

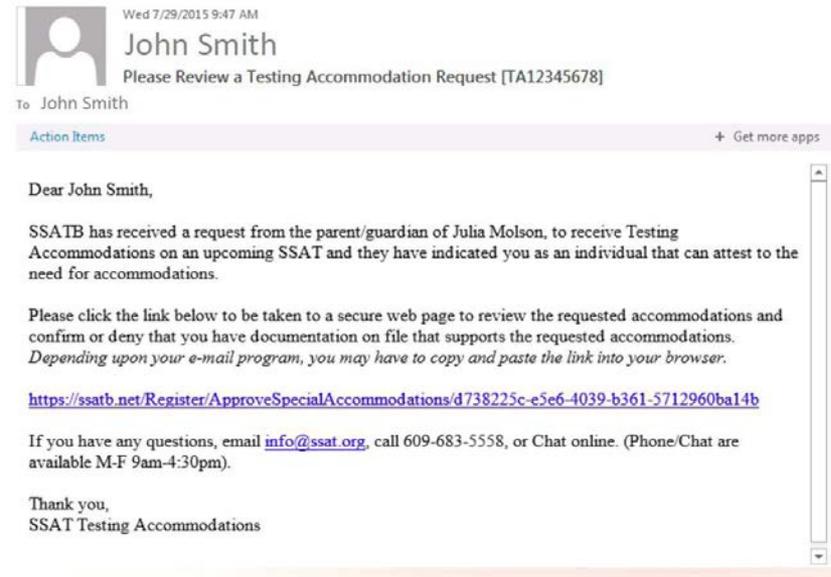
Acting as an Approver for SSAT Testing Accommodations for 2018-2019

This document provides the step-by-step process for approvers. Additional information for approvers regarding documentation requirements, who can be an approver, deadlines, etc. can be found in the *2018-2019 Testing Accommodations Approver Overview* at www.SSAT.org/TA.

First, you'll receive an Approver Email

- Once a student completes a request for testing accommodations, you will receive an approver email.
- This email includes a link to an online form for you to complete your approval.

If you lose the email or need it resent, just let us know at TA@enrollment.org.



Complete the online form

- Review the information at the top of the form to ensure:
 - You qualify to be an approver.
 - You have documentation on file that meets SSAT requirements.
- Indicate the type of documentation you have on file.
- Approve/deny each requested accommodation.

Read more about documentation and approver requirements in the 2018-2019 Testing Accommodations Approver Overview at www.SSAT.org/TA.

Testing Accommodations Approval

Welcome John Smith ,

You are about to review and confirm/deny accommodations for Michael Gera for the SSAT. Please read the information below carefully before completing this form.

Things You Need to Know

1. To be an Approver, you must be a **Qualified Professional**.

A qualified professional is an individual that has sufficient background, experience, or responsibility to professionally affirm that documentation that supports SSATB's requirements exists and is valid.

- If the documentation on file is an IEP, 504 Plan, or Private School Documentation, the approver should be a representative of the student's school (including, but not limited to, a special education coordinator, an administrator, a counselor, or a teacher).
 - If the documentation on file is a psychological evaluation or testing results, the approver should be the person who completed the testing or another professional that has equivalent experience, knowledge, or background.
 - If the documentation on file is medical documentation, the approver should be a medical doctor with sufficient background to perform the diagnosis.
2. For each requested accommodation, your documentation on file must support specifically or with reasonable indication that the student has disabilities and the requested accommodations provide a reasonable accommodation for them.

Documentation

To approve any accommodations you must have documentation on file that meets SSATB's criteria:

Acceptable Forms of Documentation:

One of the following forms of documentation must be on file. Select one:

- IEP
- 504 Plan
- Private school documentation (on letterhead) that indicates the named student should receive accommodations for schoolwork and/or tests in school
- Psychological evaluation
- Testing results from a qualified professional
- Documentation of a disability from a qualified professional (on letterhead).
- Other documentation illustrating that the student has been regularly approved for accommodations for other standardized tests

Accommodations Requested

Below are the accommodations requested for Michael Gera. Use the drop down box next to each to indicate if that accommodation is approved or denied, per the requirements above.

I wish to the request for the **50 Percent Additional Time (1.5x)** Special Accommodation



Complete the online form (cont'd)

- In addition to your approval, confirmation of your identity is required.
- Print the form from the link, sign it, and include your business card or a short letter to affirm your identity.
- You can take a picture of your form and business card/letter and e-mail it to TA@enrollment.org or mail/fax it.

***Emailing your ID confirmation ensures the fastest processing!*

Confirm Your Identity

SSATB must have confirmation of your identity to process your submission.

! Based upon your email address, you have not been recognized as a Known Approver.
If you have already become a Known Approver through an email address other than tjera@ssat.org, since Aug 1st, 2014, enter it in the box below.

If you haven't registered as an approver previously, follow the instructions below to submit ID verification to SSATB.

