



# Requesting Testing Accommodations for the SSAT 2017-18

This document provides the step-by-step process for requesting accommodations for a student.

Additional information for students regarding documentation requirements, deadlines, etc. can be found in the *2017-2018 Testing Accommodations Guide* at [www.ssat.org/ta](http://www.ssat.org/ta)

# Sign in to your SSAT account

Available at: <https://portal.ssat.org>

*If you don't yet have an account yet, click "Create a Student Account."*




**Sign in**


**Username** [Forgot Username?](#)

  
**Password** [Forgot Password?](#)  
 Remember Me 

## Create an Account

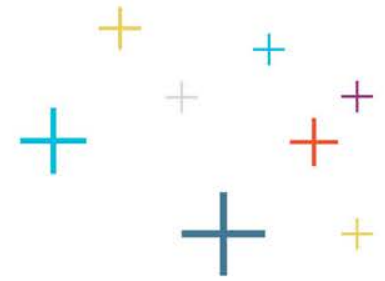
  
**Sign up for a  
Parent/Guardian and  
Student Account**

If you do not have a parent or student account, please [click here](#).

  
**Membership Application  
for The Enrollment  
Management Association**

If you would like to inquire about becoming a Member or Test Center of The Enrollment Management Association, please [click here](#).

# Click "Manage My SSAT," then "Apply for / View My Accommodations"



The SSAT  
Student: Jennifer Gera Welcome, Tom Gera • Manage Account • Log Off

My Tests Practice Check Scores Apply Inquire Profile

What would you like to do?

- Manage My SSAT
- Take the Character Skills Snapshot
- Practice for SSAT
- Check Scores
- Apply to Schools
- Send an Inquiry
- Edit Profile

The SSAT

SSAT/Snapshot Practice

Back to Portal Home About You

Character Skills Snapshot

New Test F

SSAT Tests

Apply for / View My Accommodations

Register for SSAT

Register for the SSAT in

1. About Yo  
First, we'll need to k  
...will receive the

# Click to Apply for Testing Accommodations

## APPLY NOW FOR TESTING ACCOMMODATIONS

(Scroll down to view current requests and their status.)

\*\*\*Please note that your student MUST first be approved for accommodations BEFORE registering for a test offering.

[Click to Apply for Testing Accommodations](#)

[Click to Apply for Sunday Sabbath](#)

If you have submitted an application for accommodations when taking the SSAT, each request for the current testing season (Aug 1, 2017 to Jul 31, 2018) is listed below. Any accommodations approved on or before Jul 31, 2017 are considered to be invalid and out-of-date; therefore, outdated requests are no longer available to be viewed and a new application for accommodations MUST be submitted for your student. You MUST reapply for any accommodations not listed below.

To view the details and/or status of each request, please click the "+" sign. All accommodations which a student is approved for prior to test registration, will be provided on test day, so long as the student is indicated as requiring testing accommodations when registering to take the SSAT.

To request additional accommodations or to have an alternate approver review your request, please submit a new application request for accommodations. If your student has already been approved for particular accommodations, ONLY apply for the additional accommodations you wish to have considered.

Requests for Current Academic Year

You do not currently have any accommodations on file.

# Accommodations Form

- The accommodations form starts with information you need to know.
- If you need any clarification, click one of the links to:  
[www.ssat.org/ta](http://www.ssat.org/ta)
- Otherwise, click the bottom button to begin.

## TESTING ACCOMMODATIONS

### Apply For Testing Accommodations

Please read this information before you begin so you understand the process. Then, use the form below to begin your request for Testing Accommodations. We've tried to make everything clear, but if you have any questions, [contact us](#).

#### Testing Accommodation Basics

- SSATB is committed to providing test takers with disabilities reasonable accommodations.
- Accommodations are only available to students with diagnosed disabilities.
- Accommodations must be approved (not just requested) before you register for a test.
- While documentation must always exist and be on file, you may not be required to submit documentation to SSATB. Click to learn about [documentation requirements](#).

The process for receiving Testing Accommodations on the SSAT is:

#### 1 Request Accommodations

- You will need to indicate your student's requested accommodations, disabilities, and some other related information.
- You will also need to indicate an Approver who can confirm two things:
  - The disabilities and accommodations you indicate.
  - That documentation is on file at that Approver's organization that meets SSATB's documentation requirements.

After entering your information, the form will indicate either:

- You do NOT need to submit the documentation to SSATB.
- or
- You DO need to submit the documentation to SSATB. In this case, you can upload documentation right away or you can do so at a later time. [Learn more about documentation requirements](#).

