

# USBE Scribe Accommodation Request Form for Assessment

## Instructions

If a student with a disability requires a scribe accommodation for participation in the statewide assessment as outlined in the student's educational plan (i.e., IEP, 504 Plan, Plan for Student Learning English), this request form must be completed and emailed to [Jessica Wilhelm](mailto:Jessica.Wilhelm@schools.utah.gov) (Jessica.Wilhelm@schools.utah.gov) at the Utah State Board of Education (USBE). Please send the form at least 3–4 weeks prior to testing to ensure a timely response. Please see the USBE [Scribe Accommodation Guidelines](#) to determine if the student qualifies for this accommodation.

If a student is experiencing a debilitating injury just prior to testing that prevents him/her from being able to write, he/she may need a scribe. Approval for use of the scribe accommodation for such reason is done through this request form. You will need to obtain medical documentation to keep in the student's file.

If this request is due to a debilitating injury that has occurred just prior to (after the 3-week requirement) or during testing, contact Tracy immediately by email or phone (801-538-7887). Keep a copy of this form in the student's file (i.e., IEP, school).

## Testing Year:

What school year is this accommodation for? (Example 2022-2023)

## Contact Information:

District/Charter Name  Request Date

School Name  Student State ID (SSID)

School Telephone  Student's Grade

## Type of Scribe Accommodation Being Requested

Human Scribe

Speech-to-text/Voice recognition software device

If requesting speech-to-text/voice recognition software/device, provide the name (e.g., Google Read & Write, built-in dictation iPad/Chromebook, Dragon dictation etc.)

Give a detailed description about why and how the scribe accommodation has been used for classroom instruction. (Please include the type of speech-to-text/voice recognition software device, if applicable.)

## Indicate Type of Plan

IEP

504 Plan

Accommodation for an EL Student

Emergency Scribe

## Subject(s) Requiring Scribe be Enabled (check all that apply)

To request a scribe accommodation for RISE needs to be submitted through TIDE. Please see detailed instructions in the [RISE TIDE User Guide](#).

Utah Aspire Plus Reading

Utah Aspire Plus Mathematics

Utah Aspire Plus English

Utah Aspire Plus Science

## Assessment(s) Requiring Scribe be Enabled (check all that apply)

Summative

Benchmarks

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.
- For speech-to-text/voice recognition software, this accommodation has been used in training/practice tests to assure the assistive technology works appropriately for the student before the assessment session.

Principal/Designee Signature:

Date: