

ACCOMMODATIONS PROVISIONS FOR STUDENTS WITH LEARNING DIFFERENCES

St. Thomas provides the following accommodations for students who provide appropriate documentation:

1. Preferential seating
2. Note-taking assistance
3. Extended time (up to 50%) for in-class, major grade assessments
4. Learning Ally use for audio books
5. Computer use for non-objective portions of assessments requiring written responses
 - Freshmen automatically receive extended time for all in-class, major grade assessments.
 - Upperclassmen must request extended time and computer accommodations.
 - All families will receive the extended time policy with additional details.
 - All students must complete the assessment's extended time portion within the same lesson cycle as the scheduled assessment.

For current St. Thomas students seeking accommodations for the first time:

- 1) Families contact the LEC to discuss academic concerns and intervention strategies to implement before formal testing.
- 2) Families schedule psycho-educational testing with a testing provider. If the provider requests forms from teachers, those documents must be sent to the LEC Director to disseminate, collect, and send to the provider. Families should not send the forms directly to the teacher(s).
- 3) Families provide a copy of the diagnostic report to the LEC. See "SPECIFIC DOCUMENTATION REQUIREMENTS" below.
- 4) The LEC staff meets and discusses academic need based on past and present classroom performance, the outcome of intervention strategies, and the testing report.
- 5) The LEC staff meets with the family to review the plan and will then support teachers' implementation of accommodations.

Accommodation plan requests will not be processed during December or May.

Current St. Thomas students who already have a diagnosis that qualifies them for the above accommodations must also provide the LEC with documentation that fulfills the following requirements.

SPECIFIC DOCUMENTATION REQUIREMENTS

The documentation must be a report from an appropriate professional such as a psychologist or neurologist and include:

- test results (cognitive ability testing, academic achievement testing)
- a specific diagnosis
- recommendations for accommodations

The documentation may also include (but is not required unless it pertains to the specific disability):

- a neurological evaluation
- a psychiatric evaluation and/or
- a medical evaluation

Dependent on the diagnosis, other documentation may be acceptable (instead of a psycho-educational evaluation), such as a detailed doctor's note on official office letterhead that includes the following information:

- a specific diagnosis
- a summary of assessment procedures and evaluation instruments used to make the diagnosis
- a description of how the diagnosis impacts the student's daily functioning
- a recommendation of accommodations including how and why the accommodations will support the student
- any test results that provide an evaluation of the diagnosis and current ability

For certain diagnoses, such as anxiety, these notes must be written within the year that our team applies for accommodations through College Board or ACT.

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These requirements are consistent with those outlined by the College Board and the ACT. Ensuring the LEC has the appropriate documentation will allow the department to successfully secure accommodations through these entities. Our team will assist in requesting and securing accommodations for these standardized exams, and we will then provide one testing opportunity on campus within the ACT or SAT testing window. This opportunity is only available for students who qualify for special testing accommodations. If you are unavailable to test during that designated time, your family is responsible for communicating with College Board or ACT to find another testing location.

Contact the Director of the LEC to determine which type of documentation is acceptable for your son. The student must be on an official St. Thomas High School accommodation plan for at least four months before the LEC can attempt to request accommodations through College Board or ACT.

For a list of recommended psycho-educational testing facilities, please contact the Director of the LEC.