



**HARRISON HIGH SCHOOL  
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## **ACT/SAT REGISTRATION FOR STUDENT WITH ACCOMMODATIONS**

While your child may receive accommodations in school, ACT and College Board reserve the right to determine accommodations on the related exams.

Below you will find an outline of the process for ACT and SAT registration for students requesting accommodations.

### **ACT REGISTRATION**

- 1) Go to [www.actstudent.org](http://www.actstudent.org) and follow the link, “REQUESTING ACCOMODATIONS.” You will see an overview of the process for registering and requesting accommodations as well as a link to create or login to your existing account to register for the test.
- 2) You must register online for the desired ACT test date and indicate a need for accommodations. Here you will select the type of accommodations needed.
- 3) Once registration is complete, you will receive an email from ACT with accommodation instructions. At this time complete the “Consent to Release Information” form. The email you received and consent form must be brought to the Guidance Office. This initiates the process for the school to request and secure accommodations for testing.

**The forms above must be brought to guidance by the last day of regular registration for your test date to guarantee processing with ACT.**

If registering during the late registration period there is no guarantee ACT will process your request in time for the test date. If you must register during the late registration period please speak with your school counselor as soon as possible.

If you have been approved previously for accommodations for ACT please bring a copy of the email you receive however, there is no need to bring an additional “Consent to Release Information” form. In addition to the email, please share your Reference Number received for the previous ACT test session. This reference number helps in processing the new request.

- 4) Guidance will then formally submit your request for accommodations to ACT. ACT will review your request and notify the school with your official Accommodations Decision Notification.

- 5) A copy of ACT's Accommodations Decision Notification will be mailed home when received by the school.
- 6) Based on your Accommodations Decision Notification you will either be able to print an admission ticket from your ACT account for the National Testing Centers **or** you will receive further instructions by e-mail on how to coordinate School-Based testing with the Guidance Office. School Based testing means that you will be taking the exam at Harrison High School during the school day.

### **COLLEGE BOARD REGISTRATION for SAT and SAT Subject Tests**

Before students with disabilities can take the SAT or SAT Subject Tests with accommodations, their request for accommodations must be approved by College Board's Services for Students with Disabilities (SSD). A submission and approval process is required before registering for the SAT or SAT Subject Test in which a student will be assigned an SSD number necessary for registration with accommodations.

- If you already have your SSD number, please follow the steps below. (Please be aware that if changes have been made to a student's accommodations, a new request must be submitted for approval by College Board and the decision may take up to 7 weeks).
  - If you need to obtain your SSD number please see your school counselor for next steps before registering. Please be aware College Board's process may take up to 7 weeks for approval of any accommodations.
- 1) Go to [sat.org/register](https://sat.org/register) and sign-up or sign-in to your College Board account.
  - 2) As you register there will be a section for you to complete regarding students with disabilities/accommodations. You will enter your SSD# at this time.
  - 3) After registration, you will be able to print an admission ticket. Your admission ticket will indicate that you are a student testing with accommodations. We recommend that you bring a copy of your approval letter to the testing site in addition to your admission ticket to be sure that you are receiving the appropriate accommodations at the testing center.

If your admission ticket indicates that you are "school based" testing, it means you will be taking the exam at Harrison High School during the school day. You must bring a copy of the admission ticket to the Guidance Office immediately to schedule test dates that fall within College Board's approved testing window.