| ESE Logo | **High School MCAS Accommodation 20 Cover Sheet**Request Approval to Use Customized Materials for High School MCAS Tests |
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| **Instructions:** This cover sheet must accompany all requests for approval to usecustomized materials for accommodation 20 (i.e., customized graphic organizer, checklist, or reference sheet) on MCAS **high school** testsONLY. Please complete this form and submit to the Department’s Student Assessment Services Unit by email to mcas@doe.mass.edu or fax to **781-338-3630**. Please submit a **separate cover sheet for each content area** (English Language Arts, Mathematics, or Science and Technology/ Engineering). See the *Requirements for the Participation of Students with Disabilities and English Language Learners in the 2017–2018 MCAS High School Tests* for additional submission guidelines. See below for a list of submission deadlines for each testing window. **Materials submitted after the deadline may not be reviewed before the testing window begins.** Responses will be sent approximately ten school days after a request is received. Please contact the Student Assessment Services Unit at 781-338-3625 with any questions. Retain documentation on file for three years. |
| **Contact Information** |
|  | Name: | Date: |
|  | School name: | District name: |
|  | Telephone number: | Fax number: |
|  | Email:  | Is this a resubmittal? ***(Check one.)*** [ ]  Yes [ ]  No |
| **Accommodation 20 Customized Materials Being Submitted** |
| ***Place a check mark next to each material being submitted for approval.*** |
|  | [ ]  Graphic organizer | [ ]  Mathematics reference sheet |
|  | [ ]  Checklist | [ ]  STE reference sheet |
| **MCAS Test Administration**  |
| ***Circle the grade and place a check mark next to each test administration the material will be used for.*** |
|  | **Grade:** 9 10 high school |
|  | **Test Administration (submission deadlines in parentheses):**  |
|  | [ ]  November retests (10/6/17) | [ ]  February Biology test (1/5/18) | [ ]  March retests (2/2/18) |
|  | [ ]  March–April ELA test (2/2/18)  | [ ]  May Math & STE tests (3/29/18) | [ ]  June STE tests (4/27/18) |
|  | ***For Mathematics reference sheets***, place a check mark in this box if the student also uses accommodation 30: [ ]  |
| **Principal or Designee Statement** **The principal or designee of the school must sign below to acknowledge the following:*** I have reviewed the Department’s policy for administering accommodation 20*.*
* ***For Mathematics and STE materials***: I have reviewed the approval guidelines and examples posted on the [Department’s website](http://www.doe.mass.edu/mcas/accessibility/).
* ***For ELA graphic organizers***: I have reviewed the [posted](http://www.doe.mass.edu/mcas/accessibility/) pre-approved ELA graphic organizers. The reason one of the pre-approved ELA graphic organizers cannot be used is as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_ |
| **Approval/Denial of Request – For Department Use Only** |
|  | Database record number: | Date received: | Date of response: [ ]  Email [ ]  Fax [ ]  Other: |
|  | [ ]  Approved [ ]  Approved with Changes [ ]  Not Approved Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |