

SPECIAL ACCOMMODATIONS Application for Students with IEP or 504

This link may be helpful to determine if your child is eligible to receive special accommodations.

<https://accommodations.collegeboard.org/eligibility> **REMEMBER:** your child must be actively using the accommodations you are requesting otherwise College Board will deny the request.

DEADLINE to Deborah Zachman for Special Accommodations Application: January 13.

If your child was approved for Special Accommodations for SAT last year, please follow the Registration instructions marking the appropriate box in Step #3. When you receive the application attach a copy of the eligibility letter you received with the approved accommodations and your child's SSD (Services for Students with Disability) and drop it off for Deborah Zachman at MMEast.

PROCESS

1. Please inform the school official you are requesting special accommodations. This enables us to start the school process.
2. You must complete a NUMATS registration on-line by following the instructions on the **Registration Instruction Sheet**.
3. Step # 3 **Special Requests:** check **documented disability**.
4. Complete NUMATS registration.
5. NUMATS will send confirmation to you (with 24 hours).
6. NUMATS will send to you the SAT special accommodations application. Please fill out the parent part immediately. DO NOT fill out the special accommodations request but indicate on a separate sheet.
7. Fill out the **Parent Consent Form**. It can be found by clicking this link:
<https://accommodations.collegeboard.org/pdf/ssd-consent-form-accommodations.pdf>
8. Scan and Send electronically to deborah.zachman@minnetonkaschools.org
DO NOT Send a photo or print and drop document off at MME for Deborah Zachman
9. The following link may be helpful to understand the disabilities documentation and guidelines:
<https://accommodations.collegeboard.org/documentation-guidelines>
10. If you would like to suggest the special accommodations you are thinking about please indicate so in the email to Deborah Zachman deborah.zachman@minnetonkaschools.org I will confer with the 504 coordinator and IEP Case Manager to determine if the request is indicated in the legal document.
11. From past experience we know what accommodations College Board will approve as well as deny.
12. The school official (SSD Coordinator) will fill out the on-line application and upload all necessary documentation along with your parent Consent Form to College Board.
13. College Board reviews 'application' and approves or declines and communicates to family.
14. IF APPROVED: College Board will assign student with SSD # (Services for Students with Disabilities)

15. When you have received confirmation of the approval or denial of Request for Special Accommodations, please notify your child's school official.
We should be notified simultaneously but, in the event, communication breaks down, we would want to be aware.

The approved accommodation and SSD number will stay with the student throughout their high school career and apply towards all College Board exams (SAT, PSAT and AP exams). There will be no need to reapply.