



Langley High School Form for Requesting College Board/ ACT Accommodations

The information from this application form will be utilized to electronically file your request to the College Board and/or ACT by Langley High School's Services for Students with Disabilities (SSD) Coordinator. While the SSD Coordinator is available to help facilitate this process, student/parents are ultimately responsible for completing the packet in a timely manner. It will **require up to 3 weeks** to electronically submit your application so plan accordingly. Please know that Langley forwards information to the appropriate organization and does not take part in the decision process. The presence of an IEP/ 504 Plan does not constitute an automatic approval.

Step 1. I have read and understand the information above and believe my student is eligible.

Please review basic criteria for [College Board/ ACT](#) eligibility. _____ (initial)

Step 2. Complete this cover page and turn in on top of all materials.

I am applying for: ☐ College Board ☐ ACT Date you plan to take the [SAT/ACT](#): _____

I have an (check one): ☐ IEP ☐ 504 Plan

PLEASE PRINT CLEARLY AND CAREFULLY - Blanks or partially filled out sections will delay processing	
Student's Name (First, Middle, Last): _____	Student ID: _____
Home Address (Street, City, State, Zip): _____ Grade: _____	
Home Telephone Number: _____	Date of Birth: _____
Are you a transfer student: NO YES	Expected Graduation Year: _____
E-Mail: _____	
Date of <u>1st</u> IEP/504: _____	Date of Current: _____
Does your IEP/504 allow for extended time? (circle one): NO YES → <input type="checkbox"/> 50% <input type="checkbox"/> 100% <input type="checkbox"/> Multiple Days	
Is this request for a medical condition? NO YES	
Specific Medical Condition and Date of initial diagnosis (if applicable): _____	
Primary Handicapping Condition: _____	
Accommodation(s) Requested for College Board/ ACT: _____	

Step 3. Print, complete, sign and attach appropriate consent form: [Consent to Release Information to ACT](#) and/or [College Board Consent Form for Accommodations Request](#)

Step 4. Provide all documentation requested by the [College Board/ ACT](#). Please include the following items to speed up processing of your application EVEN if the school has them on file;

- ☐ A copy of the most recent IEP/ 504/ Educational plan
- ☐ A copy of the most recent Physician, Psychological and if applicable, educational testing reports

Step 5. Return all materials (cover sheet, consent form and documentation) to the SSD Coordinator (if applying for multiple tests, please be sure to send application to each coordinator);

	College Board	ACT
Students with IEP's	Ms. Pam Jelinek pgjelinek@fcps.edu	Ms. Deb Dornemann dldornemann@fcps.edu
Students with 504's	Ms. Jan Dabroski jldabroski@fcps.edu	Mr. Braden Peterson bjpeterson@fcps.edu

Documentation is sent once all documentation requested is received from the parent/files. Updates and additional requests from the College Board/ ACT will be sent to you as they are received.



School-based SAT Accommodations Testing Dates for LHS:

For those students approved for special accommodations, Langley HS only hosts four SAT testing dates each year (2 in the fall, 2 in the spring). If you are signing up for a test that falls outside these dates, you will be responsible for finding an alternative testing facility.

2019-2020 Langley HS Testing Dates:

September 11-14

October 5, 2019

March 14, 2020

June 6, 2020