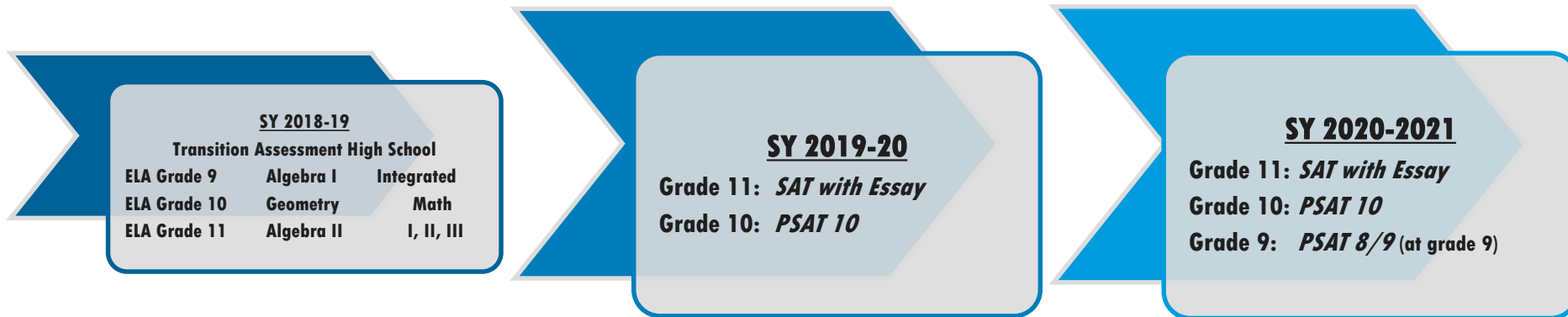


SAT and PSAT 10 Accommodations & English Learner Supports



New Mexico's SAT Implementation at High School



The implementation of SAT assessments replaces the prior Transition and PARCC assessments at high school.

Session Goals

Our goal today is to share information about the spring administration of SAT, PSAT 10 in order to:

- **Prepare Services for Students with Disabilities (SSD) Coordinators**
- **Provide a review of common accommodations**
- **Review the accommodations request process**
- **Provide resources and support materials**

SSD Coordinator Roles & Responsibilities

While a school may have more than one SSD Coordinator, a primary coordinator should be identified to support the Test Coordinator and oversee accommodated testing.

All SSD Coordinators are responsible for:

- **Being the school's liaison with the College Board's Services for Students with Disabilities office.**
- **Submitting accommodation requests for students with demonstrated needs.**
- **Coordinating with your school's Test Coordinator on the schedule of testing rooms and staff needed for accommodations test administration.**
- **Assisting with administering the test as needed.**
- **Monitoring and printing the Non-standard Administration Roster (NAR). The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.**

The Process & Tools



Tools:

- **SSD Online:**

The system for requesting accommodations. College Board will use this system to determine which materials are needed for students.

- **Non-Standard Administration Report (NAR):**

The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.

- **Eligibility Roster:**

A listing of all students at your school (Attending Institution - AI) with accommodations.

- **TIDE:**

The computer-based testing platform. Test coordinators will configure test settings in TIDE with the appropriate accessibility features for individual students testing with accommodations.

Key Dates

April Admin Preliminary Dates

Final Schedule will be posted on the PED SAT site when available.

| Task | Owner | SAT | PSAT 10 |
|---|--|--|--|
| Off-Site Request Deadline | Test Coordinator | December 20, 2019 | |
| AI Code Confirmation | DTC/Test Coordinator | January 2020 | |
| Request Accommodations | SSD Coordinator | December – February 24, 2020 | |
| SAA & EL 50% Request Window | SSD Coordinator | January 14 – March 6, 2020 | |
| Receive Access to AIR systems. Install Secure Browser. | Technology Coordinator Test Coordinator | Early-to-Mid March 2020 | |
| Test Day Online Training Window | All Testing Staff | Early March – April 2020 | |
| Digital Preadministration Materials in Schools | Test Coordinator | Mid-March | |
| Conduct Preadministration Session | Test Coordinator | Late March – Early April 2020 | |
| Conduct Technical Readiness Evaluation; Configure Student Test Settings; Setup Proctor Accounts | Technology Coordinator Test Coordinator | March 2020 | |
| Test Administration (Print test tickets & confirm devices are ready before test day.) | Test Coordinator | Digital: April 14-16, 2020 Paper: April 14, 2020 | Digital: April 17-24, 2020 Paper: April 17-24, 2020 |
| Accommodated Test Administration | Test Coordinator SSD Coordinator | Digital: April 14-27, 2020 Paper: April 14-27, 2020 | Digital: April 17-24, 2020 Paper: April 17-24, 2020 |
| Window to Request Makeup Materials | Test Coordinator | Paper: April 14-16, 2020 | TBD |
| Makeup Administration | Test Coordinator | Digital: April 28, 2020 Paper: April 28, 2020 | Digital: April 28, 2020 Paper: April 28, 2020 |
| Final Deadline to Return all Testing Materials | Test Coordinator | No later than May 1, 2020 | |
| Score Released | Test Coordinator | June 2020 | |


Request Accommodations


Accommodations Request Windows

| Activity | March 25 th Primary Date | April 14 th Primary Date |
|---|-------------------------------------|-------------------------------------|
| Request College Board Accommodations | Now – February 4, 2020 | Now – February 24, 2020 |
| Request State Allowed Accommodations | January 14 – February 4, 2020 | January 14 – March 6, 2020 |
| Request 50% Extended Time for EL | January 14 – February 4, 2020 | January 14 – March 6, 2020 |
| Late Request Window | February 4 – February 24, 2020 | February 25 – March 6, 2020 |
| For specific scenarios: <ul style="list-style-type: none">• Students who are newly enrolled at a school• Students who are newly classified at an eligible grade level• Students who have a newly identified disability | | |

New SSD Coordinators

Creating your SSD Online Account

 CollegeBoard
Services for Students with Disabilities

F0000000


SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/login>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 866-360-0114. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at: <http://sat.collegeboard.org/register/sat-code-search>.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth (MM/DD/YY): ____/____/____ Gender: Male ☐ Female ☐

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes ☐ No ☐

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

- **New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don't already have one.**
- **Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd**
 - **Provide information about you and your school.**
 - **Obtain your principal's signature.**
 - **Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form.**
- **If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.**

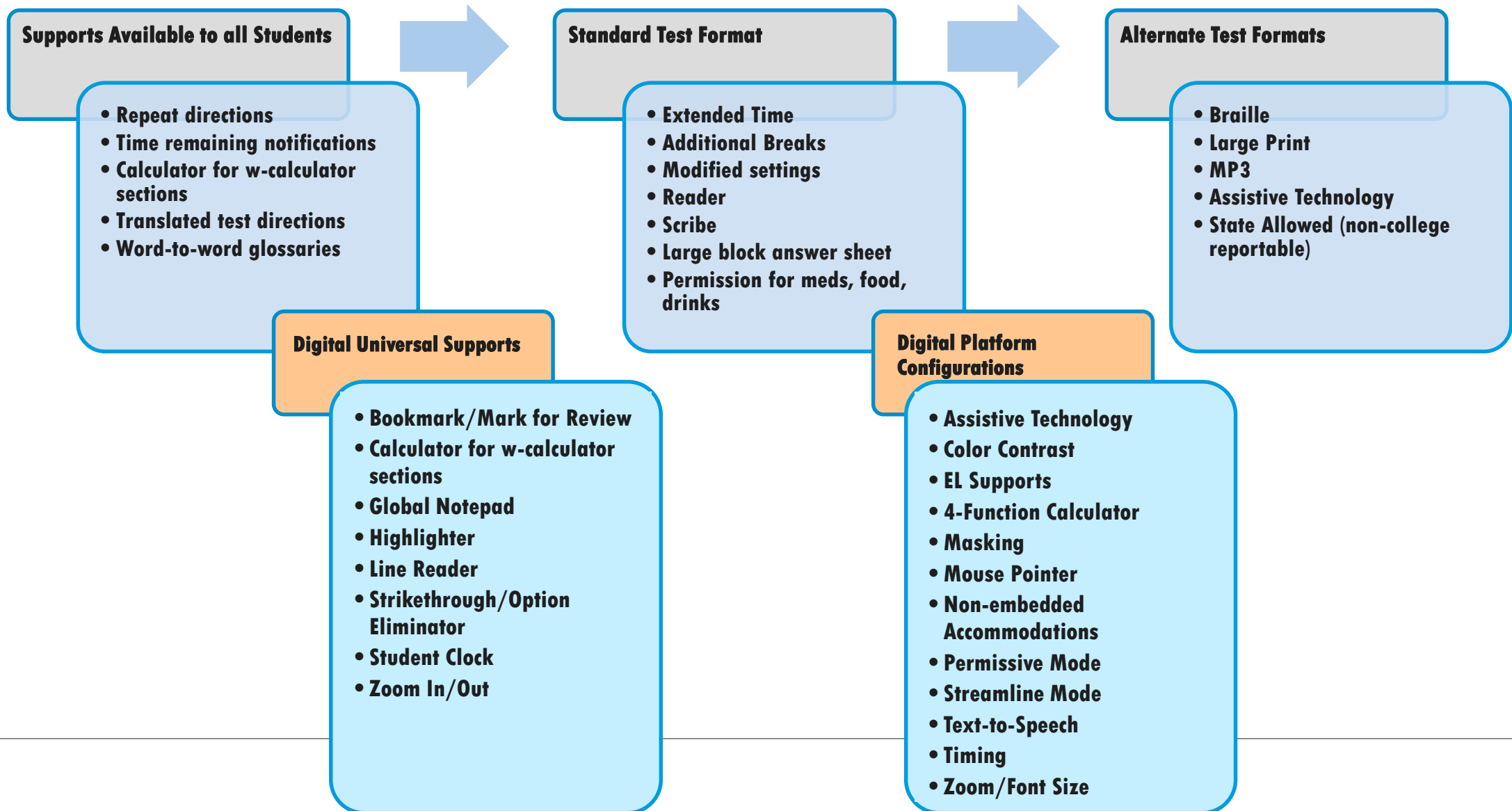
Fall 2019 PSAT/NMSQT SSD Coordinators

Confirm Access to SSD Online

- **Login to your College Board Account at www.collegeboard.org.**
 - **If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.**
- **Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline**
- **If you are the SSD Coordinator for more than one school, you may request access to additional schools, by completing the access request form (www.collegeboard.org/ssd) for the new school. You'll still access SSD Online through your College Board Account.**

Accommodations & Supports

Accommodations & Supports



College Board Accommodations & EL Supports

- **The College Board Services with Students for Disabilities (SSD) is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests.**
- **Accommodation requests should be entered for all students taking the PSAT 10 and SAT.**
- **The College Board also provides a number of supports for English Learner students**
- **All requests will be entered in the College Board's SSD Online system.**

College Board Accommodations & EL Supports

Continued

There are three types:

1. **College Board Accommodations:** Students with College Board approved accommodations will receive college/scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
2. **EL 50% Extended Time Support:** Eligible EL students can receive 50% extended time for college/scholarship reportable scores when requested in advance. These requests must be submitted for each state administration.
3. **State Allowed Accommodations (SAA):** State-allowed accommodations (SAAs) are specific accommodations defined by the state. The SAA's available align to the College Board accommodation types and must be documented in a student's IEP or 504 plan. SAAs will result in scores for the student, but scores received are **NOT reportable to colleges or scholarship programs**

Understanding Common Accommodations for Students with Disabilities

Determining Accommodations

- **The accommodations that schools request for students for the SAT or PSAT 10 should be consistent with the accommodations listed in their IEP/504 plans for instruction and assessments. In other words, students should be already familiar with using the accommodation.**
- **We recognize that some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.**

For example, if a student typically has assessments read aloud in school, they may wish to request a reader or MP3 audio format for oral presentation of the assessment.

