ACT’s Steps for Requesting Accommodations:

1. Prepare:
   - Request test coordinator (TC) role access (if you don’t have one already): [https://actiam.act.org/ssp/#/registration](https://actiam.act.org/ssp/#/registration)

2. Accommodations requested by student/family:
   - Parent/Guardian will sign a [Consent to Release Information to ACT](https://actiam.act.org/ssp/#/registration) form and submit request for accommodations online when registering for the ACT.
   - Once an examinee has registered online for the ACT, ACT will automatically email you instructions regarding how to request accommodations and submit supporting documentation.

3. Accommodations submitted by TC:
   - Collect signed parent consent form and submit requests and supporting documentation to ACT using TAA. Refer to the [Test Accessibility and Accommodations User Guide](https://actiam.act.org/ssp/#/registration) to get access and instructions on how to navigate through this system.
   - **IMPORTANT!** All accommodation requests must be submitted through TAA by the published registration deadlines for the student’s preferred test date.

4. Wait for approval:
   - Once all documentation is submitted, it generally takes 3-7 weeks to receive ACT’s response of approval/denial.
   - ACT will provide an Accommodations Decision Notification in TAA.
   - Use of accommodations without approval will result in cancellation of test scores.

5. Review ACT Decision:
   - Review each Accommodations Decision Notification and edit requests for reconsideration, if applicable.
   - Call ACT to request format changes, such as to request a DVD instead of a reader.

6. Testing with ACT Accommodations:
   - Reviews any updated Accommodations Decision Notifications.
   - Downloads advanced search results in TAA to plan for test day.
   - Coordinate with site testing coordinator to accommodate students’ needs.
   - If more support is needed, please contact Rachel Amato (ramato@sandi.net)
SDUSD Testing Accommodations Coordinator Responsibilities 2019-2020

College Board’s Steps for Requesting Accommodations (SAT/PSAT/NMSQT/AP):

1. Prepare:
   - Complete, sign, and fax/mail the Services for Students with Disabilities (SSD) Coordinator Form
   - Create College Board professional account (if you don’t have one already): https://account.collegeboard.org/login/

2. Accommodations requested by student/family:
   - Parent/Guardian will sign a Parent Consent Form and submit request for accommodations with the SSD coordinator through SSD online or request a paper Student Eligibility Form from the SSD coordinator.
   - Spanish version of Parent Consent Form.

3. Accommodations submitted by 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 Online Accommodations Request.

4. Wait for approval:
   - Once all documentation is submitted, it generally takes 3-7 weeks to receive College Board’s response of approval/denial. College Board will provide a Decision Letter for the student through SSD Online.
   - Use of accommodations without approval will result in cancellation of test scores.

5. Review College Board Decision:
   - Manage Accommodations Online to check request status, submit additional information, change accommodations, view decision letters, reopen denied requests, and/or create and print eligibility rosters.

6. Testing with College Board Accommodations:
   - Review any updated accommodation decisions in SSD Online.
   - Downloads list of students, SSD number, and accommodation (nonstandard roster.)
   - Coordinate with site testing coordinator to accommodate students’ needs.
   - If more support is needed, please contact Rachel Amato (ramato@sandi.net)