



2/16/2025

Dear Parents and Guardians,

As you know students take the ACT and/or SAT their junior and senior years. Some sophomores who take AP courses and require accommodations will also require documentation as for need. Your student currently makes use of daily and/or testing accommodations here at Bishop John Snyder High School. The College Boards state, "A student with a documented learning difficulty may be eligible for accommodations on College Board tests." To be eligible, the College Board Service for Students with Disabilities requires the student to have the following:

- a learning difficulty that necessitates testing accommodations
- a formal evaluation of the disability on file at the school that supports the accommodations and meets the guidelines for documentation
- receive and utilize the requested accommodations due to the learning difficulty for school-based tests

Although FOUNDATIONS students currently access learning and testing accommodations based upon necessity given their learning difficulties, students must apply for ACT and SAT accommodations from the College Board testing services separately. Although the qualifying psychological testing is the same for each of the Boards, the application processes are separate for each test; there are two separate application processes. All accommodations decisions are made solely by the respective College Boards. This process begins upon a student's entrance into FOUNDATIONS. **Students applying for College Board accommodations must submit testing or medical documentation no later than October 31st to Foundations to apply for winter and spring testing of that year.**

For the SAT College Board, a FOUNDATIONS student must request a release, a "permission to file letter" from FOUNDATIONS, have the parent or legal guardian sign it, and return it for FOUNDATIONS to begin the process. FOUNDATIONS can assist with the application which is done online, providing necessary documentation of learning difficulties, tracking the use of accommodations at school, and offering contracted re-evaluation services. When accommodations are approved, the student will receive a number to register for the test.

For the ACT College Board, the student creates an account and applies through the ACT disabilities link. The student/parent completes the first portion of the application, an email alert is forwarded to FOUNDATIONS, and FOUNDATIONS completes the remaining portion online which includes uploading all required documentation. The student will receive an "ACT filed" letter. When accommodations are approved the student receives an "ACT approved" letter.

To apply a student must:

1. State his or her intention to apply
2. Have all necessary documentation on file at Bishop John Snyder as required by the College Board services for Students with Disabilities
3. Undergo academic and process re-evaluation testing at the end of his/her sophomore year\* (\*if educational psychological testing is not within a three year window.) An Educational Psychological Reevaluation may be obtained through insurance or privately contracted through a variety of providers.
4. Make application within directed time guidelines (ACT and SAT online)
5. Notify FOUNDATIONS to complete the paperwork, submitting required documentation

Once the application is submitted, the Testing Board Services Offices will inform the student of his or her accommodation status. This process takes six to eight weeks. Filing early and on time is a must. Official confirmation of approved accommodation status is received by the coordinator and family. If accommodations are denied, there is an appeal process available for parents and students who wish to contest the Boards' decision. The appeal is filed through FOUNDATIONS.

As part of an ongoing process to assist students with application for College Board and College bound accommodations, FOUNDATIONS, offers Educational Psychological re-evaluation services (academic and process testing) are offered at Bishop John Snyder High School by a certified Educational Psychologist during regular school hours. The total fee for reevaluation testing is \$655.00 and includes the testing session, report preparation, and necessary documentation for application for eligibility. Total cost for full battery testing which includes IQ and process and achievement testing is \$855.00. If necessary, a Conners checklist is included in the testing for an additional \$50.00. Parents and students who are interested in this service must sign a consent form in order for testing to occur. Scheduling is done through the FOUNDATIONS office and offered in June and July for rising juniors and seniors only. Testing in early fall is offered to sophomores who are enrolled in AP courses and special circumstances for transfer students.

Please contact Mrs. Moser 771-1029 (ex. 5220) or after hours at 594-5220 if you are interested in receiving this service.

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FOUNDATIONS Director  
Bishop John J. Snyder High School