



MOTHER MCAULEY

Liberal Arts High School

3737 W. 99th St.
Chicago, IL 60655
773-881-6500
mothermcauley.org

Dear Parent(s)/Guardian(s):

During your daughter's education at Mother McAuley, she will be taking standardized tests such as the PSAT and ACT. Please find the process for requesting accommodations on such tests listed below.

The ACT process:

- Student creates a profile on the ACT website at www.act.org
- Register for your preferred test date.
- Indicate whether or not you would like to request accommodations
- If your test will be given at Mother McAuley and you would like to test at our school, make sure to choose the correct site. (173730)
- Once registration is complete, an email from ACT will be sent to the TAA of the school.
- It is important to submit the ACT consent form to the person responsible for documentation at Mother McAuley.
- All documents that are on file will be uploaded to the ACT request system and the appropriate accommodations listed on your Accommodation Plan will be requested.
- It takes approximately 15 school days to get a response from ACT once the request has been submitted.

The CollegeBoard process:

- Request accommodations through the SSD at Mother McAuley
- Submit a consent form to the person responsible for documentation at Mother McAuley
- All documents that are on file will be uploaded to the CollegeBoard request system and the appropriate accommodations listed on your Accommodation Plan will be requested.
- College Board can take up to 7 weeks for decisions
- Once a student is approved, the accommodation letter will list all the tests this will be applicable to. (PSAT, SAT, AP Exams)

Please note:

- Mother McAuley does not make decisions about an accommodation request approval, we only submit the documentation on behalf of the student. If a decision returns unfavorable, a reconsideration can be submitted within a set time period. (consult the ACT or CollegeBoard website for further information)
- Mother McAuley will only request accommodations upon request from a parent/guardian.
- Consent forms (two different consent forms) must be completed and submitted in order for us to proceed with the request process.
- The most common accommodation requested is extended time (one and one half time) or 50% more time extension on individual subtests. Students should apply for the accommodations that are utilized on daily tests/quizzes. Other specialized accommodations can be discussed with the Learning Resource Staff.