




# STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



**TO:** District Test Coordinators  
Directors of Pupil Services

**FROM:** Mary Anne Butler, Chief Academic Officer 

**DATE:** January 11, 2016

**SUBJECT:** Directions for SAT Registration and Entering Requests for Student Test Accommodations

## Student SAT Registration

- 1) **Previously Registered:** The Connecticut State Department of Education (CSDE) and College Board (CB) are working to pre-register as many students as possible by using the CSDE eligible students list that was generated from a December 7, 2015, snapshot of PSIS and matching it to students who have previously taken a College Board assessment (PSAT, SAT, NMSQT, or AP). For any student that is matched, College Board will automatically register the student for the Connecticut SAT.
- 2) **Paper Registration:** For any student who cannot be matched, the student may complete a paper registration form. Schools will be able to access a list of students who need to use the paper registration process through PSIS on **Tuesday, January 19, 2016**. Paper registration forms and registration instructions will arrive in schools on Tuesday, January 19, 2016. All registration forms must be completed by **Monday, February 1, 2016**, and will be picked up at your school by special courier.
- 3) **Test Day Registration:** Any student who is not paper-registered or pre-registered will be required to complete a registration form on test day. If extra materials are available they may test on March 2, 2016, with the rest of the class; however, if materials are not available, they will test on April 27, 2016.

### **Actions recommended prior to the paper registration materials arriving:**

- Prepare your list of students who are required to take the Connecticut SAT. Having a complete list of students will allow you to identify quickly the students who require paper registration when the "To Be Registered Student List" is available. If you have any questions regarding student eligibility, contact Michelle Rosado at [michelle.rosado@ct.gov](mailto:michelle.rosado@ct.gov).
- Similar to CAPT testing policies, each public high school student must be considered a Grade 11 student at some point in high school and be tested. The district must determine when the student is closest to being a Grade 11 student and test in that year. All students who are Grade 11 students as of January 22, 2016, should be registered.

- Create individual labels or information sheets with SASID (State Assigned Student ID) numbers for each student who is not registered. Having SASID numbers printed in advance for use during registration will help speed the completion of the paper-registration forms.
- Make sure you have your school’s College Board high school code (6-digit AI code) and Test Center Code available for the location where students will test. Students will be required to include this on their paper registration form.
- Plan a time after registration materials arrive to complete the paper-registration process with students. With advance preparation the paper-registration process will be completed in under 20 minutes.

### **Student Accommodations**

The following chart outlines accommodations that may be used for:

1. A test score for state accountability purposes AND for college reporting; OR
2. A test score that can be used for state accountability purposes ONLY.

	<b>College Reportable Accommodations</b> Used for accountability and college admission	<b>Connecticut-Specific Accommodations</b> Used for accountability purposes only
	<i>Use Data Entry Option #1 College Board’s Services for Students with Disabilities (SSD) Online system</i>	<i>Use Data Entry Option #2 College Board’s Services for Students with Disabilities (SSD) Online system</i>
<b>Students with Disabilities</b>	<ul style="list-style-type: none"> <li>• Braille Booklets</li> <li>• Text-to-Speech for all test content</li> <li>• Large Print Booklet</li> <li>• Color Overlay</li> <li>• Noise Buffering</li> <li>• Magnification Device</li> <li>• Computer Response</li> <li>• Scribe</li> <li>• Speech-to-Text (Voice Recognition Software)</li> <li>• Specialized Calculator</li> <li>• Abacus</li> <li>• Multiplication table</li> <li>• Time Extension</li> <li>• Separate Setting</li> <li>• American Sign Language (ASL)- test directions only</li> <li>• Signed Exact English -test directions and test content</li> </ul>	<ul style="list-style-type: none"> <li>• American Sign Language (ASL) - test content</li> </ul>
<b>English Learners</b>	<ul style="list-style-type: none"> <li>• Translated written directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole</li> <li>• Native Language Reader – test directions only</li> </ul>	<ul style="list-style-type: none"> <li>• Time Extension</li> <li>• Bilingual Dictionary Word-to-Word Translation</li> </ul>
<p>**CSDE and CB will review any additional unique accommodations for students with disabilities or English Learners and determine if the use of a unique accommodation is a College Reportable Accommodation or a Connecticut-Specific Accommodation.</p>		

## Directions for Entering Requests for Accommodations

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All communications regarding accommodations requests for the Connecticut SAT administration will be handled through the CSDE. Please note that the accommodations approval procedure for the Connecticut SAT is different from the procedure used for Saturday SAT sessions in past years. For the 2016 Connecticut SAT administration, the procedure for approving accommodations has been aligned to the one used previously by the CSDE for state assessments.

