



Fact Sheet: Requesting ACT Accommodations for High School Students with IEPs and 504 Plans

Why ACT Accommodations Matter Students with disabilities are entitled to equal access to standardized tests like the ACT, accommodations ensure that students can demonstrate their abilities without being hindered by their disabilities.

Steps to Request ACT Accommodations

1. **Determine Eligibility:**
 - Students with an IEP or 504 Plan may be eligible for accommodations.
 - Accommodations must be consistent with what the student receives in the classroom and during other standardized tests.
 2. **Start Early:**
 - Submit the request for accommodations at least 6-8 weeks before the test date.
 - Check ACT's official website for submission deadlines.
 3. **Work with Your School:**
 - The school's test coordinator typically submits accommodation requests through the ACT's Test Accessibility and Accommodations (TAA) system.
 - Provide documentation, including the IEP/504 Plan and recent evaluations.
 4. **Submit Documentation:**
 - Include a copy of the IEP/504 Plan and evidence of the student's disability.
 - Provide proof of how the disability impacts the student's ability to take the test under standard conditions.
 - Attach a history of classroom accommodations and standardized test accommodations (e.g., extended time).
 5. **Await Approval:**
 - ACT will review the request and notify the school of the decision.
 - If approved, the student will receive details on their accommodations.
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Key Topics to Discuss During IEP/504 Meetings

- **Documentation:**

- Ensure the IEP/504 Plan clearly lists accommodations used in daily instruction and assessments.
 - Include specific accommodations relevant to standardized testing (e.g., extended time, separate testing location).
 - **Practice:**
 - Discuss opportunities for the student to practice using accommodations during classroom tests.
 - **Preparation:**
 - Review deadlines and required documentation for ACT accommodations.
 - **Support:**
 - Collaborate with the school’s test coordinator to ensure timely submission of requests.
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What to Do If Accommodations Are Denied

1. **Review the Decision:**
 - Read ACT’s denial letter carefully for the reasons provided.
 2. **Appeal the Decision:**
 - Submit additional documentation or clarification addressing ACT’s concerns.
 - Provide more detailed evidence of the student’s need for accommodations.
 3. **Contact Your School:**
 - Work with the school’s test coordinator to ensure all documentation is accurate and complete.
 4. **Seek Advocacy Support:**
 - Contact organizations like your state’s Parent Training and Information Center (PTIC) or advocacy groups for assistance.
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Resources

- **ACT’s Accessibility and Accommodations Guide:** <https://www.act.org>
 - **U.S. Department of Education Office for Civil Rights (OCR):** <https://www.ed.gov/ocr>
 - **Parent Training and Information Centers (PTIC):** <https://www.parentcenterhub.org/find-your-center>
 - **Family Matters PTIC (Illinois):** <https://www.fmptic.org>
 - **Wrightslaw:** <https://www.wrightslaw.com>
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Citations

- ACT. “Accessibility and Accommodations Guide.” <https://www.act.org>

- U.S. Department of Education, Office for Civil Rights. "Students with Disabilities Preparing for Postsecondary Education." <https://www.ed.gov/ocr>
- National Center for Learning Disabilities. "Accommodations for Standardized Testing." <https://www.nclld.org>

For additional assistance or questions, contact Family Matters PTIC or your local advocacy center.