



*Administrator for  
Guidance  
College & Career  
Counseling*  
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*Interim Assistant  
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51 School Street  
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#WeAreSachem

# Sachem Central School District

## *Student Support and Administration Office*

September 2024

Dear Parent/Guardian:

As you know, your child's high school years are very important in the post high school planning process. If your child is college bound, part of the planning may include taking the PSAT, SAT, ACT and/or AP exams. These tests are administered through private testing companies and require specific paperwork for eligibility.

If your child has an IEP or 504 Plan that provides the use of test modifications for educational or medical reasons, or has been declassified with test modifications, he/she may be able to use these modifications on these exams. Testing corporations require that testing be within the past five years. Parents/Guardians are responsible for supplying such declassification documentation when submitting the consent form. In order to be reviewed prior to the start of the 2024-25 academic year through the College Board, you **must** complete the enclosed release form in order to be considered for testing modifications. By signing the release form, you will be allowing the high school's school counselor to secure your child's most recent Individualized Education Plan, psychological testing, and educational testing results. Your child's school counselor will be submitting your child's documentation of a disability to the College Board on the College Board's secured website. Information to be sent via the internet will include your child's name, date of birth, address, phone number, email address (optional), educational testing results, and the testing modifications that your child currently receives. This form must be completed and returned to your child's school counselor by Friday, November 15, 2024, at the East guidance office for students entering 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade in the fall. Beginning in the junior year, eligibility for ACT accommodations is made six weeks prior to the exam with the submission of additional paperwork along with the original ACT test application.

**It is important that you and your child understand that it is the decision of ACT or College Board whether or not your child is to receive test modifications for these exams.**

If you have any questions, please contact your child's guidance counselor at 716-8200, extension 5110.

Sincerely,

Kevin Miller  
Administrator for Guidance  
College & Career Counseling

[www.sachem.edu](http://www.sachem.edu)



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## Student Support and Administration Office

September 2024

Dear Parent/Guardian:

In order to assist your child in applying for eligibility for accommodations for College Board testing due to disability, we request that the following information be completed:

- Updated student information and demographics
- Consent form for Request for Accommodations

Please return this paperwork to your child's school counselor. Processing of this eligibility review by the College Board can take six to eight weeks; therefore, submission of this application in a timely manner is pertinent to national testing dates.

Please feel free to contact your child's school counselor with any questions or concerns. Thank you for your attention to this matter.

Student information and demographics:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

\*Student Email: \_\_\_\_\_  
(Not your Sachem Email)

Date of Birth: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Another \_\_\_\_\_

Date of next intended College Board test (i.e. SAT, ACT, PSAT, AP): \_\_\_\_\_

Expected High School graduation date: \_\_\_\_\_



Services for Students with Disabilities

## Consent Form for Accommodations Request

### Student Information

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

### Student and Parent/Guardian Signature

I wish to apply for testing accommodation(s) on College Board tests (SAT, SAT Subject Tests, PSAT 10, PSAT/NMSQT, and/or Advanced Placement Exams) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if Student is under 18.)

### Instructions to the School

This form should be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College Board. You will be asked to verify that a signed Consent Form is on file at the school prior to submitting a request for accommodations.