



High School MCAS Accommodation 20 Cover Sheet

Request Approval to Use Customized Materials for High School MCAS Tests

Instructions: This cover sheet must accompany all requests for approval to use customized materials for accommodation 20 (i.e., customized graphic organizer, checklist, or reference sheet) on MCAS **high school** tests ONLY. 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 2016–2017 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? (<i>Check one.</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No

Accommodation 20 Customized Materials Being Submitted

Place a check mark next to each material being submitted for approval.

- | | |
|--|--|
| <input type="checkbox"/> Graphic organizer | <input type="checkbox"/> Mathematics reference sheet |
| <input type="checkbox"/> Checklist | <input type="checkbox"/> 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):

- | | | |
|--|--|---|
| <input type="checkbox"/> November retests (10/7/16) | <input type="checkbox"/> February Biology test (1/13/17) | <input type="checkbox"/> March retests (2/3/17) |
| <input type="checkbox"/> March–April ELA test (2/3/17) | <input type="checkbox"/> May Math & STE tests (3/31/17) | <input type="checkbox"/> June STE tests (4/28/17) |

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](#).
- For ELA graphic organizers: I have reviewed the [posted](#) pre-approved ELA graphic organizers. The reason one of the pre-approved ELA graphic organizers cannot be used is as follows:

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: _____