

# How to Fill Out the College Board Student Eligibility Form

## To print the parent request for accommodations form:

<https://www-bths.stjohns.k12.fl.us/guidance/wp-content/uploads/sites/18/2023/08/Parent-Request-Accommodations-for-College-Board-Tests.pdf>

## For test dates, registration deadlines and College Board hard deadlines for requesting accommodations for each test day, go to:

<https://www-bths.stjohns.k12.fl.us/guidance/wp-content/uploads/sites/18/2023/08/2023-2024-Testing-Accommodations-Deadlines.pdf>

When a family sends the Student Eligibility Form and documentation directly to College Board, all sections, except Section 15 (Confirming Information and Signature), must be completed. An incomplete Student Eligibility Form will not be processed.

## Before you start, you'll need to know:

- \*Which test your student will be taking
- \*The student's diagnosis and what methods of evaluation were used
- \*What accommodations you intend to request
- \*What accommodations, if any, are currently provided for school
- \*Whether your student has a current (within 12 months) IEP, 504 plan, or other formal plan

# Instructions

## Complete Sections 1–10: Student Identifying Information.

Do not leave any items blank—that could delay the processing of your request.

College Board High School Code = 100809

Select the first test that you intend to take with accommodations, then enter the month and year of the exam.

## Complete Sections 11–12: Requested Accommodations and Use of Accommodations Requested.

Section 11: Requested Accommodations

Include only testing accommodations needed for standardized tests.

Students should request only those accommodations currently **provided in school**.

Extended Time. Indicate the amount of extended time the student is requesting for each subject type. If the student is not requesting extended time for a specific section, leave that question blank. Keep these facts in mind:

All College Board exams require reading. Many AP exams require written language expression. Many College Board exams require mathematical calculations (e.g., math, physics, chemistry, statistics). Few College Board exams require listening (unless they are foreign language or music tests). World language exams require speaking.

The student receiving extended time must remain at the test site for the entire SAT testing time, even if the student finishes early.

Students who are approved to test with extended time and who will take the SAT, the PSAT/NMSQT, the PSAT 10, or the PSAT 8/9 are also automatically approved to test with extra breaks.

Breaks. Extra and extended breaks do not count toward testing time. If approved for breaks as needed, the student will be in control of when and how long a break will occur. This type of break is provided within the student's own school.

#### Section 12: Use of Accommodations Requested

Indicate whether the accommodations being requested have been provided for school tests and are included on the student's current IEP, 504 plan, or formal written plan or program.

### **Complete Sections 13–14: Disability and Documentation.**

#### Section 13: Disability

For visual, physical, and other impairments, please specify the student's condition as diagnosed.

Please use the appropriate entry for the diagnosed condition. For example, any ADHD diagnoses (including ADD) fall under ADHD. Psychiatric disabilities may include anxiety, depression, Tourette's, and OCD. Physical impairments may include cerebral palsy and diabetes. Common visual impairments include convergence insufficiency and legally blind. Use Other Impairment for diagnosed conditions that do not fall under the other categories. Again, please specify the disability as diagnosed.

#### Section 14: Documentation

##### Formal Educational Plan/Program:

Indicate whether the student has a current (within 12 months) IEP, 504 plan, or some other type of school-generated formal plan.

Indicate in the box the date of the current plan/program, even if it was created at another school. If your records do not indicate when the current plan was created, enter the date of the oldest plan for which records exist (e.g., "prior to 2005"). If there is no plan or program, leave the space blank.

Indicate in the box the date of the initial plan/program, even if it was created at another school. If your records do not indicate when the initial plan was created, enter the date of the oldest plan for which records exist (e.g., "prior to 2005"). If there is no plan or program, leave the space blank.

**Evaluation Testing:**

Please indicate the type of evaluation (i.e., psychoeducational, neuropsychological, psychological, psychiatric, medical, visual, audiological, etc.) used to diagnose the disability. Remember that a doctor's note is generally not sufficient and cannot substitute for comprehensive testing, except in the case of certain physical/visual conditions.

[Commonly used cognitive ability tests](#) include the most recent version of the WAIS or WISC, and commonly used academic achievement tests include the Woodcock-Johnson Tests of Achievement and the WIAT.

**Section 15 remains blank.**

**Complete Section 16: Student Agreement.**

The first page must be signed by the student and a parent/guardian (if the student is under 18).

Mail or fax the completed form along with all documentation.

Mail or fax your completed form and the supporting disability documentation to [College Board SSD](#).

Address:  
College Board SSD Program  
P.O. Box 7504  
London, KY 40742-7504  
United States

Fax: 866-360-0114