The school can determine the best option in consultation with the student and family.
- **The College Board accommodations that follow are examples of commonly requested accommodations. The College Board provides many different types of accommodations and will review all requests that are made.**
- **When considering requests for timing accommodations, please keep in mind that the student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.**

NM School Day Accommodations Guidance

- **Draft document in process.**
- **Final version will be posted to: <https://webnew.ped.state.nm.us/bureaus/assessment-3/hs-grade-11/>**

| New Mexico SAT School Day and PSAT 10 Commonly Used Accommodations and Supports by Testing Mode ¹ | | | | | | | |
|---|--|-----------|------------------------|---|--|--|---|
| Accommodations & Supports (College Board accommodation must be submitted in advance) | College Board | | | College Board SAT and PSAT Computer-based Testing | College Board SAT and PSAT Paper-based Testing | Will the score be College Reportable? ³ | Notes |
| | Evidence Based Reading & Writing (SAT and PSAT 10) | SAT Essay | Math (SAT and PSAT 10) | | | | |
| Assistive Technology: Students may use a range of assistive technologies on the assessments, including devices that are compatible with the online testing platform, and those that are used externally on a separate computer. Includes screen readers, refreshable Braille, etc. | Yes | Yes | Yes | Accommodation requested in advance. ² Coordinator must provide type of software being used. | Accommodation requested in advance. ² In addition to Assistive Technology, LEA must request Assistive Technology Compatible to receive an alternate format of the paper test. | Yes | School will identify the assistive technology being used e.g. JAWS screen reader. |
| Audio Amplification: Once the test begins, the student has the ability to change the volume level. | N/A | N/A | N/A | If student uses an external device accommodation, audio volume is controlled by student on the external device. | If student uses an external device accommodation, audio volume is controlled by student on the external device. | Yes | There is no listening portion of the SAT or PSAT 10 assessments other than test directions. |
| Braille note-taker: Student who is blind or has a visual impairment may use an electronic braille note-taker. The grammar checker, internet, and stored file functionalities must be turned off. For students using braille forms, the Test Administrator directions for filling in a circle, making marks, and erasing do not apply. Students should number their responses to be sure that their answers can be transcribed accurately into a scorable test booklet, answer document, or the platform. | Yes | Yes | Yes | Accommodation requested in advance. ² | Accommodation requested in advance. ² | Yes | Tests will be in UEB Braille with Nemeth math. School will identify the assistive technology being used e.g. Perkins Brailier. |

SAT Accommodations

Refer to the Introduction Section of the testing manual.

| GUIDE FOR TESTING WITH ACCOMMODATIONS | | | |
|---------------------------------------|--|---|---|
| | Standard Room(s) | Accommodated Room(s) | |
| Number of Testing Days | 1 day (primary or makeup date) | 1 day (primary or makeup date) | 1- or 2-day testing during the accommodated testing window |
| Accommodation Examples | <ul style="list-style-type: none"> 14-point large-print test book Large-block answer sheet Magnifier Written copy of oral instructions Permission for food/medication Wheelchair accessibility Preferential seating Record answers in test book Use of colored overlay Auditory amplification/FM system Sign language interpreter for test directions | <ul style="list-style-type: none"> Extended breaks Extra breaks 4-function calculator on Math Test – No Calculator section Permission to test blood sugar Small group setting 50% extended time for reading (entire assessment) on the SAT without Essay 50% extended time as EL support (entire assessment) on the SAT without Essay 50% extended time for math (Math Test only) 50% extended time for writing (Essay only)* on the SAT with Essay 50% extended time for math and for writing (Math Test and Essay only) on the SAT with Essay | <ul style="list-style-type: none"> 20-point (or larger) large print Magnifying machine Braille Braille writer Reader MP3 audio test format Writer/scribe to record responses Assistive technology-compatible (ATC) format Computer for Essay Breaks as needed 1-to-1 testing Late start time Home/hospital testing Limited testing time 50% extended time for reading (entire assessment) on the SAT with Essay 50% extended time as EL support (entire assessment) on the SAT with Essay 100% extended time for reading (entire assessment) 100% extended time for math (Math Test only) 100% extended time for writing (Essay only)* 100% extended time for math and writing (Math Test and Essay only) on the SAT with Essay State-allowed accommodations (if applicable) |

PSAT 10 Accommodations

Refer to the Introduction Section
of the testing manual.

| GUIDE FOR TESTING WITH ACCOMMODATIONS | | | | |
|---------------------------------------|-------------------|---|---|---|
| | Standard Room(s) | | Accommodated Room(s) | |
| Number of Testing Days | 1 day | 1 day | 1 day | 2 days |
| Test Book Color | Dark orange | Dark orange | Dark orange (or lime green for SAAs) | Dark orange (or lime green for SAAs) |
| Accommodation Examples | No accommodations | <ul style="list-style-type: none"> 14-pt large-print test book Large-block answer sheet Magnifier Written copy of oral instructions Permission for food/medication Wheelchair accessibility Preferential seating Record answers in test book Use of colored overlay Auditory amplification/FM system Sign language interpreter for test directions | <ul style="list-style-type: none"> Extended breaks Extra breaks Four-function calculator on Math Test – No Calculator Permission to test blood sugar Small-group setting 50% extended time for reading (entire assessment) 50% extended time as EL support (entire assessment) 50% extended time for math (math only) 20-pt (or larger) large print Magnifying machine Braille Braille writer Reader Writer/scribe to record responses Assistive technology-compatible (ATC) format Breaks as needed One-to-one testing Late start time Home/hospital testing Limited testing time (some may test over 2 days) 100% extended time for math (math only) State-allowed accommodations (if applicable) | <ul style="list-style-type: none"> MP3 audio test format 100% extended time for reading (entire assessment) |

Types of College Board Accommodations

Timing

| Accommodation | Day(s) | What to Know |
|---------------------------------------|--------------------|---|
| 50% extended time for reading | 1 or 2 Days | <ul style="list-style-type: none">• Students will test in 2 days when taking the SAT with Essay.• Students will test in 1 day for PSAT 10.• Student will receive extended time for ALL sections.• Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks. |
| 50% extended time for math | 1 Day | <ul style="list-style-type: none">• Student will receive extended time only for the math sections.• Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |
| 100% extended time for reading | 2 Day | <ul style="list-style-type: none">• Students will receive extended time for ALL sections.• Students must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |
| 100% extended time for math | 1 Day | <ul style="list-style-type: none">• Student will receive extended time only for the math test.• Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |

Note: College Board does not allow for self pacing. Students must use the entire time for which they are approved for testing.

Types of College Board Accommodations

Timing (Continued)

| Accommodation | Day(s) | What to Know |
|--|--------------|--|
| 50% extended time for writing (SAT only) | 1 Day | <ul style="list-style-type: none">• Student will receive extended time only for the essay portion of the test.• Student must use the entire time for which they are approved. |
| 100% extended time for writing (SAT only) | 1 Day | <ul style="list-style-type: none">• Student will receive extended time only for the essay portion of the test.• Student must use the entire time for which they are approved. |

Types of College Board Accommodations

Breaks

| Accommodation | Day(s) | What to Know |
|--------------------------------|--------|--|
| Extra Breaks | 1 Day | <ul style="list-style-type: none">Given a break halfway through longer sections and a break after every section. |
| Extended Breaks | 1 Day | <ul style="list-style-type: none">Given breaks at the standard time but breaks are typically twice as long.Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically. |
| Breaks as Needed | 1 Day | <ul style="list-style-type: none">Typically given to students with physical or medical conditions.Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically. |
| Permission to Test Blood Sugar | 1 Day | <ul style="list-style-type: none">Will use standard time, unless approved for other timing or break accommodations.Approval to test blood sugar does not include approval to take additional breaks. If a student needs beyond the standard breaks, the student should request extra breaks, extended breaks, or breaks as neededApproval to test blood sugar does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room |

Types of College Board Accommodations

Presentation

| Accommodation | Day(s) | What to Know |
|--|---------------|--|
| MP3 Audio (Paper-based Testing) | 2 Days | <ul style="list-style-type: none">• Test content downloaded via College Board MP3 Audio Application.• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections. |
| Text-to-Speech (Computer-based Testing) | 2 Days | <ul style="list-style-type: none">• Read Text Only provides a short description of each image. This enables the native speech synthesizer to read the text on the screen and the short image description. It is intended for students who do not require a detailed description of images, and it requires 50% extended time, unless approved for more.• Read Text and Graphics renders an alternative long description for each image. In addition to reading the text on the screen, the native speech synthesizer reads the alternative long description of images. It is intended for students who require detailed image descriptions, and it requires 100% extended time, unless approved for more. |
| Reader | 1 Day | <ul style="list-style-type: none">• Student will be read the SAT/PSAT 10 aloud by an adult.• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)• Student automatically receives 50% extended time and extra breaks on all sections. |

Note: College Board does not allow for self pacing. Students must use the entire time for which they are approved for testing.

Types of College Board Accommodations

Presentation (continued)

| Accommodation | Day(s) | What to Know |
|---|--------------|--|
| Assistive Technology Compatible (ATC) (Paper-based Testing) | 1 Day | <ul style="list-style-type: none">• Digital version of the test, delivered on a flash drive.• For use with screen readers and other assistive technology. The type of device must be provided in request.• Student is automatically given 100% extended time on the writing and language section only. |
| Assistive Technology | 1 Day | <ul style="list-style-type: none">• Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.).• 100% extended time on the Writing (Essay) section only; standard time on all other sections, unless approved for more.• Examples include: JAWS, NVDA, Braille Display, etc. |
| Braille (Paper-based Testing) | 1 Day | <ul style="list-style-type: none">• Student will receive a UEB with Nemeth Math test book.• Student will receive a Braille Figure Supplement• Typically approved with another accommodation such as scribe or braillewriter to record answers. |

Note: College Board does not allow for self pacing. Students must use the entire time for which they are approved for testing.

Types of College Board Accommodations

Presentation (continued)

| Accommodation | Day(s) | What to Know |
|-------------------------------------|--------------|---|
| American Sign Language (ASL) | 1 Day | <ul style="list-style-type: none">• Student will receive test directions, the only listening portion of the SAT/PSAT 10, in ASL by an adult.• Interpreters must meet testing staff requirements (i.e. must be an employee of the district, must complete test administration training) |

Types of College Board Accommodations

Recording Answers

| Accommodation | Day(s) | What to Know |
|---|--------------|---|
| Writer /Scribe | 1 Day | <ul style="list-style-type: none">• Student will have an adult transcribe answers.• Student automatically receives 50% extended time and extra breaks on all sections.• Student must use the entire time for which they are approved. |
| Large Block Answer Sheet (Paper-based Testing) | 1 Day | <ul style="list-style-type: none">• Students will mark squares with an “X” instead of filling in bubbles.• Students will test in a standard room unless approved for other accommodations. |
| Computer for Essay (Paper-based Testing) | 1 Day | <ul style="list-style-type: none">• Approval for computer applies only to students taking the SAT with Essay and is used only for the Essay task.• School must provide the computer; students may not use a personal computer or a computer belonging to their family• Computer must have word processing software, attached to a working printer, and cannot be connected to the internet or network |

Types of College Board Accommodations

Setting/Other

| Accommodation | Day(s) | What to Know |
|--------------------------------|--------|---|
| Small Group Testing | 1 Day | <ul style="list-style-type: none">• Will depend on the number of students in the group and the size of the room.• There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation. |
| Home/Hospital Testing | 1 Day | <ul style="list-style-type: none">• Requested through SSD Online• Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital). |
| Preferential Seating | 1 Day | <ul style="list-style-type: none">• In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While a school can provide preferential seating without a need for approved accommodation, approval of preferential seating ensures that a student receives this accommodation for future tests, e.g., national SAT testing. |
| Permission for Food/Medication | 1 Day | <ul style="list-style-type: none">• Will use standard time, unless approved for other timing or break accommodations. May need to request for breaks as needed• EpiPens are permitted without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.• For other medications, contact the SSD office. |

State Allowed Accommodations

- **State Allowed Accommodations (SAAs) provide scores to students and educators, however they are not college or scholarship reportable.**

| Accommodation | Day(s) | What to Know |
|------------------------------------|--------------|--|
| EL – Math Only | 1 Day | <ul style="list-style-type: none">• Use for students required to take only the mathematics portion of the assessment. Refer to PED EL Guidelines• Students will only take the Math portion of the SAT/PSAT 10. |
| ASL | 1 Day | <ul style="list-style-type: none">• Student may have the test content signed to them using ASL.• Student may respond using ASL.• Cases are reviewed on an individual basis to determine if there are other accommodations that might be considered support college reportable scores. |
| Translation of Test Content | 1 Day | <ul style="list-style-type: none">• Student may have the test content translated into their native language• Translated materials are not provided. |

Prepare

SSD Online Dashboard

Managing Accommodations

Access SSD online at:

www.collegeboard.org/ssdonline

Use the Dashboard to submit requests, monitor status, and print reports.

