

# Request for College Board Accommodations PSAT, SAT and AP Administrations

Date R/C  
\_\_\_\_\_

In order to expedite your request and to meet the College Board deadline, please refer to the below steps for requesting or waiving accommodations:

**Option 1: Requesting Accommodations:**

If you would like your child to apply for accommodations via the College Board:

- Initial Option 1 on this form: the Request For College Board Accommodations **AND**
- Complete the enclosed Consent Form For Accommodations Request **AND**

**OR**

**Option 2: Waiving Accommodations:**

If you would like to waive your child's rights to test with accommodations, **your child will still be able to take the PSAT, SAT and/or AP Exams; however, they will be tested in a regular classroom setting without additional supports:**

- Initial Option 2 on this form: Request for College Board Accommodations **AND**
- Discard the enclosed Consent Form For Accommodations Request as you are waiving your child's test accommodation rights

## TO BE COMPLETED BY PARENT/GUARDIAN

**Failure to complete the below information will delay the processing of your child's application and could result in your child testing without accommodations.**

Please initial **ONE** line below indicating whether or not we should proceed with the request for accommodations.

\_\_\_\_\_ **Option 1** I want to apply for accommodations via College Board and have signed the Consent Form for Accommodations Request attached. I understand that my child's current IEP/504 Plan does not guarantee that any accommodations will be approved by the College Board.

**OR**

\_\_\_\_\_ **Option 2** I do not want to apply for accommodations via College Board. I understand that my child will be tested in a regular classroom setting without testing accommodations (such as extended time, separate testing or read aloud). I waive my child's accommodation rights during the PSAT, SAT and/or AP administrations.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Counselor: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

## TO BE COMPLETED BY CASE MANAGER

**Failure to complete the below information will delay the processing of the student's application and could result in the student testing without accommodations.**

Case Manager's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Disability/Diagnosis: \_\_\_\_\_

**NOTE: College Board does not accept "Other" as a diagnosis**

Initial Evaluation Date: \_\_\_\_\_ Latest Evaluation Date: \_\_\_\_\_

**THE COLLEGE BOARD APPROVAL PROCESS TAKES 6 TO 8 WEEKS  
This timeline is beyond our control.**



Services for Students with Disabilities

## Consent Form for Accommodations Request

### Student Information

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

### Student and Parent/Guardian Signature

I wish to apply for testing accommodation(s) on College Board tests (SAT, PSAT/NMSQT, and/or Advanced Placement Exams) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP, and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if Student is under 18.)

### Instructions to the School

This form must be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College Board. You will be asked to verify that a signed Consent Form is on file at the school prior to submitting a request for accommodations.