**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.
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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:  |