



Thomas Jefferson High School for Science and Technology College Board Accommodations Request Form

The information from this application form will be utilized to electronically file your request to the College Board by TJHSST's Services for Students with Disabilities (SSD) Coordinator. While the SSD Coordinator is available to help facilitate this process, student/parents are ultimately responsible for completing the packet in a timely manner. It will **require up to 3 weeks** to electronically submit your application so plan accordingly. Please know that TJHSST forwards information to the appropriate organization and does not take part in the decision process. The presence of an IEP/504 Plan does not constitute an automatic approval.

Step 1. I have read and understand the information above and believe my student is eligible. Please review basic criteria for [College Board](#) eligibility. _____ (initial)

Step 2. Complete this cover page and turn in on top of all materials.

I am applying for: College Board Date of your first planned College Board Exam: _____
Name of first planned CB Exam: _____

I have a(n) (check one): IEP 504 Plan

PLEASE PRINT CLEARLY AND CAREFULLY – Blanks or partially filled out sections will delay processing

Student's Name (first, Middle, Last): _____ Student ID: _____

Home Address (Street, City, State, Zip): _____ Grade: _____

Parent Contact Number: _____ Date of Birth: _____

Expected Graduation Year: _____ Parent Contact Email: _____

Date of 1st IEP/504: _____ Date of Current IEP/504: _____

Please Check One: New Request Request for Additional Accommodations

Does your IEP/504 allow for extended time? NO YES → 50% 100% Multiple Days

Is this request for a medical condition? NO YES

Specific Medical Condition and Date of initial diagnosis (if applicable): _____

Accommodation(s) Requested for College Board: _____

Step 3. Print, complete, sign and attach appropriate consent form: [Consent to Release Information to College Board](#)

Step 4. Provide all documentation requested by the [College Board](#). Please include the following items to speed up processing of your application EVEN if the school has them on file;

- A copy of the most recent IEP/504/Educational Plan
- A copy of the most recent Physician, Psychological and if applicable, educational testing reports.

Step 5. Return all materials (cover sheet, consent form and documentation) to the SSD Coordinator
Lisa Broadhead – LKBroadhead@fcps.edu

**The request for accommodations will begin once all documentation requested is received from the parent. Updates and additional requests from the College Board will be sent to you as they are received.