

The process for applying for accommodations with the College Board and ACT is as follows:

SAT	ACT
Parent completes the SAT consent form and the Student Information Form	Parent/Student registers for a date to take the ACT
Parent scans and sends completed forms to lauren.folger-sweeting@charlottecountryday.org or drops them off at school addressed to US ERP Lauren Folger-Sweeting	Parent completes the ACT Consent Form and the Student Information Form paying particular attention to the ACT ID – This number is necessary to submit for accommodation approval
ERP Submits documentation to the SAT	Parent scans and sends completed forms to lauren.folger-sweeting@charlottecountryday.org or drops them off at school addressed to Lauren Folger-Sweeting
Parent and ERP will receive the Decision Notification Letter indicating approval/denial	ERP submits documentation to the ACT
*Parent/Student can register for a date either before after documentation is submitted (this is only necessary once)	ERP receives decision notification letter indicating approval/denial (15 days) and forwards along to parent

Note:

*All consent forms can be found on BUCSNET under the Education Resources tab.

**If you are approved by the College Board, you are approved for the PSAT, SAT and any AP exams.

***You do not need to have a specific test date to apply for accommodations with the College Board. HOWEVER, for the ACT you must have already registered for a specific test date to submit a request for accommodations (you provide the ACT ID so the records can be connected).

****Please submit paperwork early → **allow three weeks** before the registration deadline as it takes up to 15 business days to be processed