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

30 Students 25 per page ◀ ▶

Create Eligibility Roster Submit Accommodations Request

Create AP Nonstandard Administration Report >
How to complete AP NARs >

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates Clear all Reload Enter Student Name or SSD Number

☐ Only show students with pending Applications * Accommodations that were provided but not requested

| Status | Student | Submitted | Received | Next SAT Registration |
|----------------------|--|-------------|-------------|-----------------------|
| PROCESSING | Doe, John (#0000000007) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009 | 04 Aug 2009 | 05 May 2009 | 14 Sep 2012 |
| PROCESSING | Gray, Macy (#0000000002) OPTIONS Approved: Permission for food/medication | 07 May 2009 | 03 May 2009 | 14 Jun 2012 |
| PROCESSING | Rubin, Andy (#0000000010) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009 | 02 Aug 2009 | 05 May 2009 | 14 Apr 2012 |
| AWAITING INFORMATION | Gibs, Joe (#0000000014) OPTIONS Requested: Permission for food/medication | 25 May 2009 | 05 May 2009 | 14 Apr 2012 |

College Board Accommodations

The majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved

- All accommodations requests will be submitted through the College Board SSD Online system.
- The entry of accommodations will go through one of two paths:
 - **School verification** – Most requests will be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).
 - **Documentation Review** – Some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book sizes greater than 20 point font, and other special requests. These exceptions will require documentation for further clarification.

Documentation Guidelines

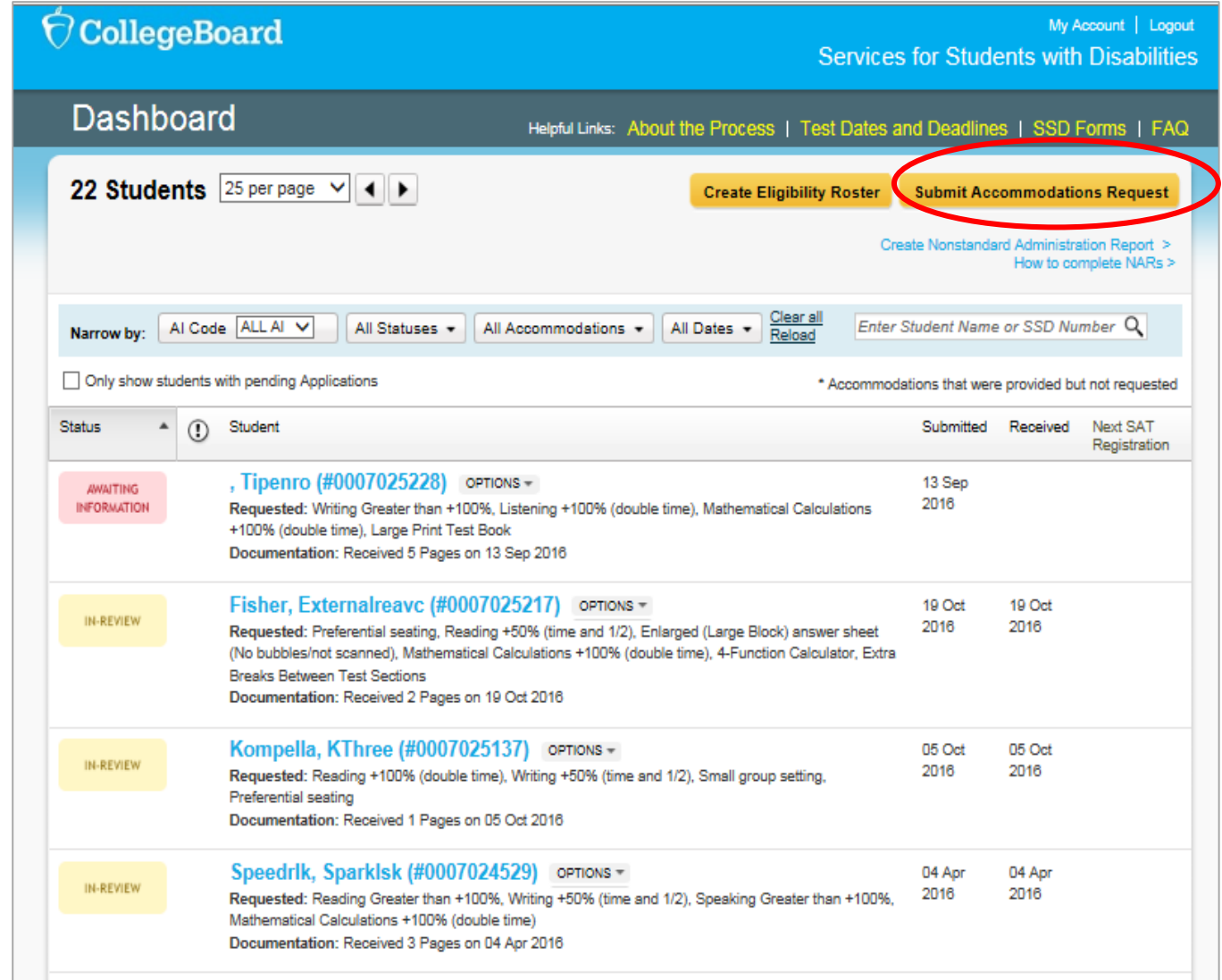
Documentation should address:

- **What:** Provide the student's documented disability
 - **How:** Describe the functional impact and degree of impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
 - **Why:** Show the need for the specific accommodation being requested.
- If requested, documentation that includes the following information is most helpful in the review process:
 - State the specific disability as diagnosed
 - Be current (varies based on disability/documentation)
 - Provide relevant educational, developmental and medical history
 - Describe the comprehensive testing techniques, if applicable
 - Describe the functional limitations
 - Describe the specific accommodations
 - Establish the professional credentials of the evaluator
 - Send documentation that was used to make the determination even if out of date with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.
 - Any application can be resubmitted if not approved with additional documentation for consideration even if after the SSD submission deadline.

Using SSD Online to Submit New College Board Accommodations Requests

Submitting a New Request in SSD Online

- Log in to www.collegeboard.org/ssdonline
- Click “Submit accommodation Request” in upper right corner.
- Accommodation requests should be submitted for all Grade 10 and 11 students.



The screenshot shows the CollegeBoard SSD Online dashboard. At the top, there's a blue header with the CollegeBoard logo and links for "My Account" and "Logout". Below this is a dark blue bar with "Services for Students with Disabilities". The main header is "Dashboard" with helpful links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". The dashboard shows "22 Students" with a "25 per page" dropdown and navigation arrows. There are two buttons: "Create Eligibility Roster" and "Submit Accommodations Request", which is circled in red. Below these are links for "Create Nonstandard Administration Report" and "How to complete NARs". A "Narrow by:" section includes filters for "AI Code" (set to "ALL AI"), "All Statuses", "All Accommodations", and "All Dates", along with "Clear all" and "Reload" buttons. A search bar is labeled "Enter Student Name or SSD Number". A checkbox option is "Only show students with pending Applications". A note states "* Accommodations that were provided but not requested". The main table lists students with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student, Tipenro (#0007025228), is in "AWAITING INFORMATION" status, with a submission date of 13 Sep 2016. The other three students (Fisher, Externalreavc (#0007025217), Kompella, KThree (#0007025137), and Speedrlk, Sparklsk (#0007024529)) are in "IN-REVIEW" status, with submission dates of 19 Oct 2016, 05 Oct 2016, and 04 Apr 2016 respectively.

| Status | Student | Submitted | Received | Next SAT Registration |
|----------------------|---|-------------|-------------|-----------------------|
| AWAITING INFORMATION | Tipenro (#0007025228) Requested: Writing Greater than +100%, Listening +100% (double time), Mathematical Calculations +100% (double time), Large Print Test Book Documentation: Received 5 Pages on 13 Sep 2016 | 13 Sep 2016 | | |
| IN-REVIEW | Fisher, Externalreavc (#0007025217) Requested: Preferential seating, Reading +50% (time and 1/2), Enlarged (Large Block) answer sheet (No bubbles/not scanned), Mathematical Calculations +100% (double time), 4-Function Calculator, Extra Breaks Between Test Sections Documentation: Received 2 Pages on 19 Oct 2016 | 19 Oct 2016 | 19 Oct 2016 | |
| IN-REVIEW | Kompella, KThree (#0007025137) Requested: Reading +100% (double time), Writing +50% (time and 1/2), Small group setting, Preferential seating Documentation: Received 1 Pages on 05 Oct 2016 | 05 Oct 2016 | 05 Oct 2016 | |
| IN-REVIEW | Speedrlk, Sparklsk (#0007024529) Requested: Reading Greater than +100%, Writing +50% (time and 1/2), Speaking Greater than +100%, Mathematical Calculations +100% (double time) Documentation: Received 3 Pages on 04 Apr 2016 | 04 Apr 2016 | 04 Apr 2016 | |

Submitting a New Request in SSD Online

Confirm whether an accommodations request has been submitted previously for the student.

The screenshot shows the 'Student Details' section of the CollegeBoard SSD Online interface. At the top, the CollegeBoard logo is on the left, and 'My Account | Logout' and 'Services for Students with Disabilities' are on the right. Below this is a navigation bar with four tabs: 'STUDENT DETAILS' (active), 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The 'Student Details' section has a header with the title 'Student Details' and a link: 'Click here if you need to print out the Student Information form to be completed by a Student or Parent.' Below this is a note: 'All fields are required, unless indicated'. The form contains two questions, each with 'No' and 'Yes' radio button options. The first question is 'Has a Student Request for Accommodations already been submitted for this student?'. The second question is 'Is this a Transfer Student?' with the subtext 'Is this student a previously approved Transfer Student?'. At the bottom of the form are 'Cancel' and 'Continue' buttons. The footer includes links for 'site map', 'contact us', 'about us', 'press', 'careers', 'link to us', 'compliance', 'terms of use', and 'privacy policy', along with the copyright notice '© 2013 The College Board' and the 'TRUSTe' logo.

CollegeBoard My Account | Logout Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Student Details

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

All fields are required, unless indicated

Student Information

Has a Student Request for Accommodations already been submitted for this student?

☐ No
☐ Yes

Is this a Transfer Student?
Is this student a previously approved Transfer Student?

