



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

WILL J. GORDILLO
DIRECTOR

KEITH OSWALD
ASSISTANT SUPERINTENDENT

EXCEPTIONAL STUDENT EDUCATION
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November 8, 2012

Revised: November 16, 2012

Bulletin #P-14454-CLS/ESE

Contact:

ESE: Janice Miller, PX 47561

504: Debra Neeson Okell, PX 48817

District Assessment Coordinator: Cherie Boone, PX 48855

Various Dates

TO: All Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer *JA*

SUBJECT: **UNIQUE ACCOMMODATION REQUESTS FOR: WINTER 2012, SPRING 2013, AND SUMMER END OF COURSE ASSESSMENTS; SPRING 2013 FCAT 2.0 WRITING; AND SPRING 2013 FCAT/FCAT 2.0 READING, MATHEMATICS, AND SCIENCE**

A student with disabilities who has an Individual Educational Plan (IEP) or Section 504 plan may be eligible for unique accommodations on statewide assessments. A unique accommodation is an accommodation that requires alterations to existing test materials or test presentation. The accommodation must be documented, must be used regularly during classroom instruction, and must not alter the concepts being assessed. Requests must be reviewed and signed by Will Gordillo, Director, Exceptional Student Education (ESE), and Cherie Boone, District Assessment Coordinator.

Please adhere to the following guidelines for submission of Unique Accommodations Requests.

- A complete copy of the student's current IEP or Section 504 plan must accompany the Unique Accommodations Request.
- The requested unique accommodation must be an allowable accommodation that is clearly documented as a classroom/instructional accommodation **and** as an assessment/testing accommodation on the student's IEP or Section 504 plan.
- **Paper-based large print** test documents for computer-based tests are available as unique accommodations for Spring and Summer 2013 computer-based test (CBT) administrations. In order for a student to receive a paper-based large print test document as a unique accommodation for a computer-based test, the requirement for paper-based large print must be documented as stated in the previous bullet **and** the student must have documentation specifying a current inability to access large print accommodations on computer-based assessments. Students for whom paper-based large print is appropriate include, but are not limited to, the following:
 - A student with a learning media assessment that documents the current inability to access large print accommodations on computer-based assessments.

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- A student with a documented visual tracking issue that prevents the use of computers or video magnification.
- A hospital/homebound student who cannot access computer-based assessments and requires large print
- **For paper-based test administrations, large print test documents are available as regular accommodations for eligible students and do not require a Unique Accommodations Request.**
- **One-item-per-page** test documents are available as unique accommodations for paper-based test administrations only. One-item-per-page may be requested for the following accommodations: one test item per page, increased space between items, fewer test items per page, true black and white. One-item-per-page test documents are not available in large print.
- Requests for auditory/oral presentation of reading assessments must include the following: 1) completed Unique Accommodations Request, 2) completed Attachment A, and 3) all documentation listed on Attachment A. Attachment A requests should not be submitted for students who do not meet the eligibility criteria.

The deadline for submission of Unique Accommodations Requests for the Winter 2012 EOC Assessment administration is Friday, November 16, 2012. The deadline for submission of all other Unique Accommodations Requests is Friday, December 7, 2012.

Requests with the appropriate documentation should be submitted to Janice Miller, Manager ESE, or Debra Neeson Okell, ADA/504 Specialist, FHESC, A-203.

If you have any questions, please contact Janice Miller, Manager ESE, at PX 47561.

EWG/JA/KO/WG/JM:jb

Attachments



Approved: _____
E. Wayne Gent, Superintendent

Attachment A

REQUEST FOR AUDITORY PRESENTATION OF STATE READING ASSESSMENTS
(To accompany Unique Accommodations Request Form)

Student Name: _____ Student ID #: _____

School: _____ District: _____

Students who are eligible for auditory presentation of state reading assessments are those who cannot physically access any print materials (e.g., large print, braille) and have a need for reading assessments to be presented in a unique way. Students must meet both of the following eligibility requirements:

- The student must be severely visually disabled.
- The student must be without tactile or manual abilities.

A request for this unique accommodation may be made to the Commissioner of Education through the District Assessment Coordinator and ESE Director. The written request requires all of the following:

- a written description of the student's disabling condition, including the most recent medical eye examination
- medical documentation as evidence of severe tactile deficit or physical impairment that impedes tactile reading
- documentation of the most recently available re-evaluation or psychological reports
- a copy of the most recent student IEP or Section 504 plan
- a description of specific accommodations or modifications provided in the student's daily classroom instruction
- a description of the disability's effects on the student's access to any print materials (i.e., functional vision evaluation or learning media assessment)
- evidence that the student has had the opportunity to learn the skills being tested and has been prepared to participate in the testing program
- evidence that other allowable accommodations have been attempted and are not appropriate for the student
- evidence that the manifestation of the student's disabilities prohibits the student from responding to the test questions, even when the appropriate accommodations are provided, which demonstrates the student's impaired sensory or manual abilities rather than the student's achievement

The signed and completed Unique Accommodations Request Form and the documentation listed on this Attachment A must be mailed to Florida Department of Education, Bureau of K-12 Assessment, Attention: Tamika Brinson, 325 West Gaines Street, Suite 414, Tallahassee, FL 32399-0400, or faxed to (850) 245-0771.

On receipt of the request, the evidence will be reviewed and a recommendation will be made to the Commissioner of Education. The Commissioner of Education shall determine whether sufficient documentation has been provided and may request additional information. If the Commissioner of Education approves the recommendation, the FCAT 2.0 Reading test may be read to the student by a test administrator.

2012-2013 Unique Accommodations Request Form

District Name:

School Name/Number:

Student Name:

Student Identification Number:

Student Grade Level:

Please select the administration and assessment(s) in which the student will participate. Then specify the unique accommodation(s) requested for the student.

Winter 2012 EOC Assessments

Algebra 1 Biology 1 Geometry

Unique Accommodation Requested:

Spring 2013 FCAT 2.0 Writing (Grades 4, 8, & 10)

Unique Accommodation Requested:

Spring 2013 Computer-Based Reading and Mathematics

FCAT 2.0 Reading (Grades 6, 7, 9, & 10)

FCAT 2.0 Reading Retake

FCAT 2.0 Mathematics (Grade 5)

FCAT Mathematics Retake

Unique Accommodation Requested

Paper-based Large Print (additional documentation required)

Attachment A – Request for Auditory Presentation of Statewide Reading Assessments

Other (specify unique accommodation):

Spring 2013 Paper-Based Reading, Mathematics, and Science

FCAT 2.0 Reading (Grades 3, 4, 5, & 8)

FCAT 2.0 Mathematics (Grades 3, 4, 6, 7, & 8)

FCAT 2.0 Science (Grades 5 & 8)

Unique Accommodation Requested

One-Item-Per-Page

Attachment A – Request for Auditory Presentation of Statewide Reading Assessments

Other (specify unique accommodation):

Spring 2013 EOC Assessments

Algebra 1 Biology 1 Geometry U.S. History

Unique Accommodation Requested

Paper-based Large Print (additional documentation required)

Other (specify unique accommodation):

Summer 2013 EOC Assessments

Algebra 1 Biology 1 Geometry U.S. History

Unique Accommodation Requested

Paper-based Large Print (additional documentation required)

Other (specify unique accommodation):

District ESE Director Signature (Required)

Date

District Assessment Coordinator Signature (Required)

Date