



CONNECTICUT STATE DEPARTMENT OF EDUCATION

2016 Connecticut SAT

Accommodations Options for Special Populations

December 15 & 17
2015

Terminology

- **Connecticut SAT**: The required Connecticut State Assessment for grade 11 public school students for Language Arts and Mathematics.
- **College Board (CB)**: Testing Company that will provide the Connecticut SAT.
- **SSD Coordinator**: School representative that registers students with CB for accommodations. **S**ervices for **S**tudents with **D**isabilities (SSD).
- **IEP**: INDIVIDUALIZED EDUCATION PROGRAM, document defining services for students with disabilities.
- **Section 504 Plan**: Section 504 requires recipients to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met.
- **EL Students**: English Learners also referred to as English Language Learners (ELL).
- **SAA**: State-Allowed Accommodations.



Accommodation Options

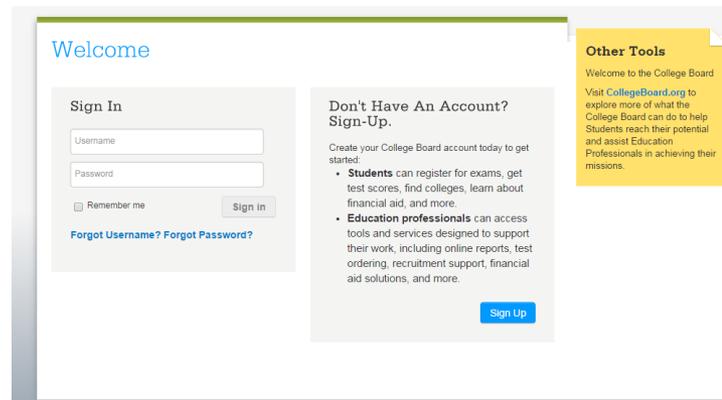
Option 1:  **CollegeBoard**
**College Reportable
Accommodations**

Option 2: 
**CT State-Allowed
Accommodations (SAA)**

Deadline: 2/8/2016

2/15/2016

Both options requires entry on the same website



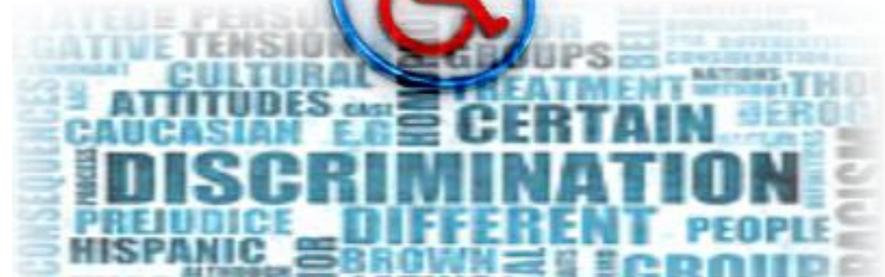
The screenshot shows the CollegeBoard website's login and sign-up interface. It features a 'Welcome' header, a 'Sign In' section with fields for 'Username' and 'Password', and a 'Sign In' button. Below the sign-in fields are links for 'Remember me' and 'Forgot Username? Forgot Password?'. To the right, there is a 'Don't Have An Account? Sign-Up.' section with a 'Sign Up' button. Further right, there is an 'Other Tools' section with a yellow background, containing text about the College Board's resources and a list of services for students and education professionals.



Who is Eligible for Accommodations?



SECTION 504



Who Is Involved in Accommodations Decisions?



Accommodations for Students with an IEP

Student: _____ Last Name, First Name DOB: _____ mm/dd/yyyy District: _____ Meeting Date: _____ mm/dd/yyyy

Program Accommodations and Modifications - INCLUDING NONACADEMIC AND EXTRACURRICULAR ACTIVITIES/COLLABORATION/SUPPORT FOR SCHOOL PERSONNEL

Accommodations and Modifications to be provided to enable the child: <ul style="list-style-type: none"> - To advance appropriately toward attaining his/her annual goals; - To be involved in and make progress in the general education curriculum; - To participate in extracurricular and other non-academic activities, and - To be educated and participate with other children with and without disabilities. Accommodations may include Assistive Technology Devices and Services	Sites/Activities Where Required and Duration
Materials/Books/Equipment: _____ _____ _____	
Tests/Quizzes/Assessments: _____ _____ _____	
Grading: _____ _____ _____	
Organization: _____ _____ _____	
Environment: _____ _____ _____	
Behavioral Interventions and Support: _____ _____ _____	
Instructional Strategies: _____ _____ _____	
Other: _____ _____ _____	

Note: When specifying required supports for personnel to implement this IEP, include the specific supports required, how often they are to be provided (frequency) and for how long (duration)

Frequency and Duration of Supports Required for School Personnel to implement this IEP include: _____



Test Supports/Accommodation Form

Only for Smarter
Balanced Assessments
and for CMT/CAPT
Science.



Click on image to
access online

2015-2016 Connecticut State Department of Education 2015-2016
 Test Supports/Accommodations Form: Special Education, Section 504 Students, EL Students

Meeting Date: _____ SASID: _____
 Student's Name: First _____ Last _____
 Date of Birth [MM/DD/YY]: _____ Sex: M F Grade: _____
 Administrator/Designee: _____ Email: _____

This student has a (choose one): Special Education IEP Section 504 Plan Neither
 This is an English Learner - EL: Yes No

SUBJECT				MATH= SMARTER BALANCED Grades 3-8 Mathematics ELA/ELPT= SMARTER BALANCED Grades 3-8 English Language Arts- Includes Reading; Writing; Listening; Research SC= CMT/CAPT Science, Grades 5, 6 & 10 ONLY			
MATH	ELA	ELPT	SC	PRESENTATION SUPPORTS/ACCOMMODATIONS	ALL ▲	SPEED/504 ■	EL ♦
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Refreshable Braille (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Braille Embosser (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: American Sign Language (ASL) - Video (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■ (ELA-Listening only)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: *Sign Language (including Directions by a Qualified Staff) ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Text-to-Speech (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■ (Grades 3-8)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Text-to-Speech (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■ (ELA-Listening only)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Text-to-Speech (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■ (ELA-Listening only) 35 point (Level 3);			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Text-to-Speech (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■ (ELA-Listening only)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Color Contrast - (<input type="checkbox"/> Black on White ; <input type="checkbox"/> Yellow on Blue ; <input type="checkbox"/> White on Black ; <input type="checkbox"/> Inverse Contrast) ■ *Science ■ ♦			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embedded: Permissive Mode-Permits accessibility software such as screen reader ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Braille Booklet (<input type="checkbox"/> Contracted ; <input type="checkbox"/> Non-contracted) ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Large Print Booklet ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Read aloud by a qualified person *NOT ELA Reading Passages ▲ *504 Reading Passages - Grades 3-8			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Read aloud by a qualified person: ELA Reading Passages- Grades 3-8			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Read aloud by a qualified person: ELA Reading Passages- Grades 3-8			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Circle Answers in Test Booklet (Choice Items Only) ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Bubble-Test Booklet Only ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Speech-to-Text (Voice Recognition) ■ Permissive mode required ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Alternate Response Options (including keyboard/mouse, touch/cursor) ■ Permissive mode required ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Time Extension ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Separate Setting ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Translation Glossary (Includes Audio) ; <input type="checkbox"/> Arabic ; <input type="checkbox"/> Cantonese ; <input type="checkbox"/> Filipino (Tagalog & Ilokano) ; <input type="checkbox"/> Korean ; <input type="checkbox"/> Mandarin ; <input type="checkbox"/> Punjabi ; <input type="checkbox"/> Russian ; <input type="checkbox"/> Spanish ; <input type="checkbox"/> Ukrainian ; <input type="checkbox"/> Vietnamese ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Translation Glossary - (<input type="checkbox"/> Arabic ; <input type="checkbox"/> Cantonese ; <input type="checkbox"/> Filipino (Tagalog & Ilokano) ; <input type="checkbox"/> Korean ; <input type="checkbox"/> Mandarin ; <input type="checkbox"/> Punjabi ; <input type="checkbox"/> Russian ; <input type="checkbox"/> Spanish ; <input type="checkbox"/> Ukrainian ; <input type="checkbox"/> Vietnamese) ■			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Embedded: Translation Test Directions-Only for large print paper/pencil assessments: <input type="checkbox"/> Arabic ; <input type="checkbox"/> Cantonese ; <input type="checkbox"/> Dakota ; <input type="checkbox"/> Filipino (Tagalog & Ilokano) ; <input type="checkbox"/> French ; <input type="checkbox"/> Haitian-Creole ; <input type="checkbox"/> Hmong ; <input type="checkbox"/> Japanese ; <input type="checkbox"/> Korean ; <input type="checkbox"/> Lakota ; <input type="checkbox"/> Mandarin ; <input type="checkbox"/> Punjabi ; <input type="checkbox"/> Russian ; <input type="checkbox"/> Somali ; <input type="checkbox"/> Ukrainian ; <input type="checkbox"/> Vietnamese ; <input type="checkbox"/> Yuki ■			

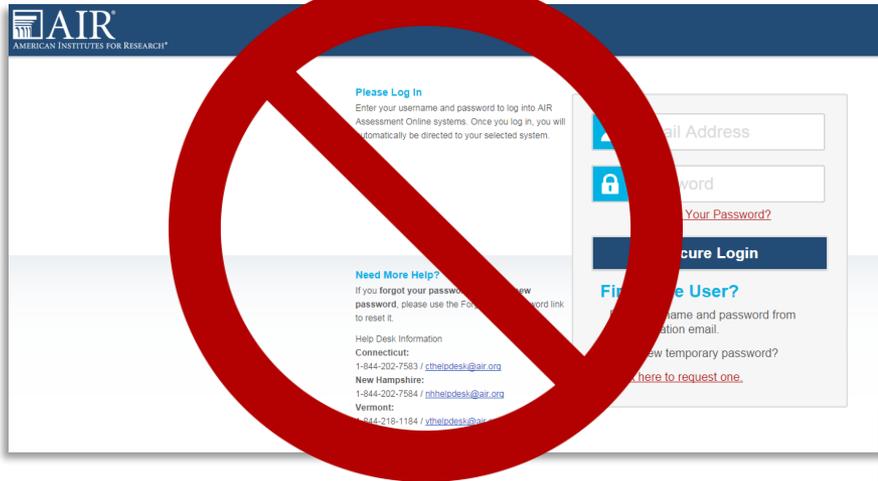
Embedded: Available through the online computer platform. Non-Embedded: Provided to the student by the school. MUST be entered into the Test Information and Distribution Engine (TIDE).

Joe Amenta (880-713-8855) or Janet Stuck (880-713-8837), Special Populations Assessment

9/2015



Accommodations Submission



Connecticut State Department of Education

Accommodations Submission Website

The Connecticut State Department of Education Accommodations Submission Website is currently closed. It will be re-opened at the beginning of the 2015-2016 school year. Please keep track of all accommodations documents until you are able to upload these accommodations. Your special education directors will be notified when the website re-opens. If you have any questions, please contact Joe A. ... 860-713-6855) or Jan ... (860-713-6877).

Welcome to the CDE Accommodations Data Collection Website. On this website, you will register your students for the Smarter Balanced Assessment Consortium, the Connecticut Mastery Test (CMT), the Connecticut Academic Performance Test (CAPT) and the Connecticut Alternative Assessment (CTAA) including the Connecticut Skills Checklist. This site provides easy-to-use interfaces for the district test coordinators to:

- Submit accommodations by filling out an online form.
- Submit accommodation data by uploading a file.
- Review accommodation data in a district report format.
- Obtain summary reports of accommodations.

