

## 2021-22 Process for Requesting Special Documented Accommodations

In exceptional circumstances, there may be a student whose disabilities are such that the allowable accommodations listed in the Assessment Guidelines would be insufficient to provide access to the Smarter Balanced Assessments, the Next Generation Science Standards (NGSS) Assessment or the Connecticut SAT School Day assessment. In these cases, the District Administrator (DA) must contact the CSDE to provide information regarding a request for special documented accommodations. Such accommodations include, but are not limited to, the request for a:

- Scribe
- Read Aloud of ELA Reading Passages
- Print on Demand
- Human Signer/Visual Support for ELA or Math
- Human Signer/Visual Support for ELA Reading Passages
- Math Manipulatives (Grades 3-8)
- Non-Embedded Calculator (Math Grades 6-8)
- Customized Accommodation

District Administrators (DA in TIDE) are required to initiate this procedure by contacting the Bureau of Student Assessment Special Populations Consultants, Deirdre Ducharme (860-713-6859) or Janet Stuck (860-713-6837). DA's will be provided with a Special Documented Accommodations Petition to complete and return to the CSDE with supporting documentation including a copy of the student's Individualized Education Program (IEP) or 504 Plan for approval.

Completed and signed petitions and accompanying documentation must be uploaded to Cambium's secure FTP site. User access and a link to the FTP will be provided when a petition is requested by the District Administrator.

Students may not be provided with these requested accommodations unless formally approved by the CSDE. Petitions are due no later than **March 1, 2022**.