

Dear Parents,

If your child has academic accommodations in place at NDP such as extra time on testing or having tests read to them, he or she may be eligible for similar accommodations on standardized tests such as PSAT, SAT, ACT and AP exams.

Please read below and submit the attached parent waiver to initiate the request for accommodations on standardized tests. Most requests for accommodations like these are made through the school because the process is easier and more efficient:

- The school's Services for Students with Disabilities (SSD) coordinator knows the submission deadlines and can access SSD Online.
- Working with your school reduces paperwork for the families

**Step 1:** Contact NDP's SSD coordinators, George Prelock ([gprelock@ndpsaints.org](mailto:gprelock@ndpsaints.org)) and Sheri Kreshock ([skreshock@ndpsaints.org](mailto:skreshock@ndpsaints.org)). As soon as a student knows that he/she will need accommodations for PSAT, SAT or AP exam, they should contact the school's SSD coordinator.

**Step 2:** Sign the Parent Consent Form (attached) and return to SSD coordinator. Before the rest of the application can be processed, the student's parent or guardian must sign the Parent Consent Form. (If the student is over age 18, then the student signs the form.)

**Step 3:** The SSD coordinator opens a request in SSD Online. The SSD coordinator enters contact information, requested accommodations, information about the student's disability, and information about any formal accommodations plan. In most cases, if the student is requesting the same accommodations used in an IEP, 504, or other formal, school-based plan, then no additional information is needed.

After the initial request is opened, College Board will notify SSD coordinator if additional documentation is needed. If documentation is needed, the SSD coordinator assembles and checks the documentation against SSD guidelines, then submits it through SSD Online. When the request is completed, SSD sends notice of the decision.

The SSD coordinator can read the decision in SSD Online. The student usually receives notice via postal mail. If you need a copy of your decision letter, [contact SSD Customer Service](#).

If accommodations are approved, the decision letter also has an eligibility letter with test-by-test details. The decision and eligibility letters include the student's eligibility code, which is needed for SAT registration. Students should bring this letter with them on the day of testing.

## Frequently Asked Questions (FAQ):

**How long does the College Board accommodation approval process take?** That depends on whether the request is being submitted through the school and whether the student has already been approved for the same accommodation for school and state tests. Once all documentation is received, a new request may take up to seven weeks. For that reason, we recommend requesting accommodations for the PSAT/NMSQT or October SAT in the spring of the previous year.

**Does this process need to be repeated for each new test?** Once these College Board accommodations are in place, these will apply for all future PSAT, SAT and AP tests.

**How do we apply for ACT accommodations?** If your child is taking the ACT and would like to use accommodations for that test, parents need to sign up for special testing on ACT.org, choose a testing site, and a confirmation email of that request will be sent to you and our SSD coordinators. This will initiate the process for NDP to send necessary paperwork to have accommodations approved. Please note that accommodation processes can take several weeks for approval, so please register early.

**What about transfer students?** If you are a transfer student with testing accommodations already in place through a previous junior high or high school, please contact George Prelock and Sheri Kreshock for instructions about submitting documentation to transfer accommodations.

Please reach out if you have any questions!

Blessings,



**Tracey M. Heisler, M.A. Ed Leadership**  
Assistant Principal of Learning Services  
Notre Dame Preparatory High School  
9701 E. Bell Rd // Scottsdale, AZ 85260  
[theisler@ndpsaints.org](mailto:theisler@ndpsaints.org)  
O: 480.634.8362

## SERVICES FOR STUDENTS WITH DISABILITIES

# Consent Form for Accommodations Request

## Student Information

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

*I wish to apply for testing accommodation(s) on College Board tests (SAT<sup>®</sup>, PSAT<sup>™</sup> 10, PSAT/NMSQT<sup>®</sup>, and/or Advanced Placement<sup>®</sup> Exams) due to disability. I authorize my school: to release to 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 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 College Board. I also grant College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if student is under 18.)

## School Instructions

This form should 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 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.