

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) at the Utah State Board of Education (USBE). Please submit the form at least two months prior for braille and four weeks prior to testing for all other requests 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

Braille

Other (detail in box)

Language other than

Print/Paper copies

English

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

Exam date:

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