Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Georgia Department of Education

Division of

FY 2020

Special Accommodation Request
User Guide

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Special Accommodation Request

A special accommodations request is submitted by the System Test Coordinator of a school district or charter to request approval from the GaDOE for a student that may require an accommodation that is not currently listed on the list of Allowable Accommodations for Students with Disabilities.

To consider the request, the System Test Coordinator must submit an Accommodation Request via the Special Accommodation Request form.

Organization and Application User Role Mappings

Based on the user's organization role determines the application role permission, as depicted in the table below.

Organization Roles	Application Roles					
	Create/Edit	Delete	Submit	Approve	Reject	View only
Administrator (Division)				✔	✔	
Assessment Director (District)	✔	✔	✔			
Charter School Administrator (School)	✔	✔	✔			
Help Desk						✔

Application Roles defined…

- **Administrator** has role as approver, which can approve, reject, and can see all forms submitted. User can print form and download the attachment(s).

- **Assessment Director** has role as editor, which can create, submit, save, print, and delete a form. Once form is submitted, Editor can change status of form to in-process before Approver approves it.

- **Charter School Administrator** has role as editor, which can create, submit, save, print, and delete a form. Once form is submitted, Editor can change status of form to in-process before Approver approves it.

- **Help Desk** has view only rights and can see all forms submitted under the Special Accommodation Request application. User can print form and download the attachment(s).

Note:

In-process / Delete Status:

- Assessment Director (District), Charter School Administrator (School) can delete a form if it is still in-process.

- If form is in delete status, Assessment Director (District), Charter School Administrator (School) can reset form to in-process.

Approve / Reject Status:

- Administrator (Division) approves or rejects the form.

- If the form is rejected, then Assessment Director (District), Charter School Administrator (School) can set form back to in-process.

Accessing the Special Accommodation Request Form

Perform the following steps to access the Special Accommodation Request form.

1. Log on to the Georgia Department of Education (GaDOE) portal system with your **Username** and **Password**, and then click **Login**.

2. Click the Assessment Forms fly-out button and select **Special Accommodation Request** from the list of forms. If user has access to more than one Assessment Form, then the Assessment Forms menu item is visible.

Note: If user has only one Assessment Form assigned, then user will not see that Assessment Forms fly-out link, but the assigned Assessment Form link.

3. The home summary page for Special Accommodation Request.

Form view and icons.

4. Click **Add New Form** button to create a new form for Special Accommodation Request.

5. Under the General Information section, click the down arrow or in the field to select an **Assessment Cycle**.

Note: All required fields are denoted by a red asterisk (*).

6. Under the General Information section, click the down arrow or in the field to select a **System**. By default, only user logged in school district will be listed.

7. Under the General Information section, click the down arrow or in the field to select an **Assessment**.

8. Under the General Information section, click the down arrow or in the field to select a **School**.

9. Under the General Information section, choose one Content Area on the left and then click the **>** arrow to add content, or ctrl+click to select multiple Content Areas, and then click **>** arrow to add multiple contents.

> *Note: Click the **>>** to add all contents or **<<** to deselect all contents from the Content Area.*

10. Under the General Information section, by default the **System Test Coordinator** field is automatic populated with the name of the sign-in user.

11. Click on the green bar or down arrow to expand/collapse the **Special Accommodation Request Detail** section.

12. Under the Special Accommodation Request Detail section, click the down arrow or inside the field to select a **Grade**.

13. Under the Special Accommodation Request Detail section, click the down arrow or inside the field to select an **Accommodation Type**.

14. Under the Assessment Rescore Request Detail section, click in the field to enter the **Teacher(s)**.

15. Under the Special Accommodation Request Detail section, click the down arrow or inside the field to select an **Education Plan**.

16. Under the Special Accommodation Request Detail section, click in the field to enter the **Description of the special accommodation and how it is used instructionally**.

17. Under the Assessment Rescore Request Detail section, click in the field to enter the **What is the disability-based rationale that explains why this accommodation is required by the student (include information about the student's disability)?**

18. Under the Special Accommodation Request Detail section, click the down arrow or inside the field to select a response for **Has the applicable classroom teacher(s) been consulted regarding this request?**

19. Under the Special Accommodation Request Detail section, click the down arrow or inside the field to select a response for **Has the system test coordinator reviewed and approved this request?**

20. Click on the green bar or down arrow to expand/collapse the **Student Information** section.

21. Under Student Information section, click in the **Enter Student GTID** field to add a student's GTID, and then click the **Add a Student** button.