Check for possible errors in data submitted.

Browser Requirement:

- Internet Explorer® 6.0+
- Firefox® 2.0+
- Safari® 1.2+

For support, please call 860-713-6890 or click here to access the Support/FAQ for this application.

Note:
If your username/password does not work, please contact your district test coordinator.



Petition for Approval of Special Documented Accommodations for Connecticut SAT

Requested through CSDE

Deadline: February 15, 2016



**Petition for Approval of Special Documented Accommodations
For Connecticut SAT**

Student Name _____ Date of Birth _____ Grade _____
(Last, First)

School _____ District _____ Date _____

Student has an: IEP Section 504 plan (If neither, stop here, student does not qualify)
Subject Area (select all that apply): ELA Mathematics

Answer the following questions in Section I and II to determine if a student qualifies for special documented accommodations.

SECTION I

1. Is this a student who is deaf or hard of hearing requiring sign support by a qualified person to take the test? (*Human Signer*) Yes No
2. Does the student's disability prevent him/her from answering open-ended questions? (*Scribe Accommodation*) Yes No
3. Does the student's disability prevent him/her from answering multiple choice questions? (*Scribe Accommodation*) Yes No
4. Does the student have a documented need that requires an accommodation that is presently not available in order to participate on the SAT? Yes No

SECTION II

1. Explain in detail on a separate sheet, the accommodation(s) being proposed for this student.
2. If applicable, provide supporting documentation of the student's most recent psycho-educational, evaluation and physical therapy, speech/language, etc., evaluations that document the conditions/characteristics described in item 1, above. List the document(s) that are enclosed.
3. Enclose a copy of the student's latest Individualized Education Program (IEP) or 504 plan which documents the use of the proposed accommodation(s) in the student's current instructional setting.

Certification: We believe that the proposed documented accommodations are necessary in order for this student to participate in the SAT.

Teacher Name _____
Print Telephone Number

Teacher Signature _____

Special Education Director Name _____
Print Telephone Number

Special Education Director Signature _____

Required for:

1. Signing of test content **other** then Signed Exact English.
2. Scribe
3. Unique accommodation needing approval by CSDE

Roles and Responsibilities at Participating Schools

- **SSD Coordinator** is responsible for:
 - Being the school's liaison with the College Board's Services and CSDE for Students with Disabilities.
 - Submitting accommodation requests for all students who request them at his/her school.
 - Coordinating efforts to test students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).

Requesting Accommodations

- If your school has not designated an SSD Coordinator, complete the SSD Coordinator Form to request access to SSD Online at <https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access>
- Schools may have more than one SSD Coordinator
 - One SSD Coordinator is designated as Primary and receives all communications from the College Board.
 - Other SSD Coordinators may access SSD Online to input accommodations requests.
- Any schools with an attending institution (AI) code may begin requesting accommodations at anytime.
- Schools who do not yet have an AI code from College Board will need to wait until receiving their AI Code from College Board.

Getting Access to SSD Online



Current SAT New SAT PSAT/NMSQT AP College Search Professional Development More

CollegeBoard | SSD

Who Is Eligible?
Submitting a Request
Providing Documentation
After Approval
Administering Exams
Calendar
Forms
SSD Online
Getting Access to SSD Online
Submitting Requests Online
Managing Accommodations Online
Tips & FAQs

Getting Access to SSD Online

To use SSD Online and to submit requests for accommodations, schools must designate one or more SSD Coordinators, school officials who assume the responsibilities related to requesting testing accommodations on College Board exams.

SSD Coordinators are often special education coordinators, guidance directors, or school counselors. Schools may have more than one SSD Coordinator if multiple staff members will be requesting accommodations.

