

504 Accommodation Plan Checklist for Parents and Students:
Requesting Accommodations for ACT/CollegeBoard tests

9th grade:

- Review the letter regarding requesting accommodations on college testing that was sent home from AP/Testing office. Contact your counselor or admin with any questions.
- We suggest that you review your current 504 at some point during the 9th grade. If you would like to request changes (additions or deletions), please contact Dave Meister, Assistant Principal, at 966-9101 x5004 to set up a 504 Review Meeting.

10th grade:

Review the letter regarding requesting accommodations on college testing that was sent home from AP/Testing office. Contact your counselor or admin with any questions.

During your 10th grade Guidance Meeting with your counselor:

Review 504 Plan with counselor if needed.

Review Timeline for CollegeBoard and ACT testing. CollegeBoard tests include AP, SAT, SAT Subject Tests, PSAT. ACT Testing includes the ASPIRE and the ACT+Writing.

Sign CollegeBoard Consent Form (if appropriate)

Work with your counselor to submit the *CollegeBoard Request for Accommodations* before Winter Break or early in Spring semester for any AP testing (including AP World History and/or World History Subject Tests) and/or PSAT testing for Fall of 11th grade.

11th grade:

- Review the letter regarding requesting accommodations on college testing that was sent home from AP/Testing office. Contact your counselor or admin with any questions.
- If students are taking the SAT:*
 - Verify that their accommodations request has been submitted.
 - Review accommodation decision letter. Work with counselor to submit appeal if necessary. Because CollegeBoard and ACT are outside agencies, they may not approve accommodations that are requested.
 - If accommodations have not been submitted, work with your counselor to submit the CollegeBoard Request for Accommodations ASAP.
- If students are taking the ACT:*
 - Accommodations cannot be requested until students register for an ACT test. Accommodations take up to seven weeks to process.
 - Counselor will complete the school information portion of the ACT Request for Accommodations form and give to student/parent.
 - Students/parents complete the student portion and mail to ACT.

12th grade:

- If students are taking the SAT:*
 - Accommodations need to be submitted before the end of 11th grade.
- If students are taking the ACT:*
 - Accommodations cannot be requested until students register for an ACT test. Accommodations take up to seven weeks to process. Counselor will complete the school information portion of the ACT Request for Accommodations form and give to student/parent.

- Students/parents complete the student portion and mail to ACT.