Student Refusal/Declination To Use Accommodations

(See pp. 35-36 of the “Testing Students with Disabilities” guide published by NC-DPI for procedures/steps to follow, when a student declines the use of an accommodation approved by the IEP Team/Section 504 Committee. All Steps (1-4) must be followed with accompanying documentation.)

Student Name: _____________________________ Test: _____________________________

School: _____________________________    Grade:  ________________

Accommodation Documented By (circle one):    IEP Team     Sec. 504 Committee
Other (specify): _________________________________________________________________

Description of Accommodation(s) Declined: __________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Is Accommodation used on a regular basis in the class? (Circle one)   YES    NO

Reason student gave to not use accommodation: __________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Documentation:   (print & sign on same line)
(I agree & verify the above information and that Steps 1-4 (pp. 35-46) of the “Testing Students with Disabilities” guide published by NC-DPI and as outlined on the attached sheet were followed.)

Test Administrator: _____________________________ Date: ______________

School Test Coordinator: _____________________________ Date: ______________

IEP/Sec.504 Leader: _____________________________ Date: ______________
Procedures/Steps To Follow, When A Student Declines The Use Of An Accommodation(s) Approved By The IEP Team/Section 504 Committee
(pp. 35-36 of the “Testing Students with Disabilities” guide published by NC-DPI)

Once the IEP Team or Section 504 Committee determines which accommodation(s) the student will use during the test administration, the procedures to be followed in the event that the student declines to use the accommodation(s) during the actual test administration must be discussed. This discussion must be documented in the current IEP or Section 504 Plan. Every effort must be made to ensure that IEP or Section 504 Plan requirements are followed, including the use of accommodation(s) when documented in the current IEP or Section 504 Plan.

Step 1. The IEP Team or Section 504 Committee discusses the procedures to be followed in the event that the student declines the use of the accommodation(s) during the actual test administration at the annual review of the IEP or Section 504 Plan. Prior to the test administration date, the student will be notified of what accommodation(s) the student will use during the actual test administration. Documentation of notification should be maintained at the school. The student will also be reminded of the accommodation(s) on the day of testing prior to the actual test administration. *Steps 2-4 below may not need to be followed during the actual test administration in the event that the student uses the documented accommodation(s).*

Step 2. The student’s decision to decline the use of the accommodation(s) is discussed thoroughly with the student to ensure the student understands the reasons for the accommodation(s) and the potential consequences of not using them. This can be handled by the test administrator, principal, or designee. If the student agrees to use the accommodation(s), the testing session continues.

Step 3. If the student continues to decline the use of the accommodation(s), the test is administered without the accommodation(s). The incident must be reported immediately to the LEA test coordinator to make any needed changes to the student’s testing time and location. The LEA test coordinator will notify the exceptional children director or the Section 504 coordinator and the superintendent at the conclusion of testing each day. *A Report of Testing Irregularity form must be completed for documentation.*

Step 4. Immediately upon completion of testing, on the same day, the parent/guardian is notified of the student’s decision to decline the use of the accommodation by telephone and follow-up in writing. Telephone and written follow-up are to be completed by the student’s
special education teacher who case manages the IEP development. The IEP Team or Section 504 Committee reconvenes to readdress the recommendations for accommodation(s) and the student’s concerns. The IEP Team or Section 504 Committee may elect to invite the student to attend the meeting.

Initials: TA_____ ; STC_____ ; IEP/Sec. 504 Leader_____ ; Principal_____ ;
Student_____ ; Parent/Guardian_____

KEEP A COPY OF THIS FORM AT THE SCHOOL AND SEND A COPY TO THE SYSTEM TEST COORDINATOR RESPONSIBLE FOR THIS TESTING PROGRAM- Fax: 370-2340

Student/Parent Verification

I have declined to use the accommodations recommended by the IEP Team and/or Section 504 committee for the ____________________________Test on ______________. Prior to the test administration date, I was notified of what accommodation(s) that I would use during the actual test administration. I was also reminded of the accommodation(s) on the day of testing prior to the actual test administration. My decision to decline the use of the accommodation(s) was discussed thoroughly with me by _________________________________. I understand the reasons for the accommodation(s) and the potential consequences of not using them.

Student: ______________________________________ Date: _______________________

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I was notified by phone & writing by (School Official’s Name) ____________________________, Title: ____________________________ on ____________________________of my child’s decision to decline the use of the accommodations recommended by the IEP Team and or Section 504 committee for the ____________________________Test on ______________. It is my understanding that the IEP Team and/or 504 Committee will reconvene to readdress the recommendations for accommodation(s) and any parental/student concerns.

Parent/Guardian: ____________________________ Date: ____________________________

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