

## **The College Board Services for Students with Disabilities (SSD)**

Dear Parent:

If you are reading this letter, you are the parent of a student who is seeking accommodations, based on disability, on College Board tests (i.e., SAT®; AP®; PSAT/NMSQT®). There are several important steps in the process of determining the appropriate accommodations. These important steps are explained in the College Board's *Instructions for Completing the Student Eligibility Form*. You and your son/daughter will want to read the Instructions carefully. Here are several other important things to know:

- The College Board has specific guidelines for identifying appropriate accommodations on our tests (see page 1 of the Instructions). Often these accommodations are the same as those your son/daughter receives at school, but not always. It is not automatic that school accommodations will be the same as those approved for College Board tests. The most important advice is to follow the College Board guidelines.
- When a student's Eligibility Form is received by the College Board, our review is very thorough. And, there are times that we ask to review a student's disability documentation—this all takes time. Allow sufficient time (5 weeks from the date the Eligibility Form is complete and 7 weeks when we ask to review the documentation, and it is complete).
- To assist in planning for the eligibility process, the College Board has posted important due dates relating to request for accommodations for College Board test. You can see these dates on page 8 of the Instructions, on the back of the mailing envelope, and on the College Board's Web site.
- The College Board has sent copies of the Instructions and Student Eligibility Form to your son's/daughter's school. You also may get a blank form by contacting us at (609) 771-7137 or [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org). Because we scan the information provided on Student Eligibility Forms, we only can process original forms. There are sections on the Eligibility Form to be completed by your son's/daughter's school.
- Remember that the school officials can be a great help in making certain all the steps are followed. The College Board's Web site at [www.collegeboard.com/ssd/](http://www.collegeboard.com/ssd/) also is a good resource for help in the eligibility process, and if you have further questions, you may want to call the College Board's SSD office at 609 771-7137.

We wish your son/daughter good fortune in preparing for that next big step, attending college.

The College Board  
Service for Students with Disabilities