

## Appendix H: Student Accommodation Refusal Form

**Directions:** If a student refuses an accommodation listed in his or her Individualized Education Program (IEP), 504 plan, or EL plan, the school should document in writing that the student refused the accommodation, and the accommodation must be offered and remain available to the student during testing. This form must be completed and placed in the student’s file and a copy sent to the parent on the day of refusal. Principals (or designee) should work with Test Administrators to determine who, if any others, should be informed when a student refuses an accommodation documented in an IEP, 504 plan or EL plan.

Student Name: _____	Date: _____
Grade: _____	Student ID#: _____
School Name: _____	
School District/LEA: _____	
Assessment: _____	
Test Administrator: _____	
Accommodation(s) refused: _____	
Reason for refusal: _____	
_____	
_____	
Comments: _____	
_____	
_____	

**Student’s Signature (optional):** \_\_\_\_\_

**Signature of Test Administrator:** \_\_\_\_\_

**Keep this form on file at the school.  
A copy must be sent home to the parent.**

