



GUIDE TO REQUESTING TESTING ACCOMMODATIONS

Students with physical or learning disabilities may be eligible for special accommodations when taking standardized tests. Applying for testing accommodations is an extra step in the testing process and takes time, so planning ahead is crucial. Students who have a professionally diagnosed condition **and** who make use of special accommodations in their daily school activities and exams are likely eligible for testing accommodations. If your child falls into this category and is planning to take an ACT, IB or CollegeBoard (AP, PSAT, SAT) exam year, start the application process now to ensure that everything is in order on test day.

IMPORTANT: If you need accommodations for ANY standardized test during the 2022-2023 school year, [please complete this survey to let us know what tests you will be taking](#). Complete the survey whether you already have approved accommodations or if you are starting the request process.

ACCOMMODATIONS REQUEST DEADLINES | 2022-23

ACT: NATIONAL TESTING DATES

- Register for a test at [MyACT.org](https://myact.org)
- Accommodations are requested at the time of registration
- ACT will contact MHS to request supporting documentation
- Ensure the [ACT Consent Form](#) and any supporting medical documentation is on file with your Case Manager or 504 Coordinator

Test Date	Registration Deadline
June 11, 2022	May 6, 2022
July 16, 2022*	By May 26, 2022 to ensure staff available to submit documentation
September 10, 2022*	By June 1, 2022 to ensure staff available to submit documentation
October 22, 2022	September 16, 2022
December 10, 2022	November 4, 2022
February 11, 2023	January 6, 2023
April 15, 2023	March 10, 2023
June 10, 2023	May 5, 2023
July 15, 2023*	By May 25, 2023 to ensure staff available to submit documentation

COLLEGEBOARD EXAMS

(AP, SAT, JUNIOR YEAR PSAT)

- Ensure [CollegeBoard Consent Form](#) and any supporting medical documentation is on file with your Case Manager or 504 Coordinator by the dates listed

Test	Test Date	Accommodation Request Deadline
PSAT Exam (Juniors & Seniors Only)	October 12, 2022	May 13, 2022
AP Exams	May 2023	December 9, 2022
SAT National Test date (hosted at MHS)	May 6, 2022	March 1, 2023
SAT National Test date (hosted at MHS)	June 3, 2022	April 1, 2023

ACT: SCHOOL ADMINISTRATION

- MHS will offer the ACT to Juniors in April of 2023
- Registration Information will be shared with families by January 2023
- Ensure [ACT Consent Form](#) and any supporting medical documentation is on file with your Case Manager or 504 Coordinator by January 6, 2023

Test Date	Accommodation Request Deadline
March 7, 2023	December 1, 2022

INTERNATIONAL BACCALAUREATE (IB) EXAMS

- Exams scheduled each spring
- Ensure [IB Release of Information Form](#) is on file with IB Coordinator by October 28, 2022

Test Date	Accommodation Request Deadline
Spring 2023	October 28, 2022

FREQUENTLY ASKED QUESTIONS ABOUT TESTING ACCOMMODATIONS

WHAT SUPPORTING DOCUMENTATION IS REQUIRED?

In addition to a school's accommodation document (IEP, 504 Plan or Health Plan), the testing companies will ask to review relevant medical documentation. For special education students, the information documented in the student's recent evaluation is generally sufficient. For students with 504 Plans or Health Plans, we recommend submitting medical information that supports both a historical and ongoing need. For example, this may be a neuropsychological evaluation report from elementary school and a recent clinic visit summary listing current diagnoses. It is the responsibility of the family to ensure the school has the relevant medical documentation. Updated medical documentation can be submitted to the Case Manager, 504 Coordinator or school nurse. Student health records are stored separate from general school records and care is taken to ensure all private health information remains secure.

DOES HAVING AN IEP OR 504 PLAN GUARANTEE TESTING ACCOMMODATIONS WILL BE AVAILABLE FOR ACT/COLLEGEBOARD/IB EXAMS?

Not necessarily. Nor is a formal plan required to be considered for testing accommodations. Students who require testing accommodations for their day-to-day classroom exams may be eligible for similar accommodations on standardized tests. For standardized tests managed by outside entities (ACT, SAT, AP, etc.), the decision to provide accommodations is the sole responsibility of the testing companies; the District makes no representation about these accommodations. Refer to the [CollegeBoard](#) or [ACT](#) websites for more specific information on accommodation policies.

WHAT TESTING ACCOMMODATIONS ARE AVAILABLE?

There are a variety of accommodations available. Approved accommodations will generally be similar to those regularly used for regular classroom exams at MHS. Refer to the [CollegeBoard](#) or [ACT](#) websites for more specific information on accommodation policies.

ARE ACCOMMODATIONS AVAILABLE FOR SOPHOMORES TAKING THE PSAT OR PRE-ACT?

Tenth graders are encouraged to take the Pre-ACT and the PSAT. Both exams are optional and are considered "practice" exams. The scores are not used to make educational decisions about a student nor can they be submitted for National Merit consideration or college admission. Taking these optional tests without accommodations provides the student with information about where they need to focus future test preparations. Please contact your case manager if you have a disability that requires consideration for physical accommodations.

ADDITIONAL QUESTIONS?

If you have any additional questions or concerns, please contact:

Section 504 Students

Shelly.Hughes@minnetonkaschools.org

Special Education Students

Anne.Helseth@minnetonkaschools.org

Students with Health Plans or Other Medical Needs:

Your School Counselor

IMPORTANT FORMS

- [CollegeBoard Consent Form](#)
- [ACT Consent Form](#)
- [IB Release of Information Form](#)