



KELLER HIGH SCHOOL

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Lisa Simmons

Principal

National testing accommodations request process

Keller High School:

The College Board and ACT each have their own processes for applying for testing accommodations. Please see below for a step by step process to apply for each.

College Board: (AP - PSAT - SAT)

1. Contact the school's SSD (Services for Students with Disabilities) coordinator.

As soon as a student knows that they will need accommodations for a College Board exam, they should contact the school's coordinator, Brian Day. Mr. Day can be contacted at brian.day@kellerisd.net or at 817-744-1433

2. Sign the Parent Consent Form. [Click here to access the Parent consent Form](#)

Before the rest of the application can be processed, the student's parent or guardian must sign the Parent Consent Form and submit it to the campus. (If the student is over age 18, then the student signs the form.)

3. The coordinator then opens a request in SSD Online.

The coordinator enters contact information, requested accommodations, information about the student's disability, and information about any formal accommodations plan. In most cases, if the student is requesting the same accommodations used in an IEP, 504, or other formal, school-based plan, then no additional information is needed.

4. SSD Online indicates whether documentation is needed.

If documentation is needed, the coordinator assembles and checks the documentation against SSD guidelines, then submits it through SSD Online.

5. SSD sends notice of the decision.

The coordinator can read the decision in SSD Online. The student usually receives notice via postal mail. If you need a copy of your decision letter, [contact SSD Customer Service](#).

If accommodations are approved, the decision letter also has an eligibility letter with test-by-test details. The decision and eligibility letters include the student's eligibility code, which is needed for SAT registration.

ACT:

1. The student will register to take an ACT exam including listing their accessibility needs. [Click here to view the ACT accommodation support site.](#)
2. The student will receive an email that they will then send to the Keller HS Campus ACT coordinator (Brian Day) along with a completed Consent to Release Information to ACT form. See link above.
3. Campus ACT coordinator will receive a notification email from the examinee that accommodations and/or supports need to be requested.
4. Coordinator ensures that a signed ACT consent form has been received and is on file for the examinee.
5. ACT coordinator is asked to submit the following:
 - a. Examinee details
 - b. Test date information (decided by the date the examinee chooses to take the exam)
 - c. Reason for the request
 - d. Plan details (504/IEP)
 - e. Requested accommodations and/or supports
 - f. Required documentation for the requested accommodations and/or supports

All requests with documentation that are submitted by the late registration date will be reviewed for the indicated test date. All requests must be associated with a future test date.

6. If the request is approved:
 - a. **For national testing (part of the general ACT administration):** The examinee must submit photo identification. Testing location will be provided on the examinee's admission ticket.
 - b. **For Special Testing (specialized administration due to accommodations):** The examinee must submit photo identification. The first approval will assume the school is willing to test Special Testing, unless noted by the school. Any subsequent requests will require the school to recertify their ability to administer Special Testing during the published window.
7. If the request is not approved:
 - a. You may use TAA to edit the existing request and provide additional documentation for reconsideration.

Brian Day – Assistant Principal – Keller High School

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Campus National Testing Coordinator