



# North Atlanta High School



An International Baccalaureate World School  
4111 NORTHSIDE PARKWAY NW | ATLANTA, GEORGIA 30327 | 404.802.4700

## Requesting CollegeBoard and/or ACT Accommodations

*\*This is a parent/guardian initiated process.\**

Hello Parents/Guardians,

If your child has approval for standardized accommodations at the school-level through one of the following, you may request to have those same accommodations for standardized tests with CollegeBoard and/or ACT.

✓ **Section 504 Accommodation Plan**

Point of Contact: Venisha Johnson, Ed.S [venjohnson@apsk12.org](mailto:venjohnson@apsk12.org)

✓ **Individualized Education Plan (IEP)**

Point of Contact: Dr. Gale Womack-Jordan [gsjordan@apsk12.org](mailto:gsjordan@apsk12.org)

### HOW TO INITIATE PROCESS:

➤ **CollegeBoard (PSAT/SAT/AP Exams)**

*\*NOTE: CollegeBoard does provide an option for parents to submit requests on behalf of their child.\**

1. Download CollegeBoard Consent Form at [http://tinyAPS.com/?CollegeBoard\\_Consent\\_Form](http://tinyAPS.com/?CollegeBoard_Consent_Form).
2. Complete consent form and send to appropriate point of contact.

➤ **ACT**

1. Parent/Guardian MUST first register student for ACT exam. When registering, identify as a student with accommodations. Parent/Guardian will receive an email containing the ACT Consent Form, or you can access it at the following link: [http://tinyAPS.com/?ACT\\_Consent\\_Form](http://tinyAPS.com/?ACT_Consent_Form).
2. Complete consent form and send to appropriate point of contact.

**UPON RECEIPT OF CONSENT:** The point of contact will send all documentation necessary to process request to SSD Coordinator, Ms. Edna Williams, at [williamsen@apsk12.org](mailto:williamsen@apsk12.org). Ms. Williams will formally submit the request for accommodations and is the point of contact for follow-up and status updates.

**DOCUMENTATION SUBMITTED:** As a rule, the following are submitted: 1) psychological evaluation and/or medical report, 2) current eligibility, and 3) current accommodation plan. Please note, each testing agency has the right to request additional information/documentation from parent/guardian.

### IMPORTANT:

**\*\* North Atlanta High School has no bearing in the decisions of CollegeBoard and ACT. \*\***

- CollegeBoard and ACT are two DIFFERENT entities, and each has its own process for reviewing documentation to approve or deny accommodations requests.
- It is possible for a student to have approval for accommodations at the school level and be denied those same accommodations by CollegeBoard and/or ACT.

It is recommended parents/guardians visit CollegeBoard ([www.collegeboard.org](http://www.collegeboard.org)) and ACT ([www.act.org](http://www.act.org)) websites to review the requirements, timeline for processing requests, and means used for decision notification.

Sincerely,

