



Accommodations for the College Board Tests (SAT, PSAT/NMSQT, PSAT 9, & AP Exams)

Approval Process for accommodations on College Board Tests:

1. Provide all records related to the student's disability and requested accommodations at the start of school year in August to the Learning Services Coordinator (LSC). (e.g., IEP/504/Accommodation Plan, history of receiving accommodations, psychoeducational evaluation) This will give the LSC time to verify if the documentation will be acceptable to submit to College Board.
2. In August, the Learning Services Coordinator needs to be notified of which test(s) the student will be taking that year with accommodations.
3. A parent or guardian needs to sign the [Parent Consent Form](#) and give it to the Learning Services Coordinator. The LSC keeps the form for its records.
 - o <https://secure-media.collegeboard.org/pdf/ssd/ssd-consent-form-accommodations.pdf>
4. The Learning Services Coordinator opens a request in College Board for accommodations and submits the students documented diagnosis and Accommodation Plan from Marian.

Deadlines:

- The College Board process includes a thorough review of all information provided, it can take approximately seven weeks. In order to provide ample time to gather the students documentation and submit it to College Board, the Learning Services Coordinator needs to be provided with the student's documented diagnosis in August.
- See the [Calendar](#) for deadlines related to College Board test dates.
<https://www.collegeboard.org/students-with-disabilities/calendar>

Guidelines for Documentation of diagnosis:

When the College Board requests that documentation be submitted for their review, it's most helpful if it meets their documentation guidelines:

- o See College Boards [Disability Documentation Guidelines](#)
- o See College Boards [Accommodation Documentation Guidelines](#)

**If you have any questions please contact
the Learning Services Coordinator, Priscilla Trecek.
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