

## **ACT INSTRUCTIONS FOR PRIVATE SCHOOLED STUDENTS Requesting Accommodations for Diabetes**

**The following information was provided by ACT in May 2017.**

Use this process if your student is in private school.

1. After the student registers for future test dates, the school should receive a request from the student for accommodations.

- The student should provide the school counselor with the Student Registration details. The student initiates this.

2. Student should provide the school counselor the **ACT ID number**

3. The school should sign into or create an account (<https://readiness.act.org>) in the Test Accessibility and Accommodations System (TAA).

4. Requests must be submitted through TAA by the published late registration deadlines for the student's preferred test date.

- Refer to the ACT website for ACT test dates and deadlines.  
<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test.html>

5. Upon receiving the Accommodations Decision Notification, the **school** counselor **must notify the student** as they will not receive notification from ACT.

6. Once ACT has all the documents, allow a couple of weeks for the ACT Analyst to review your case.

7. Prior to your test date, ACT will send you the Accommodations Decision Notification regarding the approval for accommodations.

**T1ToGo Tip:** Just prior to the test, always verify again that the accommodations for the test are in place at that testing location. Take your accommodation paperwork to the test facility.

ACT Testing with Accommodations for Private Schooled Diabetic Students (Last update June 2017)

This information provided for general use only. It is not intended as medical and/or legal advice.

Always consult your doctor for medical advice. Consult ACT directly for additional questions.

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\*\*Documents that ACT would like to review are:

- Accommodations Plans
  - If 504 Plan is not offered in private school, use the documents below to request accommodations.
- Professional diagnosis of the documented ailment
- Doctor's evaluation and other supporting documents that explain the disability according to the American with Disabilities Act.

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