

## Requesting Accommodations for AICE, AP, ACT, PSAT and SAT

The instructions below are for students who have a current IEP or 504 Plan in place with NHS.

**Submit requests early!**

The approval process takes time, so it's best to start well before the test date.

### **ACT**

To receive testing accommodations on ACT:

1. Register to take the ACT with accommodations.
2. You will receive an email that must be sent to Mrs. Griffin along with a completed *Consent to Release Information* form.
3. Mrs. Griffin will submit your request to ACT for review.
4. Once ACT sends Mrs. Griffin a Decision Notification Document, she will forward the email to you.

Mrs. Griffin's Email Address: [GriffinB@OkaloosaSchools.com](mailto:GriffinB@OkaloosaSchools.com)

Form: <https://www.act.org/content/dam/act/unsecured/documents/TAA-Consent-to-Release-Information-to-ACT.pdf>

### **AP, PSAT, SAT**

To receive testing accommodations on SAT, PSAT, and/or AP Exams:

1. Send a completed *Parent Consent Form* to Mrs. Connelly.
2. Mrs. Connelly will submit your request to College Board for review.
3. If approved, you will receive an eligibility code needed for registration.

*Approvals are effective until graduation. New requests are not needed each school year.*

Mrs. Connelly's Email Address: [Lynette.Connelly@OkaloosaSchools.com](mailto:Lynette.Connelly@OkaloosaSchools.com)

Form: <https://secure-media.collegeboard.org/pdf/ssd/ssd-consent-form-accommodations.pdf>

### **AICE Exams**

To receive testing accommodations on AICE Exams:

1. Contact your child's AICE teacher or Mrs. Connelly, our AICE Coordinator.

*Approvals expire at the end of each school year. A new request is required each school year.*

Ms. Connelly's Email Address: [Lynette.Connelly@OkaloosaSchools.com](mailto:Lynette.Connelly@OkaloosaSchools.com)