http://www.etesttx.com/af

Online Accommodation Request Form Training

October 15

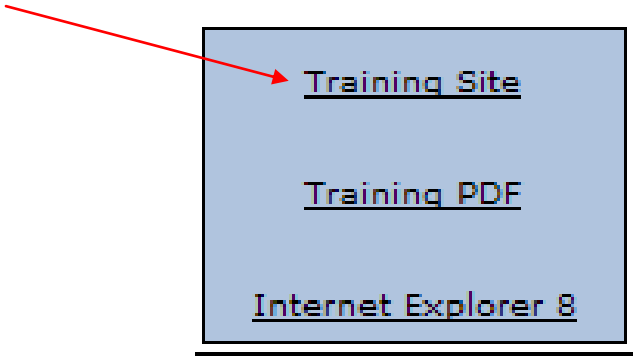
2010

This document is intended to train district staff on how to use the online system to submit Accommodation Request Forms for students needing accommodations on TAKS, TAKS (Accommodated), TAKS–Modified (TAKS–M), and Texas English Language Proficiency Assessment System (TELPAS). Screen shots of the online system are provided along with specific information regarding each step of the submission process. If any questions arise during the submission process, the district testing coordinator should contact the TEA Student Assessment Division at 512-463-9536 and ask to speak with a member of the Accommodations Task Force.

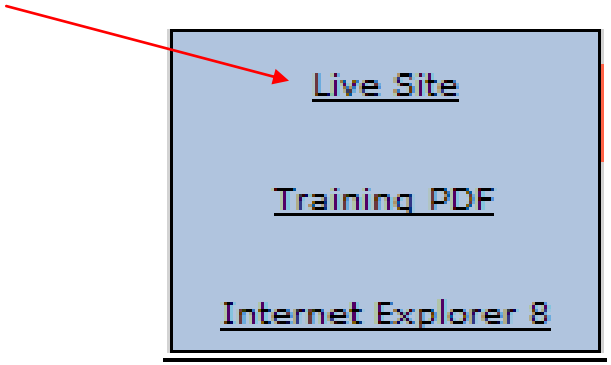
Training Site

For district staff who have never used the online Accommodation Request Form or who need to practice using this system, a training site is available.

Click the **Training Site** link to begin. It is important to remember that this is only a training site and no Accommodation Request Form will be submitted.



Click the **Live Site** link in order to return to the online system and submit a request.



Online Accommodation Request Form

It is important to read each step in its entirety before filling in any information or moving to another step. There are four steps to submitting an accommodation request through the online system. Before beginning with Step 1, please adjust your screen resolution if needed. The Online Accommodation Request Form is best viewed with a screen resolution of 1024 x 768.

- Step 1 of 4 - Select District
- Step 2 of 4 - Select Campus
- Step 3 of 4 - Provide Accommodation Information
- Step 4 of 4 - Submission Confirmation

