

## SPECIAL ACCOMMODATIONS FOR THE ACT OR SAT

### REQUESTING ELIGIBILITY for EXTENDED TIME or any other appropriate accommodations

- **ACT:** Complete documentation needs to be ready and in our files in order to be sent into ACT early junior year. As the request for eligibility is sent to ACT, the student is required to register for the test (usually) in April.
- **SAT:** Complete documentation may be sent in to SAT as early as late freshman year or early sophomore year. The student is only requesting eligibility at this time and does not register for a specific test until junior year which is a different policy from ACT.

- **DOCUMENTATION described below needs to be ON FILE AT ST. FRANCIS AS EARLY AS FRESHMAN YEAR.**
- Mary Kay Sullivan will pull the information from this documentation in order to write and to send a **parent approved Service Plan** (accommodation plan) to the individual's teachers.
- Students should be looking ahead to have an appropriate written Service Plan for college as well.
- **For either ACT or SAT to consider students for accommodations, they must have DOCUMENTATION THAT MEETS ALL OF THE FOLLOWING CRITERIA:**

- **States** the ***specific disability*** as diagnosed.
- **Testing is current.** (testing/re-evaluation in 8<sup>th</sup> grade or freshman year is acceptable)
- Describes ***presenting problem*** and ***developmental history*** including current treatment.
- Describes the ***comprehensive assessments*** used to arrive at the diagnosis, such as psychoeducational testing, neuropsychological information, medical diagnoses, etc.
- Describes the ***adverse effect on learning and academic achievement*** as supported by the test results.
- Describes ***specific recommended accommodations for the classroom*** and provides a rationale explaining how these will address the functional limitations.
- Establishes the ***professional credentials of the evaluator***.
- **Students must also USE these accommodations throughout their four years in high school.**

For complete protocol for documenting or for any other clarification, log on to [www.act.org/aap/disab/policy.html](http://www.act.org/aap/disab/policy.html) and also [www.collegeboard.com/disable/students.com](http://www.collegeboard.com/disable/students.com) or contact Mary Kay Sullivan x 108.