

To: Parents/ Guardian of Juniors and Seniors Applying for ACT Testing Accommodations

From: Alesia Margetis Counseling Department Chair / Lisa Murphy Special Ed. Co-Chair

Re: ACT Test Accommodations

Date: August 24, 2017

If you plan to take the ACT this school year and want to apply for accommodations, please read this letter carefully and follow the instructions on the ACT website. The ACT website is: <http://www.actstudent.org/regist/disab/>. Please make sure you read the information on the website carefully as it explains the procedures to follow to register for the ACT with accommodations.

There are three options for ACT administration with Accommodations: Standard Time with accommodations (stop the clock etc.), National Extended Time (time and half) and Special Testing. Please use this link below for the description of the accommodations. <http://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>

To apply for this accommodation of testing, please follow this link and instructions. <http://www.act.org/content/act/en/register.html>

Register online and make sure you click "disability" to access the accommodations. Pick the accommodations you would like to apply for or the accommodation that your student uses at school for assessments. ACT will generate an email to you that you will need to forward to [pHELKE@dist113.org](mailto:pHELKE@dist113.org) if you are a student with a current IEP. If you are a student with a 504 plan send to [abusse@dist113.org](mailto:abusse@dist113.org).

**Once an examinee has registered online for the ACT, ACT will automatically email instructions (with Subject: Requesting Accommodations on the ACT) regarding how to work with a qualified school official to request accommodations and submit supporting documentation via the Test Accessibility and Accommodations System (TAA). IMPORTANT!**

All accommodation requests must be submitted by your school official through TAA by the published registration deadlines for your preferred test date. Refer to "View Test Dates" for those registration deadlines.

It is imperative that you forward the ACT email instructions to Pam Helke (IEP) or Ariana Busse (504) at least ONE week prior to the deadline date listed on the ACT website to ensure your application gets processed and that a late fee is not incurred.

As you are planning the ACT application, please understand that even though you receive accommodations from Highland Park High School, it does not guarantee that you will receive accommodations from ACT.

Below are the dates for the 2017-2018 Test Dates

Test Date	Registration Deadline	Late Registration — fee required
October 28, 2017	September 22, 2017	September 23-Oct 6 2017
December 9, 2017	November 3, 2017	November 4-17, 2017
February 10, 2018*	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018
July 14, 2018	June 15, 2018	June 16-22, 2018

\*\*\* \*You must also bring the completed Consent to Release Information form and the accommodations information form below to Room A102 (IEP) or A221 (504) before we can complete the online accommodation request.



## Consent to Release Information to ACT

Print the examinee's first and last name.

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Examinee First Name

Examinee Last Name

### Examinee/Parent Signature

*I verify that the information provided in the accommodations and English learner (EL) supports request in the Test Accessibility and Accommodations System (TAA) is accurate to the best of my knowledge. I authorize the release to ACT of documents or other information related to this request by school officials, physicians, or others having such information, if requested by ACT. I understand that any documentation or information provided to ACT will remain with the records related to the request and will not become part of the examinee's permanent score record. If this request for accommodations or EL supports is not approved based on the information submitted, I understand the examinee may be required to test without the requested accommodations or EL supports.*

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Parent or legal guardian signature, or student signature if over age 18

Date

### Telephone Consent

*I verify that I have spoken to the examinee's parent or legal guardian by telephone, and obtained his or her permission to release information to ACT specifically as described above.*

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School official's signature

Date

**ACT Accommodation Form (504)**

***In addition to the consent form please complete the following information and return to Pam Helke in A-102.***

**Print Legibly**

Last Name, First Name, Middle Initial \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**Accommodations**

Please list the accommodations you are eligible to receive (and that are supported by documentation):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please circle the date of the ACT exam you registered for:

October 28, 2017      December 9, 2017      February 10, 2018      April 14, 2018  
June 9, 2018      July 14, 2018