

Sample Form

Documentation of MCAS Accommodations for an EL Student

Use this form to document the selection of MCAS accessibility features and accommodations for EL students. Available accessibility features and accommodations are listed in the *Accessibility and Accommodations Manual*.

This form should be completed within 60 days of the start of the school year or the student's date of enrollment and must be updated annually. If the EL is also a student with a disability, accommodations decisions must be documented in the student's IEP or 504 plan. Schools should keep this form on file for three years. Do not submit this form to DESE.

Student information:

| Student Name: | | School Year: | |
|-----------------|----------------------------|--|---------------|
| Grade: | | SASID: | |
| School: | | District: | |
| Administration: | November retests Spring | February High School Science June High School Science | March retests |

Name of staff and others who determined the test accommodations and features for the student:

Educators(s):

Parent(s)/guardian(s) or other team members:

Note: If the **parent** and/or **student** were not part of the decision-making process, then they should be notified of the features and accommodations the student will receive on the tests.

| Accessibility Feature or Accommodation Needed by the EL Student for MCAS Testing | Notes/Comments |
|---|----------------|
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