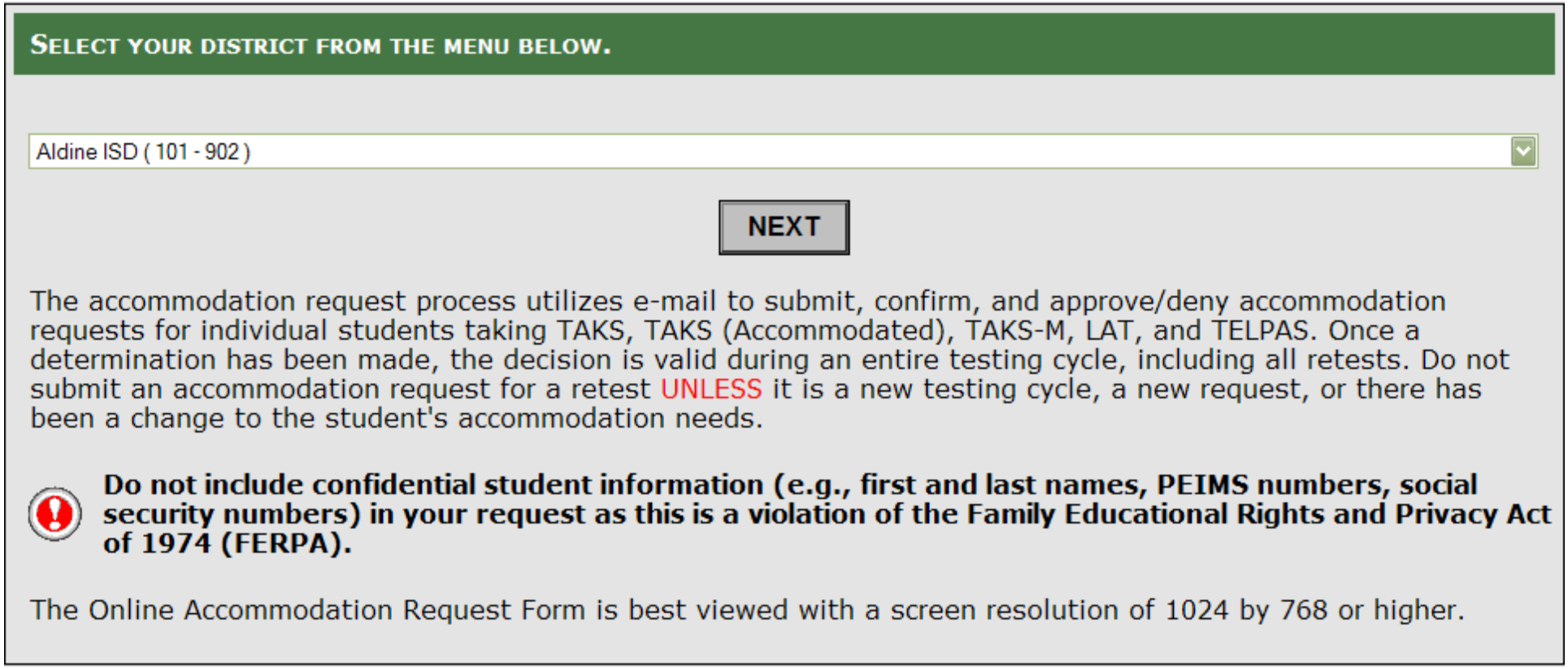
In order to complete these steps, the district staff member (e.g., teacher, counselor, district testing coordinator) who is filling out the online request must have the following student-specific information readily available DURING this process. In order to collect this information, it will be helpful to have, if applicable, each student's individual accommodation plan (IAP), individual education program (IEP), previous state and classroom testing results, a list of accommodations the student uses in the classroom, and/or notes from other teachers, counselors, or the student's parents regarding accommodation use.

- District and campus name
- Month of administration, grade level, assessment, subject, and list of requested accommodation(s)
- Description of the accommodation(s)
- Rationale, including objective evidence, describing why the student needs the accommodation(s)
- Local tracking number (optional)
- Any documents that may need to be submitted with the accommodation request (e.g., a supplemental aid)

The district testing coordinator should be contacted if questions arise before, during, or after this process.

Step 1 of 4: Select District

Select your district name from the drop down menu and click **NEXT**.

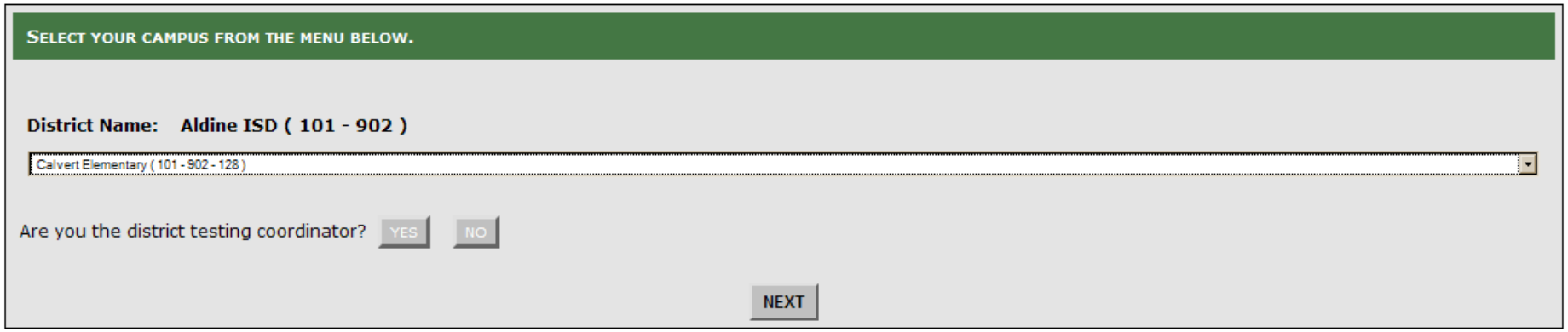


Step 2 of 4: Select Campus

Select the campus for which you would like to make a request.

