To: Parents/Guardians of Freshman Students Eligible to Receive Test Accommodations  
From: Dawn Bryson, DHS Special Education Department Chair  
Re: Applying for Accommodations for the PSAT 10 (sophomore year)  
Date: June 2017

IF YOU HAVE A CURRENT FRESHMAN WITH A DISABILITY PLEASE READ THIS DOCUMENT CAREFULLY.

** District 113 will be giving the PSAT to all sophomores for the 2017-2018 school year.**

District 113 is dedicated to student success. We acknowledge that not all students learn in the same manner at the same rate, and some students need accommodations due to their disability to even the playing field. Next October, all of our sophomores will take the PSAT. If your student has an IEP or 504 plan and would like to have accommodations on the PSAT test in October, you need to apply to College Board and receive approval for accommodations.

Attached are the forms required to apply for accommodations. They must be completed and returned to Dawn Bryson, Special Education Department Chair, Deerfield High School. You may return the forms by email to dbryson@dist113.org, by fax at 224-632-3707 or by sending a paper copy to Dawn Bryson’s attention at Deerfield High School. Forms must be returned no later than July 7, 2017 to be processed in time for College Board’s due date.

When a student is approved for accommodations through College Board those accommodations are in effect for all future College Board exams. College Board tests include PSAT, SAT and AP exams. For more information regarding 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.

https://www.collegeboard.org/students-with-disabilities/request-accommodations
ALL STUDENTS WHO WISH TO RECEIVE ACCOMMODATIONS MUST COMPLETE AND RETURN THE FOLLOWING DOCUMENTS **BY JULY 7, 2017**.

- College Board Consent Form for Accommodations Request- signed by the student and parent/guardian.
- Demographics for College Board. Please do not leave any items blank, all lines must be filled out (i.e. if your child has ADHD or a psychiatric disorder, we must have the evaluator’s name, title, license number, and date of the evaluation.) If you do not fill out all sections of this form, we will only provide the information to College Board that we have within your child’s file which may or may not meet the College Board requirements.

Though this is not meant as an extensive checklist for College Board accommodations, you may need to acquire the following items in order to receive accommodations for your son/daughter. This checklist is for your purposes, however the attached Demographic Sheet and the College Board Consent form for Accommodations Request have to be turned in by July 7, 2017.

If your child has a **medical condition, including ADHD**, you may need:

- A doctor’s letter
  - This letter must be dated within the PAST YEAR
  - Must be on letterhead explaining the diagnosis,
  - History of the diagnosis
  - Recommended accommodations
  - Must include the doctor’s license number
  - Date of Diagnosis

- A psychoeducational report within THE PAST FIVE YEARS. If no psychoeducational testing has been completed within the past five years, College Board will review available documentation to determine if the student is eligible.

If your child has a **psychiatric disorder, including anxiety, mood disorder, depression**, you will need:

- A current psychiatric update WITHIN THE PAST YEAR and should include a description of the current impact of the student’s participation in the College Board exam. The documentation should include the comprehensive testing and techniques used to arrive at the psychiatric diagnosis.

If your child is accustomed to having computer access due to a handwriting (dysgraphia), severe language learning disorders or OT issues, you may need documentation. Poor handwriting is not considered a disability by College Board.
Demographic Sheet for College Board Accommodation Requests

Student Name: _______________________________________

Male: ____________ Female: ____________ Graduation Year: ____________

Email for communication from College Board: _____________________

Home Address: __________________________

Best Phone # to Reach you: __________________________

Specific Disability as listed on the IEP or 504 Plan: __________________________

Documentation: (please refer to the accommodation request instructions above)
If the student is diagnosed with ADHD or any other medical condition, please attach the doctor’s letter on letterhead along with psychoeducational testing including the date of the original diagnosis.
If the student is diagnosed with an emotional disability such as anxiety, depression, mood disorder, etc. please provide a copy of the psychiatric evaluation conducted to determine the condition and a current update within the year.
Provide the evaluator’s name: __________________________
The evaluator’s title: __________________________
Date of the evaluation: __________________________
The evaluator’s license number: __________________________

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

1. __________________________
2. __________________________
3. __________________________
4. __________________________

Return by July 7, 2017
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.

Deadline for applications is June 30, 2017 to apply for accommodations for the October 2017 PSAT