



Services for Students with Disabilities

## Colorado Consent Form for Accommodations Requests<sup>1</sup> Submitted via SSD Online

### Student Information

Student Name: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Student (if 18 or older) or parent authorization is required for schools to share relevant disability information with the College Board for the purpose of applying for testing accommodation(s) on College Board exams (SAT<sup>®</sup>, SAT Subject Tests<sup>™</sup>, PSAT/NMSQT<sup>®2</sup>, PSAT<sup>™</sup> 10, PSAT<sup>™</sup> 8/9 and/or Advanced Placement<sup>®</sup>) due to disability.

### Authorization for the school to provide information to the College Board

I authorize (name of school) \_\_\_\_\_:

- to release copies of my records (my child's records) that document the existence of a disability and associated need for testing accommodations, including name, date of birth, expected high school graduation date, gender, current school, student mailing address, identification of existence of disability and time since first identified, identification of testing accommodation(s) being requested (see reverse for more details);
- if needed, to release additional information in the school's custody that the College Board requests for the purpose of determining my (my child's) eligibility for testing accommodations on College Board tests; and
- if needed, to discuss the relevant disability and testing accommodation needs with the College Board.

### Authorization for the College Board to receive, retain, and use the information provided by the school for the purpose of determining eligibility for testing accommodations

I authorize the College Board to receive and review the information submitted by my school (my child's school), and to discuss the relevant disability and testing accommodation needs with school personnel and, if needed, consult with other medical and/or educational professionals on staff or contracted by College Board. The information submitted will only be used for the purpose of determining eligibility for a College Board approved accommodation and will not be shared with any other third parties, except for the College Board's subcontractors (see reverse for more details), which need to know the information to provide exam-related services. College Board staff, contractors, and subcontractors with access to student information are bound by the same rules for the protection, non-disclosure, and destruction of student information as the College Board. I understand that approved accommodations will be valid for one year beyond my (my child's) expected high school graduation.

Students or parents may contact the College Board Services for Students with Disabilities offices at 866-917-9030 (press #3) with any additional questions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature is required if student is under 18.

### Instructions to the School

Consent must be obtained when a request for accommodation(s) is submitted electronically (via SSD Online). This Consent Form evidences that the school has obtained consent through the student's IEP, 504, or other school documentation, including documented email or phone consent if allowed by district policy, shall be retained by the School. This form or alternative evidence of consent does not need to be submitted to the College Board. When submitting the request for accommodations, the school's SSD Coordinator will be asked to verify that a signed Consent Form is on file at the school. Prior to submitting documentation to the College Board, all personal information that is not required by the College Board to evaluate the accommodations request shall be redacted by the school, including but not limited to: social security numbers, insurance information, and parent(s)' contact information, and any disability, goal, or objective information that is not relevant to the accommodation being requested.

<sup>1</sup> Only for use for students in Colorado. <sup>2</sup> PSAT/NMSQT is a registered trademark of the College Board and National Merit Scholarship Corporation.

## **Required Student Data for Requests**

The College Board requires the following demographic data for all accommodations requests: name, date of birth, expected high school graduation date, gender, current school, and student mailing address. In addition, the school is asked to provide the following required information regarding the student's disability and requested accommodation(s):

- Intended College Board tests
- Confirmation that the school has obtained parental consent to submit a request for testing accommodations
- Identification of disability type
- Identification of the time period the disability first occurred -- within or longer than four school months.
- Identification of the testing accommodation(s) being requested
- Confirmation that the student receives the requested accommodation for school tests
- Confirmation that the student has a current IEP, 504 Plan or other formal plan
- Confirmation that the requested accommodation(s) are included in the student's plan
- Date of first plan (best estimate)

## **Supplemental Information**

For some students, additional information to substantiate the need for the accommodation being requested (e.g., pertinent pages from the formal plan, date of most recent evaluation, etc.) or copies of other supporting documentation may be requested.

## **College Board Subcontractors who have Access to Student Personally Identifiable Information through the Accommodations Request Process**

### **Alorica Inc.**

- Alorica provides customer service personnel to assist the College Board by responding to inbound calls from parents and students. They have access to a student's information in his/her College Board online account, which may include first, middle and last name, address, date of birth, sex, grade, school, email address, student ID number, telephone number (if provided), ethnicity and assessment scores.
- Alorica has access to SSD Online including the required and supplemental student data listed above.

### **Conduent Inc., formerly known as Xerox**

- Conduent does not have access to SSD online or student information submitted via that system, however, Conduent receives and processes paper SSD submissions (for submissions outside of SSD Online) and have access to student's first, middle and last name, address, date of birth, school, and email address.
- Conduent has access to documentation that a parent or school sends in connection with a student's submission for testing accommodations, **only if sent by mail in lieu of uploading this information online**. This may include first, middle and last name, date of birth, expected high school graduation, gender, current school, mailing address, type of disability, accommodation requested, whether student receives that accommodation for school tests, existence of current IEP, 504 Plan or other formal plan, whether the requested accommodation(s) are included in the student's plan, date of first plan, and any additional information regarding documentation of the student's disability or accommodations request provided by the school or parent.

### **Educational Testing Service (ETS)**

- ETS provides operational activities for assessment test administration including test security; call support for school staff regarding testing day issues and accommodation requests; and generating paper score reports.
- ETS has access to a student's first, middle and last name, address, date of birth, sex, grade, school, mailing address (if provided), email address (if provided), telephone number (if provided), ethnicity, student ID number, score reports, responses to the optional student questionnaire (if provided), and SSD Online including the required and supplemental student data listed above.

### **Pearson**

- Pearson provides operational activities for assessment test administration, including answer sheet scanning, essay scoring, and print/fulfillment.
- Pearson has access to student's first, middle and last name, address, date of birth, sex, grade, school, email address, telephone number (if provided), ethnicity, and student ID number, and responses to optional student questionnaire (if provided).