[Learn more about documentation requirements](#)

#### 2 YOUR APPROVER SUBMITS CONFIRMATION & ID

- After you submit your request, your approver will receive an email with a link to complete a secure, online form to:
  - Confirm/deny each requested accommodation
  - and
  - Confirm documentation is on file that meets SSATB's requirements.
- Your approver will also need to send SSATB proof of their identification such as a business card or letter on letterhead if they are not a Known Approver to SSATB.

[Learn more about Approvers, Known Approvers, and your responsibilities related to Approvers.](#)

#### 3 SSATB REVIEW & DOCUMENTATION \*\*

- SSATB will review the information provided by your Approver and the documentation you submitted.
- Once SSATB reaches a decision, you will be notified one of the following:
  - Your documentation is acceptable and supports all requested accommodations.
  - Your documentation was acceptable for some of the requested accommodations.
  - Your documentation was NOT acceptable for any of the requested accommodations.

\*\*If no documentation needed to be sent to SSATB, skip this step.

[Learn about appeals and what happens if your documentation is not acceptable.](#)

#### ✓ YOU MAY NOW REGISTER YOUR STUDENT FOR THE SSAT & RECEIVE APPROVED ACCOMMODATION!

Things to Remember:

- When you register, you must indicate that you require accommodations. Your approved accommodations will be listed.
- Each time you register, print your Admission Ticket, which includes your accommodations approval.
- Your approved accommodations are valid for the current academic year (August 1, 2014 to July 31, 2015). For testing on or after August 1, 2015 you will need to re-apply for accommodations.
- Register early as available space sometimes fills up quickly.
- On test day, bring your full admission ticket, including your accommodations approval.
- If you have any questions, email SSATB at [info@ssat.org](mailto:info@ssat.org) or call (M-F 9am - 4:30pm EST).

[Click here to Start Accommodation Request](#)

# Disability Information

Complete some background information detailing your student's disability.

*Indicating an "other" disability will automatically require documentation to be submitted so we can best review your student's needs. If your student's disability corresponds to a listed disability in the list, please select it there.*

## TESTING ACCOMMODATIONS

### Apply For Testing Accommodations



This request **MUST** be completed by the Parent/Guardian of **Michael Gera**

#### Disabilities & Accommodations

Select the nature of your student's disability (select all that apply):

- ADD / ADHD
- Autism Spectrum Disorder (ASD)
- Learning Disabilities (LD)
- Psychiatric Disorders
- Traumatic Brain Injury (TBI)
- Physical Disabilities, Medical or Chronic
- Health Conditions
- Blind / Low Vision
- Deaf / Hard of Hearing
- Other

When was the disability or disabilities first identified?

First identified in  when the student was  years old

Who was the medical professional / evaluator who first diagnosed the disability?

Is the student currently being treated?

Yes  No

Has your student been approved for accommodations on other standardized tests, such as state-wide assessments?

Yes  No

Provide a brief statement that explains the functional limitations resulting from the listed disabilities

# Indicate Accommodations

Select the accommodations that your student needs for the SSAT.

*Indicating an "other" accommodation will automatically require documentation to be submitted so we can best review your student's needs.*

*If your student's need corresponds to a listed accommodation in the list, please select it there.*

