

## **EL CAMINO REAL CHARTER HIGH SCHOOL**

5440 Valley Circle Boulevard, Woodland Hills, California 91367  
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DAVID HUSSEY  
Executive Director

Dear Parents and/or Guardians:

Students with a documented disability who intend to take the PSAT/NMSQT, SAT, ACT and/or AP tests may be eligible to receive accommodations. To receive accommodations on the PSAT/NMSQT, SAT and/or AP tests, you must apply for and receive College Board approval. To receive accommodations on the ACT, you must complete a separate form provided through ACT ([www.actstudent.org](http://www.actstudent.org)).

Please remember that an approval process may take up to 7-8 weeks. Therefore request accommodations early!

Students and parents must apply for accommodations by following these steps:

- You may request college board accommodations, and a parent consent form, by going online to [www.collegeboard.org](http://www.collegeboard.org)
- Complete the consent form and bring it to Mrs. Guenther with an up-to-date, detailed letter from a medical doctor stating the medical reason for the request. This letter must be on the doctor's official letterhead and signed by the doctor. A letter from a psychologist will **not** be accepted. Please note that this process may take a long time since Mrs. Guenther must assemble the necessary documentation.
- ACT accommodations requests are requested on a separate form found at [www.actstudent.org](http://www.actstudent.org)

You will be notified by the College Board or ACT if your student has been approved for accommodations, as well as which accommodations have been approved.

Mrs. Guenther will be able to assist you in answering any questions and/or completing the appropriate forms. You may call her at 818-595-8006 or you may email her at [b.guenther@ecrchs.net](mailto:b.guenther@ecrchs.net).