

Steps for Applying for Accommodations on College Entrance Exams

ALERT: Due to the duties and responsibilities of the 504 Coordinator, students are required to apply for accommodations with **College Board** the **semester before** they plan to take a test. With **ACT** it is required that students register to take an exam a **1-2 months prior** to the testing deadline. If you register late, it is not guaranteed that the 504 Coordinator will have time to complete the necessary steps so you will have accommodations on the test.

PSAT, SAT, & AP Exams



- 1) Permission Form is signed and turned into the 504 Coordinator.
- 2) Counselor applies for accommodations and uploads a copy of a student's 504 accommodations and documentation supporting that there is a diagnosed disability.
- 3) Parent will receive an email when a decision is made. It is important to make sure that the email address listed in Skyward is a valid email address.
- 4) After accommodation decision is made, student registers for an exam.

*** College Board accommodations remain in effect for one year after the date of a student's graduation from high school.



- 1) Permission Form is signed and turned in to the 504 Coordinator.
- 2) Student registers to take an exam. During registration the student indicates that they want to take the exam with accommodations.
- 3) ACT emails the counselor requesting copies of 504 accommodations and documentation of a disability needing accommodations.
- 4) Student should email or stop by the 504 Coordinator's office 2-3 weeks after registering for a test to get a copy of the decision letter.
- 5) Each time a student registers for a test, the 504 Coordinator has to certify the student with ACT.

To receive accommodations with both testing companies, a student should meet the following requirements:

- 1) Have accommodations on a 504 plan and have been using them in school for at least 4 months.
- 2) Have testing data or a letter from a doctor confirming a disability. A doctor letter should explain the disability and how it affects the student in the classroom. It should also explain why the doctor feels the student needs accommodations on standardized testing.