If you are the district testing coordinator, click **YES**.
If you are any other district employee other than the district testing coordinator, click **NO**.

After you've made your selections, click **NEXT**.



Step 3 of 4: Provide Accommodation Information (CONTACT INFORMATION)

At the top of the screen, you will see all of the contact information for the district and campus you have chosen.

- If you clicked **YES** on the previous screen (you *are* the district testing coordinator), information for the "Submitter/Contact" will be pre-populated.
- If you clicked **NO** on the previous page (you *are not* the district testing coordinator), you must enter your information in the boxes.

CONTACT INFORMATION

District	Aldine ISD (101 - 902)	County/District/Campus Number	101 - 902 - 128
Campus	Calvert Elementary	Telephone	(xxx) xxx - xxxx

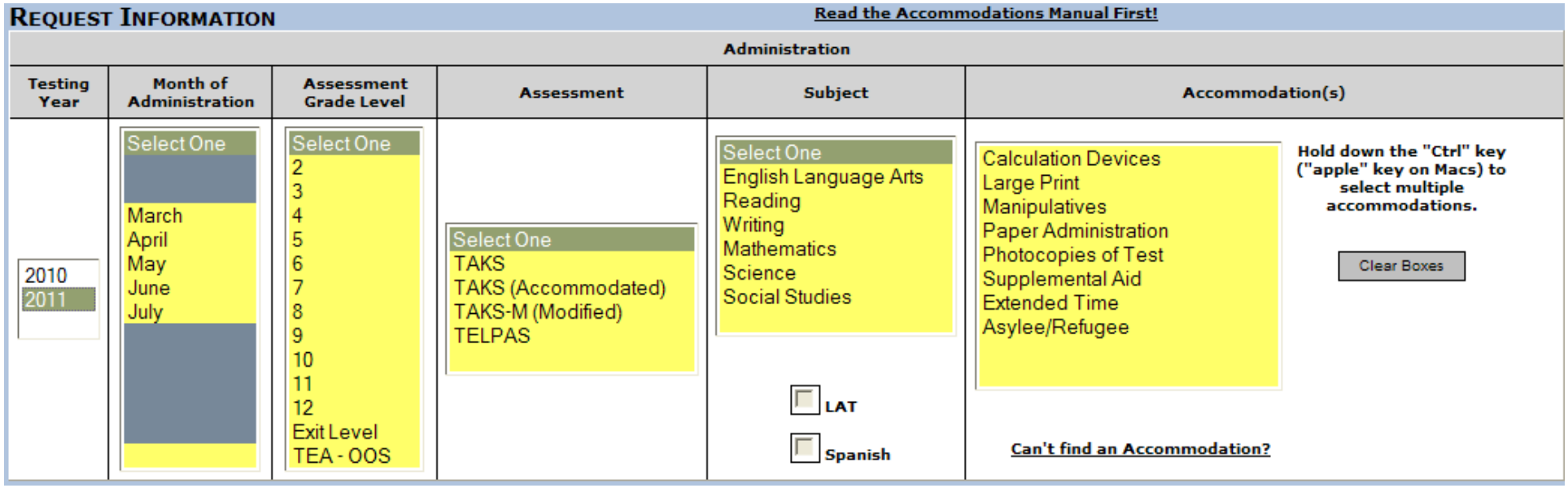
	First Name	Last Name	Title	(AC) Phone Number | ext.	Email
District Test Coordinator	Richard	Blair	District Test Coordinator	(xxx) xxx - xxxx	xxxxxxxxxx
Submitter/Contact (caller name)				( ) - ext.	

Step 3 of 4: Provide Accommodation Information continued (REQUEST INFORMATION)

On the next section of the screen, you will see a set of select boxes from which to choose a specific test administration and accommodation(s). This screen may look different depending on what internet browser you are using.

