

**SITE OPERATIONS CIRCULAR NO. 1021**

Office of Secondary Schools

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 2, 2016

**To:** High School Site Administrators/ Testing Coordinators

**Subject:** Special Accommodations Requests for ACT and College Board Testing Programs (SAT, PSAT/NMSQT, PSAT 10)

**Department and/or Persons Concerned:** High School Administrators

**Reference:** None

**Action Requested:** Review ACT accommodation guidelines and implement

**Attachments:**

1. Testing Accommodations Responsibilities
2. 2016 – 2017 College Assessment Testing Dates and Locations
3. 2016 – 2017 Testing Center Codes and Contact Information

**Brief Explanation:**

Students who show that their documented disabilities affect participation in the exams are eligible to take those exams with accommodations. Typical accommodations include Braille and large-print exams, extended time, use of a computer for essays, and extra breaks; however, these are not the only accommodations available. The testing organization must approve all accommodation requests for every student – even those who receive accommodations at school. Use of accommodations without approval will result in cancellation of test scores. The approval process can take up to seven weeks. Sites may suggest district-identified testing centers to service requests for atypical accommodations.

Each school site must designate a test coordinator in order to:

- Submit requests for organization-approved accommodations
- Check the status of requests
- Review decision notifications
- Request reconsideration of requests that were not approved initially, if applicable

The site principal should carefully select the site test coordinator to ensure that work is properly distributed among staff and in accordance with the guidelines of the SDEA contract.

Parents/ guardians requesting additional information for ACT accommodations, specifically, should be directed to [Test Accommodations for Examinees with Disabilities](#). For questions or additional information, contact Lorelei Olsen, [lolsen@sandi.net](mailto:lolsen@sandi.net).

APPROVED:



Cheryl Hibbeln  
Executive Director, Secondary Schools

## Testing Accommodations Responsibilities

Stage	Testing Organization	Responsible	Action Item
1	ACT	TC	Request test coordinator (TC) role access in the online Test Accessibility and Accommodations System (TAA). Refer to the <a href="#">TAA User Guide</a> for detailed instructions. Review detailed responsibilities at <a href="#">Test Policies for ACT Special Testing</a> .
	College Board	SSD	Request services for students with disabilities (SSD) coordinator role access to <a href="#">SSD Online</a> .
2	ACT	Parent/Student	Sign a <a href="#">Consent to Release Information to ACT</a> form. Submit request for accommodations online when registering for the ACT. Once an examinee has registered online for the ACT, ACT will automatically email instructions regarding how to work with TC or TAC to request accommodations and submit supporting documentation.
	College Board		Sign a <a href="#">Parent Consent Form</a> and submit request for accommodations with the SSD coordinator through SSD online or request a paper Student Eligibility Form from the SSD coordinator.
3	ACT	TC or TAC	Collect signed parent consent form and submit requests and supporting documentation to ACT using TAA. Refer to the <a href="#">Test Accessibility and Accommodations User Guide</a> to get access and instructions on how to navigate through this system. <b>IMPORTANT!</b> All accommodation requests must be submitted through TAA by the published registration deadlines for the student's preferred test date.
	College Board	SSD	Collect signed parent consent form and gather all records related to the student's disability and requested accommodations (e.g., IEP/ 504, history of receiving accommodations, psychoeducational evaluation). Follow the directions to make an <a href="#">Online Accommodations Request</a> .
4	ACT		<ul style="list-style-type: none"> <li>Receives and reviews requests and documentation.</li> <li>Provides an <i>Accommodations Decision Notification</i> in TAA.</li> </ul>
	College Board		<ul style="list-style-type: none"> <li>Receives and reviews requests and documentation.</li> <li>Provides a Decision Letter for the student through SSD Online.</li> </ul>
5	ACT	TC or TAC	<ul style="list-style-type: none"> <li>Reviews each <i>Accommodations Decision Notification</i>.</li> <li>Edits requests for reconsideration using TAA, if applicable.</li> <li>Calls ACT to request format changes, such as to request a DVD instead of a reader.</li> </ul>
	College Board	SSD	<ul style="list-style-type: none"> <li><a href="#">Manages Accommodations Online</a> to check request status, submit additional information, change accommodations, view decision letters, reopen denied requests, and/or create and print eligibility rosters.</li> </ul>
6	ACT		<ul style="list-style-type: none"> <li>Receives and reviews all requests for reconsideration.</li> <li>Provides an updated <i>Accommodations Decision Notification</i> in TAA.</li> <li>If contacted to request a different format, confirms any requested format changes.</li> </ul>
7	TC or TAC		<ul style="list-style-type: none"> <li>Reviews any updated <i>Accommodations Decision Notifications</i>.</li> <li>Downloads advanced search results in TAA to plan for test day.</li> </ul>
8	ACT & College Board		Ships all paper format test materials to the TC and/ or SSD coordinator for examinees testing with approved accommodations.

**2016 – 2017 College Assessment Testing Dates & Locations  
San Diego Unified School District**

Test	Testing Date	Testing Locations	Registration Deadline	Late Registration Deadline	Online Score Release
ACT	9/10/16	RANCHO BERNARDO HS SAN DIEGO HS SAN DIEGO STATE UNIVERSITY SOUTHWEST HIGH SCHOOL	8/5/16	8/19/16	9/26/16
	9/11/16	SAN DIEGO JEWISH ACADEMY	8/5/16	8/19/16	9/26/16
SAT	10/1/16	N/A	9/1/16	9/20/16	10/27/16
ACT	10/22/16	GOMPERS PREP ACADEMY RANCHO BERNARDO HS SAN DIEGO HS SAN DIEGO STATE UNIVERSITY SAN YSIDRO HIGH SCHOOL SOUTHWEST HIGH SCHOOL ST. AUGUSTINE HIGH SCHOOL	9/16/16	9/30/16	11/17/16
	10/23/16	SAN DIEGO JEWISH ACADEMY	9/16/16	9/30/16	11/17/16
SAT	11/5/16	CRAWFORD HIGH SCHOOL HERBERT HOOVER HS LINCOLN HS MT CARMEL HS PATRICK HENRY HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HS SOUTHWEST HS TORREY PINES HS U OF SAN DIEGO	10/7/16	10/25/16	11/29/16
SAT	12/3/16	LINCOLN HS MT CARMEL HS PATRICK HENRY HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HS SOUTHWEST HS TORREY PINES HS U OF SAN DIEGO WALDORF SCHOOL OF SAN DIEGO HS	11/3/16	11/22/16	12/22/16
ACT	12/10/16	MONTGOMERY HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HIGH SCHOOL	11/14/16	11/18/16	12/26/16
	12/11/16	SAN DIEGO JEWISH ACADEMY	11/14/16	11/18/16	12/26/16

**2016 – 2017 College Assessment Testing Dates & Locations  
San Diego Unified School District**

Test	Testing Date	Testing Locations	Registration Deadline	Late Registration Deadline	Online Score Release
SAT	1/21/16	LINCOLN HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HS SOUTHWEST HS TORREY PINES HS U OF SAN DIEGO	12/21/16	1/10/17	2/23/17
ACT	2/11/17	RANCHO BERNARDO HS SAN DIEGO HS SAN DIEGO STATE UNIVERSITY SOUTHWEST HIGH SCHOOL ST. AUGUSTINE HIGH SCHOOL	1/13/17	1/20/17	2/27/17
	2/12/17	SAN DIEGO JEWISH ACADEMY	1/13/17	1/20/17	2/27/17
SAT	3/11/17	CRAWFORD HIGH SCHOOL GOMPERS PREP ACAD LINCOLN HS MT CARMEL HS PATRICK HENRY HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HS SOUTHWEST HS TORREY PINES HS U OF SAN DIEGO WALDORF SCHOOL OF SAN DIEGO HS	2/10/17	2/28/17	4/13/17
ACT	4/8/17	RANCHO BERNARDO HS SAN DIEGO HS SAN DIEGO STATE UNIVERSITY SAN YSIDRO HIGH SCHOOL SOUTHWEST HIGH SCHOOL ST. AUGUSTINE HIGH SCHOOL	3/3/17	3/17/17	4/24/17
	4/9/17	SAN DIEGO JEWISH ACADEMY	3/3/17	3/17/17	4/24/17
SAT	5/6/17	CRAWFORD HIGH SCHOOL HERBERT HOOVER HS LINCOLN HS MT CARMEL HS PATRICK HENRY HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HS SOUTHWEST HS TORREY PINES HS U OF SAN DIEGO	4/7/17	4/25/17	6/8/17

