

ACCOMMODATIONS PROVISIONS FOR STUDENTS WITH LEARNING DIFFERENCES

St. Thomas provides the following accommodations:

1. Preferential seating
2. Note-taking assistance
3. Extended time (up to 50%) for quizzes over 20 minutes, LAP tests, and semester exams
4. Learning Ally use for audio books
5. Computer use for essay portions of tests

Freshmen students will automatically have extended time arranged for them by their teachers and the LEC staff. If students wish to opt out of automatic extended time for a certain subject, their parents may make this request through the Director of the LEC. Students will still be able to request extended time for any test and must adhere to the policy as it applies to upperclassmen. Freshmen students must request to use their computer for essay accommodation with their teacher at least two school days before a quiz or test.

Upperclassmen students are responsible for requesting the use of their extended time accommodation and computer use for essays from their teachers at least two school days before a quiz or test. Additionally, the students must complete the extended time portion of the test within the same lesson cycle as the scheduled test.

For Current STHS students who already have a diagnosis that qualifies them for the above accommodations, families must provide the LEC with:

- Current (less than 36 months old) Psycho-Educational testing report with diagnosis and recommendations for accommodations
- Middle School IEP on school or school district letter head
- ARD paper work including testing information, diagnosis(es), and testing data

For Current STHS students seeking accommodations for the first time:

- Contact the LEC staff to set up a meeting with your son to discuss his academic concerns.
- Meet with a member of the LEC staff to discuss and receive learning intervention strategies to implement before formal testing.
- Schedule psycho-educational testing with a testing provider. If the provider requests that your son's teachers fill out any surveys or evaluation forms, those documents should be sent to the LEC Director, not the specific teachers.
- Bring or send a copy of the diagnostic report to the LEC staff.
- The LEC staff will meet and discuss:
 - o Academic Need – based on past and present classroom performance
 - o Outcome of intervention strategies
 - o Testing Report

Parents and student will then be notified of the committee decision. LEC staff will meet with the family to review the accommodation plan and will notify teachers and support them in the implementation of accommodations.

In order to receive accommodations in both of the above cases, documentation must include:

- cognitive ability testing
- academic achievement testing
- a specific diagnosis

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

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

The information in these evaluations needs to be in the form of a report from an appropriate testing professional such as a psychologist or neurologist. The report should include:

- test results
- a specific diagnosis
- recommendations for accommodations

Dependent on the diagnosis, other documentation may be acceptable, 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 that includes an explanation of how and why the accommodations will support him
- any test results that the physician can provide concerning his evaluation of the diagnosis and current ability

Note that these requirements are in keeping with those outlined by the College Board and the ACT. Ensuring that the LEC has the appropriate documentation will allow the department to pursue and receive accommodations through these entities. Contact the Director of the LEC to determine which type of documentation is acceptable for your son. Please note that students must be on an official St. Thomas High School accommodation plan for four months before this department is able to request accommodations through College Board or ACT.

For a list of recommended psycho-educational testing facilities, please contact the Director of the Learning Enrichment Center of St. Thomas.

Note that documentation for accommodation plan requests will **not be processed within the months of December or May.