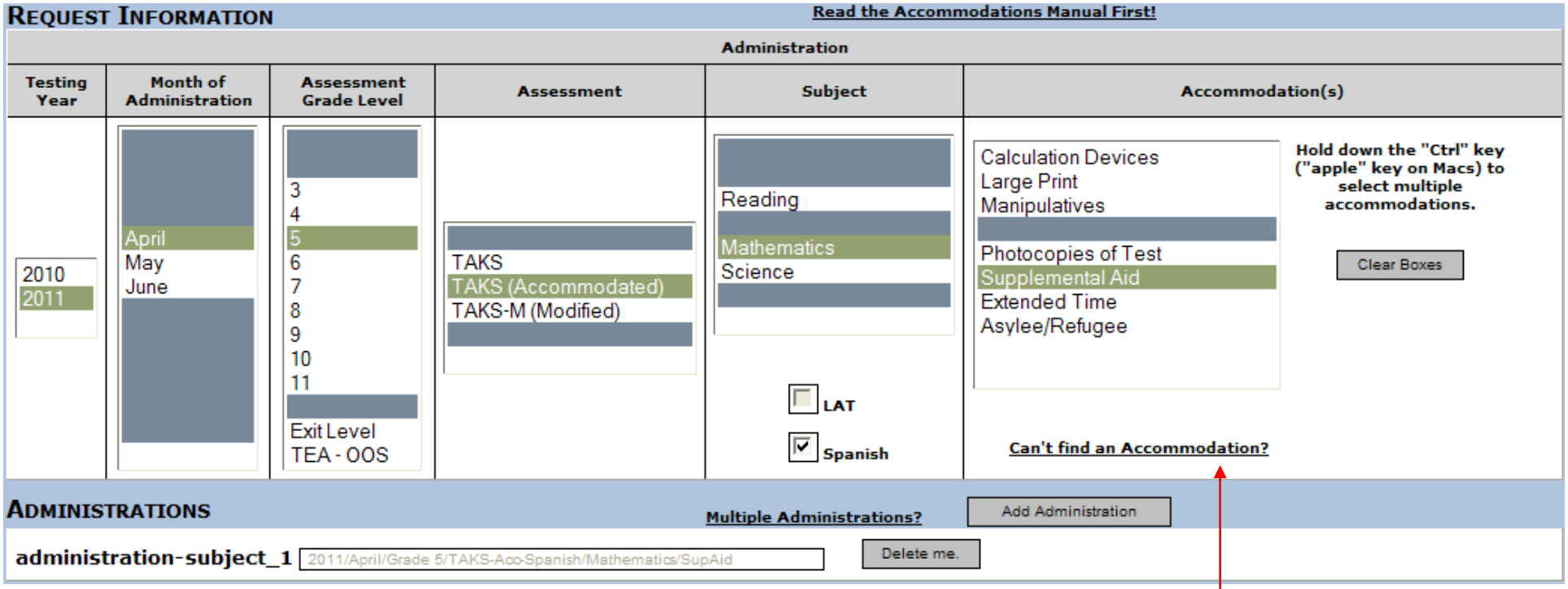
Click on the text to make a selection from each box. Begin with "Testing Year," and move to the right, one select box at a time. The available choices in each box may change based on selections you made in other boxes. You may choose multiple accommodations by holding down the control key ("apple" key on Macs) as you click. If you make a mistake, click on the **Clear Boxes** button and begin your selections again. If the accommodation that you need to request is not in the list, the district testing coordinator will need to be contacted for further guidance.

You **MUST** read the Accommodations Manual before submitting an accommodation request through the online system. The ***Accommodations by Category Chart*** in the Accommodations Manual provides specific information regarding conditions for use of an accommodation and whether an Accommodation Request Form is required.



Step 3 of 4: Provide Accommodation Information continued (REQUEST INFORMATION)

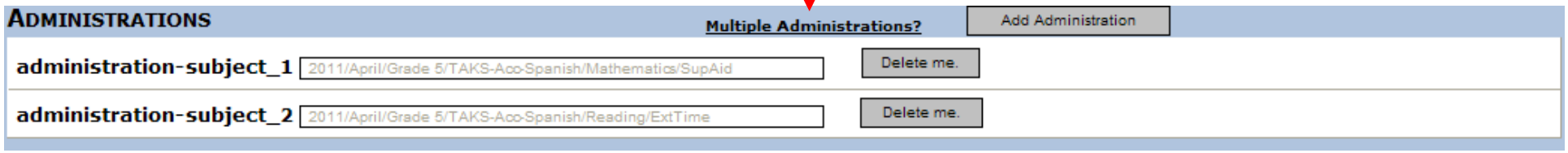
After you have made selections from each category, this information will appear in the box under "ADMINISTRATIONS" labeled "administration-subject_1". You may *not* edit this text. If you need to change what you have chosen, click on a different selection. If you want to delete the entire selection, click the button to the right that says **Delete me.**



