

STUDENTS WITH ACCOMMODATIONS

When a student in your classroom qualifies for accommodations, you will receive an email with a memo attached from Jason Morgan, Career Resource Educator. The student has been informed to speak with you if he or she chooses to use the accommodations.

If the student does not request to use accommodations, and you believe the student may benefit from using them, please make the recommendation to him or her. If a student with a testing accommodation requests to use it, you may contact Jason Morgan to schedule the test.

If the accommodation is extended testing time, you may choose to handle this in class, if preferred. For assistance in providing testing accommodations, contact Jason *at least two days before the test is to be administered*. Advance notice will help ensure accommodations are made available. The following is needed before the test is administered:

- Name of student, time and date of test
- Electronic or paper copy of test and answer sheet
- Additional resources that you will allow (note cards, calculator, open book)
- How test is to be returned (student returns test, sealed envelope, instructor mailbox, etc.)