Instructions for requesting ACT, PSAT, SAT, or AP testing accommodations is as follows.

It is the responsibility of the student/parent to submit a request for accommodations, with all required documents, and prior to the College Board or ACT deadline lines.

**Request Process:**

1. Complete the appropriate **consent form** and submit, along with the items in step two, to 319.
	1. The College Board form is for AP, PSAT, and SAT exams.
	2. The ACT form is for ACT only. (must include the student’s test order number)
2. Submit, with the consent form, supporting documentation.
	1. Documentation can include 504 or ARD committee decisions, or a note from a Doctor requesting accommodations for medical reasons. All request must include the documentation. If the disability is noted in ARD or 504 documents, I will gather this information for you.
	2. Notes or letters from family members, or request from teachers, is not enough.
	3. The individual board, be it ACT or College Board, will determine eligibility.
	4. A list of eligible disabilities is available on the College-Board (SSD) or ACT (TAA) website.

Note:

* Because a student receives, a certain accommodation in class does not mean he/she will receive the same accommodation on the ACT/PSAT/SAT/AP exams.
* Completing an accommodation request does not register a student for an exam.
* **ACT will not accept a request for accommodation until you have registered for an exam.**

David Smith, Room 319

Assistant Principal and Testing Coordinator, HHS

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