



# Maine Educational Assessment Unique Accommodation Request Form

The Maine Department of Education (Maine DOE) Assessment Team has an established process for approving student use of unique accommodations on statewide assessments. In the rare event that a student with a disability, including any student identified as a multilingual learner (ML), requires an accommodation on a statewide assessment that is not included on the standard accommodation list; the item is deemed a unique accommodation. As with any standard accommodation, a unique accommodation may not change the construct being measured by the assessment.

A minimum of one prior to the fall assessment administration or four weeks prior to the spring assessment administration, the Special Education Director and District Assessment Coordinator (DAC) complete and send the request form to Maine DOE. School personnel are responsible for the mandatory filing of a copy of this completed request form into the student’s file. The appropriate Maine DOE Assessment Coordinator will provide a decision to the SAU within one week of receipt of this form.

Questions about the completion of this form? Please reach out to the Assessment Coordinator:

- Maine Through Year Assessment in Reading and Math, Maine Science Assessment: Krista Averill, [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov), 207-215-6528
- MSA in ELA/Literacy, Math, and Science; ACCESS; Alternate ACCESS: Mechelle Ganglfinger, [mechelle.ganglfinger@maine.gov](mailto:mechelle.ganglfinger@maine.gov), 207-242-4244

<b>Student Information</b>	
State ID #:	
Grade:	
Indicate Type of Plan: <input type="checkbox"/> IEP <span style="margin-left: 200px;"><input type="checkbox"/> Section 504</span>	
Does this student also have an Individual Language Acquisition Plan (ILAP) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SAU/School Information</b>	
School:	SAU:
DAC Name:	DAC Email:
Special Education Director Name:	Special Education Director Email:
<b>Test Administration</b>	
Maine Educational Assessment for which approval is sought for this accommodation?	
<input type="checkbox"/> Maine Through Year	<input type="checkbox"/> Maine Science
<input type="checkbox"/> Multi-State Alternate Assessment	<input type="checkbox"/> ACCESS (general or alternate)
<b>Provide a brief description of the accommodation for which you are requesting approval.</b>	

**Describe the evidence that supports the need for this accommodation, including how it is used by the student in the classroom and local formative assessments.**

**Did Maine DOE approve the use of this unique accommodation during the previous school year?**

Yes

No

Not applicable

**In submitting this form to Maine DOE for approval, the Special Education Director and District Assessment Coordinator are certifying:**

The student's instructional team has met and considered all standard accommodations before proposing this unique accommodation. This team includes but is not limited to service providers, general education teacher, special education teacher, and ML teacher

The proposed accommodation is used by the student regularly to access instruction, as appropriate

If approved, this accommodation will be documented in the student's IEP, Section 504 plan, and ILAP plan

In the case of an IEP, the unique accommodation will be listed as "Unique/Non-standard" on the IEP. This should be listed as an accommodation under both instruction and assessment.

In the case of an IEP, the parent/guardian of the student will sign the finalized IEP (or IEP amendment form) prior to testing and is aware of this request

**If approved, the accommodation must be listed in the Individualized Education Program (IEP) or 504 plan for a student with a disability and in the ILAP for multilingual learners who are dually identified.**

**To submit this request form to Maine DOE, please send to the Assessment Coordinator:**

- Maine Through Year Assessment in Reading and Math, Maine Science Assessment: Krista Averill, [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov), 207-215-6528
- MSAA in ELA/Literacy, Math, and Science; ACCESS; Alternate ACCESS: Mechelle Ganglfinger, [mechelle.ganglfinger@maine.gov](mailto:mechelle.ganglfinger@maine.gov), 207-242-4244

***Maine DOE Use Only***

The request is approved.

The request is denied.

Maine DOE Assessment Coordinator Name:

Signature and Date: