

Dear Parent(s)/Guardian(s),

During junior year, our students may choose to take the ACT/SAT. Both of these standardized tests can be administered with accommodations when it is appropriate. In order to apply for accommodations, the following steps must be taken:

For the ACT:

- Create an [ACT web account](#) or log in to an existing account.
- Registration for 2021-2022 ACT test dates opens in July.
- Register for a test date and indicate the need for accommodations.. When registering to test, examinees must determine what accommodations will meet their needs. In most cases, the student's accommodations will qualify under "National Testing."
- Once an examinee has registered online for the ACT, ACT will automatically email instructions regarding how to work with a qualified school official to request accommodations and submit supporting documentation via the Test Accessibility and Accommodations System (TAA).
- Supporting documentation will include all documentation that has been provided to Fenwick that verifies the need for accommodations and proof that these accommodations have been used in the school setting.

For the SAT and College Board tests, including the PSAT and AP exams:

- Create a [College Board web account](#) or log into an existing account.
- No test registration is needed prior to applying for SAT accommodations; this means the process for submitting and approving accommodations on all College Board tests is *rolling*.
- Application for accommodations on the SAT is completed online by a qualified school official if it is requested by the parent, appropriate documentations are on file, and accommodations have been used in the school setting.

Please be aware of the following:

1. Fenwick *does not* approve the accommodations; we only submit the documentation. All accommodations are approved or rejected by ACT or The College Board.
2. There are deadlines for accommodations requests for each test. Deadlines for the upcoming testing year are posted on each website (see links below).
3. Fenwick *does not* request accommodations for ACT or SAT for any student until the parent/student requests us to do so.
4. The standard accommodations applied for are time-and-one half (in one-sitting) and small group test setting. The rationale behind this is that the student utilizes the same timing accommodation on each test that he/she takes in the classroom setting at Fenwick. Other, more specialized accommodations must be discussed with Mrs. David prior to the request.
5. In order to submit the request, we also must have a signed consent form to release information. There are separate consent forms for both ACT and College Board attached to this email.

Additional information regarding guidelines for documentation, deadlines, and the application process can be found via the following links.

ACT – [Services for Examinees with Disabilities](#)

SAT – [College Board Services for Students with Disabilities](#)

Meetings and/or phone conferences can be scheduled with me at any point to discuss the above processes. My typical summer work days are Monday and Tuesday, June 7th through August 10th. I resume regular, school year hours on August 16th. Additionally, if you are seeking extended time accommodations for your child on the PSAT, which freshmen, sophomores, and juniors will take in October 2021, please reach out to me during the summer months. The deadline for that request falls before the school year begins. I cannot guarantee that The College Board will approve any requests that are received after the deadline. Thank you for your time and attention to this information. I wish all students a successful end to the 2020-2021 school year and a healthy, happy, well-deserved summer break!

Sincerely,
Grace David