



North Atlanta High School



An International Baccalaureate World School
4111 NORTHSIDE PARKWAY NW | ATLANTA, GEORGIA 30327 | 404.802.4700

Requesting CollegeBoard and/or ACT Accommodations

This is a parent/guardian initiated process.

START EARLY. The decision process can take up to **7 weeks or longer.** *

** when additional information is required*

Hello Parents/Guardians,

If your child has approval for standardized accommodations at the school-level through a 504 or IEP, you may request to have those same accommodations for standardized tests with CollegeBoard and/or ACT.

- ✓ **Section 504 Accommodation Plan Contact:** Venisha Johnson, Ed.S venjohnson@apsk12.org
- ✓ **Individualized Education Plan (IEP) Contact:** Kayla Dinkins, Ed.S kayla.dinkins@apsk12.org

HOW TO INITIATE PROCESS:

➤ CollegeBoard (PSAT/SAT/AP Exams)

NOTE: CollegeBoard does provide an option for parents to submit requests on behalf of their child.

1. Download CollegeBoard Consent Form at http://tinyAPS.com/?CollegeBoard_Consent_Form.
2. Complete consent form and send to appropriate point of contact.

➤ ACT

1. Parent/Guardian MUST first register student for ACT exam. When registering, identify as a student with accommodations. Parent/Guardian will receive an email containing the ACT Consent Form, or you can access it at the following link: http://tinyAPS.com/?ACT_Consent_Form.
2. Complete consent form and send to appropriate point of contact.

UPON RECEIPT OF CONSENT: The point of contact will send all documentation necessary to process request to **SSD Coordinator, Ms. Edna Williams**, at williamsen@apsk12.org. Ms. Williams will formally submit the request for accommodations, within 7-10 days of receipt.

- ✓ Once the required documents have been submitted, please allow 2 additional weeks to check the student portal with the testing agency for status updates and subsequent decision notification.
- ✓ You will NOT be contacted by NAHS unless there is a request for additional information.

DOCUMENTATION SUBMITTED: As a rule, the following are submitted: 1) psychological evaluation and/or medical report, 2) current eligibility, and 3) current accommodation plan. Please note, each testing agency has the right to request additional information/documentation from parent/guardian.

DECISION TIMELINE: The standard timeline is listed according to information noted on the testing agencies' websites. However, decisions can take longer if additional information is required.

➤ CollegeBoard – up to 7 weeks

- ✓ Students entering NAHS from outside the district may experience an additional delay. CollegeBoard employs a unique process of entering those students into the database.
- ✓ For School Day PSAT and School Day SAT, students must have received CollegeBoard approval for accommodations at least 8 weeks prior to the test day to receive those accommodations.

➤ ACT – normally processed within 2 weeks

IMPORTANT:

**** North Atlanta High School has no bearing in the decisions of CollegeBoard and ACT. ****

- CollegeBoard and ACT are two DIFFERENT entities, and each has its own process for reviewing documentation to approve or deny accommodations requests.
- The possibility exists for a student to have approval for accommodations at the school level and be denied those same accommodations by CollegeBoard and/or ACT.

We recommend parents/guardians visit CollegeBoard (www.collegeboard.org) and ACT (www.act.org) websites to review more detailed information regarding the process.

Sincerely,

