

GUIDE TO REQUESTING TESTING ACCOMMODATIONS

Students with documented disabilities may be eligible for special accommodations when taking standardized tests. Applying for testing accommodations is an extra step in the testing process and takes time, so planning ahead is crucial. Students who have a professionally diagnosed condition **and** who make use of special accommodations in their daily school activities and exams may be eligible for testing accommodations. If your child falls into this category **and** is planning to take an ACT, IB or CollegeBoard (AP, PSAT, SAT) exam, please follow these steps to start the application process.

STEPS FOR REQUESTING ACCOMMODATIONS

CONNECT with your case manager (students with IEP) OR school counselor (students with 504/IHP or other situations) and determine which tests you will be taking - ACT, IB, and/or CollegeBoard exams (AP, PSAT, SAT). It is the responsibility of the student and/or parent guardian to initiate this process.

COMPLETE NECESSARY FORMS to consent to the accommodation requests and return completed forms to your case manager/school counselor. Complete the appropriate consent form(s) linked below:

[CollegeBoard Consent Form](#)

| [ACT Consent Form](#)

| [IB Release of Information Form](#)

UPCOMING ACCOMMODATIONS REQUEST DEADLINES | 2026-2027

COLLEGE BOARD EXAMS (AP, SAT, PSAT)		
Ensure the following documentation is on file with your Case Manager or School Counselor by the dates listed: CollegeBoard Consent Form - Supporting medical documentation		
Test	Test Date	Accommodations Request Deadline
PSAT (Juniors only)	October 14, 2026	June 10, 2026 to ensure staff are available to submit documentation
AP Exams	May 2027	Dec 11th, 2026
SAT National Test (hosted at MHS)	Date: Dec 5th, 2026 (Register by): Nov 20	Oct 16th, 2026
SAT National Test (hosted at MHS)	Date: Mar 6th, 2027 (Register by): Feb 19	Jan 15, 2027
SAT National Test (hosted at MHS)	Date: May 1st, 2027 (Register by): Apr 16	Mar 12, 2027

INTERNATIONAL BACCALAUREATE (IB) EXAMS	
Ensure IB Release of Information Form is on file with IB Coordinator	
Test Date	Accommodations Request Deadline
April/May 2027	October 20th, 2026

ACT: SCHOOL ADMINISTRATION	
*SEPARATE ACCOMMODATIONS REQUESTS MUST BE MADE FOR THE SCHOOL ADMINISTRATION AND NATIONAL TESTING.	
Ensure the following documentation is on file with your Case Manager or School Counselor by the dates listed: ACT Consent Form - Supporting medical documentation	
Test Date	Accommodations Request Deadline
April 6th, 2027	January 8th, 2027

ACT: NATIONAL (SATURDAY) TESTING	
*SEPARATE ACCOMMODATIONS REQUESTS MUST BE MADE FOR THE SCHOOL ADMINISTRATION AND NATIONAL TESTING.	
Register for a test at MyACT.org * = MHS is Host Facility Ensure the following documentation is on file with your Case Manager or School Counselor by the dates listed: ACT Consent Form - Supporting medical documentation	
Test Date	Registration Deadline
September 19th, 2026	August 14th, 2026
October 17th, 2026	September 11th, 2026
December 12th, 2026*	November 6th, 2026
February 27th, 2027*	January 22nd, 2027
April 10th, 2027*	March 5th, 2027
June 12th, 2027	May 7th, 2027
July 10th, 2027	June 4th, 2027

FREQUENTLY ASKED QUESTIONS ABOUT TESTING ACCOMMODATIONS

WHAT SUPPORTING DOCUMENTATION IS REQUIRED?

In addition to a school's accommodation document (IEP, 504 Plan, or Health Plan), the testing companies will ask to review relevant medical documentation. For special education students, the information documented in the student's recent IEP is generally sufficient. For students with 504 Plans or Health Plans, we recommend submitting medical information that supports both a historical and ongoing need. For example, this may be a neuropsychological evaluation report from elementary school and a recent clinic visit summary listing current diagnoses. It is the responsibility of the family to ensure the school has the relevant medical documentation. Updated medical documentation can be submitted to the Case Manager, School Counselor or school nurse. Student health records are stored separate from general school records and care is taken to ensure all private health information remains secure.

DOES HAVING AN IEP OR 504 PLAN GUARANTEE TESTING ACCOMMODATIONS WILL BE AVAILABLE FOR ACT/COLLEGE BOARD/IB EXAMS?

Not necessarily. Nor is a formal plan required to be considered for testing accommodations. Students who require testing accommodations for their day-to-day classroom exams may be eligible for similar accommodations on standardized tests. For standardized tests managed by outside entities (ACT, SAT, AP, etc.), the decision to provide accommodations is the sole responsibility of the testing companies; the District makes no representation about these accommodations. Refer to the [CollegeBoard](#) or [ACT](#) websites for more specific information on accommodation policies.

WHAT TESTING ACCOMMODATIONS ARE AVAILABLE?

There are a variety of accommodations available. Approved accommodations will generally be similar to those regularly used for regular classroom exams at MHS. Refer to the [CollegeBoard](#) or [ACT](#) websites for more specific information on accommodation policies.

ARE ACCOMMODATIONS AVAILABLE FOR SOPHOMORES TAKING THE PSAT10 OR PRE-ACT?

Tenth graders are encouraged to take the Pre-ACT and the PSAT10. Both exams are free and are considered practice exams. The scores are not used to make educational decisions about a student, nor can they be submitted for college admission or National Merit consideration. ***We do not offer accommodations for these practice tests.*** Taking these optional tests without accommodations provides the student with information about where they need to focus future test preparations. Please contact your case manager if you have a disability that requires consideration for physical accommodations.

IF I HAVE BEEN APPROVED FOR ACT OR COLLEGE BOARD ACCOMMODATIONS IN PREVIOUS YEARS, DO I HAVE TO REQUEST NEW ACCOMMODATIONS EVERY YEAR?

No. Once you have been approved for accommodations through ACT, IB, and/or CollegeBoard (AP, SAT, PSAT), those accommodations remain each time you register for an assessment through that testing organization. However, if you are seeking NEW accommodations due to a change, these must be approved again.

ADDITIONAL QUESTIONS?

If you have any additional questions or concerns, please contact:

Section 504 Students | Your School Counselor

Special Education Students | Your Case Manager

Students with Health Plans or Other Medical Needs | Your School Counselor or the School Health Office