

Dear Parent(s),

Your child has an IEP/504 Plan which sometimes designates them for accommodations on standardized testing. We are emailing you because we believe that to be the case and because your child may want to take a national board test such as the ACT or SAT this 2020-2021 school year.

All requests for accommodations for ACT and SAT are now done online, with slight differences in the procedures. A common characteristic is the requirement for additional documentation to support the accommodations request – often the IEP or 504 plan itself may not be considered sufficient. You may be asked to supply reports and written recommendations from your student's physician and/or evaluator.

### **ACT:**

The ACT (American College Testing) is common college entrance exam. It is recommended that this exam be taken in the spring of the student's junior year but it can be taken through the senior year as well.

In order to get accommodations such as extended time on the ACT there is a process of application by the family and then verification and completion by the school. Please go to the ACT website: <http://www.actstudent.org/regist/disab/> for information about how ACT addresses students with disabilities and their testing needs.

Here are the steps to request accommodations for the ACT:

1. Register to test. Create an account or sign in. Online registration will ask you for your high school code (320120) and your accessibility needs.
2. You'll receive an email that must be sent to ECA's Testing Team along with a completed Consent to Release Information to ACT (PDF) form. You may be asked to supply additional reports or evaluations to help complete your request.
3. ECA's Testing Team will submit your request, with documentation, to ACT.

### **SAT:**

New Mexico Public Education Department has long supported the administration of the PSAT/NMSQT each fall for all New Mexico 10<sup>th</sup> graders. During the 2019-2020 school year, the SAT Suite of assessments – SAT with Essay for 11<sup>th</sup> graders and PSAT 10 for 10<sup>th</sup> graders – were selected by the NMPED as the state assessments to meet federal Elementary and Secondary Education Act (ESSA) requirements, while also giving New Mexico students the opportunity to access college and career readiness entrance exams at no cost. Exams are ordered on behalf of students, rather than by the student or student's family.

As a result of this ongoing relationship with College Board, the ECA Testing Team typically submits requests for accommodations on behalf of students to College Board during the spring semester of a student's freshman year or very early in the sophomore year. Parents are asked to sign a Parent Consent Form, and may be asked for additional documentation in addition to whatever may have been provided for the student's IEP or 504 plan. Both the school and family are notified of the results of the request.

Questions about accommodations can be directed to Tracie Bartlett, Testing Coordinator, at [bartlett@aps.edu](mailto:bartlett@aps.edu).

Fee Waivers for are available for students that qualify for free and reduced lunch. Please email Ms. Ramsey at [ramsey\\_l@aps.edu](mailto:ramsey_l@aps.edu) or call her at 247-3658 x45595 to find out more.

Thank you.