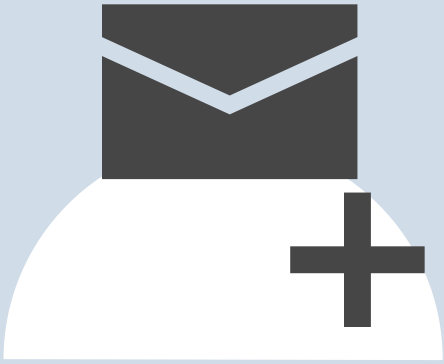


# Requesting Accommodations

## 3 Step Checklist for Educators

### No.1 Email from Student



Receive forwarded email from student



- Receive accommodations email from student
- Receive Consent to Release Information form from student



Test Accessibility and Accommodations System (TAA)



### No. 2 Submit Request

- Create or sign in to an account in the TAA system
- Using TAA, fill in all the required information needed
- Submit request
- ACT reviews the request within 7-10 business days



Accommodations Decision Notification



### No. 3 Receive Notification

- View decision notification online
- Print TWO copies (one for examinee, one for you)
- Receiving questions about the notification? Direct the student to contact ACT.