



# Langley High School Form for Requesting College Board Accommodations

The information from this application form will be utilized to electronically file your request to the College Board by Langley High School'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 Langley 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      CB test you plan to take and date: \_\_\_\_\_

I have an (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: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you a transfer student:    NO    YES                      Expected Year of Graduation: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Date of 1<sup>st</sup> IEP/504: \_\_\_\_\_ Date of Current: \_\_\_\_\_

Does your IEP/504 allow for extended time? (circle one):    NO    YES →  50%     100%     Multiple Days

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: [College Board Consent Form for Accommodations Request](#)

**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's diagnosis (on Letterhead), Psychological/Educational testing (within the last three years and in PDF or Word format)

**Step 5.** Return all materials (cover sheet, consent form and documentation) to the SSD Coordinator

College Board	
Students with IEP's	Ms. Deb Dornemann <a href="mailto:dldornemann@fcps.edu">dldornemann@fcps.edu</a>
Students with 504's	Ms. Janice Dabroski <a href="mailto:jldabroski@fcps.edu">jldabroski@fcps.edu</a>

Documentation is sent once all documentation requested is received from the parent/files. Updates and additional requests from the College Board will be sent to you as they are received.