

**504/IEP Accommodation Procedures**  
**for High School Students taking College Entrance Exams**

**Students with identified disabilities may be eligible for accommodations on testing administered by the College Board or ACT. Accommodations may be requested for any College Board test, including PSAT, SAT, and AP exams, as well as for the ACT. Requests for accommodations must be approved by the College Board's Services for Students with Disabilities (SSD) or the ACT.**

**The procedures below outline the process Region 15 uses in assisting parents/guardians and students seeking assistance from the school district in obtaining accommodation(s) on any college entrance examination.**

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**General**

Students with a Section 504 Plan or an IEP may be eligible for accommodations on a College Board/ACT exam. Students may not take an exam with an accommodation unless it is approved in advance by the College Board/ACT. Requests for accommodation may be made either (1) directly to the College Board; or (2) through the District with the assistance of Region 15's SSD Coordinator(s). Requests for accommodations can take seven (7) weeks once all documentation is received. More information about the College Board and ACT processes and related requirements can be found on the College Board website at: <https://accommodations.collegeboard.org/eligibility>; or the ACT website at: <https://www.act.org/content/act/en/products-and-services/the-act-educator/accommodations.html>

Please note that once the College Board approves accommodations, the student will continue to receive such accommodations for any future College Board testing (i.e. - if accommodations were approved for the PSAT, they remain in place for any future SAT's or AP exams including the School Day SAT, as explained below). Please keep in mind that the College Board and the ACT are separate testing organizations. Therefore, students approved for College Board accommodations will still need to make a separate request to ACT for approval of accommodations.

**District SSD Coordinator/Responsible District Staff**

The following individuals are responsible for coordinating and aiding with accommodations for post-secondary examinations:

Mr. William Roland  
Special Education Chair  
SSD Coordinator  
(203) 262-3200

Ms. Stacey Zwick  
Director of School Counseling  
(203) 262-3238

### **Notice and Consent Forms**

These Accommodation Procedures will be posted on the Region 15 website and will be a part of any notification sent out of the Pomperaug High School, School Counseling Department that references college examinations.

In addition, beginning in grade 8 (or when a student is first identified as a student with a disability) and at each annual 504 Plan or IEP review thereafter, a student's 504 or Special Education Case Manager will ensure that these Accommodation Procedures are provided to parents/guardians of a student with an identified disability. If applicable, the Case Manager will provide the parent/guardian with the Consent Form for Accommodations Request at the meeting. This form may also be provided at a later date if a parent/guardian or student later indicates an intent to register for a college examination. Any original signature form will be sent to the District's SSD Coordinator for Pomperaug High School, who is responsible for inputting the request for accommodations into the College Board website.

At the end of each school year, the SSD Coordinator will review the list of students who are eligible for College Board/ACT testing accommodations against the list of District students currently identified as having 504 Plans/IEPs who may require testing accommodations. The District's SSD Coordinator will send a Consent Form for Accommodations Request to any parents/guardians who have not yet returned a signed Consent Form.

### **Test Specific Information**

#### **PSAT 8/9**

A request for accommodations does not need to be submitted to College Board. Accommodations identified on the IEP for the PSAT 8/9 will be implemented.

#### **PSAT (for both 10th and 11th grade)**

A request for accommodations must be submitted to the College Board a minimum of eight (8) weeks prior to the test. Accommodations must be identified on page 8 of a student's IEP or on their 504 plans. To initiate this procedure, parents must complete and return to the District the College

### Board Consent Form for Accommodations Request.

Following the receipt of this form, the District's SSD Coordinator will submit the request for accommodations to College Board on behalf of the Student. The College Board makes the final determination and approval of all accommodations.

### **SAT (taken at alternate site)**

Procedure is the same as PSAT shown above.

### **SAT School Day – Spring – Pomperaug High School**

The Connecticut State Department of Education has identified the SAT as the required statewide test that all 11th graders must take during the Spring of each year. To obtain accommodations for the SAT School Day version of the SAT, the District will automatically request the accommodations that have been identified on the students IEP or 504 plans without parents/guardians or students having to initiate any request for accommodations or complete the College Board Consent for Accommodations Request. As with any SAT testing, scores from the SAT School Day test are reportable to colleges.

### **AP Exams**

A request for accommodations must be submitted to the College Board a minimum of eight (8) weeks prior to the test. Accommodations must be identified on page 8 of a student's IEP or on their 504 plans. To initiate this procedure, parents must complete and return to the District the College Board Consent Form for Accommodations Request. Following the receipt of this form, the District's SSD Coordinator will submit the request for accommodations to College Board on behalf of the student. The College Board makes the final determination and approval of all accommodations. The District's AP Test Coordinator will oversee the implementation of any AP Exam accommodations.

### **ACT**

Parents/guardians or students must inform the District if a student is planning to take the ACT and may require accommodation. All requests for accommodations are submitted to ACT through the Special Education Department Chair, and must be made on or before the published late registration deadline and ACT is responsible for determining if the accommodation is approved. If approved, the student will take the next scheduled ACT test either in district, or, if accommodations are for only 50% extended time, the student may take the test at an ACT Testing

Center. All requested documentation must be provided by the student and parent for ACT.

### **Additional Information**

\* If, for any reason, a student does not wish to utilize existing Section 504/IEP accommodations for a given exam, parents/guardians must provide the District with written permission for the student not to use such accommodations. This written permission must be provided at least twenty-four (24) hours prior to the exam and must confirm that the student is choosing not to use their accommodations.

\*College Board regulations require students receiving extended time to remain in the testing session for the entire extended time period, regardless of when the student finishes the exam.

\*Students receiving 50% extended time on the SAT will test for approximately 6 hours. Students will be allowed short breaks for a snack, however a break for lunch is not permitted.

\*Students receiving 100% extended time on the SAT will test over two days.

**Region 15 Section 504 Policy and Procedures** contain additional information about the rights of students with disabilities and applicable grievance procedures and can be found at [http://www.region15.org/filestorage/158/2563/2266/2419/7418/5150\\_Policy%2C\\_Regs\\_and\\_Forms\\_for\\_Students\\_and\\_Section\\_504\\_of\\_the\\_rehab\\_act\\_of\\_1973\\_and\\_Title\\_2\\_of\\_the\\_Americans\\_with\\_Disability\\_Act\\_of\\_1990.pdf](http://www.region15.org/filestorage/158/2563/2266/2419/7418/5150_Policy%2C_Regs_and_Forms_for_Students_and_Section_504_of_the_rehab_act_of_1973_and_Title_2_of_the_Americans_with_Disability_Act_of_1990.pdf)

### **Notice of Non-Discrimination**

The Pomperaug Regional School District 15 does not discriminate on the basis of race color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, gender identity or expression, or any other non-job related characteristic protected by state or federal law, except in the case of a bona fide occupational qualification, in admission to, access to, treatment in, or employment in its programs and activities.

**Accommodation Procedures Provided to parent/guardian on:** \_\_\_\_\_