



NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

Unique Accommodation Request Application

IEP teams, Section 504 committees, and EL committees may request permission to use accommodations other than those included in the *North Dakota Accessibility Manual*. Office of Special Education should receive such requests no later than four (4) weeks before the student's first day of testing.

The request should come from the special education director/coordinator, district test coordinator, or EL Coordinator. The following information must be included in the request:

1. Student ID #, District, School name
2. Specific requested accommodation(s)
3. Rationale for the request provided by the IEP team, Section 504 committee, or EL committee
4. Verification statement that the student receives the accommodation(s) on a regular basis during classroom instruction and classroom assessment, and is familiar with the accommodation(s)
5. Impact of the student's assessment results if the student is not permitted to use the requested accommodation(s)

Send written requests at least four (4) weeks prior to the administration of the assessment to:

Office of Special Education
North Dakota Department of Public Instruction
600 East Boulevard Avenue
Bismarck, ND 58503

If the request is approved by NDDPI, the student may receive a valid score on the assessment when using the requested accommodation.

If the accommodation request is not approved and the student uses the accommodation during the NDSA or NDAA, the district may be instructed to mark the assessment as having non-approved accommodation. This will result in the score being invalidated or suppressed and the student being considered a "non-participant" for the assessment.

Upon completion of the review of the request, the review committee will reply to the request within 10 days.