

FOR SCHOOL USE ONLY
Date Received: _____
Approved ___ Denied ___
Principal/Director's Signature: _____

**ACT Testing Exception Request Form**

Students who have met the benchmark for the ACT may request an ACT testing exception. Failure to include all required information may result in the need to resubmit the request or may cause a delay in the response.

**Requests for the ACT testing exceptions will be honored only through January 13, 2017. Please allow up to two weeks to process the request.**

**To Be Completed by the Student:**

Complete the following information and submit the form to the school principal for review.

Today's Date \_\_\_\_\_

Student's Name as it appears on school records \_\_\_\_\_

Student's PowerSchool Number \_\_\_\_\_

School Name \_\_\_\_\_

Date of most recent SAT or ACT test administration \_\_\_\_\_

Attach to this form a copy of the original individual student score report from SAT **or** ACT. The score report must include all subtest scores.

Student's Signature	Date	Parent's Signature	Date
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**To Be Completed by the School Principal or the Principal's Designee:**

1. Upon receipt of the request, obtain proof of identity (i.e., valid picture ID) from the individual requesting the testing exception. Verify the photo ID matches the original SAT or ACT score report.
2. Ensure a copy of the student's original score report is attached to this form
3. Once determination for exemption is approved/denied:
  - a. Complete the For School Use Only box located on this form.
  - b. Notify the student and parents/guardians of the decision.
  - c. Keep a copy of this form and a copy of the score report on file at the school.
4. Send the original request form and a copy of the score report to the LEA Test Coordinator no later than **February 10, 2017. Send approved requests only** to the LEA Test Coordinator.

**NOTE:** Charter Schools must send the original request form and copy of the score report to their Regional Accountability Coordinator (RAC).