



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.

Student Information	
Name:	Student ID # :
Grade:	DOB:
Indicate Type of plan: <input type="checkbox"/> IEP <input type="checkbox"/> Section 504 Plan <input type="checkbox"/> 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): <input type="checkbox"/> PARCC ELA/Literacy <input type="checkbox"/> MSAA ELA <input type="checkbox"/> DC Science <input type="checkbox"/> PARCC Mathematics <input type="checkbox"/> MSAA Mathematics <input type="checkbox"/> DLM <input type="checkbox"/> ACCESS for ELLs 2.0 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.

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: