

<http://www.txetests.com/acc>

# Online Accommodation Request Form Training

October 1, 2018 – June 30, 2019

**2018-2019**

**This document is intended to train district staff to use the online system to submit Accommodation Request Forms for designated supports requiring TEA approval for students taking STAAR and TELPAS. Screen shots of the online system are provided along with specific information regarding each step of the submission process. If any questions arise during the submission process, the district testing coordinator should contact TEA's Student Assessment Division at 512-463-9536 and ask to speak with a member of the Accommodations Task Force.**

## Online Accommodation Request Form

- There are several steps to submitting an accommodation request through the online system. It is important to read and complete each step in its entirety before moving to another step.
- **One Student = One Accommodation Request Form.**
- In order to complete the request form, the district staff member (e.g., teacher, counselor, district testing coordinator) who is filling out the online request must have student-specific information readily available DURING the process. If applicable, have each student's:
  - LPAC paperwork, Individualized Accommodation Plan (IAP), Individualized Education Program (IEP), or other applicable documentation
  - accommodation request number from previous year
  - previous state and classroom testing results,
  - a list of accommodations the student uses in the classroom, and/or
  - notes from other teachers, counselors, or the student's parents regarding accommodation use.
- The district testing coordinator should be contacted if questions arise before, during, or after this process.
- Accommodation request approvals expire June 30<sup>th</sup> following the completion of the current academic school year.
- **Requests that contain CONFIDENTIAL STUDENT INFORMATION will be deleted by TEA and not processed.**
- Within the form you may see:



red exclamation points calling attention to important information



blue question marks which pop-up additional helpful information for completing the form

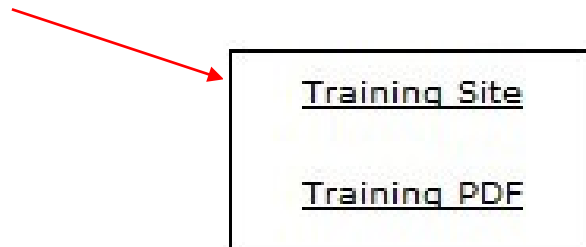
[Accommodation Resources](#)

underlined links to additional sources of information (links will open in a new browser window or tab)

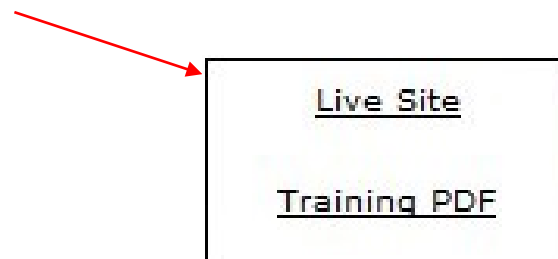
## Training Site

For district staff who have never used the online Accommodation Request Form (ARF) or who need to practice using this system, a training site is available. The Training Site can be used for training sessions and will not actually send emails to your DTC.

On the first web page of the ARF in the upper left corner is a link box. Click the **Training Site** link to begin a training session. It is important to remember that this is only a training site, and no Accommodation Request Form will be sent.



Please note that the "Training Site" link changes to "Live Site" in order to return to the actual ARF system. Click the **Live Site** link to return to the online system and send an actual accommodation request.



## Accommodation Request Form: General Information

Select your district name from the drop down menu.

**SELECT YOUR DISTRICT.**


Select One

The accommodation request process utilizes e-mail to submit, confirm, and approve/deny requests for individual students.

Refer to the Accommodation Resources webpage for policies related to accommodations for students taking STAAR®, STAAR® Spanish, and TELPAS.

Once a TEA decision has been made, the decision is valid until June 30 of that calendar year. Accommodation requests for retests need to be submitted **ONLY** for new requests or when there has been a change in the student's accommodation needs.

If any questions arise before, during, or after the submission process, the district testing coordinator should contact the TEA Student Assessment Division at 512-463-9536 and ask to speak with a member of the Accommodations Task Force.

