

USBE Scribe Accommodation Request Form for Assessment 2020–2021

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 filled out emailed to [Tracy Gooley](mailto:tracy.gooley@schools.utah.gov) (tracy.gooley@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.

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).

District/Charter Name	<input type="text"/>	Request Date	<input type="text"/>
School Name	<input type="text"/>	Student State ID (SSID)	<input type="text"/>
School Telephone	<input type="text"/>	Student's Grade	<input type="text"/>

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 device name.

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 Student Learning English Emergency Scribe

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

RISE ELA RISE Mathematics Utah Aspire Plus Reading Utah Aspire Plus Mathematics
 RISE Science RISE Writing (grades 5 & 8) Utah Aspire Plus English Utah Aspire Plus Science

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

Benchmark Interim Summative

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

For USBE Use Only

(This completed section will be returned to your LEA/Principal prior to testing)

LEA/School/SSID

- This scribe request has been approved
- This scribe request has been denied for the following reason(s)

USBE Staff Name and Position

Signature

Date