**DC Statewide Assessments Unique Accommodations Request Form**

If a student with a disability or an English Learner requires an accommodation on a statewide assessment that is not listed as a standard accommodation for that assessment, then this is considered a unique accommodation. The school may request approval for use of a unique accommodation using this request form, as long as it does not change the construct being measured by the assessment.

To request approval for a unique accommodation, this form must be completed and submitted to the OSSE Assessment Team at least **four weeks prior to school testing** to ensure a timely state response is received. A copy of this form must be kept in the student’s file and, if appropriate, retained at the LEA office. Forms must be submitted via the **OSSE Support Tool** to ensure the secure transfer of sensitive student data.

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| **Student Information** | | | | |
| Name: | Student ID # : | |  | |
| Grade: | DOB: | |  | |
| Indicate Type of plan: IEP Section 504 Plan EL Plan | | | | |
| **School Information** | | | | |
| School Name: | Tel. Number: |  | |  |
| District/LEA Name: | Fax Number: |  | |  |
| Name of Principal or Assessment Coordinator: | Signature: |  | |  |
| Email: | Date: |  | |  |
| **Test Administration** | |  |  |  |
| DC Statewide assessment(s) for which you are seeking approval to use unique accommodation(s):  PARCC ELA/Literacy MSAA ELA  PARCC Mathematics MSAA Mathematics  DC Science Assessment DC Science Alternate Assessment | | | | |
| Provide a brief description of the accommodation for which you are requesting approval: | | | | |
| Describe the evidence that supports the need for this accommodation, including how it is used by the student in the classroom or on other assessments: | | | | |
| Did OSSE approve the use of this unique accommodation on a statewide assessment in the previous school year for this student? Yes, approved No, denied Did not submit request last year | | | | |
| In submitting this form to OSSE for approval, the principal or assessment coordinator assures that:   * If approved, this accommodation will be documented in the student’s IEP, Section 504 plan, or EL plan. * In the case of an IEP, the unique accommodation will be listed as “Unique/Non-standard” on the IEP. * In the case of an IEP, the parent/guardian of the student will sign the finalized IEP (or IEP amendment form) prior to testing. * The school team has met and considered all listed accommodations before proposing this unique accommodation. * The proposed accommodation is used, as appropriate, for routine class instruction. | |  |  |  |

If approved, the accommodation must be listed in the Individualized Education Program (IEP) or 504 plan for a student with a disability or in an English Learner (EL) plan for an English learner.

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| For OSSE Use Only: (Approval/Denial of Request)  (This completed section will be returned to your school prior to testing.)  **This request has been approved. This request has been denied.**  OSSE Staff Name and Position:  Signature: Date: |