

## Appendix F: Unique Accommodation Request Form

**Directions:** If a student with a disability or an English learner requires an accommodation (i.e., a “unique accommodation”) that is not listed in the *PARCC Accessibility Features and Accommodations Manual*, and does not change the construct being measured by the test, the school may request approval for use of the accommodation using this request form. If approved, the accommodation must be listed in the Individualized Education Program (IEP) or 504 plan for a student with a disability; and if required by the PARCC member state, an English Learner (EL) plan, for an English learner.

To request approval for a unique accommodation, this form must be completed and submitted to the PARCC member state by the principal or designee or District Assessment Coordinator, as required by the PARCC member state, **at least six weeks prior** to 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 district office.

<b>Contact Information</b>	
Name of Principal/Designee or District/LEA District Assessment Coordinator:	Date:
School Name:	Telephone Number:
District/LEA Name:	Fax Number:
Signature:	Email:
<b>Student Information</b>	
Name:	Student ID #:
Grade:	DOB:
Indicate type of plan: <input type="checkbox"/> IEP <input type="checkbox"/> 504 Plan <input type="checkbox"/> EL Plan <input type="checkbox"/> English Learner, without an EL Plan	
<b>PARCC Test Administration</b>	
<b>For which PARCC assessment are you seeking approval to use the unique accommodation:</b>	
<b>Provide a brief description of the accommodation for which you are requesting approval:</b>	
<b>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:</b>	

**Describe the planning needed for provision of this accommodation on PARCC tests (e.g., school staff, space, and/or specialized tools or equipment needed):**

**In submitting this form to your state for approval, the principal/designee or assessment coordinator assures that:**

- This accommodation will be documented in the student’s IEP, 504 plan, and if required by the PARCC member state, an EL plan. In the case of an IEP, the parent/guardian of the student must sign the amended IEP 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 and assessment.

**For State (SEA) 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.

State Staff Name and Position:

Signature:

Date: