**FOR SCHOOL USE ONLY**

**Date Received:\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved \_\_\_\_\_ Denied \_\_\_\_\_\_**

**Principal’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 from the statewide ACT given on February 20, 2019. 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.

**Deadline for submitting ACT Testing Exception requests is February 8, 2019.**

Complete the following information and submit the form to the School Testing Coordinator.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Full Legal Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: **William A. Hough High School**

Date of most recent SAT or ACT Test Administration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Attach to this form an ORIGINAL Individual Student Score Report from the SAT or ACT. The score report must include all subtest scores. No copies will be accepted.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student Signature Date Parent Signature Date

Upon receipt of this form the School Testing Coordinator will:

1. Obtain proof of identity (i.e. valid photo ID) from the student requesting the testing exception and verify that the photo ID matches the original SAT or ACT score report.
2. Endure the original score report is attached to this form
3. Once determination for exception is approved/denied:
	1. Principal will complete the For School Use Only box at top of this form
	2. Student and Parent will be notified of the decision
	3. A copy of this form and score report will be filed in the student’s cumulative folder at the school
	4. The originals will be sent to the LEA Test Coordinator at State and Federal Testing.