☐ No
☐ Yes

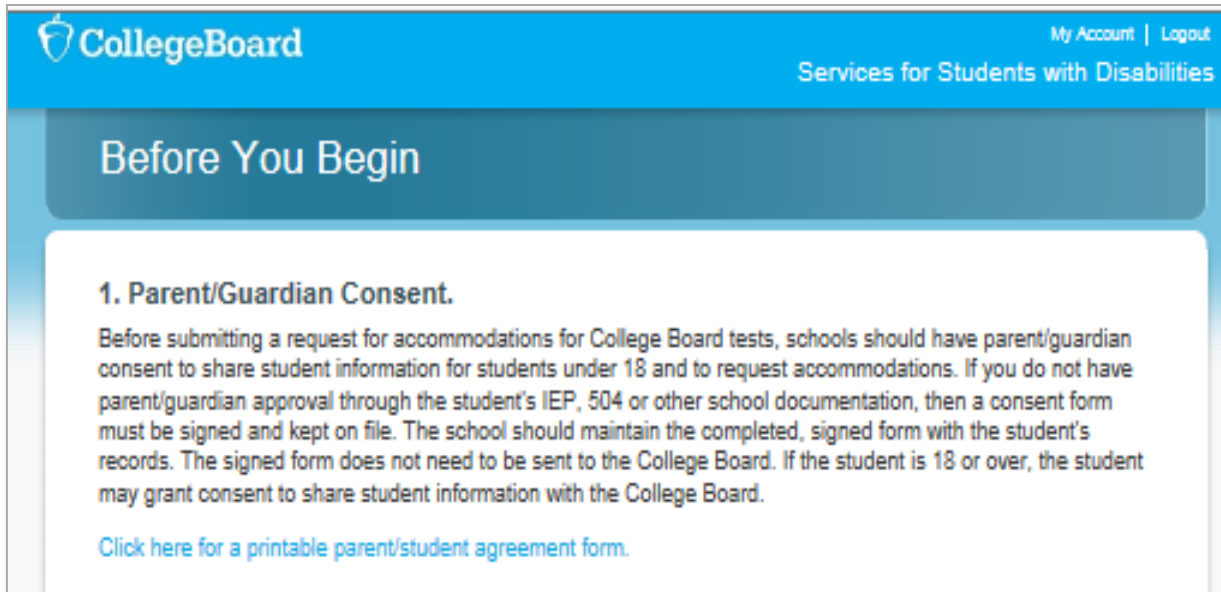
Cancel Continue

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy
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Submitting a New Request in SSD Online

- **Confirm parental consent.**
Verification of consent to share information for students under 18 will be requested during the online process.
- **Follow your district's policy regarding obtaining parent consent to share student information regarding the need for testing accommodations with test vendors.**
- **Some districts include parent consent as part of the annual IEP/504 review process or will allow consent to be documented via email or phone, others require parents to sign a separate consent form specific to testing accommodations.**
 - **Use the SSD Online consent form**



The screenshot shows the top of the CollegeBoard website with a blue header. The header contains the CollegeBoard logo on the left, and 'My Account | Logout' and 'Services for Students with Disabilities' on the right. Below the header is a dark blue banner with the text 'Before You Begin' in white. Underneath this banner is a white box with a blue border. Inside this box, the heading '1. Parent/Guardian Consent.' is followed by a paragraph of text explaining the consent process for students under 18 and 18 or over. At the bottom of the box is a blue link that says 'Click here for a printable parent/student agreement form.'

CollegeBoard My Account | Logout
Services for Students with Disabilities

Before You Begin

1. Parent/Guardian Consent.

Before submitting a request for accommodations for College Board tests, schools should have parent/guardian consent to share student information for students under 18 and to request accommodations. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then a consent form must be signed and kept on file. The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

[Click here for a printable parent/student agreement form.](#)

Submitting a New Request in SSD Online

Enter basic student information. You will need to have the student's:

- First and Last Name (must be the same as in your school's student information system)
- Date of Birth
- Expected high school graduation month & year
- Gender
- Mailing address and phone number
- Middle name and email are all optional fields.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

STUDENT DETAILSDISABILITYACCOMMODATIONSDOCUMENTATION

Student Information

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

Please ensure the information you are entering is accurate and exactly as it appears on the student's plan and/or SAT registration (if applicable).

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: ☐ Male ☐ Female

Current School:

Mailing Address

☒ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1:

Street2:

City:

State:

Zip / Post Code:

Home Phone: (example 2221115555)

Next Intended College Board Test

Test:

Date: /

CancelSave & ExitSave & Continue

Submitting a New Request in SSD Online

Answer questions about the student's disability.

The screenshot shows the 'Student Disability' section of the CollegeBoard SSD Online interface. The top navigation bar includes the CollegeBoard logo, 'My Account | Logout', and 'Services for Students with Disabilities'. Below this is a sub-navigation bar with tabs for 'STUDENT DETAILS', 'DISABILITY' (which is active), 'ACCOMMODATIONS', and 'DOCUMENTATION'. The main heading is 'Student Disability', followed by instructions: 'Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".' There are two tabs: 'By Category' (selected) and 'Alphabetical Listing'. A link to 'Click to view Disability Documentation Guidelines' is also present. A yellow box highlights the 'Selected Disabilities: Attention-Deficit/Hyperactivity Disorder, Combined Type; Generalized Anxiety Disorder'. Below this, there are expand/collapse links. The 'By Category' section lists various categories: Learning Disorder, AD/HD (1 selected), Hearing, Autism Spectrum Disorders, Visual, Physical/Medical, Communication Disorder/Speech and Language, Intellectual Disability, and Psychiatric (1 selected). The 'AD/HD' and 'Psychiatric' categories are expanded, showing checkboxes for specific disorders. In the 'AD/HD' section, the first option is checked. In the 'Psychiatric' section, the first option is also checked.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Student Disability

Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".

By Category Alphabetical Listing [Click to view Disability Documentation Guidelines](#)

Selected Disabilities: Attention-Deficit/Hyperactivity Disorder, Combined Type; Generalized Anxiety Disorder

[Expand All Sections](#) | [Collapse All Sections](#)

- ▶ Learning Disorder
- ▼ AD/HD (1 selected)
 - ☒ Attention-Deficit/Hyperactivity Disorder, Combined Type
 - ☐ Attention-Deficit/Hyperactivity Disorder, Predominantly Inattentive Type (ADD)
 - ☐ Attention-Deficit/Hyperactivity Disorder, Predominantly Impulsive/Hyperactive Type
- ▶ Hearing
- ▶ Autism Spectrum Disorders
- ▶ Visual
- ▶ Physical/Medical
- ▶ Communication Disorder/Speech and Language
- ▶ Intellectual Disability
- ▼ Psychiatric (1 selected)
 - ☒ Generalized Anxiety Disorder
 - ☐ Panic Disorder
 - ☐ Post-Traumatic Stress Disorder
 - ☐ Depression/Depressive Disorder
 - ☐ Bipolar Disorder

Submitting a New Request in SSD Online

Confirm disability and timeframe.

The screenshot shows the 'Confirm Selected Disabilities' page in the CollegeBoard SSD Online system. The page has a blue header with the CollegeBoard logo and navigation links for 'My Account' and 'Logout'. Below the header is a navigation bar with four tabs: 'STUDENT DETAILS', 'DISABILITY' (which is highlighted), 'ACCOMMODATIONS', and 'DOCUMENTATION'. The main content area has a title 'Confirm Selected Disabilities' and a sub-header 'You selected the following disabilities. Please confirm your selection and indicate the timing when the disability first occurred.' Below this is a table with two columns: 'Disability' and 'Time Period First Occurred'. The table lists two disabilities: 'Attention-Deficit/Hyperactivity Disorder, Combined Type' and 'Generalized Anxiety Disorder'. For each disability, there are two radio button options: 'Within the past 4 school months' (which is selected for both) and 'Longer than 4 school months ago'. Below the table is a button labeled 'Select Another Disability'. At the bottom of the page are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'. The footer contains links for 'site map', 'contact us', 'about us', 'press', 'careers', 'link to us', 'compliance', 'terms of use', and 'privacy policy', along with a copyright notice for 2013 and a TRUSTe logo.

| Disability | Time Period First Occurred |
|---|---|
| Attention-Deficit/Hyperactivity Disorder, Combined Type | <input checked="" type="radio"/> Within the past 4 school months <input type="radio"/> Longer than 4 school months ago |
| Generalized Anxiety Disorder | <input checked="" type="radio"/> Within the past 4 school months <input type="radio"/> Longer than 4 school months ago |

[Select Another Disability](#)

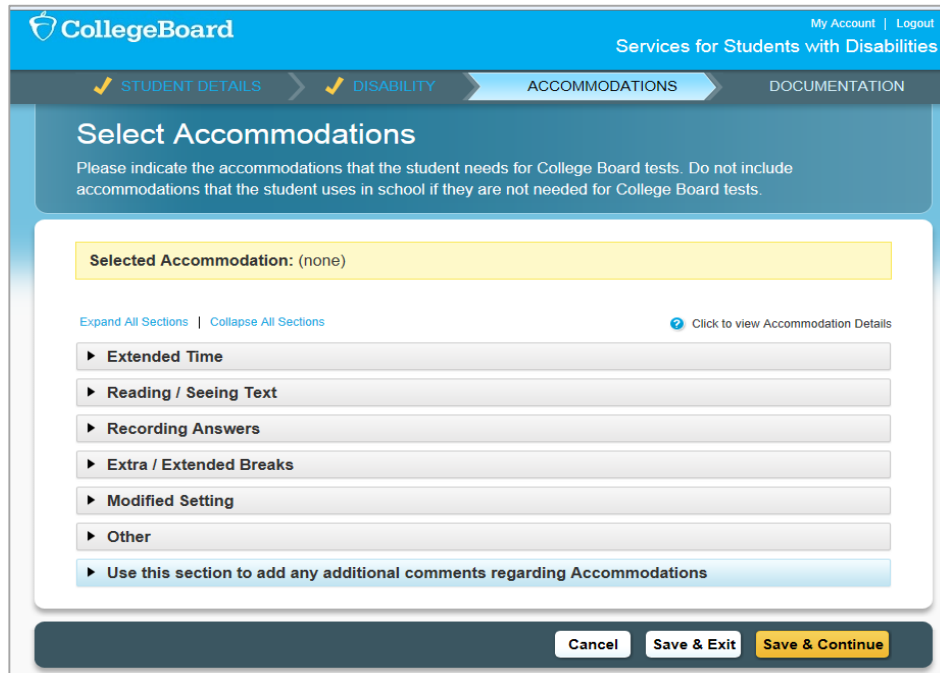
[Cancel](#) [Save & Exit](#) [Save & Continue](#)

[site map](#) | [contact us](#) | [about us](#) | [press](#) | [careers](#) | [link to us](#) | [compliance](#) | [terms of use](#) | [privacy policy](#)
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Submitting a New Request in SSD Online

Answer questions about requested accommodations.



CollegeBoard My Account | Logout
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Select Accommodations

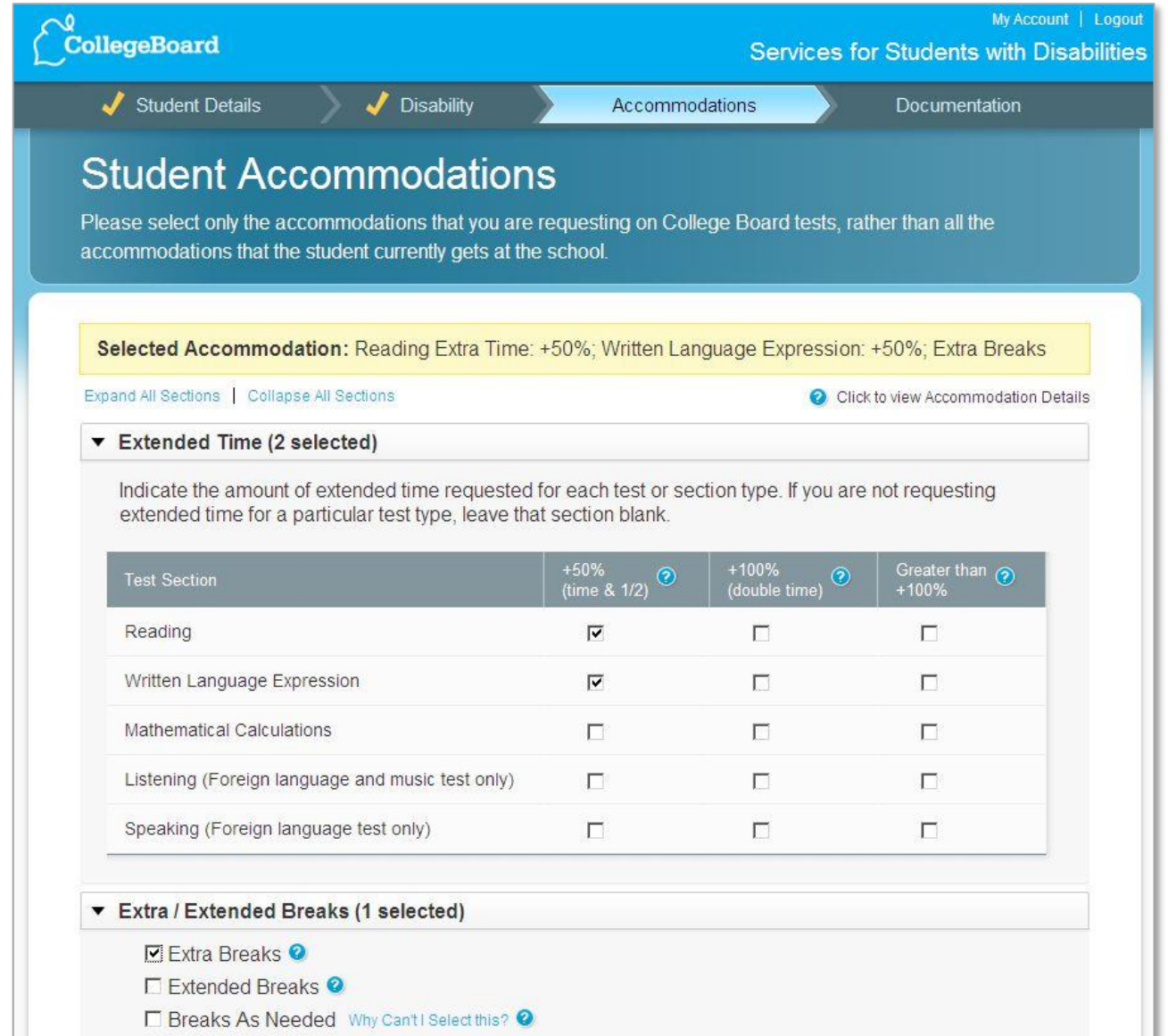
Please indicate the accommodations that the student needs for College Board tests. Do not include accommodations that the student uses in school if they are not needed for College Board tests.

Selected Accommodation: (none)

[Expand All Sections](#) | [Collapse All Sections](#) [Click to view Accommodation Details](#)

- Extended Time
- Reading / Seeing Text
- Recording Answers
- Extra / Extended Breaks
- Modified Setting
- Other
- Use this section to add any additional comments regarding Accommodations

[Cancel](#) [Save & Exit](#) [Save & Continue](#)



CollegeBoard My Account | Logout
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Student Accommodations

Please select only the accommodations that you are requesting on College Board tests, rather than all the accommodations that the student currently gets at the school.

Selected Accommodation: Reading Extra Time: +50%; Written Language Expression: +50%; Extra Breaks

[Expand All Sections](#) | [Collapse All Sections](#) [Click to view Accommodation Details](#)

Extended Time (2 selected)

Indicate the amount of extended time requested for each test or section type. If you are not requesting extended time for a particular test type, leave that section blank.

| Test Section | +50% (time & 1/2) | +100% (double time) | Greater than +100% |
|--|-------------------------------------|--------------------------|--------------------------|
| Reading | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written Language Expression | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mathematical Calculations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Listening (Foreign language and music test only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speaking (Foreign language test only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Extra / Extended Breaks (1 selected)

- ☒ Extra Breaks
- ☐ Extended Breaks
- ☐ Breaks As Needed [Why Can't I Select this?](#)

Submitting a New Request in SSD Online

Confirm accommodations.

Confirm Selected Accommodations

You selected the following accommodations. Please confirm your selection(s) and indicate if the Student is consistently using the accommodations on school tests and whether the accommodations are part of a current IEP, 504 or formal plan.

Accommodation

Writing +50% (time and 1/2)

Is the Student consistently using this accommodation for school tests ?

- ☐ Yes
☐ No (Documentation required)

If the Student has a current IEP, 504, or formal plan, does it include this accommodation?

- ☐ Yes
☐ No (Documentation required)

Mathematical Calculations +50% (time and 1/2)

Is the Student consistently using this accommodation for school tests ?

- ☐ Yes
☐ No (Documentation required)

If the Student has a current IEP, 504, or formal plan, does it include this accommodation?

- ☐ Yes
☐ No (Documentation required)

Reading +50% (time and 1/2)

Is the Student consistently using this accommodation for school tests ?

- ☐ Yes
☐ No (Documentation required)

If the Student has a current IEP, 504, or formal plan, does it include this accommodation?

- ☐ Yes
☐ No (Documentation required)

Select Another Accommodation

Submitting a New Request in SSD Online

Answer questions about the student's plan and documentation

The screenshot shows the 'Documentation' section of the CollegeBoard SSD Online interface. It includes a header with the CollegeBoard logo and 'Services for Students with Disabilities'. A progress bar shows 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The main heading is 'Documentation', followed by a paragraph explaining the requirements for accommodations. Below this is the 'Evaluation Testing Verification' section, which asks two questions: '1 Was a Psychiatric Evaluation conducted?' and '2 Was a Psychiatric Update conducted within the last 12 months?'. Each question has two radio button options: 'Yes, a test was conducted' and 'No, a test has not been conducted (Documentation may be required)'. At the bottom are buttons for 'Cancel', 'Save & Exit', and 'Save & Continue'.

The screenshot shows the 'School Plan' section of the CollegeBoard SSD Online interface. It includes a header with the CollegeBoard logo and 'Services for Students with Disabilities'. A progress bar shows 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The main heading is 'School Plan', followed by a question: 'Does the student currently have a formal education plan in place that was approved by the school, such as an IEP, 504 Plan, or other formal written plan?'. Below this is a form with two main options: 'Yes, a current formal education plan is approved for the student.' and 'No, a current formal education plan is not currently approved for the student (Documentation required)'. The 'Yes' option is selected. It includes a dropdown menu for 'Please indicate the type of program:' with 'Current IEP' selected. Below this is a text area for 'Please provide your best estimate of the date that the INITIAL (first ever) plan went into effect for the student, EVEN IF AT ANOTHER SCHOOL'. It includes a note: '(NOTE: Estimate the approximate date of the student's FIRST plan, NOT current plan. For example, if this is the student's triennial evaluation, the student has had the plan in place for approximately 3 years. If this is a new student at your school, but the student had an IEP or 504 plan at the previous school, use the date of the prior school's plan)'. There are three radio button options for the date: 'I know the specific date:' (with 'Month' and 'Year' dropdowns), 'I am not sure of the date, but it was within the last 4 school months - Documentation Required', and 'I don't know / remember the specific date, or it was more than 4 school months ago'. At the bottom are buttons for 'Cancel', 'Save & Exit', and 'Save & Continue'.

Submitting a New Request in SSD Online

Most requests will be approved automatically through our school-verification system based on the information provided by the SSD Coordinator, the system will identify “No Documentation is Required”.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

Requested Documentation

No Documentation is Required

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION

Name: John Doe

Date of Birth: Jan 1, 1997

Expected High School Graduation Date: Jun, 2016

Gender: Male

MAILING ADDRESS

1425 Lower Ferry Rd

Ewing, NJ 08618 , US

Home Phone: (222)111-5555

Email:

SCHOOL INFORMATION

High School Code: 311262

High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER

SCHOOL ADDRESS

Rosedale Road

Princeton, NJ 08541, US

Edit

Selected Disability

Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency

Edit


Selected Accommodation

Extra / Extended Breaks: Extra Breaks Between Test Sections

Edit

Submitting a New Request in SSD Online

- In some cases, you may be prompted to provide additional documentation.
- When requesting documentation, the system will provide examples of the types of documentation requested. The suggested documentation examples will be based on the type of disability and accommodation being requested.

 My Account | Logout
Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

DOCUMENTATION NEEDED. In order for us to determine if the requested accommodations are appropriate, you will need to fax, mail or upload documentation of the student's need for accommodations. Documentation should demonstrate the student's disability, impact of the disability on College Board tests, and need for the specific accommodations that are requested. Based on the student's disability and requested accommodations, the documentation listed below is recommended. We recognize that you may have other forms of documentation that may also be helpful. If you do not have the documentation that is suggested, or if you have other documentation that you believe will assist us in determining the student's need for accommodations, other types of documentation may be substituted or added. Please see collegeboard.org/ssd for additional information regarding documentation.

Recommended Documentation (Please read above, not all examples noted are required.)

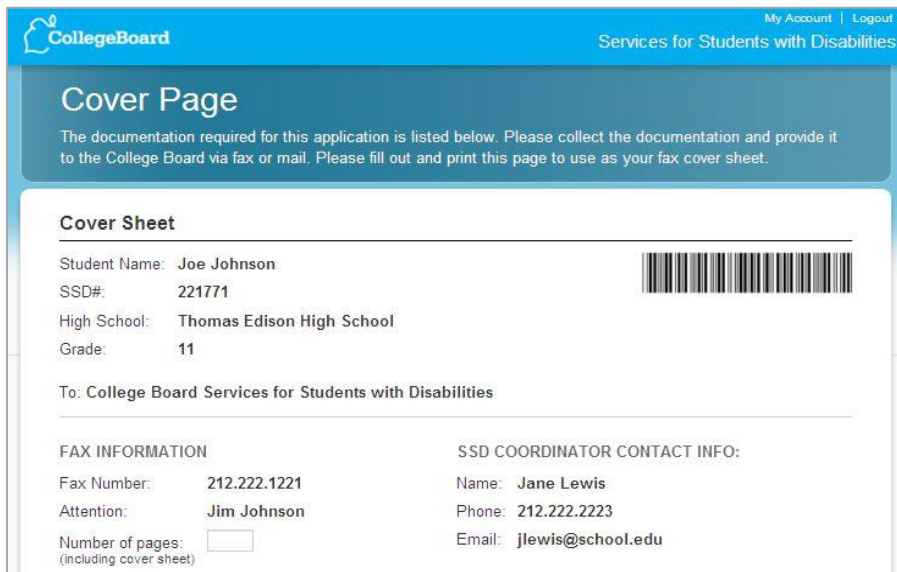
- 1 Cognitive Ability** (Commonly used tests that measure cognitive abilities)
Cognitive ability tests should be comprehensive, individually administered, standardized and norm-referenced assessments of general intellectual ability as well as specific cognitive domains or processes. They measure abilities such as abstract reasoning, visual processing, general knowledge, memory and attention, information processing, and processing speed. Abbreviated or brief measures (i.e., WIAT-II, KBIT-2, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate cognitive ability. Please provide scaled and/or standard scores for each administered subtest, composite/cluster scores, and an overall measure of general intellectual ability.
[Why is this recommended?](#)
- 2 Academic Achievement** (Commonly used tests that measure academic achievement)
Achievement tests should be individually administered, standardized and norm-referenced assessments of academic achievement in areas such as reading, mathematics, and writing. They are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate academic achievement. Please provide standard scores for all administered subtests, composite/cluster scores, and an overall measure of academic achievement.
[Why is this recommended?](#)
- 3 Psychiatric Evaluation**
For psychiatric disabilities, documentation should include a comprehensive evaluation by a qualified professional to determine the need for the requested accommodations. The evaluation should include a description of the student's symptoms, a summary of assessment procedures, evaluation results, treatment and medication (if applicable), and a qualitative description of how the disability impacts the student's ability to take College Board tests, should be provided for the comprehensive testing.
[Why is this recommended?](#)
- 4 Psychiatric Update within one year**
For psychiatric disabilities, an annual evaluation by a qualified professional to determine the current manifestation of your disability and the need for accommodations, based on standardized tests.
[Why is this recommended?](#)
- 5 Teacher Observations**
Teacher observations regarding the impact of the disability on the student's ability to take College Board tests (Teacher survey form may be used).
[Why is this recommended?](#)

