SDUSD Testing Accommodations Coordinator Responsibilities 2018-19

ACT's Steps for Requesting Accommodations:

1. Prepare:
    *   Request test coordinator (TC) role access (if you don't have one already): https://actiam.act.org/ssp/#/registration

2. Accommodations requested by student/family:
    *   Parent/Guardian will sign a Consent to Release Information to ACT form and submit request for accommodations online when registering for the ACT.
    *   Once an examinee has registered online for the ACT, ACT will automatically email you instructions regarding how to request accommodations and submit supporting documentation.

3. Accommodations submitted by TC:
    *   Collect signed parent consent form and submit requests and supporting documentation to ACT using TAA. Refer to the Test Accessibility and Accommodations User Guide to get access and instructions on how to navigate through this system.
    *   **IMPORTANT!** All accommodation requests must be submitted through TAA by the published registration deadlines for the student's preferred test date.

4. Wait for approval:
    *   Once all documentation is submitted, it generally takes 3-7 weeks to receive ACT's response of approval/denial.
    *   ACT will provide an Accommodations Decision Notification in TAA.
    *   Use of accommodations without approval will result in cancellation of test scores.

5. Review ACT Decision:
    *   Review each Accommodations Decision Notification and edit requests for reconsideration, if applicable.
    *   Call ACT to request format changes, such as to request a DVD instead of a reader.

6. Testing with ACT Accommodations:
    *   Reviews any updated Accommodations Decision Notifications.
    *   Downloads advanced search results in TAA to plan for test day.
    *   Coordinate with site testing coordinator to accommodate students' needs.
    *   If more support is needed, please contact Lorelei Olsen (lolsen@sandi.net) or Rachel Amato (ramato@sandi.net)

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College Board's Steps for Requesting Accommodations (SAT/PSAT/NMSQT/AP):

1. Prepare:
   - Complete, sign, and fax/mail the [Services for Students with Disabilities (SSD) Coordinator Form](#)
   - Create College Board professional account (if you don't have one already): https://account.collegeboard.org/login/

2. Accommodations requested by student/family:
   - Parent/Guardian will sign a [Parent Consent Form](#) and submit request for accommodations with the SSD coordinator through SSD online or request a paper Student Eligibility Form from the SSD coordinator.
   - [Spanish version of Parent Consent Form](#).

3. Accommodations submitted by SSD:
   - Collect signed parent consent form and gather all records related to the student's disability and requested accommodations (e.g., IEP/ 504, history of receiving accommodations, psychoeducational evaluation).
   - Follow the directions to make an [Online Accommodations Request](#).

4. Wait for approval:
   - Once all documentation is submitted, it generally takes 3-7 weeks to receive College Board's response of approval/denial. College Board will provide a Decision Letter for the student through SSD Online.
   - Use of accommodations without approval will result in cancellation of test scores.

5. Review College Board Decision:
   - [Manages Accommodations Online](#) to check request status, submit additional information, change accommodations, view decision letters, reopen denied requests, and/or create and print eligibility rosters.

6. Testing with College Board Accommodations:
   - Review any updated accommodation decisions in SSD Online.
   - Downloads list of students, SSD number, and accommodation (nonstandard roster.)
   - Coordinate with site testing coordinator to accommodate students' needs.
   - If more support is needed, please contact Lorelei Olsen (lolsen@sandi.net) or Rachel Amato (ramato@sandi.net)