

# INSTRUCTIONS FOR PARENTS AND STUDENTS

## PROCESS FOR APPLYING FOR ACCOMMODATIONS FOR THE SAT AND ACT

(These are 2 different tests that are recommended for students to take. However, they have 2 different processes for applying for accommodations.)

The timeline for taking these tests is usually that: Sophomores and juniors take the PSAT in October of each year, Juniors take both the SAT and ACT during the spring of their junior year, and then seniors repeat either both test or the one they did better on in the fall of their senior year.

### COLLEGE BOARD (SAT, SAT SUBJECT TESTS, PSAT, AP EXAMS)

(It is highly recommended that students take the SAT With the Essay as that is what many colleges want to see

This can be done when the student is a freshman (perhaps after 1<sup>st</sup> semester after we know if they are using their accommodations) because once they are approved for accommodations, this lasts throughout high school. The first test they will take is the PSAT which could be as early as October of their sophomore year, so the earlier, the better when it comes to applying.

1. Sign parent permission form and return to case manager (permission slip can be found on the CHS website, under Guidance, Testing Information, Services with Students with Disabilities). We'll need to keep that as documentation that you have given your written permission for the application to be put in.
2. We will apply online for accommodations and it can take up to 7 weeks to find out (that is why the earlier, the better however, the latest we can apply is 7 weeks before the actual test date). However, if they deny the request or ask for additional information, that will restart the 7 week time frame.
3. We may be asked to provide more information than we have in the student's file. Thus, when applicable, parents may be asked to get us additional data that we may not have.

#### Some additional notes:

1. VERY IMPORTANT NOTE: Once students been approved, parents and students MUST contact the College Board to change their registration and add the SSD number in order to get

**accommodations on the test. If the student wants to take the test again, they need to click “yes” to the question on the application stating “Do you want to test again with the same accommodations?” and then enter their SSD number.**

- 1. Students are only allowed to apply for accommodations that *they have previously used in school and not for the sole purpose of wanting accommodations on College Board tests.* Thus, it is important to think about what they are using in school to determine what needs to be applied for.**
- 2. If students need extended time, there are options for 50% or 100% extended time. However, students have to stay for the entire time and may not move on to the next section of the test until all their time is up so it will be important for parents and students to talk about this when deciding what to apply for.**

## **ACT**

**(It is highly recommended that students take the ACT Plus Writing as that is what many colleges want to see)**

This test is usually taken by students in the spring of their junior year and in the fall of their senior year. The application for accommodations has to be filled out at the same time as the student signs up for the test, so this should be **at the beginning of the student’s junior year and then again in the beginning of their senior year.**

There are two types of accommodations that can be applied for:

- a) Extended time**--- 50% more time (students test at a national test center)
- b) Special testing**--- for students whose documented disabilities require accommodations that cannot be provided at a national test center, such as:
  - More than time and a half testing;
  - Testing over multiple days;
  - Alternate test format;
  - Use of a scribe, computer, Mp3 Player, or reader;
  - Extended time on the Writing section only (for students with a developmental writing disorder, written expression, or dysgraphia)

### **For 50% Extended Time only:**

- 2. Students register for the ACT like other students, either online at [www.actstudent.org](http://www.actstudent.org) (parents will need to provide a credit card number for payment). Once the student has signed up and received an admissions ticket they will need to come get an ACT Extended time Application from their case manager. They need to then return the filled out**

application with a copy of their admissions ticket (*this needs to be at least two weeks before the actual test deadline*). The case manager will then fill out their portion and send it in to the ACT (must be done by the ACT test deadline). If the student wants to take the test again, they need to click “yes” to the question on the application stating “Do you want to test again with the same accommodations?”

**For Special Testing:**

1. *At least 2 weeks prior to the deadline for the test*, students and/or parents need to contact their Case Manager to let them know when they will be taking the test. The Case Manager will fill out the school portion of the ACT Special Testing Application. They will then give it to the student (or mail it home) to have students and their parents fill out their section. Since this serves as their registration packet as well, the student and parents will need to send in payment for the test. Since parents and students will be sending in the payment, they will need to send *everything* it to ACT themselves at the same time and they will want to make sure they get it in by the deadline (this is listed on the ACT website and is usually at least 6 weeks before the test date).
2. Each time a student wants to retest, a new request form must be submitted with full payment. Thus, the student should see their case manager as soon as possible to have them fill out the school portion before the student fills out the rest of the form and sends it in.

**\*\*\*\*\*IT IS VERY IMPORTANT TO PHOTOCOPY EVERYTHING YOU SEND TO MAKE SURE YOU HAVE COPIES IN CASE YOU GET ASKED TO SEND THEM AGAIN\*\*\*\*\***