[Print Documentation Checklist](#)

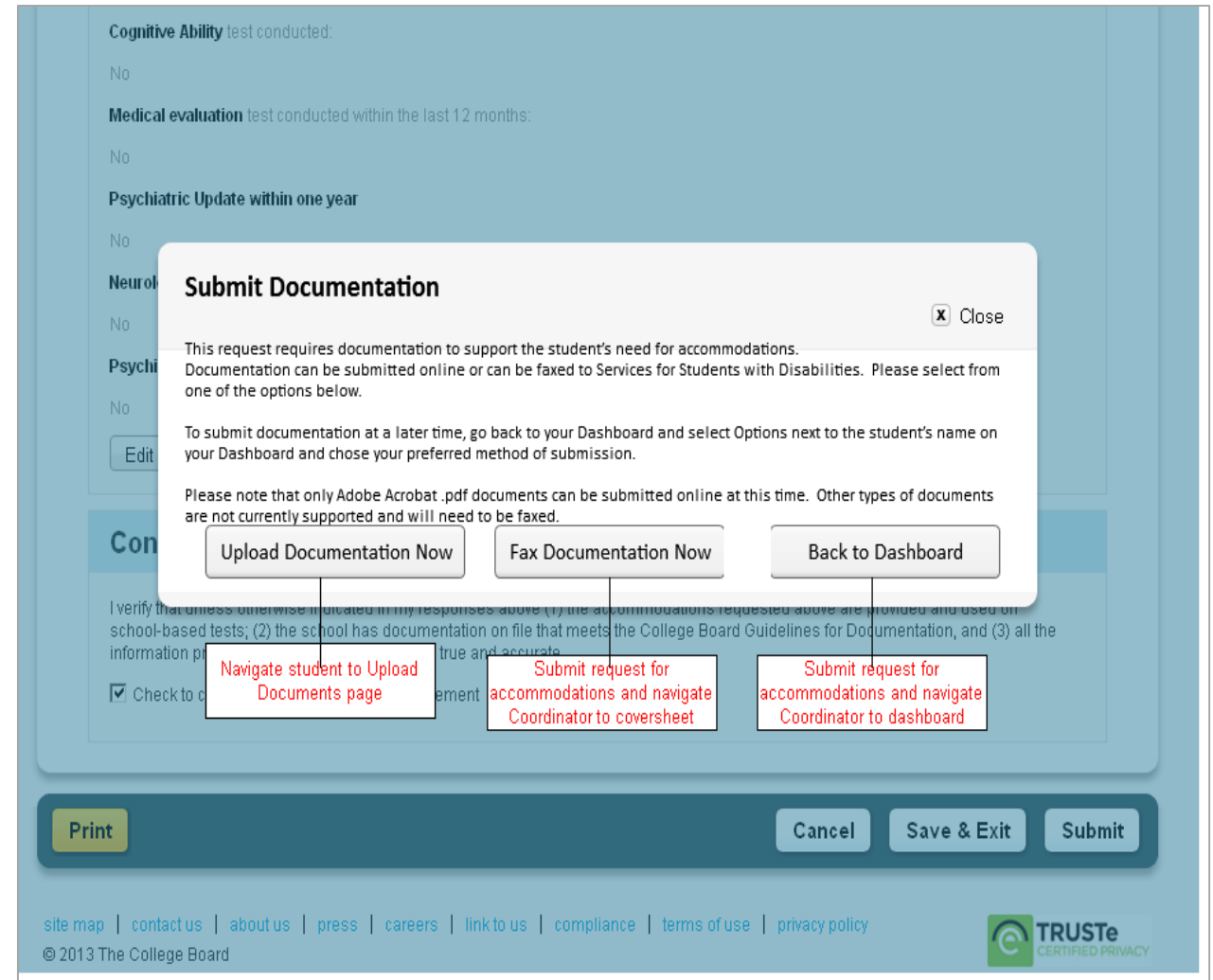
- Documentation should address:
 - **What:** Documentation of the student's disability
 - **How:** A description of the type and degree of functional impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
 - **Why:** Show the need for the specific accommodation being requested.

Submitting a New Request in SSD Online

- **Submit documentation if requested (upload to SSD Online, fax, or mail).**
- **You will receive an e-mail notification once a decision has been made; log in to SSD Online to view the decision letter.**



The screenshot shows the 'Cover Page' of the SSD Online system. At the top, the CollegeBoard logo and 'Services for Students with Disabilities' are visible. Below the header, a 'Cover Sheet' form is displayed. The form includes fields for Student Name (Joe Johnson), SSD# (221771), High School (Thomas Edison High School), and Grade (11). A barcode is present next to the SSD#. The 'To:' field is set to 'College Board Services for Students with Disabilities'. At the bottom, there are sections for 'FAX INFORMATION' (Fax Number: 212.222.1221, Attention: Jim Johnson) and 'SSD COORDINATOR CONTACT INFO' (Name: Jane Lewis, Phone: 212.222.2223, Email: jlewis@school.edu). A 'Number of pages' field is also present.



The screenshot shows a 'Submit Documentation' modal window overlaid on the SSD Online interface. The modal contains the following text: 'This request requires documentation to support the student's need for accommodations. Documentation can be submitted online or can be faxed to Services for Students with Disabilities. Please select from one of the options below.' Below this text are three buttons: 'Upload Documentation Now', 'Fax Documentation Now', and 'Back to Dashboard'. At the bottom of the modal, there are three red text boxes with arrows pointing to the buttons: 'Navigate student to Upload Documents page' (pointing to 'Upload Documentation Now'), 'Submit request for accommodations and navigate Coordinator to coversheet' (pointing to 'Fax Documentation Now'), and 'Submit request for accommodations and navigate Coordinator to dashboard' (pointing to 'Back to Dashboard'). The background shows a form with fields for 'Cognitive Ability test conducted:', 'Medical evaluation test conducted within the last 12 months:', and 'Psychiatric Update within one year', all with 'No' as the selected option. At the bottom of the background form, there are buttons for 'Print', 'Cancel', 'Save & Exit', and 'Submit'.

English Learner Supports

EL Supports Resulting in a Reportable Score

Use of an approved word-to-word bilingual glossary:

- **List includes approximately 100 glossaries for spring 2020.**
- **Use of glossary does NOT require an approval by College Board.**

Use of translated test directions:

- **Translated test directions will be available in PDF format for each assessment. Schools must print the directions for students, no printed test directions will come with test materials.**
- **Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.**
- **Use of translated test directions does NOT require an approval by College Board.**
- **Translations will be available to print in February.**

EL Supports Resulting in a Reportable Score (cont.)

Use of EL 50% Extended time:

- Use of extended time requires an advance request in SSD Online.
- Students will receive 50% extended time for all sections of the SAT or PSAT 10.
- Scores will be college/scholarship reportable.

Using SSD Online to Submit for EL 50% Extended Time

Request 50% Extended Time

- **EL 50% is a college reportable support that requires an advance request.**
- **This support must be requested for each state administration.**
- **EL 50% extended time may be entered into SSD Online EL Dashboard beginning January 14.**

The screenshot displays the CollegeBoard SSD Online EL Dashboard. At the top, the CollegeBoard logo and 'Services for Students with Disabilities' are visible. The dashboard title is 'Dashboard'. Below the title, there are links for 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. A section shows '43 Students' with a '25 per page' dropdown and navigation arrows. Two buttons are present: 'Create Eligibility Roster' and 'Submit Accommodations Request'. A link 'Go to English Learner Support Dashboard >' is circled in red. Below this, there are filters for 'Narrow by' (AI Code, All AI, All Statuses, All Accommodations, All Dates) and a 'Clear all Reload' button. A checkbox 'Only show students with pending Applications' is also visible. The main table lists students with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student listed is Taylor Swift (#0007025238) with a status of 'AWAITING DOCUMENTATION' and a submitted date of 27 Oct 2016. A note indicates 'Requested: Extended Breaks' and 'Student also confirmed with State-Allowed Accommodations'.

Entering Extended Time for ELs

Click Request EL Supports

English Learners Supports > Dashboard

Notice

English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs.

At this time, your students may use EL Supports for the following College Board test(s):

- PSAT 8/9
- PSAT 10
- SAT School Day

An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test.

4 Students25 per page

Request EL Supports

Narrow by:All StatusesClear allReload

Enter Student Name or SSD Number

EL Request Status

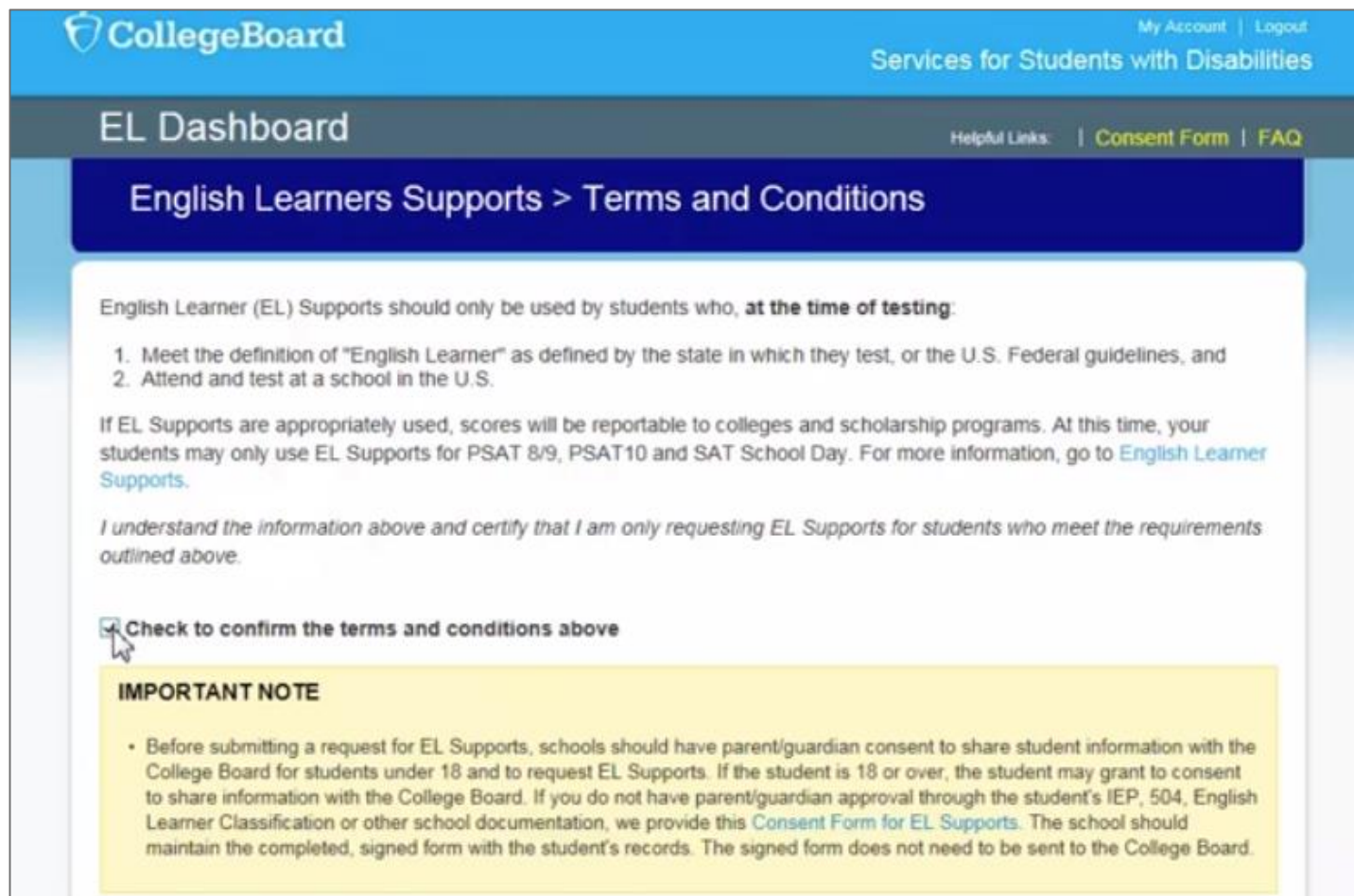
Student

Submitted

Testing Status

Entering Extended Time for ELs

Verify that the student meets the English Learner Guidelines:



