



Applying for PSAT/SAT/ACT Accommodations

The Las Virgenes Unified School District (LVUSD) Section 504 and IEP teams **do not** have the authority to mandate or approve PSAT/SAT/ACT accommodations, as private companies such as the College Board or the ACT administer these tests. The PSAT/SAT/ACT testing service agencies (not the school or the school district) review the accommodations a student is receiving under his/her Section 504 Service Plan or IEP and make an independent determination as to whether accommodations to college entrance exams will be granted.

The SAT and ACT are operated by different companies that have distinct policies and review processes. Your student's outcome may not be the same for both. While your student may be appropriately accommodated in the school setting as indicated by his/her IEP or Section 504 Service Plan, the testing agencies have different criteria and may request updated educational or medical testing. This testing is not provided or funded by LVUSD. You should therefore plan to start the review and application process early should this need arise or if further documentation is needed. Information regarding the application for accommodations on the SAT and the ACT are described below:

SAT

The College Board's website, *Services for Students with Disabilities (SSD)*, provides information regarding their process for the PSAT/SAT/SAT Subject Tests: collegeboard.org/students-with-disabilities/request-accommodations

ACT

The ACT website, *Services for Examinees with Disabilities*, provides information regarding their process: actstudent.org/regist/disab/

Next Steps

After having reviewed the appropriate website above in order to gain a better understanding of the process, the student or parent must contact the SSD Coordinator, Jody Rifkin, at jrifkin@lvusd.org. In the initial email, please include the following information:

- Student's name, grade, and school
- Disabilities requiring accommodations
- Accommodations you would like to request (please see the links above for accommodations offered)
- Does the student have a current 504 Plan or IEP in place?

If requested, the student or parent must provide the SSD Coordinator with as thorough documentation as possible. This may include:

- Physician's note with a specific diagnosis and a description of how the diagnosed condition impairs the examinee.
- Evidence of current impairment including a statement of presenting problems (e.g. academic failure or significant struggle, poor social/familial function, relationships, behavioral problems).
- A ruling out of alternative diagnoses and explanations.
- Relevant testing using reliable, valid, standardized, and age-appropriate assessments to determine functional limitation.
- **For both the ACT and SAT:** The SSD Coordinator will email a permission slip to be completed by the parent.

Finally...

The SSD Coordinator will electronically submit the request. Any additional information will be sent to the College Board and/or ACT upon their request. The student should register for the test prior to requesting accommodations. When registering for a test date, please be sure to select the accommodations option.

The SSD Coordinator will notify the student and/or parents once approval is granted or denied by The College Board or ACT. In the event of a denial, if you should wish to appeal, please contact the SSD Coordinator for more information.

IT CAN TAKE UP TO 7 WEEKS FOR A DECISION. PLEASE CHECK THE COLLEGE BOARD AND ACT WEBSITES FOR SUBMISSION DEADLINES AND PLAN ACCORDINGLY.

The application process, documentation, and timing are the responsibility of the student and parents/guardians. The test companies may change policies and procedures without notifying schools. Therefore, it is recommended that you refer to their websites when completing the application process.