



SACRED HEART SCHOOLS

PREPARATORY

Academic Support Center (ASC)

Documentation Requirements for School-based Accommodations

College Board (PSAT/SAT, AP) accommodations /ACT accommodations

In order to be granted accommodations (ie. extended time) on both school-based exams & standardized tests through the ASC, a student must have a current (within the last 3 years) psycho-educational or neuropsychological evaluation, which includes a complete cognitive and achievement battery, on file in the ASC. Parents are expected to consent & cooperate with SHP / ASC in order to provide support to the student with mild to moderate SLD, other health impairments, and/or mental health challenges within the framework of our ASC program. A mental health (only) diagnosis must be reviewed annually. Through the ASC, SHP provides reasonable accommodations when a student has both documentation and a demonstrated learning need/ functional limitations that impact their learning.

- The evaluation must include a DSM-5 diagnosis that meets the College Board requirements and must be completed by a licensed educational psychologist, a licensed psychologist/ neuropsychologist, or a credentialed/certificated provider. A doctor's note alone usually does not suffice. The School automatically applies for College Board accommodations.
- The College Board requires that the documentation must be completed within the **last five years** and state the accommodations that are being requested.
- The College Board requires that the student has used the requested accommodations across all classes, in a school setting for at least **4-school months**
- The ACT requires that the documentation must be completed within the **last three years** & testing must outline specific accommodations requested. The School **does not** automatically apply for ACT accommodations. This is a separate process.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of documentation on file in the ASC

\_\_\_\_\_  
Date of expected first College Board (SAT, AP, Subject Test) exam

\_\_\_\_\_  
Date update must be submitted to the ASC in order to apply for College Board accommodations

FTM Date & Participants: \_\_\_\_\_  
\_\_\_\_\_