

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

From: Dan Chamberlin, Special Education Department Co-Chair

Re: ACT Accommodations Information

Date: June 26, 2019

If you plan to take the ACT this school year (2019-2020) 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.act.org/content/act/en/products-and-services/the-act/registration.html> . Please make sure you read the information on the website carefully as it explains the procedures to register for the ACT. When requesting accommodations and English Learner (EL) supports please follow the detailed directions; here is the link for accommodation information: <https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>

After you register for the ACT, ACT will automatically send Mr. Chamberlin an email informing him that a request for accommodations has been made and all necessary documentation (diagnosis, IEP, 504 etc.) will need to provide through the school to ACT. However, when you receive the registration confirmation email from ACT, it will be beneficial to forward that email to Mr. Chamberlin at [dchamberlin@dist113.org](mailto:dchamberlin@dist113.org) Please note that it will take approximately a week to process the request and upload the necessary documentation to the ACT system. Keep that in mind when reviewing the registration deadlines below because the school will need time to process each request, especially if it is the first time you are requesting accommodations. If you have already been approved by ACT for accommodations, you will always have the ACT approved accommodations for each test, just make sure you click on the appropriate box when you register for any future test dates. If you need to drop off the consent form at school you can drop it off to Mr. Chamberlin's Office in E125.

Please understand that even though you may receive accommodations from Deerfield High School, it does not guarantee that you will receive accommodations from ACT, ACT will make the determination regarding the accommodation request, not DHS.

**Deerfield High School HS Code: 141-570**

**Deerfield High School Testing Center #: 173-920**

Note that there are two types of testing for accommodations, National Testing and Special Testing. This will determine the Testing Center you will be proctored at, as DHS and HPHS are NOT proctoring all National Testing dates. Here is the link describing the difference between the two types of testing categories.

<https://www.act.org/content/dam/act/unsecured/documents/Accommodations-National-Special.pdf>

**Please note that DHS & HPHS are NOT proctoring July 2020 tests:**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020
<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>