22. After entering the Student GTID number, if the row is highlighted yellow, then the student is not in the same grade as listed in the **Grade** field under the **Special Accommodation Request Detail** section.

Note: An invalid GTID number is entered.

Note: A **Confirm** box displays when entering another student GTID. Click **OK** to overwrite the existing student.

Note: An **Alert** box displays when clicking the **Add a Student button** without entering a GTID number in the Enter Student GTID field.

23. To remove a student entered, click the green **X–Delete** button.

24. Click on the green bar or down arrow to expand/collapse the **Supporting Documentation** section.

25. Under the Supporting Documentation section, click **Select files...** to browse the location of stored file, select it, and then click **Open**.

26. Uploaded file is attached. To upload additional documents, click **Select files** button, and locate the file to upload.

27. Click **Save** button to save the form.

If you click Go back to Forms List button before saving the form, then all form information will be lost.

Click Print button to print form

Click Save button to save form

28. After the form is saved, the **General Information** section is displayed. The **form status** is displayed, and the **Form ID** number is generated.

Status of form

Form ID number

29. Click the **Go back to Forms Lists** to return to the summary home page.

30. From the home summary page, click the **ID number** to access a form.

31. On the form page, user can **print**, **save**, **delete**, and **submit** a form using the buttons from top of page or bottom of page.

32. To delete a form, click the **Delete** button.

33. A confirmation warning box displays. Click **Ok** to delete or click **Cancel** to keep form.

34. To submit the form, click the **Submit** button.

35. A pop-up dialog box for *Add Additional Comments* will display on screen. Enter comment or leave blank, and then click **Submit** button.

36. Form status updated to Submitted.

37. Click the **ID number** to access the form.

38. Click on the green bar or down arrow to expand/collapse the **Special Accommodation Request History** section.

39. Status of form history is displayed below.
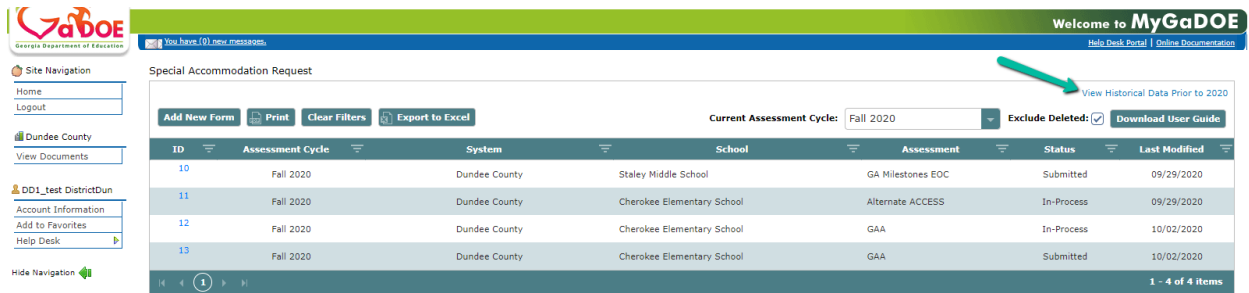
View Historical Data Prior to 2020

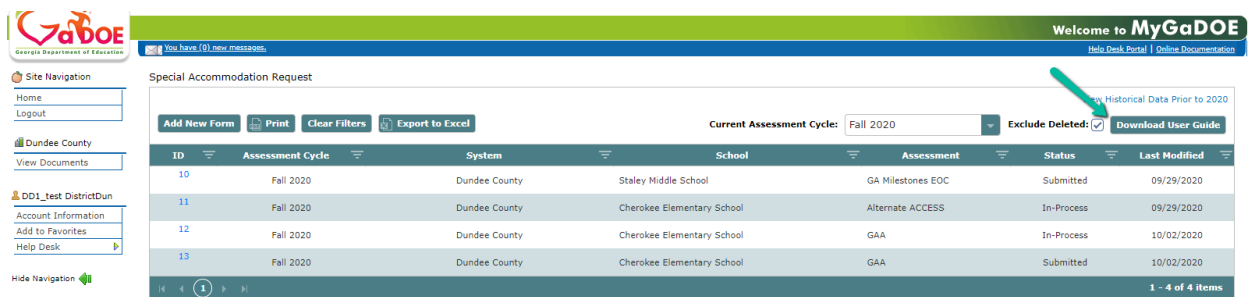40. Click the **View Historical Data Prior to 2020** link to view form data prior to 2020.

Download User Guide

41. Click the **Download User Guide** button to access user guide.