**Virginia Department of Education (VDOE)**

**Office of Student Assessment**

**2023 – 2024 Special Assessment Accommodation Request Directions**

**Directions:** The Special Assessment Accommodation Request should be completed by the Division Director of Testing (DDOT) or a designee. If completed by a designee, the request must be reviewed and approved by the DDOT.

The completed form, a Microsoft Word document, must be submitted as a Word document (.docx) to the VDOE through the [Single Sign-on for Web Systems](https://p1pe.doe.virginia.gov/ssws/) (SWSS) Dropbox:

1. **To School Division Field** – Use the drop-down menus to select **Virginia Department of Education** and select the receiver as **Falls, David**.
2. **CC School Division Field** – Use the drop-down menus to select **Virginia Department of Education** and select the receiver as **Monroe, Jane**.
3. **Subject Field** –Type in “Special Assessment Accommodation Request” and your school division name.
4. **Select File Field** – Use the drop-down menu to select “New.”
5. **File to Upload Field** –Enter the file name, including the full local path, or use the browse button to select the file to be sent. For security and confidentiality, do not include a student name in the naming convention of the file.
6. **Click the submit button to send the file to each of the receivers selected.**
7. **Confirmation email** – An email confirming receipt of the Special Assessment Accommodation Request form will be sent to the DDOT. If a confirmation email is not received within 2 business days, please contact student assessment staff at Student\_Assessment@doe.virginia.gov or (804) 225-2102.

**Do not submit the Special Assessment Accommodation Request via email, fax, or PDF.**

*To ensure adequate review time, requests must be submitted for each administration by the due dates listed below. Submission prior to the deadline is strongly encouraged.*

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| **Test Administration** | **Request Form Deadline** |
| Fall/Winter 2023 Growth Assessments | Two Weeks Prior to Testing |
| Fall 2023 Writing SOL Assessments | Friday, September 22, 2023 |
| Fall 2023 Non-Writing SOL Assessments | Friday, October 13, 2023 |
| Spring 2024 Writing SOL Assessments | Friday, January 26, 2024 |
| Spring 2024 Non-Writing SOL Assessments | Friday, February 9, 2024 |
| Summer 2024 Non-Writing SOL Assessments | Friday, May 3, 2024 |
| Summer 2024 Writing SOL Assessments | Friday, May 10, 2024 |

*The Division Director of Testing must document extenuating circumstances
in writing if submitting a late request.*