

New Tech High School Request for
Accommodations
College Board tests (AP, PSAT, and SAT)

Step 1: Familiarize yourself with the process and policies

Go to the following website for information about the process, accommodations that may be approved, etc.

http://student.collegeboard.org/services-for-students-with-disabilities#_eligibility

Provide the following information/copies to Raheela Shaikh, Assistant Principal

All copies should be together in a large envelope or file folder.

Step 2: Fill out this information

Learner's name _____

Learner's CISD ID number _____

What is the diagnosed disability/disabilities? *(If ADHD be specific about the type, i.e. inattentive, hyperactive, or combined.)*

Step 3: Documentation needed

The following documentation must be provided by the parent/ guardian for a request to be submitted;

_____ Copy of current formal plan (IEP or 504)

_____ Copies of testing (academic achievement and cognitive) and date that testing occurred.

From the College Board web site:

"In most cases, the evaluation and diagnostic testing should have taken place within five years of the request for accommodations. For psychiatric disabilities, an annual evaluation update must be within 12 months of the request for accommodations. For visual disabilities, documentation should be within two years, and for physical/ medical, an update must be within one year from the time of the request."

Step 4: What specific accommodations are you requesting? *(College Board asks if these accommodations have been provided and used on the school tests for the past four months or more.)*

Step 5: Fill out and sign the second page of this form.



Services for Students with Disabilities

Consent Form for Accommodations Request

Student Information

Learner's Name: _____

Learner's CISD ID Number: _____

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.