2014-2015 MCAS Accommodation 20 Cover Sheet
Request for Permission to Use Customized Materials for MCAS Accommodation 20

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). 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 Requirements for the Participation of Students with Disabilities in MCAS 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: 3 4 5 6 7 8 9 high school

Test Administration (submission deadlines in parentheses):
☐ November retests (10/10/14) ☐ February Biology test (1/7/15) ☐ March retests (2/6/15)
☐ March–April ELA test (2/6/15) ☐ May Math & STE tests (4/2/15) ☐ June STE tests (5/1/15)

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 at www.doe.mass.edu/mcas/participation/?section=sped.
• For ELA graphic organizers: I have reviewed the pre-approved ELA graphic organizers posted at www.doe.mass.edu/mcas/participation/?section=sped. 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: ________________