Unique Accommodation Request Form

Instructions: If a student with a disability or an English learner requires an accommodation that is not listed in the assessment's corresponding accessibility manual, the District Test Coordinator may submit this form to the Ohio Department of Education and Workforce to request approval for use of the accommodation during testing. See the Department's *Accessibility for Ohio's Students* webpage for each assessment program's accessibility manual: https://education.ohio.gov/Topics/Testing/Accommodations-on-State-Assessments.

To request approval for a unique accommodation, **the District Test Coordinator should complete and submit this form at least four weeks prior to testing**. Within 10 days of submitting this form, the District Test Coordinator and any additional staff listed in the form will receive an email indicating whether the request has been approved or denied.

Questions? Please contact the Office of Assessment with questions at (614) 466-1317 or statetests@education.ohio.gov.

STUDENT INFORMATION

1. Student SSID (or Student ID if enrolled at a nonpublic school)

2. How is the student eligible for the assessment accommodation?

   Assessment accommodations are only for students with disabilities who have an Individualized Education Program (IEP) or 504 plan and/or students who have been identified as an English learner (EL). Students with disabilities enrolled in nonpublic schools are eligible for assessment accommodations via an Individual Service Plan (ISP). Select all that apply.

   - ☐ IEP or ISP
   - ☐ 504 Plan
   - ☐ English Learner

DISTRICT & SCHOOL INFORMATION

3. District IRN
4. District Name
5. School IRN
6. School Name

CONTACT INFORMATION

7. District Test Coordinator
   First and Last Name

8. District Test Coordinator Telephone Number
   Enter your 10-digit phone number without dashes (e.g., 6144661317)

9. District Test Coordinator Email Address

10. Additional Email Addresses
    Include email addresses of colleagues the Department should include in its correspondence about this request, such as IEP team members, building test coordinator, test administrator, special education administrator(s), English learner program administrator(s). Separate email addresses with a semicolon.

UNIQUE ACCOMMODATION INFORMATION

11. Is this unique accommodation for the use during one or more of Ohio's State Tests (OST)?

    OST include test of English language arts, math, science in grades 3-8 and high-school end-of-course tests.

    - ○ Yes
    - ○ No

12. Ohio's State Test Subject Area(s)
    Select all that apply.

    - ☐ English Language Arts (Grades 3-8 and ELA II)
    - ☐ Mathematics (Grades 3-8, Algebra, Geometry, Integrated Math I & II)
    - ☐ Science (Grades 5 and 8 and Biology)
    - ☐ Social Studies (American History and/or American Government)

13. Is this unique accommodation for use during Ohio's Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD)?

    - ○ Yes
    - ○ No

14. AASCD Subject Area(s)

Select all that apply.

- ☐ English Language Arts (Grades 3-8 and ELA II)
- ☐ Mathematics (Grades 3-8, Algebra, Geometry, Integrated Math I & II)
- ☐ Science (Grades 5 and 8 and Biology)
- ☐ Social Studies (American History and/or American Government)

15. Is this a unique accommodation for use during one or more of Ohio's English language proficiency tests?

Ohio's English language proficiency tests include the Ohio English Language Proficiency Screener (OELPS), the Ohio English Language Proficiency Assessment (OELPA), and the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA).

- ○ Yes
- ○ No

16. For which English language proficiency test are you requesting the unique accommodation?

Select all that apply.

- ☐ Ohio English Language Proficiency Screener (OELPS)
- ☐ Ohio English Language Proficiency Assessment (OELPA)
- ☐ Alternate Ohio English Language Proficiency Assessment (Alt-OELPA)

17. Select the language domain test(s) of the OELPS, OELPA, or Alt-OELPA the unique accommodation is for.

Select all that apply.

- ☐ Reading test
- ☐ Writing test
- ☐ Listening test
- ☐ Speaking test

18. If approved, during what test window will the accommodation first be administered?

For example, "Fall 2024 OST" or *"February 2026 OELPA".* _____

19. Provide a brief description of the accommodation for which you are requesting approval.

20. Describe the evidence that supports the need for this accommodation, including how it is used by the student in the classroom and on other assessments:

21. How will the accommodation be administered on test day? For example, who will administer the accommodation? In what setting? How will test security be maintained?

ASSURANCES

22. By submitting this request to the Ohio Department of Education and Workforce, the District Test Coordinator assures the Department that:
    1. The student is eligible for assessment accommodations as a student with a disability and/or by identification as an English learner.
    2. The student's education team met and considered all the accessibility supports and accommodations in the assessment's corresponding accessibility manual before proposing this unique accommodation.
    3. The student uses the proposed accommodation effectively during regular class instruction and local assessments.
    4. The accommodation facilitates how the student accesses and responds to the test but does not change the content or structure of the test(s) or the type of knowledge or skill each test measures.
    5. For students with disabilities: If this accommodation is approved that it will be documented in the student's Individualized Education Program (IEP), Individualized Service Plan (ISP), or 504 Plan.
    6. For English learners: If this accommodation is approved that it will be communicated across education teams and documented in the student's records (for example, the student's English learner plan, individual language plan, or personal needs profile, if the school or district uses one).

☐ By marking this option, I acknowledge that I understand these assurances and will ensure that the unique accommodation, if approved, will be administered with fidelity to all test administration procedures and test security provisions adopted by the Department and/or included in Chapters 3301-13 and 3301-7 of the Administrative Code.