

To: Parents/Guardians of Students Eligible to Receive Test Accommodations
From: Dawn Bryson, Deerfield High School Special Education Co-Chair
Re: Applying for Accommodations on College Board Exams (PSAT, SAT, AP)

If your student plans to take the PSAT, SAT, SAT Subject Test or an AP Exam and wants to have accommodations, please complete the forms at the bottom of this letter and return them to your student’s case manager or 504 Coordinator at least 9 weeks prior to the test date. College Board recommends applying for accommodations well in advance of the tests and will not guarantee a decision in under 7 weeks. If additional information or an appeal is necessary, it may take an additional 7 weeks for a final decision. For this reason applying well in advance is prudent. When a student is approved for accommodations through College Board those accommodations are in effect for all future College Board exams. For more information about the request for accommodations process, please follow the link below to the College Board website. The website provides detailed information regarding the documentation requirements, possible accommodations on exams as well as general test information. Once College Board has decided whether a student is eligible for accommodations, you will receive notification from them. It is important to keep this letter for your records and to bring a copy of this letter to each College Board exam you take while in high school.

<https://www.collegeboard.org/students-with-disabilities/request-accommodations>

College Board Accommodations Request Deadlines

2016-2017 Test Dates		Accommodations Request and Documentation must be to College Board by:
SAT/SAT Subjects Tests	October 1, 2016	August 12, 2016
PSAT/NMSQT	October 19, 2016	August 30, 2016
SAT/SAT Subject Tests	November 5, 2016	September 16, 2016
SAT/SAT Subject Tests	December 3, 2016	October 15, 2016
SAT/SAT Subject Tests	January 21, 2017	December 2, 2016
Advanced Placement Tests	May 1-5, 8-12, 2017	February 17, 2017
SAT/SAT Subject Tests	June 3, 2017	April 14, 2017

Student Name: _____

Male: _____ Female: _____ Graduation year: _____

Email for communication from College Board: _____

Home Address: _____

Home Phone: _____

Specific Disability(ies) as listed on the IEP or 504 Plan

If the student is diagnosed with ADHD, is there medical documentation? Y N

If the student is diagnosed with an emotional disability please list the date of the last psychiatric evaluation or update and provide a copy for our records. _____

Please provide the evaluator's name, title, license number and date of evaluation:

Please indicate the next College Board test you plan to take. SAT AP PSAT

Accommodations

Please list the accommodations you are eligible to receive and want to have approved on College Board exams.

1. _____
2. _____
3. _____
4. _____



Services for Students with Disabilities

Consent Form for Accommodations Request

Student Information

Student Name: _____

School: _____

Student Date of Birth: _____

Student and Parent/Guardian Signature

I wish to apply for testing accommodation(s) on College Board tests (SAT, PSAT/NMSQT, and/or Advanced Placement Exams) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP, and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Parent/guardian signature is required if Student is under 18.)

Instructions to the School

This form must be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College Board. You will be asked to verify that a signed Consent Form is on file at the school prior to submitting a request for accommodations.