



Scottsdale Unified School District Advanced Placement (AP) Accommodations

Written procedures regarding Desert Mountain High School ("the School") students with disabilities taking advanced placement (AP) exams, including those students who are not enrolled in AP courses.

i. The location(s) where students may register for AP exams

Students will register at the bookstore of their home campus. For example, students of Desert Mountain High School will register at the Desert Mountain High School Bookstore.

ii. The deadline(s) by which students must register for AP exams

For AP Exams, the dates are established by the College Board and occur each May. For the 2017-18 school year, students must register for AP exams by March 9th. The deadline for requesting testing accommodations is February 23, 2018. The deadline to register for AP exams is after the deadline to request accommodations. Because of this discrepancy, it is expected as set forth in section iv below that Section 504 or IEP teams will discuss timelines for AP exam accommodations.

If the counseling office receives a request for accommodations after the February 23, 2018 deadline, the Services for Students with Disabilities (SSD) Coordinator will submit the request to the College Board as quickly as possible.

iii. The procedures for ensuring that students with disabilities' testing accommodation needs on AP exams are reported by School staff to the College Board

Desert Mountain High school will designate a Services for Students with Disabilities (SSD) Coordinator who helps students during the accommodations request process. To submit a request without their school's involvement, families must request a paper Student Eligibility form from their guidance counselor or SSD. To submit a request with the School's involvement, the procedure set forth below will be followed:

1. Students will register for AP exams in the bookstore;
2. The bookstore will notify the counseling office on a weekly basis of the students who have registered for an AP exam;
3. Counseling office will review the list of students taking AP exams and determine which students may need testing accommodations similar to those in their IEP or Section 504 Plan.
4. Counseling office will send the student's parent or guardian, if the student is under age 18, or will send the student, if the student is age 18 or older, a form to consent to a release of information.
5. Upon receipt of parent or student consent, the counseling office (within 5 school days) will submit request to the College Board Services for Students with Disabilities ("SSD") online.

iv. A description of how the School will notify students with disabilities and their parents or guardians about how to request accommodations for AP exams and to whom to make

this request

1. During annual reviews and re-evaluations, the site 504 Coordinator (required participant for Section 504 reviews) or District representative (required participant for IEP team meetings) will notify parent(s)/students(s) of the process for submitting this request.
2. When students register in the bookstore, the bookstore will provide informational flyer (or Bulletin for AP Students and Parents), which will notify students who are requiring accommodations that they should follow up with their counselor.

- v. **A description of how School staff will be notified of their responsibility to ensure that they contact the College Board about testing accommodation needs of students with disabilities taking AP exams.**

Training for site administration, including site 504 Coordinators and District representatives as listed in iv (2) above, and guidance counselors will occur within thirty (30) calendar days of receiving OCR's final approval of the procedures. Training will be provided annually to AP teachers/bookstore staff/counselors/SSD. As a part of the new hire process, responsibilities will be reviewed with new staff.

- vi. **A description of how students with disabilities may request accommodations for AP exams, including deadlines, who to contact (along with contact information), and required documentation for such requests-SSD Coordinator**

If a student chooses to request accommodations for AP exams, the following procedure shall occur:

1. Students will register for AP exams in the bookstore;
2. The student will meet with his/her counselor.
3. The counselor will provide the consent form to release information to the College Board to be signed by the parent or the adult student.
4. Upon receipt of parent or student consent, the counseling office (within 5 school days) will submit request to the College Board through SSD online.
5. As requested by the parent(s)/student, a meeting will be scheduled by SSD Coordinator.

- vii. **A description of how School staff will assist students with disabilities who seek accommodations on AP exams, including providing, upon request documentation and information to the College Board in a timely manner-**

See vi and iii.

- viii. **A description of how School staff, including staff in the School's bookstore, will coordinate with one another to ensure that the procedures required by this Agreement are followed so that students with disabilities' individualized testing accommodation needs are met in the administration of AP exams.**

See Section iii above.

- ix. **The name(s), title(s), and contact information for the School staff member(s) who will coordinate (s) assistance to students with disabilities seeking accommodations on AP exams—**

SSD Coordinator (Guidance Counselor) will be assigned on a yearly basis based on staffing, expertise and training. If the SSD Coordinator is unavailable, then contact the Counseling Office.

For the 2017-2018 school year, the AP Coordinator is:

Megan Reddell
mreddell@susd.org
480-484-7000

For the 2017-2018 school year, the SSD Coordinator is

Paige Phelps-Castro
pphelps@susd.org
480-484-7000

- x. **A description of how students, parents, and guardians may file a complaint with the District's Section 504 Title II Coordinator or with OCR, if they believe a student with a disability at the school was discriminated against by the School in the process of seeking accommodations for AP exams-**

If parent/student believes he/she was discriminated against, he/she should may file a grievance pursuant to the attached Section 504 complaint form. You may also file a complaint with the Office for Civil Rights of the U.S. Department of Education online or by mail, fax, or email.

U.S. Department of Education
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