 **Do not include confidential student information (e.g., first and last names, PEIMS numbers, social security numbers) in your documentation. Requests that contain confidential information will not be reviewed and will be immediately deleted.**

## Accommodation Request Form: General Information

Select the campus for which you would like to make a request.

If you are the district testing coordinator, select **YES**.

If you are a district employee other than the district testing coordinator, select **NO**.

Click **Go to Next Step**.

**School ISD ( 777 - 777 )**

▪ **SELECT YOUR CAMPUS.** \_\_\_\_\_

High School ( 777 - 777 - 777 )

Is the caller the district testing coordinator?

Yes  No

[Go to Next Step](#)

## Accommodation Request Form: Contact Information

All of the contact information for the district and campus you have chosen will be displayed.

- If you selected **YES** on the previous screen (you *are* the district testing coordinator), information for the “Submitter” will be pre-populated.
- If you selected **NO** on the previous page (you *are not* the district testing coordinator), you must enter your information in the spaces provided.

CONTACT INFORMATION	
District	School ISD
County/District/Campus Number	777-777-777
Campus	High School
Telephone	(325) 123 - 4567
<b>SUBMITTER ( YOUR NAME )</b>	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Email:	<input type="text"/>
<b>DISTRICT TESTING COORDINATOR</b>	
First Name:	John
Last Name:	Smith
Title:	District Testing Coordinator
Phone:	(325) 123 - 4567 x8901
Email:	john.smith@schoolisd.org

## Accommodation Request Form: Accommodation(s)

- Make a selection from each of the drop down menus. The options in each menu may change based on selections you made in other menus.
- To choose **multiple accommodations** hold down the control key (“apple” key on Macs) as you click.

**Administration(s)** [Accommodation Resources](#)

If this student needs accommodations for multiple subjects and/or for a different assessment program, click the "Add Administration" button located in the grey Administration\_Group section below the select boxes. Your current selections will be preserved as an Administration\_Group. Make your selections for the additional subject and/or program using the same select boxes. The Accommodation Request Form will accept accommodations for up to 8 different tests for one student.

Once you begin making selections, some options will become unavailable. Click here [Reset Selections](#) to reset all the Administration selectbox options.

Year:

Month:

Program:

Assessment Grade Level:  ?

Student's Enrolled Grade:

Subject:

Accommodation(s):

To select multiple accommodations:  
hold down the "Ctrl" key ("apple" key on Macs)

If the accommodation you are trying to select is **NOT** in this list, contact your district testing coordinator to determine whether an Accommodation Request Form is necessary. If an Accommodation Request Form needs to be submitted, the district testing coordinator should contact TEA's Accommodation Task Force. **DO NOT** submit accommodations under the wrong name as they will be deleted and you will be asked to resubmit in the correct manner.

*Other as an accommodation:* The district testing coordinator must call TEA's Accommodations Task Force to determine if an accommodation fits into the category of Other. For accommodations that fit into this category, only the DTC may enter the request into the online Accommodation Request Form.

[Add Administration](#) For more Administration\_Groups, click the Add Administration button.

Administration\_Group


- If you make a mistake or would like to start over, click on the **Clear Boxes** button and begin your selections again.
- If the accommodation that you need to request is not in the list, contact the district testing coordinator and/or TEA for further guidance.

## Accommodation Request Form: Accommodation(s)

After you have made selections from each menu, the information will appear in the space labeled “administration-subject\_#”. You cannot edit this text. If you need to change what you have selected, click on a different selection. If you want to delete the entire administration-subject selection, click the button to the right that says **Delete me**.

The **Add Administration** button will allow the user to add additional selections

The Administration-Group blocks display the previously entered administration selections for the student.



The screenshot shows a form interface with the following elements:

- An **Add Administration** button (highlighted with a red box) and a red arrow pointing to the first 'Administration\_Group' entry.
- A red instruction: **For more Administration\_Groups, click the Add Administration button.**
- Three 'Administration\_Group' entries, each with a text input field and a 'Delete Entry' button to its right.
- The first entry: Administration\_Group [2018/December/EOC/STAAR/Biology/ExtraDay] [Delete Entry]
- The second entry: Administration\_Group [2018/December/EOC/STAAR/Algebra I/ExtraDay|MathScribe] [Delete Entry]
- The third entry: Administration\_Group [2018/December/EOC/STAAR/English I/ComplexScribe] [Delete Entry] (The 'Delete Entry' button is highlighted with a red box).