## Select all requested accommodations:

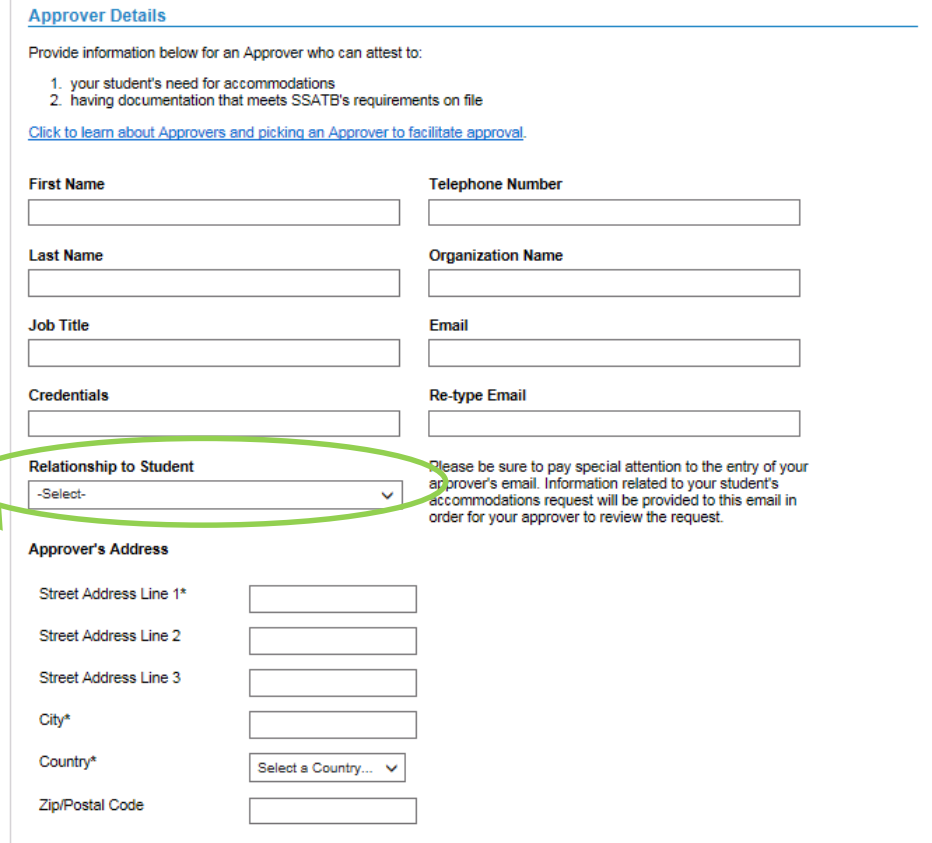
- Ruler
- Highlighter
- 50 Percent Additional Time (1.5x)
- Graph Paper
- Small Group Setting (10 or fewer students in room)
- Reader (will also be tested in a separate room, alone)
- Scribe (will also be tested in a separate room, alone)
- Diabetic Supplies (insulin, snacks, water bottle, blood monitoring kit)
- Prescription Medication with Water (Must be self-administered and in original prescription bottle)
- Seat Cushion or Pillow
- Large Print Test Book (large print font is Times 22pt.)
- Hand-held Magnifier
- Braille Materials
- Hearing Aid
- Sign Language Interpreter (for spoken directions only)
- Answer Directly in Book
- Calculator (basic 4 function calculator only)
- Personal Laptop with Spell Check for Writing Sample (cannot use during other sections)
- Use of gel overlays
- Other

# Indicate an Approver

Provide the contact and related information for the individual you are listing as an approver who can:

- Verify the need for accommodation
- Has documentation on file that meets SSAT requirements

*If the "Relationship to Student" field is other than "School/ Education professional at your student's school," you will be required to submit documentation.*



**Approver Details**

Provide information below for an Approver who can attest to:

1. your student's need for accommodations
2. having documentation that meets SSATB's requirements on file

[Click to learn about Approvers and picking an Approver to facilitate approval.](#)

<b>First Name</b>	<input type="text"/>	<b>Telephone Number</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>	<b>Organization Name</b>	<input type="text"/>
<b>Job Title</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Credentials</b>	<input type="text"/>	<b>Re-type Email</b>	<input type="text"/>
<b>Relationship to Student</b>	<input type="text" value="-Select-"/>	<small>Please be sure to pay special attention to the entry of your approver's email. Information related to your student's accommodations request will be provided to this email in order for your approver to review the request.</small>	
<b>Approver's Address</b>			
Street Address Line 1*	<input type="text"/>		
Street Address Line 2	<input type="text"/>		
Street Address Line 3	<input type="text"/>		
City*	<input type="text"/>		
Country*	<input type="text" value="Select a Country..."/>		
Zip/Postal Code	<input type="text"/>		



# Approver's Documentation

- Indicate the type of documentation your approver has on file.
- Click "Continue."

## Documentation

Indicate the type of documentation your Approver has on file:

### Option 1

My approver has one of the following:

- ✓ An IEP
- ✓ A 504 Plan
- ✓ Private School Documentation

These must be for the current or previous school year.

[Click here for complete requirements of these documents](#)

### Option 2

My approver has one of the following:

- ✓ Psychological Evaluation
- ✓ Medical Documentation
- ✓ Other Documentation

Selecting this option will REQUIRE documentation to be submitted to SSATB.

[Click here for complete requirements of these documents](#)

Continue

*Selecting Option 2 will require documentation submission, so we can best review your student's needs.*

# Documentation Submission

## Example 1: Not Required

- Based upon the information you entered and your student's needs, the form will indicate whether you are required to submit documentation.
- In this example pictured below, no documentation will need to be submitted.

### TESTING ACCOMMODATIONS

#### Apply For Testing Accommodations



You DO NOT need to provide us with any additional documentation at this point.

# Documentation Submission

## Example 2: Required

- In this example, documentation must be submitted.
- The form will advise as to why documentation must be submitted.

### TESTING ACCOMMODATIONS

#### Apply For Testing Accommodations



You need to submit additional documentation because:

- The Approver is not a professional at the student's school
- The 'Braille Materials' Special Accommodation does not match with the disabilities indicated

*Learn more about when documentation is needed at [www.ssat.org/ta](http://www.ssat.org/ta) .*

# Documentation Submission

## Example 2: Required (continued)

- If documentation must be submitted, the form will provide the opportunity to upload documentation.
- Select whether you will upload documentation now or will submit later—this can be done in your SSAT account or by mail or fax.

