

ACT Testing Exception Process

If students have taken the SAT or ACT before February 16, 2018, and have scores that meet the college readiness benchmark standards, they are not required to participate in the statewide ACT administration. However, it is the **students' responsibility** to notify the school that they do not wish to participate in the test administration.

To Be Completed by the Student:

Students may not combine test scores from separate administrations to meet college readiness benchmark scores. All scores must be attained during the same test administration. Before being considered for a testing exception, students must comply with the following:

- Before submitting the request for exemption, students must have either SAT or ACT test scores that meet the following college readiness benchmarks:

- **SAT** college readiness benchmark scores before February 28, 2016 include all of the following subtests:

Test	SAT Score
Critical Reading	500
Mathematics	500
Writing	500

- **SAT** college readiness benchmark scores after March 1, 2016 include the following subtests:

Test	SAT Score
Evidence-Based Reading and Writing Score	480
Mathematics	530

- **ACT** college readiness benchmark scores include all of the following subtests:

Test	ACT Score
English	18
Mathematics	22
Reading	22
Science	23
Writing	7

- Students must complete and submit a copy of the form on page 2.
- Requests must be submitted to the principal or the principal's designee no later than **February 16, 2018**.

FOR SCHOOL USE ONLY

Date Received: _____

Approved _____ Denied _____

Principal's/Director's Signature: _____

ACT Testing Exception Request Form

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

Requests for the ACT testing exceptions will be honored only through February 16, 2018.

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

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 at the top of 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 in the students' cumulative folder 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 23, 2018**. 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).