The screenshot shows the CollegeBoard website interface. At the top, the CollegeBoard logo is on the left, and "My Account | Logout" is on the right. Below the logo, it says "Services for Students with Disabilities". The main header is "EL Dashboard" with "Helpful Links: | [Consent Form](#) | [FAQ](#)" on the right. The page title is "English Learners Supports > Terms and Conditions".

English Learner (EL) Supports should only be used by students who, **at the time of testing**:

1. Meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. Attend and test at a school in the U.S.

If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs. At this time, your students may only use EL Supports for PSAT 8/9, PSAT10 and SAT School Day. For more information, go to [English Learner Supports](#).

I understand the information above and certify that I am only requesting EL Supports for students who meet the requirements outlined above.

☒ Check to confirm the terms and conditions above

IMPORTANT NOTE

- Before submitting a request for EL Supports, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request EL Supports. If the student is 18 or over, the student may grant to consent to share information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, English Learner Classification or other school documentation, we provide this [Consent Form for EL Supports](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.

Entering Extended Time for ELs

Enter Student Information

- **Name**
- **Email (optional)**
- **DOB**
- **Expected Graduation Date**
- **Gender**
- **School**
- **Test Admin (SAT or PSAT 10)**
- **Mailing Address (optional)**

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date : /

Gender: ☐ Male ☐ Female

Current School

Test Admin

Mailing Address

☒ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1:

Entering Extended Time for ELs

Confirm student information is entered accurately

EL Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

English Learners Supports > Confirm Student Information

Based on the information entered, you are initiating an EL Supports request for the following student for use on the SAT School Day test.

Please review the student information below. Click **Edit** to make any changes.

| BASIC INFORMATION | MAILING ADDRESS | SCHOOL INFORMATION |
|--|-------------------------------|---|
| Name: Sonya Antonov | 33E 66 St | High School Code: 334877 |
| Date of Birth: Jan 4, 2002 | New York, NY 10019 , US | High School Name: NEW YORK CITY VOC TRAINING CTR |
| Expected High School Graduation Date: May, 2020 | Email: sonya@sonya.com | |
| Gender: F | | |

SCHOOL ADDRESS
100 00 Beach Channel Drive
Rockaway Park, NY 11694, US

Edit

Cancel

Continue

Entering Extended Time for ELs

Select Extended Time (this will be the only option)

CollegeBoard

My Account | Logout

Services for Students with Disabilities

EL Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

English Learners Supports > Select Supports

Choose the EL Supports needed by Sonya Antonov for the SAT School Day test.

▼ EL Supports

☐ English Learner Support – 50% Extended Time

Cancel Save & Exit Save & Continue

Entering Extended Time for ELs

Confirm Parental Consent

- Same consent guidelines apply as for accommodations

Consent Form

Parental/guardian consent to share student information with College Board should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record.

If you need a consent form for your records, we provide this [Consent Form for EL Supports](#). Click the **Save & Exit** button below to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the EL Supports dashboard, and select "Edit Request" next to the student's name, to submit the request.

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Learner classification or other consent form?

☒ Check to confirm you have consent on file or through a valid IEP, 504, or English Learner classification

Confirming Information

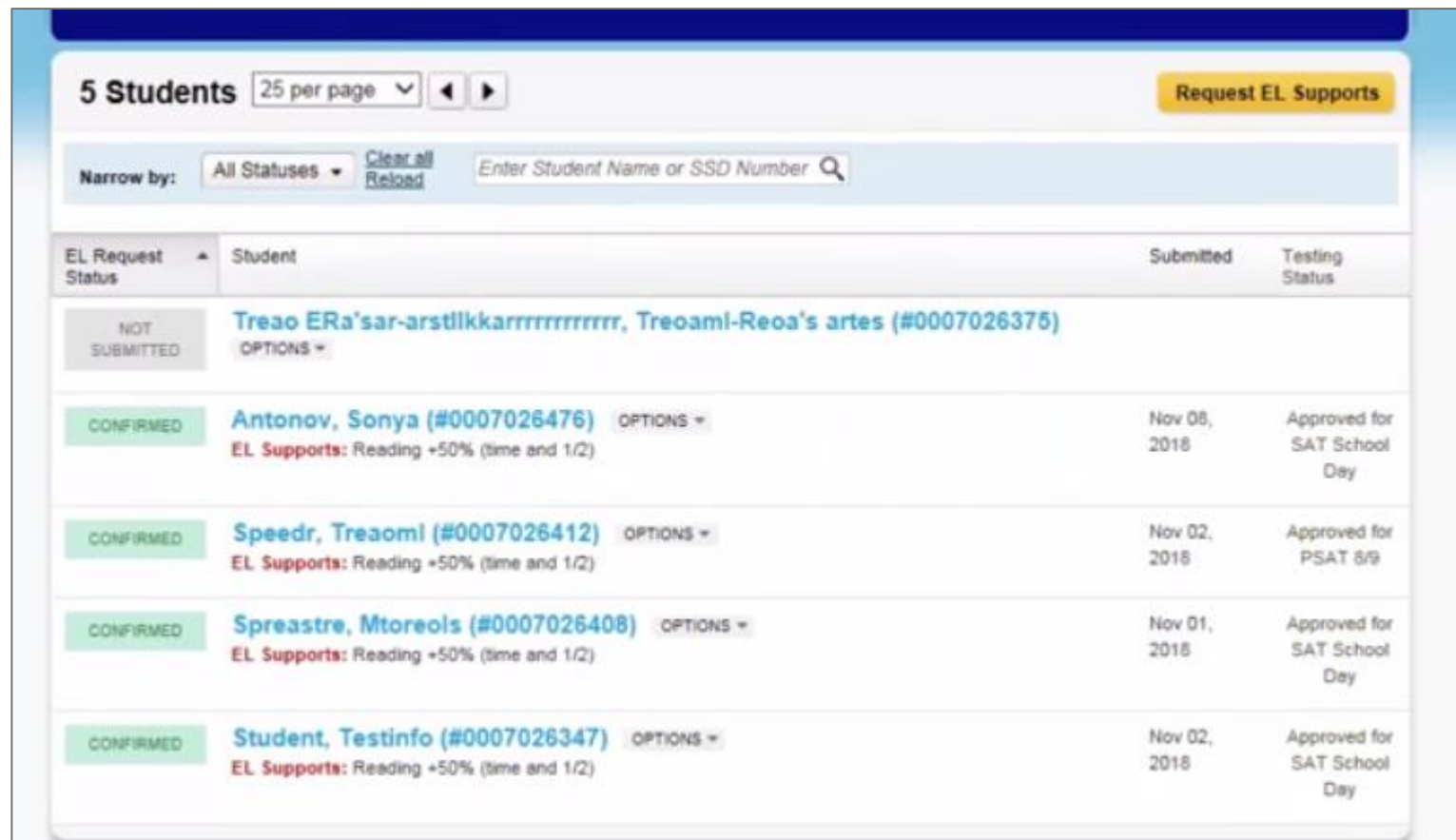
I verify that the information provided in my responses is true and accurate. I also certify that EL Supports have only been requested for those students who, at the time of testing:

1. meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. attend and test at a school in the U.S. and
3. will only use EL Supports for PSAT 8/9, PSAT10 or SAT School Day.

☐ Check to confirm acceptance of this statement

Entering Extended Time for ELs

- Once submitted, the request will automatically be approved, and status will be shown as “confirmed”
- Students will be listed on your EL Supports Dashboard



The screenshot displays the 'EL Supports Dashboard' interface. At the top, it shows '5 Students' and a '25 per page' dropdown. A yellow button labeled 'Request EL Supports' is in the top right. Below this is a search bar with 'Narrow by: All Statuses' and a search icon. The main table lists students with their status, name, ID, and testing status. The first student, 'Treao ERa'sar-arstllkkarrrrrrrrrrrr, Treoaml-Reoa's artes (#0007026375)', is marked 'NOT SUBMITTED'. The other four students are marked 'CONFIRMED' and have 'EL Supports: Reading +50% (time and 1/2)' listed. The 'Submitted' column shows dates from Nov 01, 2018, to Nov 08, 2018, and the 'Testing Status' column shows 'Approved for SAT School Day' or 'Approved for PSAT 8/9'.

| EL Request Status | Student | Submitted | Testing Status |
|-------------------|--|--------------|-----------------------------|
| NOT SUBMITTED | Treao ERa'sar-arstllkkarrrrrrrrrrrr, Treoaml-Reoa's artes (#0007026375) OPTIONS ▾ | | |
| CONFIRMED | Antonov, Sonya (#0007026476) EL Supports: Reading +50% (time and 1/2) OPTIONS ▾ | Nov 08, 2018 | Approved for SAT School Day |
| CONFIRMED | Speedr, Treoaml (#0007026412) EL Supports: Reading +50% (time and 1/2) OPTIONS ▾ | Nov 02, 2018 | Approved for PSAT 8/9 |
| CONFIRMED | Spreastre, Mtoreois (#0007026408) EL Supports: Reading +50% (time and 1/2) OPTIONS ▾ | Nov 01, 2018 | Approved for SAT School Day |
| CONFIRMED | Student, Testinfo (#0007026347) EL Supports: Reading +50% (time and 1/2) OPTIONS ▾ | Nov 02, 2018 | Approved for SAT School Day |

Using SSD Online to Submit New State Allowed Accommodations Requests

Submitting a SAA Request in SSD Online

- Go to the SSD Online Dashboard
Click link in upper left corner to access the SAA Dashboard.
- SAA Dashboard opens on January 14

The screenshot shows the CollegeBoard SSD Online Dashboard. At the top, there's a blue header with the CollegeBoard logo and links for 'My Account' and 'Logout'. Below this is a dark blue bar with the word 'Dashboard' and helpful links: 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. The main content area shows '43 Students' with a '25 per page' dropdown and navigation arrows. A red circle highlights the link 'Go To State-Allowed Accommodation Dashboard >'. To the right of this link are buttons for 'Create Eligibility Roster' and 'Submit Accommodations Request', and a link for 'Create Nonstandard Administration Report > How to complete NARs >'. Below the link is a search bar with filters for 'AI Code', 'All AI', 'All Statuses', 'All Accommodations', and 'All Dates', along with a 'Clear all Reload' button. A checkbox option 'Only show students with pending Applications' is also present. The main table lists students with their status, name, ID, requested accommodations, and submission dates. The first student, Taylor Swift, has a status of 'AWAITING DOCUMENTATION' and a red exclamation mark icon. The other three students have a status of 'IN-REVIEW'.

