

## Appendix F: Unique Accommodation Request Form



### DC Statewide Assessments Unique Accommodations Request Form

**Directions:** If a student with a disability or an English Learner student 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:	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:	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"/> 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:	

<p>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:</p>
<p>Did OSSE approve the use of this unique accommodation on a statewide assessment in the previous school year for this student?   <input type="checkbox"/> Yes, approved   <input type="checkbox"/> No, denied   <input type="checkbox"/> Did not submit request last year</p>
<p>In submitting this form to OSSE for approval, the principal or assessment coordinator assures that:</p> <ul style="list-style-type: none"> <li>• If approved, this accommodation will be documented in the student’s IEP, Section 504 plan, or EL plan.</li> <li>• In the case of an IEP, the unique accommodation will be listed as “Unique/Non-standard” on the IEP.</li> <li>• In the case of an IEP, the parent/guardian of the student will sign the finalized IEP (or IEP amendment form) prior to testing.</li> <li>• The school team has met and considered all listed accommodations before proposing this unique accommodation.</li> <li>• The proposed accommodation is used, as appropriate, for routine class instruction.</li> </ul>

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.

<p>For OSSE Use Only: (Approval/Denial of Request)  (This completed section will be returned to your school prior to testing.)</p>	
<p><input type="checkbox"/> <b>This request has been approved.</b>                      <input type="checkbox"/> <b>This request has been denied.</b></p>	
<p>OSSE Staff Name and Position:</p>	
<p>Signature:</p>	<p>Date:</p>