 **Robert E. Lee High School**

 6540 Franconia Road

 Springfield, Virginia 22150

July 2019

 Dear Parents and/or Guardians of Tenth and Eleventh Grade Students:

In Fairfax County Public Schools (FCPS) and across the United States, students in grades 10 and 11 will take a Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) on October 16, 2019. FCPS will provide the PSAT/NMSQT to tenth and eleventh graders without cost. Only students in grade 11 are eligible to compete for the National Merit Scholarship; taking the PSAT/NMSQT in grade 10 provides students practice.

The PSAT/NMSQT is a standardized test designed to promote college readiness while preparing students for college entrance assessments. It measures evidence-based reading, writing and language, and mathematics with a focus on reasoning skills, knowledge, and comprehension. These are all skills that are important for college and career readiness. The PSAT/NMSQT is created and managed by the College Board, the same organization responsible for SAT and Advanced Placement (AP) tests.

Additional information about PSAT/NMSQT test content can be found at the following webpage: https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/inside-the-test/compare-specifications. The total testing time for the PSAT/NMSQT is 2 hours and 45 minutes, and students with disabilities with testing accommodations may require additional time. When school begins, we will provide families with more information about the schedule for PSAT Day and how to opt-out of the PSAT/NMSQT pre-survey, if desired.

Taking the PSAT/NMSQT test in tenth and eleventh grades helps to prepare students for success with the SAT college entrance test. All students who complete the PSAT/NMSQT will receive an individual score report, providing feedback based on their responses to the test questions. This will be helpful to tenth graders in preparing to take the PSAT/NMSQT again in eleventh grade and for students preparing to take the SAT. Students will have access to Khan Academy's (https://www.khanacademy.org/) free online test preparation, which is customized based on their PSAT/NMSQT scores.

**Tenth and eleventh grade students with disabilities who have testing accommodations** documented in a 504 Plan or an individualized education program (IEP) may be eligible for testing accommodations on the PSAT/NMSQT**. Your input and consent are necessary by August 15, 2019**, for the school to submit a testing accommodation request before the College Board deadline. If you feel your student may need PSAT/NMSQT testing accommodations, please review the additional information and forms enclosed with this notification. Each high school has a designated staff member to assist with requests for accommodations. Please contact our SSD coordinator, Kira Bertheussen at klbertheusse@fcps.edu to begin the accommodation request process.

I encourage you to discuss this testing with your child. Students may prepare for the PSAT/NMSQT by visiting the College Board website (https://www.collegeboard.org/), getting a good night’s sleep prior to the test, and eating breakfast the morning of the test. If you have questions about PSAT/NMSQT testing at our school, please contact our assessment coach, Mrs. Kj Sachdeva at ksachdeva@fcps.edu. Best wishes to you and your child.

Sincerely,

Deirdre M. Lavery

Principal

Enclosures

ENCLOSURE 1: PSAT/NMSQT ACCOMMODATIONS PROCESS

TO: Parents and/or Guardians of Students with Disabilities

FROM: Lee High School Principal

Students with disabilities who have testing accommodations documented in an IEP or 504 Plan may be eligible for accommodations on the PSAT/NMSQT test. However, not all testing accommodations in an IEP or 504 Plan are permitted by the College Board, and not all students with Standards of Learning (SOL) testing accommodations will require these accommodations on the PSAT/NMSQT. Information about eligibility for PSAT/NMSQT testing accommodations is available on the College Board website (https://accommodations.collegeboard.org/eligibility).

For a student to receive PSAT/NMSQT accommodations, the College Board must approve a formal request for the student. Each high school has a designated staff member who serves as the SSD (Services for Students with Disabilities) coordinator and works with the College Board to make these requests. All accommodations requests are due from the school to the College Board in August. The school may not make a request without consent from you and your student. Parents/guardians must give their input and consent to the school **by August 15, 2019.**

Below you will find information on possible College Board testing accommodations. As you and your student consider which accommodation(s) may be appropriate for the PSAT/NMSQT, please keep in mind the following:

● the content, format, and purpose of the assessment (<https://collegereadiness.collegeboard.org/psat-nmsqt->psat-10/inside-the-test);

● implications on overall testing time or setting for some accommodations (see notes on Enclosure 2); and

● duration of the accommodation approval (once approved, College Board accommodations must be used for all future College Board tests, including SAT and AP exams, unless a written refusal is submitted).

If you would like the school to request College Board accommodation(s) for your student, follow these three steps.

