



September 21, 2009

**Receipt Deadline: October 23, 2009**

Dear Test Accommodations Coordinator:

Your principal has appointed you to act in the role of Test Accommodations Coordinator for the spring 2010 statewide administration of the ACT for State Testing for all eligible grade 11 students. We are writing to obtain additional information from you. As shown on the enclosed Checklist of Dates, the two-week accommodations testing window follows:

Component	Accommodations Testing Window
ACT No Writing	April 28 – May 12, 2010

In order to establish your high school to administer the ACT, you will need to review and complete the information listed below, submitting your online profile form by the **October 23, 2009** deadline:

1. Review the information to help plan for testing. Enclosed are: *Checklist of Dates* for accommodations testing and *Qualifications and Responsibilities* for the Test Accommodations Coordinator. The checklist provides summary information about preparing for the ACT, including key deadlines to submit accommodations forms. Review these deadlines carefully. To assist you in the online process you will also find a copy of the *ACT State Testing Online Services Tutorial*.
2. On **October 12, 2009**, ACT will create an online account for you. ACT will e-mail a user name and password to you, prompting you to go to the Services for State Testing website and submit online profile information. This online information will need to be completed and submitted to ACT no later than **October 23, 2009**.
3. Go to the Services for State Testing website using the URL provided in the e-mail you received from **cotest@act.org** and respond to the questions asked. If you participated in ACT State Testing in spring 2009, these questions are very similar to the paper version of the *Test Accommodations Coordinator Renewal* form you completed in the fall of 2008.
4. ***It is mandatory that you are not related to or guardian of any examinee participating in Accommodated State Testing anywhere in your state during the accommodations window in spring 2010. A coach may not serve as Test Accommodations Coordinator if any student athletes will be testing with accommodations.***
5. The deadline for your school to submit the online information to ACT is **October 23, 2009**. Once you have submitted this information, you will not be able to make any further changes online. If you need to make a change, you must contact ACT.
6. Attendance at training workshops is **mandatory for all sites** this year. If your site has newly appointed testing staff, they are required to attend. If your site does not have newly appointed testing staff, it is required that the Test Supervisor or Backup Test Supervisor re-attend a training workshop.

Please periodically check the website listed below for updated information regarding the spring 2010 administration of the ACT.

**<http://www.cde.state.co.us/cdeassess/documents/COACT/forms.htm>**

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We look forward to working with your school this year. If you have questions regarding requesting test accommodations for the ACT, you may contact ACT State Testing at 800/553-6244, ext. 1788 or e-mail **actstateaccoms@act.org**. If you have questions about completing or submitting information via the Services for State Testing website, call 800/553-6244, ext. 2870.

Thank you,

ACT State Testing

Enclosures

