the College Board within this timeframe, they may call College Board to inquire about the status of their request. FCPS will designate a due date, typically in January, for all accommodation requests to ensure they are processed in time for AP testing in May.

- c. If requested accommodations are denied by College Board, the SSD Coordinator and the family may appeal.

SSD(IEP) Rob Bouchard - RABouchard1@fcps.edu

SSD(504) Bethany Davis - BSDavis@FCPS.edu

SSD Responsibilities

The Services for Students with Disabilities (SSD) Coordinator partners with families to facilitate requests for accommodations with College Board testing. This includes the PSAT, SAT, and AP tests.

- Once the family completes the request for accommodations [paperwork](#), the SSD Coordinator will complete the request to the College Board by providing the necessary paperwork that the school has on file (IEP, 504, psychological evaluations).
 - New families to Fairfax County need to provide the school with documentation supporting the student's need for accommodations (IEP, 504, psychological evaluations).
 - The SSD will communicate with the family regarding any additional paperwork requested by the College Board.
 - The SSD Coordinator will inform the Assessment Coach of all students requiring accommodations for the schoolwide October PSAT/SAT and Advanced Placement (AP) tests in May.
 - The Assessment Coach will communicate with students who have approved accommodations to notify them of their testing dates and locations via their FCPS email.
 - The SSD Coordinator will arrange proctors for predetermined onsite weekend testing dates (August 27, 2022, November 5, 2022, March 11, 2023, and May 6, 2023).
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College Board Responsibilities

College Board is the governing body that oversees PSAT, SAT and Advanced Placement testing.

- The College Board reviews the request for accommodations submitted by the SSD Coordinator and determines which accommodations a student is granted, if any, and provides a letter approving/denying accommodations.
- The College Board will take 7-8 weeks to make an initial decision/review.

- The College Board will inform the family and the school of the decision regarding the accommodation request.
- The College Board will mail all testing materials to the testing location to be administered by the testing site.
- The College Board [publishes alternative testing sites](#) when the student's base school is not scheduled to administer the test.