1. Complete the **Accommodations Input Form (Enclosure 2)**:

○ Circle the accommodation(s) in the list that you would like the school to request from your student’s IEP or 504 Plan;

○ Initial and date at the bottom of the form to confirm your input;

2. Complete the **Accommodations Request Consent Form (Enclosure 3)**:

○ Write in your student’s name, school, and date of birth;

○ With your student, sign and date to verify your consent for release of records to the College Board;

3. Return original copies of both forms to the high school by August 15, 2019.

After receiving your forms, school staff will review your student’s IEP or 504 Plan and academic records to verify the testing accommodation(s) and collect documentation the College Board requires for each request. Staff will contact you if there are any questions about your selected accommodation(s).

Please contact your student’s high school at klbertheusse@fcps.edu if you have questions about testing accommodations for the PSAT/NMSQT or wish to discuss the request process.

When returning accommodation input and consent forms (Enclosures 2 and 3), send or deliver to:

ATTN: \_Kira Bertheussen

SPED Department Chair

Lee High School

6540 Franconia Rd

Sprinfield, VA, 22150

ENCLOSURE 2: PSAT/NMSQT ACCOMMODATIONS INPUT FORM

The College Board accommodations listed below apply to the PSAT/NMSQT test and are available only to students with disabilities, as documented in an IEP or 504 Plan, or to students with documented medical needs. If you would like the school to request College Board accommodation(s) for your student:

 ● **Circle the accommodation(s)** below that you would like requested from your student’s IEP or 504 Plan;

 ● **Initial and date** at the bottom of this form to confirm your input;

 ● **Return** this form along with Enclosure 3 to the high school **by August 15, 2019.**

College Board accommodations are different from SOL testing accommodations. Review the notes below to understand implications for testing. The College Board website provides additional explanations of how accommodations are implemented (https://accommodations.collegeboard.org/typical-accommodations).

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| **Timing/Scheduling Accommodations** | **Setting Accommodations** |
| Adjust the scheduling of a test:* Breaks as needed
* Extra extended breaks
* Late start time
* Limited testing time
* 50 percent extended time**1**
* 100 percent extended time**1**
 | Adjust the place in which the testing occurs:* Home/hospital testing
* Preferential seating
* Wheelchair accessibility
* One-to-one testing
* Small group testing
 |
| Presentation Accommodations | Response Accommodations |
| Adjust the presentation of test material and /or test directions:* Sign language interpreter (directions only)
* Reader (person)**2**
* MP3 (computer audio) **3**
* Braille/Braille graphs and figures
* Witten copy of oral instructions
* Large print (14 point, 20 point, 24 point)
* Auditory amplification/FM system
* Use of colored overlay
* Assistive technology-compatible **4**
 | Adjust the manner in which students responds to test items:* 4-function calculator (on the Math Test “no calculator” portion)
* Writer/scribe **5**
* Students marks in test booklet
* Large-block answer sheet
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| **Medical Accommodations** |
| **Adjust the restrictions on materials permitted into the secure testing environment*** Permission to test blood sugar
* Permission for food/medication
 |

*Footnotes:*

***1*** *Extended time: Students must stay the entire amount of time for which they are approved. They cannot leave early, and they cannot move onto the next test section until the allotted time has passed, even if they finish the section early. Students will not be able to participate in the school’s early dismissal on PSAT Day.*

***2*** *Limited testing time: Testing may need to be administered over two days. If this is the case, students will miss classroom instruction on the Thursday following PSAT Day.*

***3*** *Reader (person): Testing must be administered one-on-one, reading word-for-word for the whole test or parts of the test.*

*4 MP3 (computer audio): Testing must be administered over two days with 100 percent extended time, plus 45 additional minutes for Section 2 (Writing and Language test). Students will miss classroom instruction on the Thursday following PSAT Day. See also Footnote 1 above regarding implementation of extended time.*

*5 Assistive Technology Compatible: Section 2 (Writing and Language test) requires 100 percent extended time. See also Footnote 1 above regarding implementation of extended time.*

*6 Writer/scribe: Testing must be administered one-on-one with 50 percent extended time. Students dictate responses to the adult scribe. See also Footnote 1 above regarding implementation of extended time.*

**Parent/Guardian Confirmation of Selected Accommodations:** By initialing, I confirm that I would like the high school to request the College Board accommodations circled above after considering my student’s needs in relation to the information available about the PSAT/NMSQT test.

Parent/Guardian Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

ENCLOSURE 3: PSAT/NMSQT ACCOMMODATIONS REQUEST CONSENT FORM



Services for Students with Disabilities

**Consent Form for Accommodations Request**

**Student Information**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student and Parent/Guardian Signature**

I wish to apply for testing accommodation(s) on College Board tests (SAT, SAT Subject Tests, PSAT 10, PSAT/NMSQT, and/or Advanced Placement Exams) due to disability. I authorize my school to: release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/guardian signature is required if Student is under 18.)