

**From:** Somasundaram, Visalakshi DPI  
**Sent:** Friday, November 13, 2015 12:58 PM  
**Subject:** ACT-Approved Accommodations Deadline Reminder

Dear district assessment coordinators, high school principals, and ACT test coordinators,

This is a reminder that the deadline for submitting ACT accommodation requests in the Test Accommodations and Accessibility (TAA) system is due on Friday, **November 20**. Schools and districts should have the submitted accommodations requests for students with disabilities to ACT for ACT-approved accommodations before considering non-college reportable accommodations. Scores from ACT-approved accommodations are college reportable. **Failure to request ACT approval of accommodations for students with disabilities may raise concerns related to disability-based discrimination.**

In order for schools to submit the accommodations request, staff should have access to the ACT online TAA System. Test Coordinators (only staff named by DACs as test coordinators during the establishment process) should request for trusted agent access from ACT. The information on how to request for trusted agent access is available in the [TAA user guide](#) and the training module "[Requesting TC Trusted Agent Access.](#)"

The Trusted Agent access requests have been denied by ACT for some schools. The reasons for this denial stem mainly from two errors in the establishment process: (1) TC does not sign the security agreement and leave it blank in the establishment website and (2) Staff other than TC signs the security agreement and the TC's name does not match with the name in the signature line for the TC Security agreement in the establishment website.

ACT has reached out to all TCs who have not signed the agreement and to all DACs and TCs where there is an inconsistency between the name of the TC and the signature line via emails. It is highly important to watch for these emails and take care of these issues in the establishment site.

TCs should request trusted agent access as soon as possible. This way, they will have adequate time to then have the Test Accommodation Coordinator or other staff request and receive access for themselves and submit accommodations requests.

Please call ACT customer service at 1-800-553-6244 ext 1788 or email [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) for specific questions regarding accommodations.

Thanks,  
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