**2016 – 2017 College Assessment Testing Dates & Locations  
San Diego Unified School District**

<b>Test</b>	<b>Testing Date</b>	<b>Testing Locations</b>	<b>Registration Deadline</b>	<b>Late Registration Deadline</b>	<b>Online Score Release</b>
SAT	6/3/17	CRAWFORD HIGH SCHOOL HERBERT HOOVER HS LINCOLN HS MT CARMEL HS PATRICK HENRY HS RANCHO BERNARDO HS SAN DIEGO HS SAN YSIDRO HS SOUTHWEST HS TORREY PINES HS U OF SAN DIEGO WALDORF SCHOOL OF SAN DIEGO HS	5/9/17	5/24/17	7/12/17
ACT	6/10/17	GOMPERS PREP ACADEMY RANCHO BERNARDO HS SAN DIEGO HS SAN DIEGO STATE UNIVERSITY SAN YSIDRO HIGH SCHOOL SOUTHWEST HIGH SCHOOL	5/5/17	5/19/17	6/26/17
	6/11/17	SAN DIEGO JEWISH ACADEMY	5/5/17	5/19/17	6/26/17

\*\*Deadlines expire at 11:59 p.m. Eastern Time, U.S.

**2016 – 2017 TESTING CENTER CODES AND CONTACT INFORMATION**

<b>SITE/ Contact</b>	<b>TESTING LOCATION</b>	<b>ACT CODE</b>	<b>SAT CODE</b>
CRAWFORD HIGH SCHOOL (619) 362 – 3700	4191 Colts Way, San Diego, CA 92115	No test offered	05267
GOMPERS PREP ACADEMY (619) 263 – 2171	1005 47th Street, San Diego, CA 92102	238970	05673
HERBERT HOOVER HS (619) 344 – 4500	4474 El Cajon Blvd. San Diego, CA 92115	No test offered	05686
LINCOLN HIGH SCHOOL (619) 266-6500	4777 Imperial Avenue San Diego, CA 92113	No test offered	05061
MT CARMEL HIGH SCHOOL (858) 484-1180	9550 Carmel Mtn. Road San Diego, CA 92129	No test offered	05667
MONTGOMERY HIGH SCHOOL (619) 628-3800	3250 Palm Ave, San Diego, CA 92154	211410	No test offered
PATRICK HENRY HIGH SCHOOL (619) 286-7700	6702 Wandermere San Diego, CA 92120	No test offered	05670
RANCHO BERNARDO HS (858) 485-4800	13010 Paseo Lucido San Diego, CA 92128	167320	05674
SAN DIEGO HIGH SCHOOL (619) 525-7455	1405 Park Blvd San Diego, CA 92101	211960	05676
SAN DIEGO JEWISH ACADEMY (858) 704-3700	11860 Carmel Creek Road San Diego, CA 92130	214561	No test offered
SAN DIEGO STATE UNIVERSITY (619) 594-2643	5500 Campanile Drive San Diego, CA 92182	003980	No test offered
SAN YSIDRO HIGH SCHOOL (619) 710- 2300	5353 Airway Road San Diego, CA 92154	218830	05259
SOUTHWEST HIGH SCHOOL (619) 628-3600	1685 Hollister St. San Diego, CA 92154	189990	05677
ST. AUGUSTINE HIGH SCHOOL (619) 282-2184	3266 Nutmeg St, San Diego, CA 92104	225500	No test offered
TORREY PINES HIGH SCHOOL (858) 755-0125	3710 Del Mar Heights Rd. San Diego, CA 92130	No test offered	05751
UNIVERSITY OF SAN DIEGO (619) 260-4600	Serra Hall San Diego, CA 92110	No test offered	05682
WALDORF SCHOOL OF SAN DIEGO HS (619) 280-8016	3547 Altadena Ave, San Diego, CA 92105	No test offered	05679