

FOR SCHOOL USE ONLY

Date Received: _____

Approved _____ Denied _____

Principal's/Director's Signature: _____

ACT Testing Exception Request Form

Students who have met the benchmark for either the SAT or ACT may request an ACT testing exception. Failure to include all required information may result in the need to resubmit the request, a delay in the response, or a denial of the request.

Requests for the ACT testing exceptions will be honored only through February 8, 2019.

To Be Completed by the Student

Complete the following information and submit the form to the school principal for review.

Today's Date _____

Student's Name as it appears on school records _____

Student's PowerSchool Number _____

School Name _____

Date of most recent SAT or ACT test administration _____

Attach to this form a copy of the original individual student score report from SAT **or** ACT. The score report must include all subtest scores.

Student's Signature

Date

Parent's Signature

Date

To Be Completed by the School Principal or the Principal's Designee

1. Upon receipt of the request, obtain proof of identity (i.e., valid picture ID) from the individual requesting the testing exception. Verify the photo ID matches the original SAT or ACT score report.
2. Ensure a copy of the student's original score report is attached to this form.
3. Once determination for exemption is approved/denied:
 - a. Complete the **FOR SCHOOL USE ONLY** box located at the top of this form.
 - b. Notify the student and parents/guardians of the decision.
 - c. Keep a copy of this form and a copy of the score report in the students' cumulative folder at the school.
4. Send the original request form and a copy of the score report to the LEA Test Coordinator no later than **February 15, 2019. Send approved requests only** to the LEA Test Coordinator.

NOTE: Charter Schools must send the original request form and copy of the score report to their Regional Accountability Coordinator (RAC).