



# 2011-2012 SPECIAL TESTING APPLICATION (B) REQUEST FOR MULTIPLE/OTHER ACCOMMODATIONS

Submit this application only if the following conditions apply:

- The student routinely receives the requested accommodations in his/her current academic setting.
- The student is already registered or a registration form is included with this form for an eligible site that provides special accommodations.

**Application form must be received by the regular registration deadline** (see back of form).  
*Upon approval, SSAT will mail a Special Accommodations Approval Letter to you.*

### To request previously-approved accommodations:

If you have been approved for accommodations for the SSAT between 8/1/11 - 7/31/12, you do not need to resubmit this form. When you register, be sure to indicate that you would like to receive the same accommodations, or send a written request to SSAT by e-mail, mail or fax, so that it is received by the special accommodations deadline for the new test date. Provide the student's name, date of birth, original test date with approved accommodations, and the new test date.

### Part I: Student Information

To be completed by student or parent/guardian.

Student's Last/Family Name

Test Date (MM-DD-YY)

Student will test at (select one):

- Nationally Scheduled Administration  
 Individual/Flex Administration

First/Given Name

MI

Test Center Code

Test Center Name and Location

SSAT Registration Number \*

\* If you have registered online, provide the registration number from your admission ticket.

E-Mail Address

### Part II: Testing Accommodations

To be completed by a counselor, teacher or administrator at the school which the student currently attends.

1. Indicate all requested accommodations. SSAT will not approve or review supporting documentation for accommodations not specified here:

- Extra Time (one extra 30 minute period)       Use of ruler as place guide  
 Extra Time (1.5 x standard time per section)       Use of laptop computer with spelling aid for writing sample  
 Mark answers directly in test booklet       Other: \_\_\_\_\_  
 Large print test booklet and materials      \_\_\_\_\_

2. Attach documentation which verifies that all requested accommodations are routinely provided to the student in their current educational context.

Valid documentation includes:

- student's IEP, IDEA, 504 Plan (from current academic year)
- educational directive from the student's current school administration, which directs teachers to routinely provide special testing accommodations for this student (must be on official school letterhead)

SSAT does not accept the following:

- psychological evaluations or psychological recommendations
- "To whom it may concern" letters, special requests, or letters directed to SSAT

3. This form must be signed by the student's current school counselor, teacher or administrator. Unsigned forms will be returned. Official form must be used for application.

Signature of School Administrator

Title

School Name and Location

Print Name

Telephone Number

E-Mail Address

**Late or incomplete forms will be returned by US Mail and may delay testing.**

### Special Testing Accommodations Application Deadlines

Application B and registration must be received by SSAT by deadline (5 pm EST).

#### National Test Date

October 15, 2011  
November 12, 2011  
December 10, 2011  
January 7, 2012  
February 4, 2012  
March 3, 2012  
April 21, 2012  
June 9, 2012

#### Application Deadline

September 23  
October 21  
November 18  
December 16  
January 13  
February 10  
March 30  
May 18

#### Flex Test Date

All dates

#### Application Deadline

2 weeks before test date

If you are applying for a nationally-scheduled test date:

- Register online before applying, or return this application with your SSAT Registration Form by the deadline noted above.
- Submit application materials as early as possible, as not all requests may be approved for the date/site requested. SSAT reserves the right to reschedule special testing to an alternate date or site, if your selected site is invalid, full, or no longer available.
- Late or incomplete forms will be returned and may delay testing.

If you plan to test on a flex/individual basis with a school/consultant:

- You must **register online** at [www.ssat.org/flex](http://www.ssat.org/flex) before applying.
- Fax this form to SSAT at least two weeks prior to your scheduled test date.

## SSAT REGISTRATION FAX

**800-442-7728**

USA

**609-683-4507**

Outside the USA