

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

From: Dan Chamberlin, Special Education Department Co-Chair

Re: ACT Test Accommodations

Date: June 21, 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, specifically #2 on the directions.

There are two options for ACT administration with Accommodations, **Special Testing (Extended time over multiple days, stop the clock, scantron assistance, enlarged fonts etc.) and National Extended Time (Extended Time only over one day)**. Please use this link below for the description of the accommodations. <http://www.actstudent.org/regist/disab/opt1.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 indicate accommodations when registering. 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 the case manager or 504 coordinator. The generated email will have similar heading as this one below: 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). Forward this email to the case manager or 504 coordinator.

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.

1. It is imperative that you forward the ACT email instructions to the Case Manger, 504 coordinator or Dan Chamberlin **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. **The only EXCEPTION is the September 9th testing. All emails must be forwarded by Wednesday, JULY 19th.**

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

ACT Accommodation Checklist:

<http://www.act.org/content/dam/act/unsecured/documents/Accommodations-Infographic-Student.pdf>

2017-2018 Test Dates (National)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>(Late Fee Required)</u>
<u>September 9, 2017</u>	<u>August 4, 2017</u>	<u>August 5-18, 2017</u>
<u>October 28, 2017</u>	<u>September 22, 2017</u>	<u>September 23-October 6, 2017</u>
<u>December 9, 2017</u>	<u>November 3, 2017</u>	<u>November 4-17, 2017</u>
<u>February 10, 2018*</u>	<u>January 12, 2018</u>	<u>January 13-19, 2018</u>
<u>April 14, 2018</u>	<u>March 9, 2018</u>	<u>March 10-23, 2018</u>
<u>June 9, 2018</u>	<u>May 4, 2018</u>	<u>May 5-18, 2018</u>
<u>July 14, 2018*</u>	<u>June 15, 2018</u>	<u>June 16-22, 2018</u>