




HOW TO REQUEST ACCOMMODATIONS ON COLLEGE ENTRANCE EXAMS

1. DOCUMENT THE NEED FOR ACCOMMODATIONS

Documentation can be a current psycho-educational evaluation or a report from a doctor. The type of documentation depends on the student's circumstances. The disability must impact the student's ability to participate in the college entrance exams. If the student is requesting a specific accommodation, documentation should be provided showing the difficulty the student has performing that task.

2. ALLOW PLENTY OF TIME FOR PROCESSING

It takes up to seven weeks after all required documentation has been submitted to the College Board's Services for Students with Disabilities (SSD) to process a request for accommodations. If additional documentation is required or resubmitted, approval can take an additional seven weeks. It's best to start the process a semester (or two quarters) before the date of the exam.

	Date of the exam
	Request deadline Count backward 7 weeks from the date of the exam.
	Deadline with resubmission Count backward 7 weeks from the request deadline.

3. IDENTIFY APPROPRIATE ACCOMMODATIONS

Review the student's formal education plan and note accommodations listed throughout, especially (but not only) those the student uses during assessments. Some accommodations may be provided only during certain subjects.

4. SUBMIT THE REQUEST FOR ACCOMMODATIONS

The easiest way to request SAT accommodations is to go through your student's school. The school's Services for Students with Disabilities (SSD) Coordinator (Special Education Coordinator, Guidance/School Counselors, etc.) can go online to review the Accommodations and Supports Verification Checklist and submit the application. Requesting accommodations for the ACT exam requires working with a school official who is a part of the IEP team. Homeschooled students may request accommodations for the SAT by fax or postal mail, or for the ACT by submitting the application and documents online.

5. REGISTER FOR THE COLLEGE EXAM

Once the student is approved, they will receive a Service for Students with Disability (SSD) number that must be included when registering for the test.