**Option 1 (Fastest)**

will upload documentation online now (this is the fastest method)

**Option 2 (Slower)**

will submit documentation by mail, fax, or later online.

If submitting by mail or fax, [download/print a custom documentation coversheet](#) that includes fax and mailing information and include it as the first page of your documentation. (This coversheet will also be available in your account after submitting this form.)

Remember, you can also upload your documentation in your student account at a later time, which speeds receipt and processing.

Review cannot continue until documentation is received . Submit documentation as early as possible to prevent registration/testing delays.

# Terms and Conditions

- Regardless of whether documentation is required, type your name to agree to the terms and conditions.
- Finally, click "Submit."

## Agreement

Finally, review the follow statements carefully. Then, type your name in below agreeing to the following conditions:

- All information provided on this form and in any documentation submitted to \_\_\_\_\_ is true.
- You are the parent/guardian of Michael Gera and are requesting Testing Accommodations for Michael Gera for the SSAT \_\_\_\_\_.
- The selected Testing Accommodations represent accommodations your student requires due to disabilities (physical or mental impairments that significantly alter one or more major life activities).
- You authorize \_\_\_\_\_ to contact the Approver and/or any professionals indicated in submitted documentation to verify and discuss your student's disabilities and requested accommodations as they relate to the SSAT.
- You authorize \_\_\_\_\_ to receive, review, and securely maintain the contents of this form and any submitted documentation.
- You understand that Testing Accommodations must be approved prior to registering for the SSAT.
- You understand that approved Testing Accommodations will remain on file for the remainder of the testing season (August 1, 2014 to July 31, 2015).
- You agree that in the event \_\_\_\_\_ requests documentation that an Approver confirms is on file you will provide that documentation.
- If during the course of an audit \_\_\_\_\_ determines that false information was provided or documentation does not meet \_\_\_\_\_ requirements \_\_\_\_\_ may withhold or cancel the student's scores.

Type your name here to agree to these terms:

Submit

# Confirmation

- Your submission is confirmed and you will receive an email confirmation.
- You will receive emails when updates regarding your request are made and upon final approval, at which point you may register with accommodations.

## TESTING ACCOMMODATIONS

### Apply For Testing Accommodations



This is to confirm that your request has been submitted.

Please remember, if you are required to submit documentation, your request will not be reviewed nor processed until it is received.

Uploading documentation in your student's account is the fastest way to provide documentation to SSATB. If you send documentation by mail, courier, or fax be sure to use the Documentation Coversheet just printed, or get it later in your student's account.

You must be approved for Testing Accommodations before you register for the SSAT.

SSATB will notify you when any updates occur with your request.

You can always check the status of your Testing Accommodation Request by logging into your account and clicking "View My Accommodations and Requests".



Your Request for Testing Accommodations Has Been Received [TA15000539]

To

Action Items

+ Get more ap

Dear Parent/Guardian of Michael Gera ,

This is to confirm that your request has been submitted.

Please remember, if you are required to submit documentation, your request will not be reviewed nor processed until it is received.

Uploading documentation in your student's account is the fastest way to provide documentation to SSATB. If you send documentation by mail, courier, or fax be sure to use the Documentation Coversheet just printed, or get it later in your student's account.

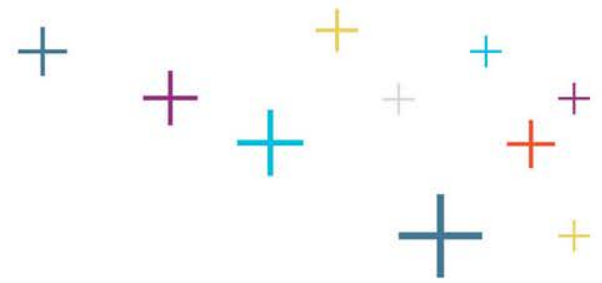
You must be approved for Testing Accommodations before you register for the SSAT.

SSATB will notify you when any updates occur with your request. For each update, you will receive the following status chart below so you can track the progress.

You can always check the status of your Testing Accommodation Request by logging into your account and clicking 'View My Accommodations and Requests.'

If you have any questions, email [info@ssat.org](mailto:info@ssat.org), call 609-683-5558, or Chat online. (Phone/Chat are available M-F 9am-4:30pm).

# Final Notes:



If you don't receive emails indicating that your approver has completed their confirmation or submitted ID confirmation within a reasonable amount of time, contact your approver.

If you are required to submit documentation, remember that a review cannot begin until it is received and your approver has completed their confirmation and submitted ID.

**You must be approved for requested accommodations before you can register for the SSAT.**

Email [ta@ssat.org](mailto:ta@ssat.org) if you have any questions.