



# SSD Online

**A How-to Guide for  
Submitting New Requests in  
SSD Online**

# Submit New Request

SSD Accommodations Management

SSD Online

Welcome, WALARAYED!

Displaying Students for: All AI Organizations

## Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select 'New Request' below to begin a new request for a student who has not yet been added.

**New Request**

Search existing students by name or SSD ID... Q

Grade 8 9 10 11 12 Type CB EL SAA

Showing 1 - 25 of 194 results

STUDENT	TYPE	DESCRIPTION	STAT
Atlassss, Newsatweekend 10th grade   ID #2401831234	CB	Reading: Time and one-half (+50%) Math: Time and one-half (+50%) Preferential seating Small Group Testing Wheelchair Accessibility	Pend Pend Pend Pend Pend
Satweekend, Testing 10th grade   ID #2401895808	CB	Reading: Time and one-half (+50%) Math: Time and one-half (+50%)	Pend Pend

Displaying 5 of 5

## Select New Accommodation/Support Type

### College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.



### English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.



### State Allowed Accommodations (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.



[Return to Dashboard](#)

# Search for Student



Search for a student using first and last name



Select the student or student not listed

### New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME \* SCHOOL \*

First Name  Last Name  Herbert Hoover High School ▾

[Clear](#) [Search](#)

Showing 14 results

	First name ▾	MI ▾	Last name ▾	Date of Birth ▾	SSD ID Number ▾
<input checked="" type="radio"/>	Caroyln		Parra	04-02-2000	#XXXXXX
<input type="radio"/>	Damion	C	Daniels	01-01-2001	#XXXXXX
<input type="radio"/>	Efren	T	Fischer	07-09-2002	#XXXXXX
<input type="radio"/>	Jessica		Townsend	12-15-2000	
<input type="radio"/>	Larissa	A	Coleman	01-07-2000	#XXXXXX
<input type="radio"/>	Angelina	J	McSmith	08-04-2002	
<input type="radio"/>	Sherman	E	Hanson	02-29-2001	#XXXXXX
<input type="radio"/>	Sibvl		Rannel	08-23-2001	

[Student Not Listed](#) [Continue →](#)

### New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME \* SCHOOL \*

First Name  Last Name  Herbert Hoover High School ▾

[Clear](#) [Search](#)



# Add Student

Dashboard / Add Student

## Add Student

Complete the information below to start a request. Fields marked with \* are required.

### STUDENT INFO

First Name \*

Middle Initial

Last Name \*

Date of Birth \*

Format: MM/DD/YYYY

School \*

Expected High School Graduation Date \*

Format: MM/YYYY

Gender \*

### CONTACT INFO

Is the student residing inside or outside the greater U.S.? \*

Street Address Line 1 \*

Example: 1900 Main Street

Street Address Line 2

Example: Apartment 101C

City \*

State / Province \*

ZIP / Postal Code \*

Phone Number

Email

Cancel

Submit



Enter Student Information



Enter Contact Information

# Required Information

New College Board (CB) Accommodation Request

## New College Board (CB) Accommodation Request

### Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

Before starting this request, please ensure that you have the following student information:

- **Disability Information**

The student's disability and the accommodations they are requesting

- **Plan Information**

The type of formal school plan the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)

- **Documentation**

Documentation of the student's disability and need for accommodations. In some cases, you will need to send the documentation to College Board for review. The SSD Online system will notify you if documentation must be submitted to College Board.

- **College Board Required Consent Form**

You need to obtain consent from the student and their parent/guardian before sharing any information about the student's mental or physical health condition or diagnosis with College Board, including the student's disability- or accommodations-related information or records. The *College Board Consent Form For Accommodations Request* linked below **must** be completed and signed by the student and their parent/guardian. (If the student is 18 or older, only the student's signature is necessary.) This form is required for College Board to make decisions about which accommodations may be approved and to administer any and all College Board test(s) the student may choose to take, now or in the future. While you do not need to send the form to College Board, you must retain it and make it available to College Board upon its request.

Download [Parental Consent Form](#) →

\* indicates a required field

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? \*



[Back](#)

[Start New Accommodation Request](#)



**Disability Information**



**Plan Information**



**Parent/Guardian Consent**



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# Start the Request

-  **Provide Disability**
-  **Identify Accommodations**
-  **Provide Plan Information**
-  **Review and Submit the Request**



# Identify the Disability

Dashboard / Tom Jones

## New Student Accommodation Request

- 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

### Communication Disorder/Speech and Language

- Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder
- Language Disorder/Mixed Receptive-Expressive Language Disorder
- Phonological Disorder
- Other Communication/Speech and Language Disorder

Please specify... \*

# Select the Accommodation(s)

Clicking Back or Forward in the browser may cause the application to exit. Use the navigation buttons within the application for the best user experience. X

Dashboard / Testing Satweekend / New College Board (CB) Accommodation Request

Disabilities ✓

2 Accommodations

3 School Plan

4 Review & Submit

## New College Board (CB) Accommodation Request

### Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process. Be sure to select accommodations for both digital tests and paper Advanced Placement (AP) exams, if the student will be taking both.

