

isee

Sample Accommodations Request Form

**This is a sample form only
Do not submit this form**

To apply for ISEE accommodations and download an official form, go to iseeonline.erblearn.org.

Eligibility and Instructions

Eligibility

Any student with a documented disability may be eligible to receive accommodations on the ISEE. A disability is a physical or mental impairment that substantially limits a major life activity or bodily function. Temporary conditions are generally not eligible for accommodations unless they substantially limit a major life activity.

Request Process

Submit your accommodations request at least several weeks in advance to allow for the time and support needed to complete the process. Once an application is complete, the review and approval can take one to two weeks. Submissions with incomplete or insufficient documentation may take longer.

Accommodations are not flagged on your student's score report.



Do not register for the ISEE until you apply for accommodations **and** receive your student's accommodations decision.

1 Log In to your Account

Create or log in to your parent account at iseeonline.erblearn.org and add the student requesting accommodations.

2 Request Accommodations

On your student's dashboard, open the **Accommodations** section and select **request accommodations** to create an accommodations request.

3 Upload Supporting Documentation

Next, select **Upload** to submit your supporting documentation. The family or current school must submit at least one of the forms of Supporting Documentation as detailed on Page 2. Documentation can also be emailed to submit@e3n.org or faxed to (212) 370-4095.

Documents are viewed only for the purpose of the eligibility review and are held strictly confidential. They are not shared with application schools or any outside entities.



Most approval delays are caused by documentation issues. **Review all documentation guidelines on Page 2 carefully.**

4 Current School Statement

Page 3 of this document needs to be completed, signed, and dated by your **current school**. Provide this form to them directly for completion.

When a student is home schooled by a parent/guardian not affiliated with an accredited program, the parent/guardian must complete the Current School Statement.

- If completed electronically, this form must be **submitted directly by your school** to ISEE.
- Handwritten forms completed by the school may be submitted by either the family or school to ISEE.

Space is provided on the form to explain exceptions. Provide as much information as needed if requesting accommodations that are not currently in place at school.

5 Await Decision

Once supporting documentation and the current school statement form are received, you will receive a confirmation email from iseedonotreply@e3n.org within 24 hours stating that your request is under review.

The review and approval can take 1-2 weeks. You may be contacted with any concerns, or further needs. Check your spam folder if you do not receive these emails. Contact your school if you are concerned they haven't completed the **Current School Statement** yet.

6 Register for a Test

You will be notified of the accommodations decision by email. You may now register for the ISEE with accommodations at iseeonline.erblearn.org.

- Accommodations are valid for 24 months from the date of approval, unless you were notified that action is needed to extend a temporary approval.
- Accommodations availability varies by date, test site, mode, and other factors.
- Not all accommodations are available at every test site.
- Families may need to contact a member school(s) to which they are applying about testing opportunities.
- Families have the option to register with all or some accommodations that are approved when registering.
- All available tests are updated in real-time. If additional capacity for tests is added or other students cancel, families can register for these new openings on a first-come, first-serve basis.

For assistance with registration, please call (800) 446-0320 or (646) 503-2691 from 9:00 a.m. - 5:00 p.m. ET.



Eligibility and Instructions

Current School Statement

In addition to supporting documentation as detailed on this page, the **Current School Statement**, found on Page 3, must also be completed by your student's current school.

The parent/guardian of a home schooled student not affiliated with an accredited program, must complete the Current School Statement.

Supporting Documentation

Submit at least one of the following forms of supporting documentation.

Documents are viewed only for the purpose of the eligibility review and are held strictly confidential. They are not shared with application schools or any outside entities.



Most approval delays are caused by documentation issues. Review all documentation guidelines carefully.

IEP/504/Private School Plan

This documentation must detail a student who routinely receives specific accommodations due to a disability.

