

Fulton County Schools- Section 504 College Board and ACT Testing Accommodations Application Process and Forms

A student with a documented disability may be eligible for accommodations on College Board tests (SAT, SAT Subject Tests, PSAT, and AP exams) and the ACT. The school does not automatically apply for students to receive accommodations, but will assist families once the request is made to begin the process of applying for accommodations if their child is eligible for Section 504. Parents should initiate the process by contacting the school's 504 coordinator.

The College Board

In order to receive accommodations on College Board tests, accommodations must be approved by the College Board's Services for Students with Disabilities (SSD). Please note that the use of accommodations in school, or inclusion on a 504 plan does not automatically qualify a student for accommodations on College Board tests. Detailed information on the eligibility and application process can be found on the College Board's website: <http://student.collegeboard.org/services-for-students-with-disabilities/eligible-for-testing-accommodations>.

Applying for Accommodations

Parents and students can apply for accommodations with the assistance of the local school. Parents/guardians must initiate the process and complete the College Board/ACT Request for Accommodations Student Information Form and the College Board Consent form for Request for Accommodations. These documents should be provided to the school's SSD coordinator and/or 504 coordinator.

Documentation and Eligibility

Basic requirements for eligibility include the following:

- The student must have a documented disability (the mere presence of a disability does not necessarily mean that the student requires accommodations on College Board tests).
- The disability must impact the student's ability to participate in standardized tests.
- The student must demonstrate a need for the specific accommodation that is being requested.
- Inclusion of an accommodation on a 504 Accommodation Plan does not automatically qualify a student for accommodation on College Board tests.

Some requests for testing accommodations may require parents/guardians to submit supporting documentation, such as psychoeducational reports or results from a medical exam.

Timeline for Applying

All requests must be received 60 days in advance of the test administration date to ensure the school will assist you and submit materials within the deadline to receive a decision for that testing date. If you are requesting within 60 days of the desired exam date, the school will work with you to apply for accommodations for the next available date that allots for a 60 day window of time to apply for accommodations.

Using College Board Accommodations

Once the College Board determines the eligibility of a student for accommodations, the student and the school will receive an eligibility letter. If approved for accommodations the student will be assigned an SSD Eligibility Code that he or she is to use when registering for College Board tests. For questions regarding the receipt of accommodations on PSAT and AP testing administered at the school, parents are encouraged to reach out the school 504 coordinator.

The ACT

In order to receive accommodations on the ACT, accommodations must be requested and approved by the ACT organization. This is a separate process from the College Board process for applying for accommodations. Please note that the use of accommodations in school, or inclusion on a 504 plan does not automatically qualify a student for accommodations on the ACT. Detailed information on the eligibility and application process can be found on the ACT's website: <http://www.actstudent.org/regist/disab/>.

Applying for Accommodations

Parents and students can apply for accommodations with the assistance of the local school. Parents/guardians must initiate the process and complete the College Board/ACT Request for Accommodations Student Information Form. This document should be provided to the school's SSD coordinator and/or 504 coordinator.

Parents/guardians can request certain accommodations (such as extended time) without the assistance of their school through forms available on the ACT website: <http://www.actstudent.org/regist/disab/>.

Documentation and Eligibility

Basic requirements for documentation for ACT accommodations include the following:

- The student must have a current (within the past three years) documented disability.
- The disability must impact the student's ability to participate in the ACT.
- The student must demonstrate a need for the specific accommodation that is being requested.
- Inclusion of an accommodation on a 504 Accommodation Plan does not automatically qualify a student for accommodation on the ACT. The ACT makes the final determination on what is appropriate and reasonable for testing accommodations for students with documented disabilities.

Some requests for testing accommodations may require parents/guardians to submit supporting documentation, such as psychoeducational reports or results from a medical exam.

Timeline for Applying

All requests must be received 60 days in advance of the test administration date to ensure the school will assist you and submit materials within the deadline to receive a decision for that testing date. If you are requesting within 60 days of the desired exam date, the school will work with you to apply for accommodations for the next available date that allots for a 60 day window of time to apply for accommodations.

Using ACT Accommodations

ACT testing accommodations are not implemented by the local school. Testing site coordinators oversee the implementation of ACT. More information on the use of ACT accommodations can be found at: <http://www.actstudent.org/regist/disab/policy.html>. Please refer to the section subtitle, "Procedures for Implementation."

Accommodations for School Based Testing

Tests administered in Fulton County Schools that are mandated by the state or local school district do not require a parent/guardian or student to apply for testing accommodations. If the student has testing accommodations in his or her Section 504 Accommodation Plan then those accommodations will be provided to him or her during testing as specified in the 504 accommodations. Examples of state and local testing include: the Georgia Milestones End of Grade Assessments (EOG's), the Middle Grades Writing Assessment, Georgia Milestones End of Course Assessment (EOC), the Georgia High School Graduation Writing Test.

Please note the school cannot ensure the implementation of accommodations on College Board and ACT tests that are not administered by the school. While the SAT, SAT Subject Tests, and ACT may be taken at the local school they are not a part of the testing provided by Fulton County Schools. For more information on the process each organization uses to notify testing site coordinators as well as for any clarification on specialized test registration instructions, contact the ACT and/or College Board organizations.

Accommodations for Temporary Medical Conditions

If a student has a temporary medical condition, such as a broken limb, the student is not eligible for accommodations under the College Boards accommodation process. Students are encouraged to select an alternative test date for a time when they are no longer impaired. In certain circumstances the College Board may provide temporary accommodations for College Board testing. For more information for students with temporary medical conditions please refer to the College Board's website:

<http://professionals.collegeboard.com/testing/ssd/application/apply/medical>.

Forms to complete and submit to the school:

Pages 4 and 5 must be completed and submitted to your school after you have made contact with the 504 chair and requested to begin the application process. You may be asked to submit additional supplemental information.

For additional questions or assistance please contact your school's 504 coordinator.

College Board/ACT Request for Accommodations Student Information Form

Student's Full Name (First, Middle, Last)	
Date of Birth	
Expected Graduation Date	
Mailing Address (Street, City, State and Zip Code)	
Parent/Guardian's Phone Number	
Parent/Guardian's Email Address	
Student's Social Security Number (Required to submit the request)	
Next Intended Tests and Dates	
Accommodations Being Requested	1.
	2.
	3.
	4.
	5.

Student Signature and Date _____

Parent Signature and Date _____

The College Board
Services for Students

Consent Form for Request for Accommodations

Student's Name: _____

School: _____

Student's Date of Birth: _____

I wish to apply for testing accommodation(s) on College Board tests (SAT, PSAT/NMSQT, and/or Advanced Placement Tests) due to disability. I authorize my school: to release to the 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 the 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 the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP®, and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student's Signature

Date

Parent /Guardian's Signature
(Required if Student is under 18)

Date

Instructions to the School:

This form must 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 the College Board. You will be asked to verify that Consent Form is on file at the school prior to submitting a request for accommodations.