For Educator Use

Only approved educators can use SSD Online; parents and students can benefit from it by working with their school to request accommodations. [Get an overview of the request process >](#)

How to Sign Up for SSD Online

1. Fax a completed [SSD Coordinator Form \(.pdf/216KB\)](#) to College Board's Services for Students with Disabilities at 866-360-0114. As soon as the form is processed (usually within 1–2 business days), we will email you an SSD access code.
2. [Create a College Board professional account](#) if you don't already have one.
3. When you receive the access code, go to the [College Board home page](#).
4. Select the **Professional** tab of the sign-in module in top left corner of the screen and enter your username and password.
5. Select **Disabilities Accommodation Mgmt** from the **Take me to** drop-down list and click the **Sign In** button.
6. In the next screen you will be prompted for your organization and access code. If your organization is already in the drop-down, you can proceed with entering the access code. Otherwise, you can click **Select Another Organization** and enter your organization information together with the access code.
7. Once you have entered your SSD access code and organization information, click **Add**.
8. You should now see your organization and position (SSD Coordinator) under the Your Access heading. Click **Finished**.
9. Click **SSD Online – Disabilities Accommodation Management** to go to **SSD Online**. [Contact Services for Students with Disabilities \(SSD\)](#) if you have any questions.

Contact Us

Email

Phone: 212-713-8333
Fax: 866-360-0114
TTY: 609-882-4118

College Board SSD Program
P.O. Box 7504
London, KY
40742-7504

Important Dates

November SAT and SAT Subject Tests
SSD request deadline:
Sept. 18, 2015

December SAT and SAT Subject Tests
SSD request deadline:
Oct. 16, 2015

January SAT and SAT Subject Tests
SSD request deadline:
Dec. 4, 2015

[View SSD Calendar for more details >](#)

Requesting Accommodations for Students with Disabilities

- Accommodations are requested through the College Board's Services for Students with Disabilities (SSD) office using the [SSD Online System](#).
- Requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by **February 8, 2016**.
- Any student that participated in other College Board assessments and received approved accommodations will not need to reapply unless their accommodation needs change.
 - This includes PSAT/NMSQT and Advanced Placement tests

SSD Online Website

[Current SAT](#)[New SAT](#)[PSAT/NMSQT](#)[AP](#)[College Search](#)[Professional Development](#)[More ▾](#)[SSD](#)[Who Is Eligible?](#)[Submitting a Request](#)[Providing Documentation](#)[After Approval](#)[Administering Exams](#)[Calendar](#)[Forms](#)[SSD Online](#)[Getting Access to SSD Online](#)[Submitting Requests Online](#)[Managing Accommodations Online](#)[Tips & FAQs](#)

SSD Online

The College Board's SSD Online is the fastest and most accurate way to request and manage accommodations for students with disabilities.

Already Have an SSD Online Account?

[Sign in to SSD Online](#) to access your account.

Get Access to SSD Online

To submit and manage requests for accommodations, schools designate one or more SSD Coordinators. [Educators: Find out how to request access.](#)

How to Use SSD Online

Get step-by-step instructions on:

- [Submitting Requests Online](#)
- [Managing Accommodations Online](#) (Covers checking request status, changing accommodations, submitting additional information, and more)

Parents and Students

Benefit from SSD Online by working with your school to request accommodations. [Get an overview of the request process.](#)

Contact Us

Email

Phone: 212-713-8333

Fax: 866-360-0114

TTY: 609-882-4118

College Board SSD Program

P.O. Box 7504

London, KY

40742-7504

Important Dates

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SSD request deadline:

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Oct. 16, 2015

January SAT and SAT Subject Tests

SSD request deadline:

Dec. 4, 2015

[View SSD Calendar for more details >](#)