If the accommodation you are trying to select is **NOT** in the list below, refer to the Accommodations Manual and/or the district testing coordinator to determine whether the Accommodation Request Form is necessary. If an Accommodation Request Form needs to be submitted, the district testing coordinator should contact a member of the TEA Accommodations Task Force. **DO NOT** submit accommodations under the wrong name as they will be deleted and you will be asked to resubmit in the correct manner.

Step 3 of 4: Provide Accommodation Information continued (ADMINISTRATIONS)

If this student needs accommodations for other subject-area administrations or for the administration of a different testing program, click the Add Administration button. Your current selections will be saved. Make your selections for the additional administration(s) using the same select boxes above. This online Accommodation Request Form will allow up to 4 different administrations for one student.



Step 3 of 4: Provide Accommodation Information continued (ACCOMMODATIONS)

Type a description of the accommodation(s) requested in the first box. This description may be simple (e.g., “2 days” for an extended time request) or more complex (e.g., description of a specific manipulative). There are only 1000 characters available for the description(s).

Type a rationale for the accommodation in the next box. If you are requesting multiple accommodations, you must address each of these separately. See pages 63−66 of the Accommodations Manual for more specific information and examples of the type of objective evidence that is needed for each request. This is one of the most important pieces of information that TEA needs in order to make a determination, so provide EFFECTIVE objective evidence of student need when requesting any accommodation. There are only 3000 characters available for the rationale(s).

ACCOMMODATION(S)

Describe the accommodation(s).	Description (Max. 1000 characters) [ ] - number of characters typed
Ensure that you provide a clear description of EACH accommodation requested. **For assistive technology devices, please provide the product name, manufacturer, and a version or model number.**	
Why does this student need the accommodation(s)?	**Rationale (Max. 3000 characters) [ ] - number of characters typed**
Ensure that your rationale includes objective evidence that gives a clear picture of why the student needs the accommodation. If the student needs multiple accommodations, the rationale should include objective evidence for EACH accommodation. **For more specific information about what objective evidence is, see pages 63-66 in the *2010-2011 Accommodations Manual*.**	

Step 3 of 4: Provide Accommodation Information continued (ADMINISTRATIVE INFORMATION)

You may enter a “Local Tracking Number.” This number is for local use only and allows districts to keep track of accommodation requests within the district. TEA does not use the local tracking number.

You will receive a confirmation page with a separate Request ID number just like you have in the past.

You must answer three questions about the accommodation(s) being requested. If you answer “No” to the first and last question, you must make sure that you provide a reason for these answers in the “Rationale” section. All accommodations are required to be used routinely in classroom instruction and documented in the appropriate paperwork, unless a special circumstance has arisen.

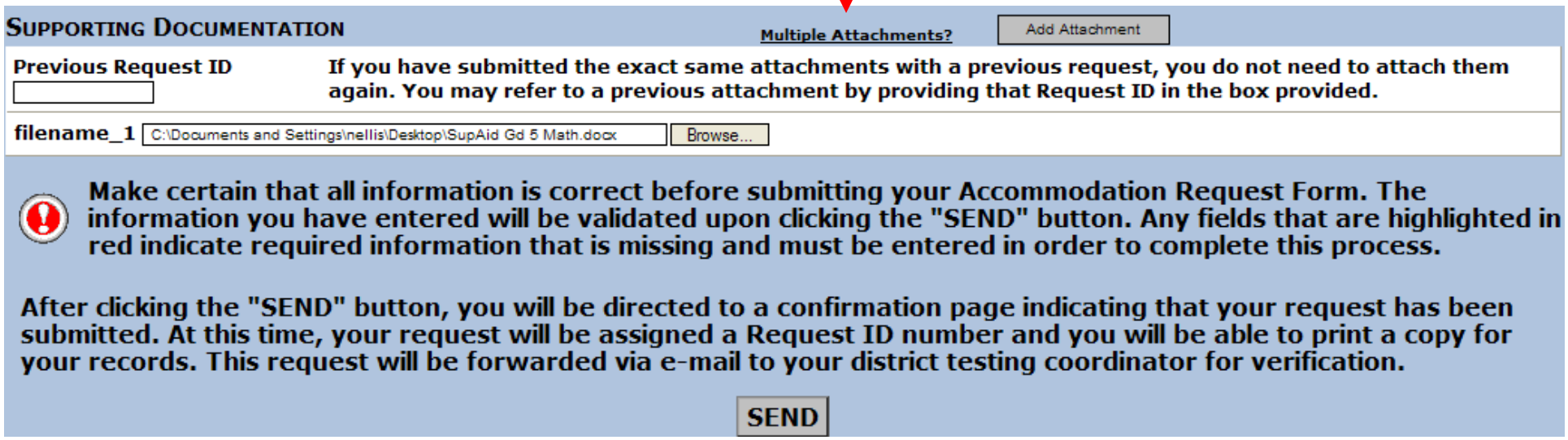
ADMINISTRATIVE INFORMATION	
Local Tracking number (optional)	1234
Does this student routinely receive the accommodation(s) in classroom instruction?	Yes No
Is this student receiving support/services through special education or through Section 504 of the Rehabilitation Act of 1973?	Yes, special education Yes, Section 504 Neither
Are all accommodations documented in the applicable student paperwork (IEP, IAP, permanent record file, or other, as appropriate)?	Yes No

