



Albany High School

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September 9, 2016

Dear Parent/Guardian,

In order to request accommodations for your student on the SAT, AP, PSAT/NMSQT, or ACT tests, families will need to apply directly to the College Board or ACT. The primary point of contact for families are ACT and the College Board (SAT Reasoning and Subject Tests, PSAT, and Advanced Placement exams).

Counselors are available to assist you with the process if you have any questions. However, the primary responsibility for submitting accommodation requests lies with students and their families. We have enclosed two documents that provide helpful hints on completing the request for accommodations process. The information sheets include important contact and website information.

Sincerely,

AHS Counseling Office

Guidelines for Requesting Accommodations through the College Board

Families of students with disabilities who are seeking accommodations on College Board tests (i.e., SAT®; AP®; PSAT/NMSQT®) need to apply directly to the College Board to receive those accommodations. There are several important steps in the process of determining the appropriate accommodations. These important steps are explained in the *College Board's Instructions for Completing the Student Eligibility Form*: http://professionals.collegeboard.com/profdownload/Instructions_Completing_Student_Eligibility_Form.pdf Please check the website for up-to-date information.

Read the instructions carefully because your family needs to submit all forms for accommodations directly to the College Board. Please note the following:

- The College Board has specific guidelines for identifying appropriate accommodations on their tests (see page 1 of the instructions). Often these accommodations are the same as those a student receives at school but not always. College Board does not automatically approve school accommodations. The most important advice is to follow the College Board guidelines.
- When the College Board receives a student's Eligibility Form, their review is very thorough. Additionally, sometimes they ask to review a student's disability documentation. Allow sufficient time when submitting documentation (it may take up to 7 weeks for a decision to be made). It is recommended that the Eligibility Form is submitted as soon as the student enters high school. Please note: academic and cognitive testing is valid for up to 5 years.
- To assist in planning for the eligibility process, the College Board has posted important due dates for requesting accommodations. These dates are posted on page 8 of the instructions, on the back of the mailing envelope, and on the College Board's website.
- Because the College Board scans the information provided on the student Eligibility Forms, they only process original forms. There are sections on the Eligibility Form to be completed by a student's school.
- The College Board's website at www.collegeboard.com/ssd/ also is a good resource for help in the eligibility process. For further questions, please call the College Board's SSD office at (609) 771-7137.
- Please download the Student Eligibility Form at:
http://www.collegeboard.com/prod_downloads/ssd/sample_eligibility_form.pdf

Contact Information:

Services for Students with Disabilities (SSD) College Board SSD Program
P.O. Box 8060 Mt. Vernon, IL 62864-0060
Phone: 609-771-7137 Fax: 866-360-0114 TTY: 609-882-4118
ssd@info.collegeboard.org

Helpful Hints for Requesting Accommodations Through ACT

Families of students with disabilities who are seeking accommodations on ACT tests need to apply directly to ACT to receive those accommodations. Please check the ACT website for Services for Students with Disabilities at: <http://www.actstudent.org/regist/disab/> for up-to-date information on how to request accommodations. All forms must be submitted directly to ACT. If you need assistance with this process, please contact your academic counselor in the AHS Counseling Office. However, the primary responsibility for submitting accommodation requests lies with students and their families.

Helpful Hints

- To request accommodations through ACT, please follow the instructions on the ACT website <http://www.actstudent.org/regist/disab/>. ACT has specific guidelines for identifying appropriate accommodations on their tests. Often these accommodations are the same as those a student receives at school, but not always. ACT does not automatically approve school accommodations.
- When ACT receives a student's request for accommodations, their review is very thorough. Additionally, sometimes they ask to review a student's disability documentation, doctor's notes, IEPs, 504 plans. Allow sufficient time when submitting copies of your documentation. ACT recommends submitting your request 3-4 weeks prior to the test registration deadline. All eligibility forms need to be postmarked to ACT by the registration deadlines, which can be found at <http://www.actstudent.org/regist/dates.html>. If you need copies of your 504 plan or IEP, please contact your academic counselor in the AHS Counseling Office who will assist you.
- ACT has different contact information, forms, and policies depending on the type of accommodations needed:
 - For students who need National Standard Time with Accommodations, please refer to ACT's eligibility guidelines at <http://www.actstudent.org/regist/disab/opt1.html>
 - For students who need National Extended Time (50% more time), please refer to ACT's eligibility guidelines at <http://www.actstudent.org/regist/disab/opt2.html>. Please download the Extend Time submission form at: <http://media.actstudent.org/documents/ext-time.pdf>
 - For students who need Special Testing (at school), please refer to ACT's eligibility guidelines at <http://www.actstudent.org/regist/disab/opt3.html>. Please download the Special Testing submission form at: <http://media.actstudent.org/documents/spectest.pdf>
- ACT's website on policies for documentation at <http://www.actstudent.org/regist/disab/policy.html> provides helpful information. For further questions, please call ACT's Students with Disabilities office. There are two numbers: (319) 337-1332, option 3 is for multiple day and special testing and (319) 337-1851 is for 50% extended time in one day testing. You can also contact your academic counselor in the AHS Counseling Office if you need further assistance.

Contact Information:

ACT Test Administration and Accommodations
301 ACT Drive, P.O. Box 168, Iowa City, IA 52243-0168
Phone: 319-337-1510 **Fax:** 319-341-2415