

SDUSD Testing Accommodations Coordinator Responsibilities 2019-2020

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 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:
 - [Manage 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 Rachel Amato (ramato@sandi.net)