Step 3 of 4: Provide Accommodation Information continued (SUPPORTING DOCUMENTATION)

You may submit any supporting documentation (e.g., supplemental aids) regarding the student and the accommodation(s) requested.

- If you have submitted a request in the past with the exact same attachment, you should enter the Request ID number in the box labeled “Previous Request ID”. Do not attach the exact same document to multiple requests.
- To attach a new document, click **Browse**. A pop-up window will appear that allows you to navigate to and choose a particular file. Use the **Delete me** button to delete a file that you no longer want to attach. However if you are using Internet Explorer and you want to delete “filename_1,” you must highlight the file name and delete using your keyboard.

Attach a copy of your supplemental aid, if applicable. Remember to clearly mark any attachments with the appropriate Grade Level and Assessment. There is a 3 file maximum and you should limit each file to 4 MB or less. If more than one attachment is necessary, click the Add Attachment button to add.



Press the **SEND** button when you have entered all information. This will take you to the confirmation page.

Step 4 of 4: Submission Confirmation

This confirmation page contains a summary of all the information you entered in steps 1 through 3. At this time, a "Request ID" is assigned by TEA. You will need this Request ID if you have to contact the district testing coordinator or TEA about the request. It is recommended that you **Click to print** this confirmation page for your records.

If you need to enter a request for another student on the same campus, click **Same Campus**.

- This will take you back to Step 3 of 4.

If you need to enter a request for another student on a different campus, click **New Campus**.

- This will take you back to Step 2 of 4.

Please see the next page for the final screen shot.

Step 4 of 4: Submission Confirmation continued

This page confirms that you have completed the process for requesting an accommodation. An e-mail has been sent to the district testing coordinator. Once TEA receives verification from the district testing coordinator, this request will be processed.

Click to print. | Same Campus | New Campus

TEA Student Assessment Accommodation Request Form

RequestID:	123456		**Your internal tracking number is:**		1234
District and Campus Information					
District Name	Aldine ISD	**Campus Name**	Calvert Elementary	**County/District/Campus Number**	101902128
Submitter					
First Name	**Last Name**	**Title**	**Phone**	**Email**	
			(xxx) xxx - xxxx	xxxxxxxxxxx	
Request Information					
Test Administration					
Year	**Month**	**Grade**	**Assessment**	**Subject**	**Accommodation(s)**
2011	April	Grade 5	TAKS-Acc-Spanish	Mathematics	SupAid
2011	April	Grade 5	TAKS-Acc-Spanish	Reading	ExtTime
Student routinely receives the accommodation(s) in classroom instruction?					Yes
Student receives support/services through special education?					Yes
Student receives support/services through Section 504?					No
All accommodations are documented in the student's paperwork?					Yes
Description	The description for each accommodation that you entered during Step 3 will appear here.				
Rationale	The rationale for each accommodation that you entered during Step 3 will appear here.				
Supporting Documentation					
Documentation and/or materials were attached to this prior Accommodation Request ID: or were attached to this Request ID and are listed below.					
-SupAid Gd 5 Math.docx					