

**Notice of Application Process with ACT or College Board
for Approval of Test Accommodations on
ACT Program Assessments and
Advanced Placement (AP), PSAT/NMSQT, SAT**

The following information is provided to parents and students who qualify for Special Education or Section 504. It is meant to help provide information on the process of applying for accommodations through either ACT or College Board (SAT, AP and PSAT/NMSQT). If you think your child will need accommodations on any test offered by these entities, please be sure to read through the information carefully and take note of NISD campus deadlines that must be adhered to in order for us to submit requests by ACT and College Board deadlines.

In order to use accommodations on ACT or College Board tests, accommodations must be approved by the *ACT's or College Board's Department of Services for Students with Disabilities*. With limited exceptions, once approved for accommodations, students remain approved and do not have to reapply when they register for future ACT or College Board tests. This includes the ACT, SAT, AP and PSAT/NMSQT programs.

Note that the use of accommodations in school, or on an Individual Education Program (IEP) or 504 Plan does not automatically qualify a student for accommodations on ACT or College Board tests. ***Students are required to apply separately for ACT testing and/or College Board testing accommodations.***

Not all students with disabilities require accommodations. Some accommodations received by students in school are not necessary for the purposes of participating in ACT or College Board tests. To ensure that ACT or College Board provides the right accommodations, a student's documentation must meet their criteria.

College Board – AP, PSAT/NMSQT, & SAT

[Accommodations on College Board Exams Information](#)

Students who show that their disabilities affect participation in a College Board exam are eligible to take those exams with accommodations. Using accommodations not approved by the College Board results in cancellation of scores. No one is automatically approved.

To be eligible for accommodations on College Board tests, a student must have a documented disability. The documentation needed depends on the student's disability and the accommodations being requested. In some cases, documentation must be submitted to the College Board.

Information can also be obtained by contacting the College Board directly at:

Services for Students with Disabilities (SSD), College Board SSD Program,
P.O. Box 8060, Mt. Vernon, Illinois 62864-0060 Phone: (609) 771-7137

The College Board Parent Consent Form can be found at: [Requesting Accommodations](#)

The ACT Test (College Entrance and Placement Exam) [Make a request](#)

To be eligible for accommodations on ACT, a student must have a documented disability. The disability documentation must meet the criteria of ACT. If you need to request test accommodations due to a current professionally diagnosed and documented disability, before completing the registration application, check with: Services for Students with Disabilities for ACT at (319) 337-1332

ACT will email the family a Parent Consent form once the student has registered for the exam. A sample form can be seen at: [Consent to Release Information](#)

After downloading the information from ACT or College Board, please complete the Parent Consent form. This form will need to be turned in to your campus representative by the Campus Deadline listed below.

Special Education students: contact your [Campus Diagnostician](#)

Section 504 students: contact your [Campus Student Support Facilitator \(SSF\)](#)

Due Dates to provide information to campuses for testing that occurs on campus are listed below (NO application will be submitted if information is provided after the campus due date). Do NOT wait until the last day of a campus deadline to contact your campus representative. If not completed by the due date College Board will not have time to approve accommodations before the school day testing.

Test	Testing Date	College Board Accommodation Deadline	Campus Deadline to Apply for Accommodations
PSAT/NMSQT	October 16, 2024	August 28, 2024	August 26, 2024
PSAT 8/9	October 16, 2024	August 28, 2024	August 26, 2024
School Day SAT	March 12, 2025	January 22, 2025	January 8, 2025

For more information regarding testing dates and deadlines for weekend testing, please visit:

[Know Your Dates and Deadlines – Accommodations | College Board](#)
[Requesting Accommodations | The ACT Test](#)