Connecticut SAT Accommodations

	College Reportable Accommodations	Connecticut State-Allowed Accommodations for State Accountability
Students with Disabilities	Used for accountability and college admission	Used for accountability purposes only
	<ul style="list-style-type: none"> • Braille Booklets • Text-to-Speech for all test content (CB MP3 audio) • Large Print Booklet • Color Overlay • Noise Buffering • Magnification Device • Computer Response • Scribe • Speech-to-Text (CB Assistive Technology) • Specialized Calculator • Abacus • Multiplication table • Time Extension • Separate Setting • American Sign Language (ASL)- test directions only • Signed Exact English -test directions and test content 	<ul style="list-style-type: none"> • Sign Language - test content • Sign Language – student responses
English Learners	Used for accountability and college admission	Used for accountability purposes only
	<ul style="list-style-type: none"> • Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole • Native Language Reader – test directions only 	<ul style="list-style-type: none"> • Time Extension • Bilingual Dictionary Word-to-Word Translation

Accommodation Website

SAT AP College Planning College Search Professional Development Store More ▾ CollegeBoard

Get Help: [Student](#) / [Professional](#)

Welcome

Sign In

Username

Password

Remember me

[Forgot Username? Forgot Password?](#)

Don't Have An Account? Sign-Up.

Create your College Board account today to get started:

- **Students** can register for exams, get test scores, find colleges, learn about financial aid, and more.
- **Education professionals** can access tools and services designed to support their work, including online reports, test ordering, recruitment support, financial aid solutions, and more.

Other Tools

Welcome to the College Board

Visit CollegeBoard.org to explore more of what the College Board can do to help Students reach their potential and assist Education Professionals in achieving their missions.

College Board

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Careers Compliance
Advocacy Terms of Use
Membership Privacy Policy
News & Press En Español
Research Doing Business

Our Programs

SAT[®]
SAT Subject Tests™
AP[®]
PSAT/NMSQT[®]
PSAT™ 10
PSAT™ 8/9

ACCUPLACER[®]
CLEP[®]
SpringBoard[®]
Services for Students with Disabilities
CSS/Financial Aid PROFILE[®]

Help
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Give Us Feedback



Accommodations – Late Requests

- All requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by **February 8, 2016**.
- College Board will support accommodation requests after the deadline for the following types of requests:
 - Students who recently changed schools
 - Students who have recently changed school districts
 - Students who are newly enrolled in the state
- College Board will make all efforts to expedite the review of the submission and, if necessary, coordinate the delivery of testing materials needed for the student prior to the initial test date.

Option 2: State-Allowed Accommodations (SAA)

- State-Allowed Accommodations (SAA) are ONLY intended for **students who would not be eligible for College Board SSD accommodations** (e.g., English Language Learners - students who do not have a disability but need accommodations because they are still learning English). Also for students with an IEP or Section 504 plan that are not applying through CB.
- State-Allowed Accommodations must be requested each time a student is registered to test.
- State-Allowed Accommodation requests are **automatically confirmed** unless requesting a special accommodation. Deadline for special accommodation **February 15**.
- Students who test with State-Allowed Accommodations will result in **scores for accountability and not college reportable**.
- State-Allowed Accommodations can be requested starting 30 days before the test date, but no later than 11 days before the test date.



Unique Accommodations & Score Reportability

- *Student score can be submitted as College Reportable and*
- *Student score is used for state accountability*

Students with an IEP or Section 504 Plan

- American Sign Language (ASL)- test directions only)
- Signed Exact English -test directions and test content.

English Learners (EL) Students

- *No documentation needs to be submitted to CB.*
- *No Parent Permission Form needed*
- Translation test direction by a qualified native speaker in any language. Written Directions in
 - Spanish
 - Arabic
 - Portuguese
 - Polish
 - Mandarin
 - Haitian-Creole

- Accommodations are requested through the College Board's Services for Students with Disabilities (SSD) office using the [SSD Online System](#).
- Requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by **February 8, 2016**.
- Any student that participated in other College Board assessments and received approved accommodations will not need to reapply unless their accommodation needs change.
 - This includes PSAT/NMSQT and Advanced Placement tests



Unique Accommodations & Score Reportability

➤ *Student score is used ONLY for state accountability*

Students with an IEP or Section 504 Plan

- Sign Language for test content and test questions- This includes whichever version of signing the student typically receives. (i.e. cued speech)
- Student signed responses

English Learners (EL) Students

- Time Extension 50%, 100%, or >100%-(100% requires administration over 2 days)
- Bilingual Word for Word Dictionary

- Accommodations are requested through the CSDE office using the [SSD Online System](#).
- Requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by **February 15, 2016**.



