

Appendix F: Unique Accommodation Request Form



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

DC Statewide Assessments Unique Accommodations Request Form

The Office of the State Superintendent of Education (OSSE) has an established process for approving student use of unique accommodations on statewide assessments. In the rare event that a student with a disability or an English Learner requires an accommodation on a statewide assessment that is not included on the standard accommodation list; the item is deemed a unique accommodation. As with the standard accommodation, a unique accommodation may not change the construct being measured by the assessment. When applicable, individual schools must use **this Unique Accommodations Request Form** to request approval for individual student use of a unique accommodation for an assessment.

A minimum of **four weeks** prior to test administration, the school principal, principal's designee, or assessment coordinator must complete and upload the Unique Accommodations Request Form into the [OSSE Support Tool](#). School personnel are responsible for the mandatory filing of a copy of this completed request form into the student's file.

Student Information	
Name:	State ID (USI) :
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:	
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"/> DC CAPE ELA/Literacy	<input type="checkbox"/> MSAA ELA <input type="checkbox"/> DC CAPE Science
<input type="checkbox"/> DC CAPE Mathematics	<input type="checkbox"/> MSAA Mathematics <input type="checkbox"/> Dynamic Learning Maps (DLM) Science
<input type="checkbox"/> ACCESS for ELLs	<input type="checkbox"/> Alternate ACCESS
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: