

Testing Accommodations Request

For Collegeboard Testing (SAT & AP) and ACT Testing

Please note: Testing accommodations approved by the school for milestone and school exams does not automatically qualify a student for Collegeboard and/or ACT accommodations. The approval of accommodations is at the discretion of the testing companies.

Steps to request accommodations:

1. Complete the [ACT](#) and/or [College Board](#) consent form(s)
2. Return the form(s) to the 504 coordinator or LTSE
 - a. Students with a 504 – return the form to Ms. Alisa Bouer (alisa_bouer-schlitt@dekalbschoolsga.org)
 - b. Students with an IEP – return the form to Ms. Jada Finch (jada_finch@dekalbschoolsga.org)
3. Ensure that the 504 coordinator or LTSE has your child's most updated paperwork. This includes medical impairment forms, psych reports, or any other relevant documents that might impact the approval decision.
4. Once submitted, the school coordinators have 6 weeks to submit to ACT and College Board. Please note, it can take up to 6 additional weeks to receive a response from ACT and College Board. ***It is recommended to submit paperwork to the school coordinator at least 6 months in advance of the testing date.***