| Status | Student | Submitted | Received | Next SAT Registration |
|------------------------|---|-------------|-------------|-----------------------|
| AWAITING DOCUMENTATION | Swift, Taylor (#0007025238) Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations | 27 Oct 2016 | | |
| IN-REVIEW | Sparimlks, Joramlks (#0007025145) Requested: Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2) Documentation: Received 3 Pages on 24 Oct 2016 | 07 Oct 2016 | 24 Oct 2016 | |
| IN-REVIEW | Gasdf, Sfaslkj (#0007024489) Requested: Extra Breaks Between Test Sections, Mathematical Calculations +100% (double time), Extended Breaks, Reading +50% (time and 1/2) Documentation: Received 3 Pages on 29 Mar 2016 | 29 Mar 2016 | 29 Mar 2016 | |
| IN-REVIEW | Linkart, Harolks (#0007024257) Requested: Writer/Scribe to Record Responses, School-Based Testing Documentation: Received 3 Pages on 06 Jan 2016 | 06 Jan 2016 | 06 Jan 2016 | |

Submitting a SAA Request in SSD Online

The State-Allowed Dashboard is clearly marked to remind users these scores are not scholarship reportable.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Terms and Conditions

The use of State-Allowed Accommodations will result in scores that are not college reportable and are not eligible for scholarship submissions. They are available only to serve a few students who are receiving accommodations that do not qualify under the college reportable guidelines. Please use ONLY if a student requires accommodations or supports that are not available for college reportable scores. For more information, go to the College Board services for [Students with Disabilities website](#).

I understand that students using State-Accommodations will receive scores that are not college reportable.

☐ Check to confirm the terms and conditions above

IMPORTANT NOTES

- State -Allowed Accommodations are available ONLY for the specific administration for which they are requested and confirmed. If a student requires accommodations for future test administrations, they will need to request accommodations through the College Board accommodations request process.
- Before submitting a request for state-allowed accommodations, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request state allowed accommodations. If the student is 18 or over, the student may grant consent to share student information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, EL or other school documentation, we provide this [Consent Form for State-Allowed Accommodations](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.
- Schools should confirm that students/parents understand that students using State-Accommodations will receive scores that will not be eligible for college admissions or scholarship opportunities.

Cancel

Continue

Submitting a SAA Request in SSD Online

Enter basic student information.

You will need to have the student's:

- First and Last Name (must be the same as in your school's student information system)
- Date of Birth
- Expected high school graduation month & year
- Gender
- Mailing address and phone number
- Middle name and email are all optional fields.*

CollegeBoard Services for Students with Disabilities

SAA Dashboard Helpful Links: | Consent Form | FAQ

State-Allowed Accommodations > Student Information

Important Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Notice Your state/district has arranged SAA's for the following College Board tests:

- PSAT NMSQT - Oct 15, 2016 - Grade (10)
- PSAT NMSQT - Oct 15, 2016 - Grade (9, 8)
- PSAT 8/9 - Sep 26, 2016 - Grade (9)
- PSAT NMSQT - Oct 15, 2016 - Grade (11, 10, 9)

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: ☐ Male ☐ Female

Current School:

Mailing Address

☐ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Home Phone: (example 2221115555)

Next Intended College Board Test

Test:

Date: /

Cancel Save & Exit Save & Continue

Submitting a SAA Request in SSD Online

- Select the accommodation being requested. The list of accommodations will be specific to those approved by the state.
- If a student has been approved for a College Board Accommodation, it will also be displayed here.

The screenshot shows the CollegeBoard SAA Dashboard. At the top, there's a blue header with the CollegeBoard logo and 'Services for Students with Disabilities'. Below this is a dark blue bar with 'SAA Dashboard' and 'Helpful Links: | [Consent Form](#) | [FAQ](#)'. The main content area is titled 'State-Allowed Accommodations > Select Accommodations'. A yellow box with a red triangle icon and the word 'Important' contains a warning: 'Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.' Below this, a text prompt asks to 'Choose the State-Allowed Accommodations needed by Taylor Swift for the PSAT 8/9 Sep 26, 2016 test.' A note states: 'Note: Our records show that Taylor has also requested or been approved to use the following College Board accommodations: Under College Board Review: Extended Breaks'. A section titled 'State-Allowed Accommodations' contains a list of checkboxes: 'State-Allowed: Extended Time - 50%', 'State-Allowed: Extra and/or Extended Breaks', 'State-Allowed: Extended Time - 100% or more', 'State-Allowed: Record Answers in Test Book', and 'State-Allowed: EL-Math Only' (with a text input field next to it). At the bottom, there are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'.

Submitting a SAA Request in SSD Online

Review and submit request.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Review and Submit

 **Important**

Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION

Name: Taylor Swift

Date of Birth: Jan 2, 2002

Expected High School Graduation Date: Jun, 2020

Gender: Female

MAILING ADDRESS

123 Main Street

Wheatland, CA 96892, U.S.

Home Phone: (703)818-1122

Email: tswift@yahoo.com

SCHOOL INFORMATION

High School Code: 063750

High School Name: WHEATLAND UNION HIGH SCHOOL

SCHOOL ADDRESS

1010 Wheatland Road

Wheatland, CA 96892, U.S.

Edit

State-Allowed Accommodations

State-Allowed: Late Start

Edit

College Board Accommodations

Under College Board Review/Extended Breaks

Consent Form

Parental/guardian consent to share student information with College Board, and to request accommodations that will result in scores that are not reportable to colleges and scholarship organizations, should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record. If you need a separate consent form for your records, we provide this [Consent Form for State-Allowed Accommodations](#).

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Language classification or other consent form?

☐ Yes, I have consent on file or through a valid IEP, 504, or English Language Learner classification

☐ No

If you need a separate consent form for your records, print the [Consent Form for State-Allowed Accommodations](#). Click the [Save & Exit](#) button, below, to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the State-Allowed Accommodations dashboard, and select "Edit Request" next to the student's name, to submit the request.

Confirming Information

I verify that the information provided in my responses above is true and accurate. I also acknowledge that I am aware that because State-Allowed Accommodations are not reviewed or approved by the College Board's Services for Students with Disabilities, the student's scores for the PSAT 8/9 Sep 26, 2016 test administration are not college reportable or eligible for reporting to scholarship organizations.

☐ Check to confirm acceptance of the this statement

Save & Exit

Submit

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy

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 **TRUSTE**
CERTIFIED PRIVACY

CollegeBoard


NEW MEXICO
Public Education Department

65

Change Requests

Change an Existing Approval

- A change may be required to:
 - Add or Remove Accommodations
 - Update student information, such as name
 - Update student graduation date
- To submit a change request
 - From the SSD Online Dashboard, locate the student to change.
 - Select “Options.”
 - Click “Create Change Request.”
 - Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.
- Note that the request to add additional accommodations for a student typically requires supporting documentation.
- Parent signature is not required if consent to share information with College Board is already on file at this school.
- Parent signature **is required** if you are requesting to remove accommodations.

| Status | Student |
|---------|--|
| DECIDED | Xerox, Fourtest (#0007554601) OPTIONS NOT Approved Documentation: Received 2 Pages on 05 Aug 2015 |
| DECIDED | Ssdprodtestb, Studentb (#0007000002) OPTIONS Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015 |

[View Decision Letter](#)
[Create change Request](#)
[Resubmit Request](#)

Name Request Change Only

For students only requiring a name change, you can use the Name Change Request form.

(<https://www.collegeboard.org/sites/default/files/ssd-name-change.pdf>)

Complete the form and fax to College Board SSD at 1-866-360-0114.



Services for Students with Disabilities

N0000000



Name Change Request

Directions

- This form should be used only for SSD students who require changes to the spelling of their name.
- Do not use a student's SSD Online cover sheet when submitting this form because doing so will reopen the student's request.
- Due to system limitations, first names longer than 12 letters and last names longer than 15 letters, including suffix or hyphen, will be shortened. This does not impact the student's record in any way.
- If the name change is significant (i.e., more than just a mistyped letter or changing a nickname to the full name), you must submit a valid photograph with the student's name and at least one of the following forms of identification:
 - School Identification Card
 - Birth Certificate
 - Social Security Card
 - Driver's License
 - Passport
 - Court Order of Legal Name Change
- Complete, sign, and fax this form along with identification documentation (if required) to the College Board's Services for Students with Disabilities at **866-360-0114**.
- Please allow 2 to 3 business days for the processing of name change requests.
- Incomplete forms may delay your request.

Student Information

School Code: _____ School Name: _____

SSD Eligibility Code: _____ Date of Birth: ____/____/____ Gender: Male ☐ Female ☐

Previous Last Name: _____ Previous First Name: _____ Previous Middle Initial: ____

New Last Name: _____ New First Name: _____ New Middle Initial: ____

SSD Coordinator Signature

By providing my signature below, I authorize the College Board to update the student's name on his/her account. I also attest that all the information provided on this form is true and accurate.

SSD Coordinator Signature (required): _____ Date: _____

Remove Students

Remove a Student

To remove a student from your dashboard that no longer attends your school:

Log in to SSD Online.

From the dashboard, create eligibility roster.

Print roster

Find the student's name and mark the "Moved to New School" box.

Fax the annotated roster to (866) 360-0114.

E310290



Roster

Date Generated: Nov 3, 2017

School Code: 310290

School Name: EAST ORANGE CAMPUS HS
34 North Walnut Street, East Orange, NJ 07017, US

Key: CT = Center Testing, ST = School Testing

Graduating Seniors

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.

Brown, Robert (#0007025797)

☐ Still Eligible ☐ No Longer Needs Accommodations ☐ Moved to New School ☐ Changed Accommodations (must submit Change Form)

Current Graduation Date:

Small group setting (CT)

Listening +50% (time and 1/2) (CT)

Writing +50% (time and 1/2) (CT)

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.

Brown, Robert (#0007025797)

☐ Still Eligible ☐ No Longer Needs Accommodations ☐ Moved to New School ☐ Changed Accommodations (must submit Change Form)

Current Graduation Date:

Small group setting (CT)

Listening +50% (time and 1/2) (CT)

Writing +50% (time and 1/2) (CT)

Speaking +50% (time and 1/2) (CT)

Reading +50% (time and 1/2) (CT)

Mathematical Calculations +50% (time and 1/2) (CT)

Next Steps

Next Steps

- Identify students who will be testing this year and confirm accommodations
 - Use the Dashboard to look students up, or
 - Print the Eligibility Roster. It provides all students approved for accommodations at your school.
- For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
- For students with previously approved accommodations, verify
 - The accommodations approved match the student's current identified IEP/504 accommodation needs.
 - The student information name, birth date, and graduation date are correct.
 - The student is receiving the testing accommodation on school and district assessments
- For any students no longer at your school, notate the information on the eligibility roster. Fax the roster to (866) 360-0114 to have students removed from your Dashboard and reports.

Thank You

- College Board Field Contact:
Joshua Romberg
Phone: 512.721.1845
 - College Board Implementation Contact:
Eddie Pawlawski
Phone: 615.970.8132
 - College Board New Mexico Email:
NMSAT@collegeboard.org
 - PED Contacts for SAT Administration:
Lynn Vásquez
Lynn.Vasquez@state.nm.us
Phone: 505.469.8967
- Karen Greer (for SAT/PSAT10 accommodations)
Karen.Greer@state.nm.us
Phone: 505.827.6509