

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: 2021-2022

To: High School Site Administrators & Testing Coordinators

Subject: SPECIAL ACCOMMODATIONS REQUESTS FOR ACT & COLLEGE BOARD TESTING (SAT, PSAT/NMSQT, AP)

Department and/or Persons Concerned: High School Administrators & High School Staff Supporting Students with Disabilities

Reference: None

Action Requested: Review accommodation guidelines and implement

Attachment(s): Testing Accommodation Coordinator Responsibilities and Deadlines

Brief Explanation:

Students who show that their documented disabilities affect participation in exams are eligible to take those exams with accommodations. Typical accommodations include presentation (Braille or large print), responding (computer or large-block answer sheet), timing (frequent breaks or extended time), and setting (small group or preferential seating.) There are additional accommodations available based on documented need.

ACT and College Board have their own requirements for approving accommodations, including specific forms and documentation required. Students and/or their families/guardians must request district staff to apply for testing accommodations and sign the necessary forms from ACT and CollegeBoard. The use of accommodations without the explicit approval from ACT or CollegeBoard will result in cancellation of scores. The approval process can take up to two months; thus, advanced planning is required. Sites may suggest district-identified testing centers to service requests for atypical accommodations.

Each school site must designate a testing accommodation coordinator to:

- Create an online account on each organization's website.
- Submit requests for organization-approved accommodations.
- Check the status of requests.
- Review decision notifications.
- Request reconsideration of requests not previously approved when needed.

SITE OPERATIONS CIRCULAR NO. 1010

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The site principal should carefully select the site test coordinator to ensure that this work is properly distributed among staff and in accordance with the guidelines of the SDEA contract.

2021-2022 Coordinator Workshops (sign up in Professional Learning):

- Fall 2021 = September 14, 2021 at 8am
- Winter 2021 = December 7, 2021 at 8am

Students, Parents and Guardians requesting additional information and forms to apply for testing accommodations should visit the test provider's website for full details:

- ACT's website = <https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>
- College Board's website = <https://parents.collegeboard.org/college-board-topics/accommodations-students-disabilities>

For additional information, contact Rachel Amato - ramato@sandi.net .

APPROVED:

Tavga Bustani
Chief, Leadership and Learning