**Data Entry Option 1: College Reportable Accommodations** (found in the left hand column of the chart above)

Using College Board's Services for Students with Disabilities (SSD) Online system, students with accommodations listed in the left-hand column of the chart above, include:

- Students with an individual education program (IEP)
- Students with Section 504 Plans
- English Learners requesting written directions or oral test directions

**Deadline for entering College Reportable Accommodations Requests:** We anticipate high volume in this area of data entry. Please complete as early as possible, but no later than **February 8, 2016**, to ensure test materials can be shipped for the March 2, 2016, administration.

**1. New accommodations requests:** These requests should be entered into College Board's secure SSD Online system by District SSD Coordinators or other authorized District personnel. Many accommodations requests will be automatically approved based on the student information submitted. For some requests, the system may automatically request additional documentation as a result of a College Board software issue affecting only the 2016 administration of the Connecticut SAT. **If this message appears, do not provide additional documentation.** For the Connecticut SAT School Day, additional student documentation is NOT required. If you are prompted by a message requesting additional documentation, simply upload the [Connecticut SAT SSD Form](#) (used only for March 2, and April 27, 2016, tests) into the SSD Online Dashboard to override the system. This will move the request into the Document Review status. Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.

**Please note:** For English Learners requesting written or oral translated test directions, choose **"other"** in the SSD Online system and indicate whether you are requesting written or oral translated test directions.

**2. Previously submitted accommodations requests:** Check the SSD Online Dashboard for the status of each request.

- **"Document Review" Status:** For requests that are in the Document Review status, the CSDE and College Board will be working to review these requests. There is no action required by districts. If further information is required, the CSDE will contact districts directly. Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.
- **"Awaiting Documentation" Status:** If this message appears, a system override will be required to correct an issue with CB's software that affects only the 2016 Connecticut SAT and will be corrected going forward. Additional student

documentation is NOT required. Upload the [Connecticut SAT SSD Form](#) (used only for March 2, and April 27, 2016, tests) into the SSD Online Dashboard to override the system. This will move the request into the “Document Review” status. Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.

- 3. Previously Declined Accommodation Requests:** For accommodation requests that have been declined in the past, you should reopen these for the March 2016 SAT School Day administration so that students have access to all accommodations listed in their IEP, 504 Plans, or supports for English Learners. Additional student documentation will not be required. You will need to reopen the review process from your SSD Online Dashboard:
1. Locate the student’s name;
  2. Select “options;”
  3. Click “Change Request;” and
  4. Print, complete, and fax in the change request form for the case to College Board’s secure electronic document system which is accessible only by SSD administrators and the College Board Clinical Team. In transmitting the change request form to College Board, District SSD Coordinators or other authorized District personnel should use a secure fax machine or ensure that the form and any copies are promptly removed from the fax machine after transmission.

The status of the request will change to Document Review and once approved, the SSD Online Dashboard will reflect the approval status.

**Data Entry Option 2: Connecticut-Specific Accommodations** (found in the right hand column of the chart above)

Using College Board’s Services for Students with Disabilities (SSD) Online system, students with accommodations listed in the right-hand column of the chart above, include:

- Students with an Individual Education Program (IEP)
- Students with Section 504 Plans
- English Learners requesting time extension and/or a bilingual dictionary

**Deadline for entering Connecticut-Specific Requests:** Accommodations requests for Connecticut-Specific Accommodations should be entered **beginning on January 15, 2016, and be completed by February 15, 2016.**

All requests should be submitted via **Option 2** of the Connecticut-Specific SSD Online system. Requests are automatically approved and no documentation is required.