The **Delete Entry** button will allow the user to delete an incorrectly entered administration or a duplicate entry.



## Accommodation Request Form: Eligibility Criteria and Rationale

For each accommodation requested, you must check **all** applicable boxes to determine if the student meets the eligibility criteria. If the required boxes are not checked, you will not be able to submit the request.

### Verification of Eligibility and Rationale

I hereby affirm that the student

**I. has routinely, independently, and effectively used the designated support during classroom instruction and classroom testing, and**

**II. has been unable to effectively use any accessibility features or locally approved supports to address this need.**

**OR has an emergency situation that cannot be resolved using locally approved supports to address their need.**

### Extra Day ( Check all student eligibility criteria that apply. )

Submit an Accommodation Request Form to TEA if the student meets at least one of the following:

- The student has a severe impairment in vision (e.g., uncorrected vision, nystagmus, qualifies for special education services with a Visual Impairment [VI]). This includes students who take the braille test and require an extra day.
- The student has a severe behavioral or emotional disabling condition, the manifestation of which makes him or her unable to continue working for a prolonged period of time or during certain times of the day.
- The student has a severe physical disability or medical condition that limits the amount of time the student is able to continue working due to severe fatigue or decreased energy and stamina.
- The student is identified with an autism spectrum disorder and will be unable to complete the assessment in one day due to severe behavioral or emotional reactions that cannot be appropriately managed without an additional day of testing.

### The rationale for Extra Day must contain the following information.

- Describe the disability that prevents the student from completing the test within the prescribed time limit. Be specific about the characteristics of the condition, symptoms, and level of severity the student experiences. Phrases like "severe fatigue" and "shuts down" are not sufficient. The description should be student specific and individualized. For instance, explain what happens when the student becomes fatigued or shuts down.

## Accommodation Request Form: Eligibility Criteria and Rationale

For each accommodation request, specific information must be included in the rationale section of the Accommodation Request Form. This information will be the objective evidence used by TEA to determine whether the accommodation is approved for use on a state assessment. It is very important to address each bullet in detail in your rationale.

**Accommodation Rationale**

For additional information, see [the accommodation request process documents](#).

**Failure to provide the required information for each individual accommodation requested within the rationale may result in the denial of your request.**

In addition to the information necessary for each accommodation type, also describe what has been done to accommodate the student's needs in previous years and the effectiveness of the accommodation.

Do not include actual names in your rationale. We suggest you replace student names with "the student". If you want information from a prior request to be considered with this new request, you must include any prior year request ID(s) within this rationale.

Character Count 0 (Max. 3000 characters)

If the student received this accommodation in a prior year, provide the Request ID number in the box provided. If you have more than one previous Request ID, you may list the additional IDs within the rationale.

**Prior year Request ID:**

**A Prior year Request ID will need to be completed in order to continue with the Accommodation Request Form.** It is important to include the Request ID from a previous year so that TEA ATF members can refer to it when reviewing the request and make a determination. The Request ID number is found on the request confirmation and in the accommodation request decision notification email sent to the district test coordinator. If this student has no prior requests (i.e., students enrolled in grade 3) then type in NA.

## Accommodation Request Form: Administrative Information

You may enter a “Local Tracking number.” This number is for local use only and allows districts to keep track of accommodation requests within the district. Do not use a student’s SSN or PEIMS number, as this is confidential information. TEA does not use the local tracking number, but it will print on your confirmation page along with a separate accommodation Request ID. When district personnel contact TEA, we will need the Request ID number to locate a request.

**ADMINISTRATIVE INFORMATION**

Local Tracking number \_\_\_\_\_

## Accommodation Request Form: Supporting Documentation

You may submit supporting documentation regarding the student and/or the accommodation(s) requested. If more than one attachment is necessary, click the **Add Attachment** button. There is a 3-file maximum, and you should limit each file to 4 MB or less.

**Supporting Documentation** ?

If you have submitted the exact same attachments with a previous request, you do not need to attach them again. You may refer to a previous attachment by providing a previous Request ID in the Accommodation Rationale area above.

**Add Attachment**

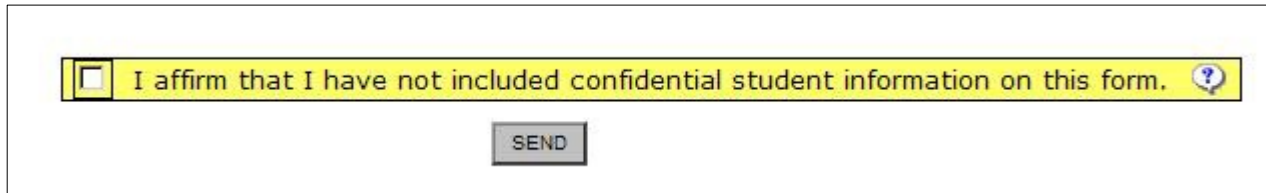
( If you are not attaching files, please leave blank. ) Remove special characters from filenames ( commas, apostrophes, quotes, spaces )  
Do not use Student Name or SSN in filenames. FERPA considerations apply to filenames and file contents.

Filename

**Confidential student information, such as pages from an IEP or medical documents, should never be attached to a request.** Attachments providing additional support for your rationale should include only a summary of local documentation. If TEA staff needs more detailed information, your ATF representative will contact you.

Review the form carefully to make sure you have entered all relevant information.

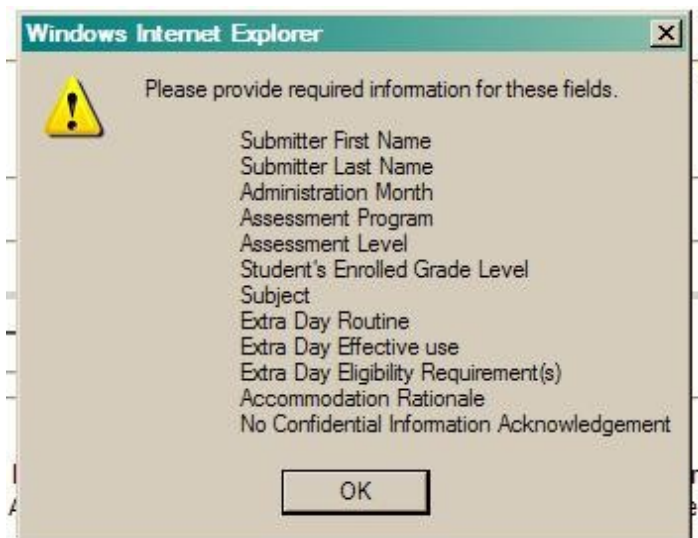
Click the checkbox to confirm that you have not included confidential student information. Click the **SEND** button. This will take you to the confirmation page.



A screenshot of a web form section. It features a yellow highlighted area containing a checkbox and the text "I affirm that I have not included confidential student information on this form." To the right of the text is a small blue question mark icon. Below this area is a grey button labeled "SEND".

## Accommodation Request Form: Error Message

If any required information is missing from the request form, you will see an error message identifying the missing information. Scroll up and add the information, and then Press the **SEND** button again.



## Accommodation Request Form: Confirmation

This confirmation page contains a summary of all the information you entered. At this time, a **Request ID** is assigned by TEA. **You will need this Request ID if you contact the district testing coordinator or TEA about the request.** Please note that this confirmation page is NOT an approval of the request. It is recommended that you print this confirmation page for your records.

If you need to enter another request, click on **Make another request**.

[Make another request](#) [Print](#)

### Accommodation Request Form Confirmation

This page confirms that you have completed the process for requesting an accommodation. An email has been sent to your district testing coordinator.  
Once the Accommodation Task Force receives verification from your district testing coordinator, your request will be processed.

**Request ID: 1234567**

**Your local tracking number is: 9999**