

# Services for Students with Disabilities (SSD) and Accommodations

# TIP SHEET

## SSD tips for School Districts



### Start Early

The length of the accommodation process is approximately 7 weeks for documentation review (maybe shorter if document review is not required). The processing clock does not start until everything is COMPLETE. Remember: The deadline for receipt of complete SSD accommodation requests for the PSAT/NMSQT® is **August 25, 2015**.

### Make sure schools have an SSD Coordinator

Ensure schools have an **SSD Coordinator**, and that the SSD Coordinator has access to SSD Online ([www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)). SSD Coordinators are often special education coordinators, guidance directors, or school counselors. If schools have used College Board exams such as SAT® and Advanced Placement® exams in the past, they probably have someone on staff who has submitted requests for accommodations. Schools are allowed to have more than one SSD Coordinator if multiple staff members will be requesting accommodations.

### Encourage schools to work with parents

The request process is most efficient when the school submits a request online, has all available documentation, and when the parent is aware of what accommodations are being requested. Remind schools that **parent consent forms** are needed ([www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)).

### Eligibility Criteria

School-based accommodations may differ from College Board eligibility criteria (<https://www.collegeboard.org/students-with-disabilities/eligibility>). Coordinators should ask for the **appropriate** accommodations based on the child's needs (this may differ from what the student receives in school). Do not assume that school accommodations are College Board accommodations.

### Don't Wait

Encourage schools to complete documents as soon as possible, as early as the end of freshman year. Once a student is approved for accommodations, the accommodations are **valid for all College Board tests** (PSAT/SAT/AP).

For more information, contact the College Board Services for Students with Disabilities:

**Coordinator Helpline:** 800-257-5123

**Phone:** 609-771-7137    **Fax:** 866-360-0114

**Website:** [www.collegeboard.org/ssd/](http://www.collegeboard.org/ssd/)

**Email:** [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)