College Entrance Testing Accommodations Communications
Parent & Student Quick Check Sheet
ARDs, 504, &/or ESL Meetings

This *Quick Check Sheet* should be utilized by parents/guardians and/or students to help navigate the process to secure SAT & ACT accommodations.

1. In order to apply for accommodations for the SAT tests see chart below: *Please Note: This process only needs to be successfully submitted **once** and if accommodations are approved will be applicable for all SAT exams taken by said student moving forward.
2. In order to apply for accommodations for the ACT tests see chart below: *Please note: This process must be completed **each time** a student takes the ACT test.

SAT – See Accommodation Form link below https://secure-media.collegeboard.org/pdf/ssd/ssd-consent-form-accommodations.pdf Send completed form to the SSD Coordinator @ Brian.Williams@fortbendisd.com **This process takes up to 7 weeks, so start early**	**ACT**- See Accommodation Form link below https://www.act.org/content/dam/act/unsecured/documents/TAA-Consent-to-Release-Information-to-ACT.pdf Send completed form to Brian.Williams@fortbendisd.com **This process takes up to 3 weeks, so start early**
<u>**Procedures to Secure SAT Accommodations**</u> 1. **A parent or guardian signs the Parent Consent Form (.pdf/194KB) and gives it to the school's SSD Coordinator or school counselor. If the student is age 18 or older, the student signs the form.** 2. **The SSD Coordinator opens a request for accommodations using SSD Online** 3. **The SSD Coordinator submits any required documentation to SSD.** 4. **The student and SSD Coordinator are notified when a decision is made. If accommodations are approved, the decision letter includes an eligibility letter, containing test-by-test details. The decision and eligibility letters also include the student's SSD number, which is needed for SAT registration.**	<u>**Procedures to Secure ACT Accommodations**</u> Follow the three steps below to get started. **1** Register to test. Create an account or sign in. Online registration will ask you for your high school code and your accessibility needs. **2** You'll receive an email that must be sent to your school official along with a completed Consent to Release Information to ACT (PDF) form. **You will need to work with a school official when making your requests.** **3** Your school official will submit your request, with documentation, to ACT.