- Click to [print/save custom Approver ID form](#).
- After printing the form, add your business card where shown, and sign the form.

If you don't have a business card, you can write a brief statement on your company's letterhead indicating your name, address, job title, responsibility for maintaining accommodation documentation and that you are submitting the letter as verification of your identity for SSAT testing accommodations.

To Submit Online (fastest method)

Simply take a picture of the completed form, and email to ta@ssat.org (make sure the Approver ID number on the form and your business card/letter is readable). An example is shown below.



To Submit by Fax:

Fax a copy of the form with business card (or letter) to 609-683-4507

To Submit by Mail/Courier:

Send the form and original business card (or letter) to: SSATB, 862 Route 518 Skillman, NJ 08558

Regardless of submission method, once SSATB receives and processes the approver id form, you will receive a confirmation email. In that e-mail it will be confirmed that your approver id number is now a Known Approver ID number. If you need to approve accommodations for another student within 3 years, you may simply use that number.

Complete the online form (cont'd)

- Once your ID confirmation is received you will become a 'known approver' of accommodations and your approval will be validated.
- As a 'known approver' you will not need to submit ID confirmation again for the current testing season and the two testing years following submission of your documentation.
- In the future, when completing an approval as a 'known approver,' the form will recognize you and indicate your ID confirmation is on file.

Confirm Your Identity

SSATB must have confirmation of your identity to process your submission.

 Based upon your email address, you have not been recognized as a Known Approver.
If you have already become a Known Approver through an email address other than tgera@ssat.org, since Aug 1st, 2014, enter it in the box below.

If you haven't registered and approved previously, follow the instructions below to submit ID verification to SSATB.

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- After printing the form, add your business card where shown, and sign the form.

If you don't have a business card, you can write a brief statement on your company's letterhead indicating your name, address, job title, responsibility for maintaining accommodation documentation and that you are submitting the letter as verification of your identity for SSAT testing accommodations.

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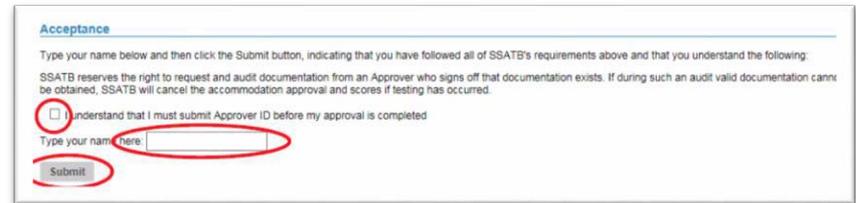
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Complete the online form (cont'd)

- Finally, accept the terms of being an approver by:
 - Checking the 'I understand...' statement
 - Typing your name
- Click submit and you are finished.



Acceptance

Type your name below and then click the Submit button, indicating that you have followed all of SSATB's requirements above and that you understand the following:

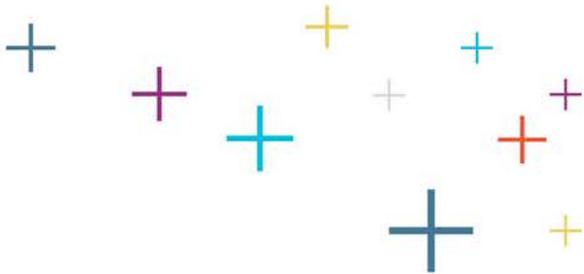
SSATB reserves the right to request and audit documentation from an Approver who signs off that documentation exists. If during such an audit valid documentation cannot be obtained, SSATB will cancel the accommodation approval and scores if testing has occurred.

I understand that I must submit Approver ID before my approval is completed

Type your name here:

Confirmation

- The form will confirm your submission and you'll receive an email as well.
- Remember to send your ID if you are not yet a 'known approver.'
- Your approval is not valid until your ID is received and on file.



Wed 7/29/2015 11:00 AM

 John Smith
Thank you for returning the Testing Accommodation request

To John Smith

Dear John Smith ,

Thank your for submitting the approval form for special testing accommodations for Michael Gera on the SSAT.

You approved the following accommodations:

- 50 Percent Additional Time (1.5x)

In submitting the approval you indicated that the student routinely receives the accommodations you selected. SSAT reserves the right to contact you to provide further verification and/or documentation regarding this student. Failure to provide supporting documentation could result in the denial of accommodations and may delay testing.

If you have any questions, email info@ssat.org, call 609-683-5558, or Chat online. (Phone/Chat are available M-F

Thank you,
SSAT Testing



 Your form has been processed and submitted successfully.

Thank you for your submission. If you have any questions, please contact SSATB at info@ssat.org or by calling (M-F 9:00am - 4:30pm EST).
Remember, your approval can not be processed until SSAT has received your submitted ID verification. If you entered a valid Known User ID, your approval is complete.
Thank you,
SSAT Testing Accommodations

