

USBE CTE Exam Accommodation Request Form

Instructions

If a student with a disability requires an accommodation for participation in the CTE certification exams as outlined in the student’s educational plan for assessment (i.e., IEP, 504 Plan, Plan for Student Learning English), this request form must be completed and emailed to Jessica Wilhelm (jessica.wilhelm@schools.utah.gov) and Greg Richens (Greg.Richens@schools.utah.gov) at the Utah State Board of Education (USBE). Please submit the form at least 4 weeks prior to testing to ensure a timely response. Keep a copy of this form in the student’s file (i.e., IEP, school).

District/Charter Name

Request Date

School Name

Student State ID (SSID)

School Telephone

Student’s Grade

Type of Accommodation Being Requested

Extended Time

Sign Language

Assistive Technology

Breaks

Human Reader

Language other than

Braille

Scribe

English

Print/Paper copies

Screen Reader

Give a detailed description about why and how the accommodation has been used for classroom instruction.

Indicate Type of Plan: IEP 504 Plan English Learner

Assessment Requiring an Accommodation CTE Certification Exam

By signing and submitting this form to USBE for consideration for approval, the principal/designee and LEA assure that:

- This accommodation is documented on the student’s educational plan.
- This accommodation is used regularly and with fidelity for routine class instruction and assessment.
- LEA is responsible for providing accommodations during administration of assessment in conjunction with the guidance of USBE

Principal/Designee Signature