### Extended Time

Request extended time for the following subject

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Clicking Back or Forward in the browser may cause the application to exit. Use the navigation buttons within the application for the best user experience. X

Dashboard / Testing Satweekend / New College Board (CB) Accommodation Request

Disabilities ✓

2 Accommodations

3 School Plan

4 Review & Submit

## New College Board (CB) Accommodation Request

### Accommodations

	No extra time (+0%)	Time and one-half (+50%)	Double time (+100%)	More than Double time (greater than +100%) <b>DOCUMENTATION REQUIRED</b>
Extended Time				
Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Mathematical Calculations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Cancel Save

- ✓ Extended Time
- ✓ Extra/Extended Breaks
- ✓ Reading/ Seeing Text
- ✓ Recording Answers
- ✓ Modified Setting
- ✓ Other

# Enter School Plan Information



Answer Questions about the Student's Plan



Indicate if the Requested Accommodations are in the Plan and Used on Classroom Tests



Provide Information about the Process for Determining the Student's Need

New Accommodation Request (CB)

School Plan

Please tell us about the student's educational plan.

Select the student's current educational plan from the list below \*

IEP

504 Plan

Qualified formal plan

Formal written plan/program

Student does not have a plan

When did the current plan go into effect? \*

Month \* Year \*

Is this the student's first educational plan? \*

Yes  No

What was the student's initial educational plan? \*

IEP

Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? \*

Yes  No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. \*

School Psychologist

School learning specialist

Teacher(s)

School Administrator (e.g., Principal)

Parent(s)/Guardian(s)

Student

Other professional

Please specify \*

I don't know

What information was used to assess your student's current need for accommodation(s)?

Documentation/evaluation from professionals (e.g., Psycho-educational evaluation, medical evaluation)

Teacher observations

Parent(s) observations/student's comments

Student's previous and current academic functioning

Student history of receiving accommodations or academic difficulties

School data (e.g., scores on state testing)

Parent/student request

Are the Accommodations listed on the Student's current [plan type]? \*

Accommodation 1 name  Yes  No

Accommodation 2 name  Yes  No

Accommodation 3 name  Yes  No

Are the Accommodations consistently used on classroom tests? \*

Accommodation 1 name  Yes  No

Accommodation 2 name  Yes  No

Accommodation 3 name  Yes  No

# Review and Submit

 **Verify the Information Entered is Accurate**

 **Identify the Student's Next Intended College Board Test**

 **Upload Documentation (if asked for Documentation) and Submit**

New College Board (CB) Accommodation Request

Review and Submit [Print](#)

\* indicates a required field

**Student Information**

Testing Satweekend

Phone Number:  
12321 main street  
paris, AZ 12313

ETS High School: Mary Wunder  
Anticipated Graduation: 02/2026

SSD: #2401895808

**Disabilities** [Edit](#)

Generalized Anxiety Disorder

Autistic Disorder

**Accommodations** [Edit](#)

Assistive Technology - gfdgfd

**School Plan** [Edit](#)

Current Plan: IEP (01/2021)

**Next Intended College Board Test \***

Test \*

**Supporting Documents \***

In order for College Board to review the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc, csv, xls, tiff, jpg, and png. Individual file size cannot exceed 5MB.

[Back](#) [Continue](#)



# Terms and Agreement

## Terms & Agreement ×

**1. Confirm True & Accurate Information**

I verify that unless otherwise indicated in my responses (1) the accommodations being requested are provided and used on school-based test; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses is true and accurate.

**2. You are Submitting for School-Based Accommodation(s)**

One or more of the requested accommodations is a "school-based accommodation", which for weekend SAT testing should be administered in your school. Your School Testing Calendar indicates that there are weekend SAT administration dates for which your school is not available for school-based testing. Please make sure your School Testing Calendar accurately reflects your school's availability for weekend SAT testing, and that your student is notified of the school's testing schedule if applicable.

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I have read, understand, and agree to the terms above.

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[Cancel](#) [Agree & Continue](#)

[Close](#)

# Receiving Approval



**View the Approval on the Student Dashboard**



**View the Approval and Decision Letter in the Student Profile**

Welcome, **WALARAYED!**

Displaying Students for: All AI Organizations

## Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

[View Downloaded File](#)

[New Request](#) [Download Dashboard](#)

Search existing students by name or SSD ID... Q Grade 8 9 10 11 12 Type CB EL SAA Status Approved

Showing 1 - 10 of 10 results Sort by Default

STUDENT	TYPE	DESCRIPTION	STATUS
Kenobi, Obi <small>12th grade   ID #2101375900</small>	CB	Reading: Double time (+100%)	Approved
		Writing: (Essays/free response): Double time (+100%)	Approved
		Math: Double time (+100%)	Approved

Dashboard / Student Profile [Print](#)

### Student Profile

**Kenobi, Obi**

12th Grade  
ETS High School: Mary Wunder  
SSD ID 2101375900

[New Request](#)

#### Student Information

**Email Address**  
tuc.baldeccchi@gmail.com

**Phone Number**  
+1 (804) 922-1332

**Address**  
4423 15th St N  
Arlington, VA  
22207-2126  
US

**Anticipated High School Graduation Date** [Edit](#)  
06/2024

**Gender**  
Male

#### Decision Letters

01/28/2021 [Download](#)