

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

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

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