Requirements:

- ✓ Be dated within the last 3 years.
- ✓ On file with your student's school.
- ✓ Provides details about the student's functional limitation (disability) and need for specific accommodations to be provided.
- ✓ Lists all the accommodations provided to the student.
- ✓ Includes the school info., student info., dates of implementation, signatures of participating professionals, etc. Including the full document ensures we are in the best position to approve your accommodations.
- ✓ Private School Plans must be on school letterhead and include all of the elements above.
- ✗ Do **not** submit pages individually.
- ✗ A simple list of accommodations is **not** sufficient. Generalized accommodation recommendations based on a diagnosis are not acceptable.

Professional Evaluations

This category includes documentation from a licensed or otherwise properly credentialed professional who has completed an individualized assessment of your student.

Requirements:

- ✓ Be dated within the last 3 years.
- ✓ Evaluation administered by a psychologist, medical professional, or other qualified professional.
- ✓ Evaluation provides details about the student's functional limitation (disability). This can include:
 - Tests and score data
 - Specific Diagnosis
 - Narratives describing the student's history of having a disability
 - Medical Records
- ✓ Lists all accommodations necessary for your specific student (generalized recommendations are not sufficient).
- ✓ Includes student information, date(s) of assessment, assessment procedures used, signatures of participating professionals. Including the full document ensures we are in the best position to approve your accommodations.
- ✗ Do **not** submit pages individually.
- ✗ A simple list of accommodations is **not** sufficient. A stated diagnosis is not sufficient for detailing a student's functional limitation(s).

Past Approvals of Testing Accommodations on Similar Tests

If your student was approved for testing accommodation on a similar standardized test, this can substantiate your student's need for accommodations.

Requirements:

- ✓ Proof of testing on a similar test (SSAT, HSPT, SAT, ACT, PSAT) within 3 years.
- ✓ Official documentation from the provider of the test confirming specific accommodations approved. This can include:
 - Confirmation letters
 - Admission tickets
 - Account portal records
- ✗ Do **not** submit pages individually.



Current School Statement

This **Current School Statement** must be completed by a student's current administrator or specialist responsible for granting requests for student accommodations, including virtual or homeschool. A parent can only complete the statement if the homeschool is self-directed and not directed by an accredited program. By completing this form, this individual certifies that they have made the special designation and are authorized to represent the school or program with respect to the student's request for accommodations.

School Administrator's Name:

Title:

Email:

Phone Number:

Signature:

Date:

Student's Name:

Current School Name:

Accommodations Currently Granted: (Initial all that apply)

Initial the accommodations below that the student currently receives and utilizes for school-based tests. The spell check feature is built into all essays typed on a computer. For the online exam format, zoom text and spell check are embedded features. The essay section is not scored. There are scheduled break(s) during all ISEE formats. Unscheduled breaks are always allowed, but do not stop the clock.

- ☐ Extended Time (1.5x)
- ☐ Double Time (2x)
- ☐ Mark Answers in Test Booklet (paper exam format only)
- ☐ Large Print Test and Circle Answers in Test Booklet (paper exam format only)
- ☐ Calculator (4-Function Only; May Contain %, √, +/-, M-, M+, and MRC)
- ☐ Computer for Essay (includes spell check)
- ☐ Reader
- ☐ Speech to Text for Essay (online exam format only)

☐ Other accommodations (Please list below)

⚠ Accommodations Exceptions:

If the student does not use accommodations for school-based tests, or if modifications are built into the school format, please explain below. This section can also be used for accommodations that are currently under consideration by the school.



Submitting this Current School Statement

Please follow the submission instructions below for the **Current School Statement** (this page).

For **Handwritten** Current School Statements:

- ✓ Schools may submit this statement directly to ISEE by emailing it to submit@e3n.org or by faxing it to (212) 370-4095.
- ✓ Return this statement to the family. Families can upload it to their account at iseeonline.erblearn.org, email it to submit@e3n.org, or fax to (212) 370-4095.

For **Typed** Current School Statements:

- ✓ Schools **must** submit this statement directly to ISEE by emailing it to submit@e3n.org or by faxing it to (212) 370-4095.
- ✗ Families can't submit electronically completed statements themselves. Schools must submit typed statements directly to ISEE.

