

Wisconsin Forward Exam Request for Read Aloud Accommodation



The Read Aloud accommodation is used in extremely rare instances for a student with visual impairments who is receiving instruction in contracted braille but not yet proficient and whose need is documented in an IEP or 504 plan. The student must meet **ALL five criteria** on the Request for Read Aloud Accommodation Form to qualify for the accommodation.

This request must be approved by DPI prior to use during the Wisconsin Forward Exam. DPI staff will review the request and if approved, activate the process.

INSTRUCTIONS:

Please submit requests for accommodation review **at least two weeks prior to the start of the testing**. Questions may be directed to (608) 267-1072.

1. Download and save the form to your device.
2. Complete the form electronically and save.
3. Email saved form to DPI's Office of Educational Accountability at osamail@dpi.wi.gov.

GENERAL INFORMATION

Date of Request:	Grade Level of Student:
District:	School:
Staff Contact Person:	Telephone:
E-mail Address:	Fax:

PROPOSED ACCOMMODATION

Proposed Accommodation for Student:

Without a disability

With a disability on a 504 plan

With a disability on an IEP

English Language Learner (level 1-5)

CRITERIA

All five of the criteria below must be met when considering if the student needs to have the read aloud accommodation provided in order to access the Forward Exam.

Criteria for Accommodation	YES	NO
1. Does the IEP indicate that the child has a need and receives instruction in braille?		
2. Does the lack of knowledge of braille prevent student participation in the Forward Exam, which includes the ELA reading passages?		
3. Is the student's inability to access the exam, which includes the ELA reading passages, primarily because of his/her disability rather than issues that are not related to the disability (e.g., excessive unexcused absences)?		
4. Is the student routinely provided with an oral instruction format to access materials?		
5. Will the oral administration of the test provide sufficient access to the materials to the student?		

Rationale for the Read Aloud accommodation (Please be specific regarding **why** this student needs this particular accommodation in order to access the assessment vs. other approved options.):

	DPI DECISION - For DPI Use Only	
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Approved for use with the Forward Exam. Please be sure to “check” the accommodation in the DRC INSIGHT Portal for this student prior to testing and printing the student’s ELA test tickets.

Not Approved for use with the Forward Exam.

Reason:

DPI Authorized Signature:

Date:
