Requesting Testing Accommodations for the SSAT

This document provides the step-by-step process for submitting an application for accommodations on the SSAT.

Additional information for students regarding documentation requirements, deadlines, etc. can be found in the 2019-2020 Testing Accommodations Guide at www.SSAT.org/TA
First, log in to your SSAT account

- Available at: [https://portal.ssat.org](https://portal.ssat.org)

If you do not yet have an online SSAT account, please click “Sign Up for a Parent/Guardian and Student Account”
First click “SSAT Testing,” then click “Apply for / View My Accommodations”
Next, click, “Click to Apply for Testing Accommodations”
Application Form for Accommodations

- The accommodations form starts with information you need to know regarding steps in the process.
- If you need any clarification, click one of the links to: www.SSAT.org/TA
- Otherwise, click the bottom button to begin.
Disability Information

• First, you will need to complete some background information detailing your student’s disability.

Indicating an ‘other’ disability will require documentation to be submitted so we can best review your student’s needs. If your student’s disability corresponds to a listed disability in the list, please select it there.
Select Testing Accommodations

• Next, you will select the accommodations that your student needs for the SSAT.

*Indicating any ‘other’ accommodations will require supporting documentation to be submitted so we can best review your student’s needs. If your student’s need corresponds to a listed accommodation in the list, please select it there.*
Indicate an Approver

• Next, list the contact and related information for the individual you are listing as an approver who can:
  • Verify the need
  • Has documentation on file that meets SSAT requirements

If the ‘Relationship to Student’ field is NOT ‘School/ Education professional at your student’s school,’ you will be required to submit documentation.
Approver’s Documentation

• Indicate the type of documentation your approver has on file for your student.
• Click “Continue.”

*Selecting Option 2 will require documentation to be submitted so we can best review your student’s needs.*
Documentation Submission

Option 1: Not Required

- Based upon the information you entered and your student’s testing needs, the form will indicate whether you are required to submit documentation.
- In the example provided, no documentation will need to be submitted to EMA for review.
Documentation Submission

Option 2: Required

- In this example, documentation will need to be submitted to EMA for review before accommodations will be approved or provided for testing.

- The form will advise each reason why documentation must be submitted.

Learn more about when documentation needs to be submitted at www.SSAT.org/TA
Documentation Submission

Option 2: Required (cont’d)

• If documentation must be submitted to EMA for review, the form will provide the opportunity to upload documentation.

• Select whether you will upload documentation now or will submit later. This can be done in your SSAT account, by mail or fax.
Terms and Conditions

- Regardless of whether documentation is required, you will be required to type your name to electronically sign and agree to the terms and conditions.
- Finally, click “Submit.”
Submission Confirmation

- The form will confirm your submission and you will receive a confirmation email as well.
- You will receive automated application update emails throughout the process and upon completion of the application, at which point you will be all set to register for testing with the approved accommodations.
Final Notes:

If you do not receive e-mails indicating that your approver has completed their confirmation or submitted ID confirmation within a reasonable amount of time, contact your approver.

If you are required to submit documentation, remember that a review of your student’s application cannot begin until it is received -AND- your approver has completed their confirmation and submitted ID.

All test takers MUST be approved for any necessary accommodations before they will be permitted to register for any SSAT test date with accommodations.

E-mail TA@SSAT.org or contact our customer support team at (609) 683-4440 if you have any questions.