Checklist for High School Staff Contacts

NTC would like to thank all of our K-12 partners helping students transitioning into NTC.

High school staff assisting their students who wish to attend NTC should work closely with their Career Coaches.

The following is a guide to assisting students who would like to take the Accuplacer with Accommodations.

- Encourage student to utilize the Accuplacer Prep
- Student should meet with their Career Coach to discuss program options.
- **Needed for Admissions testing with accommodations:**
  1. Student complete on-line Request for Accommodation
  2. Student complete release form (printable)
  3. Submit documentation

NTC staff will schedule Accuplacer testing after this Accommodations Request, Release, and Documentation been received.

1. These must be received 3 days prior to testing in order to process.
2. Students/Schools will be contacted to reschedule testing if more time is needed to submit paperwork.
3. Students/staff will receive confirmation.
   - Student must bring Picture ID
   - $20.00 fee for testing (if check-made out to NTC)

Students will receive scores immediately and informed on next steps.

Documentation guidelines are listed on our website;
**Must contain the following:**

1. Primary Disability
2. Need for accommodations
3. Complete IEP/504 plan/Recent testing/SOP
   - All recent testing with school Psychologist when available

**Note:** When students are testing individually we have a lot of flexibility in our scheduling. When students are coming in a group we have room limitations, please be aware of this we will do our best to meet the needs of the students. It may be to the student’s advantage to come in a group, but it also may be a good time to use their self-advocacy skills and take the test individually.

- Students should begin receiving services at their high school similar to what they will receive at NTC to assist in making their transition easier.
- Some services that are not considered accommodations at the college level are:
  - Notes on test
  - Eliminated answers