EL Accommodations and Considerations

- What process will be used to determine which accommodations are needed for EL students?
- Who will make accommodations decisions for ELs?
- How will these decisions be communicated to the SSD coordinator to ensure that they are input into the system?

Medical Exemption

Medical Exemption for Connecticut SAT

Current Definition: In Connecticut, the exemption determination for a medical emergency rests primarily on the following criteria: **the student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction.** Students who are hospitalized or homebound due to illness should be tested unless there are medical constraints. These students can have the test administered at home or in the hospital provided the test is administered by a certified school staff member who is fully trained in the proper test administration and security procedures for the Smarter Balanced Assessments, CMT/CAPT Science or CTAA.

For the Connecticut SAT, in order for a student to receive a medical exemption the following criteria must be met: the student is unable to attend school due to a medical/emotional reason on March 2, 2016 **and** on April 27, 2016. This will require a signature by the student's physician. Students who are approved by the CSDE for a medical exemption will be excluded from all participation, achievement, and accountability calculations.

The steps below must be completed to request consideration for a medical exemption.

Step 1 – Initial Contact:

The District Test Coordinator (DTC) contacts the Academic Office at the Connecticut State Department of Education (CSDE) after the statewide Connecticut SAT makeup date of April 27, 2016.

- Contact Joe Amenta - joseph.amenta@ct.gov (860-713-6855) or Janet Stuck - janet.stuck@ct.gov (860-713-6837).
- Provide the following information:
 - o State Assigned Student Identification (SASID) number;
 - o Student Name (last, first);
 - o Date of Birth;
 - o Grade;
 - o Name of School, District, Approved Private Special Education Program or RESC; and
 - o Reason for exemption.
- You will be notified if the student meets the initial criteria to be considered for medical exemption and whether to proceed to Step 2.

Step 2 – Medical Form:

Based on the result of Step 1, the DTC will receive the Emergency Medical Exemption Form. This form will include the name of the student who is seeking a medical exemption.

- The Emergency Medical Exemption Form must be signed by the student's attending physician.
- For the purposes of the CSDE Medical Exemption a physician must be a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means an attestation is required from an MD, DO, or Psychiatrist, an attestation from a social worker will not suffice.



STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



Emergency Medical Exemption Form

Date: _____

Joe Amenta, Education Consultant
Bureau of Student Assessment
Connecticut State Department of Education
165 Capitol Avenue, Room 215
P.O. Box 2219
Hartford, Connecticut 06145-2219

Dear Mr. Amenta:

_____ was my patient and was under my care during **March 2 and April 27, 2016.** This student was medically/emotionally unavailable to attend school.

Sincerely,

DOCTOR'S SIGNATURE

DOCTOR'S PRINTED NAME

Please Note: This form must be signed by a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means an attestation is required from an MD, DO, or Psychiatrist, an attestation from a social worker will not suffice. For purposes of HIPPA, the parent must be the one to present and secure this attestation from the doctor. CSDE 9-2011

Box 2219 • Hartford, Connecticut 06145
An Equal Opportunity Employer





CONNECTICUT STATE DEPARTMENT OF EDUCATION

Contacts

Joe Amenta

(860) 713-6855

Joseph.Amenta@ct.gov

Janet Stuck

(860) 713-6837

Janet.Stuck@ct.gov



CONNECTICUT STATE DEPARTMENT OF EDUCATION