



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

---

# **Georgia Department of Education**

Division of  
FY 2020

## **Special Accommodation Request User Guide**

## Table of Contents

<b>Special Accommodation Request .....</b>	<b>3</b>
<b>Organization and Application User Role Mappings .....</b>	<b>3</b>
<b>Accessing the Special Accommodation Request Form .....</b>	<b>4</b>
<b>View Historical Data Prior to 2020 .....</b>	<b>19</b>
<b>Download User Guide .....</b>	<b>19</b>

## 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**.

**MyGaDOE**

Please Log In

Username: DistrictDun001\_test@DD

Password: \*\*\*\*\*

[I forgot my password!](#) **Login**

[Or sign up for an account](#)

**Helpful links**

- [MyGaDOE Online Guide](#)
- [GaDOE Public Website](#)
- [Information Systems](#)
- [AYP & NCLB](#)
- [Georgia Standards](#)
- [Data Collections](#)
- [Financial Reports](#)
- [Report Card](#)

This website requires Cookies be enabled in your browser.

[Privacy Policy](#) | [Terms of Use](#) | [Site Requirements](#) | [Feedback](#)

Copyright © 2005-2009 Georgia Department of Education

- 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.

The screenshot shows the MyGaDOE website interface. On the left, the 'Site Navigation' menu includes 'Assessment Forms'. A red arrow points to this link. A fly-out menu is visible, showing options: 'Testing Irregularity Form', 'Superintendent Test Certification', 'Rescore Request', and 'Special Accommodation Request'. Another red arrow points to the 'Special Accommodation Request' option. A text box with an arrow points to this option, stating: 'Click the Assessment Forms fly-out arrow, then click Special Accommodation Request button'.

**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.

- The home summary page for Special Accommodation Request.

The screenshot shows the 'Special Accommodation Request' home summary page. The page includes a table with the following data:

ID	Assessment Cycle	System	School	Assessment	Status	Last Modified
10	Fall 2020	Dundee County	Staley Middle School	GA Milestones EOC	Submitted	09/29/2020
11	Fall 2020	Dundee County	Cherokee Elementary School	Alternate ACCESS	In-Process	09/29/2020

The page also includes buttons for 'Add New Form', 'Print', 'Clear Filters', and 'Export to Excel'. A text box at the bottom right indicates '1 - 2 of 2 items'.

## Form view and icons.

This screenshot shows the main interface of the Special Accommodation Request system. Callouts identify the following elements:

- Buttons:** Add New Form button, Print button, Clear Filters button, Export to Excel button, Filter Data button, Assessment Cycle (dropdown), Exclude Deleted Forms, Download User Guide, View Historical Data.
- Form Elements:** Form ID Number, Toggle Page buttons, Assessment Cycle, School District, School, Assessment, Status of Form, Last Date Form Modified, Number of Forms Submitted.
- Table:** A table with columns: ID, Assessment Cycle, System, School, Assessment, Status, Last Modified. It contains two rows of data.
- Footer:** Privacy Policy, Terms of Use, Site Requirements, Feedback, Copyright © 2005-2009 Georgia Department of Education.

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

This screenshot shows the Special Accommodation Request form view. The 'Add New Form' button is highlighted with a red arrow. The interface includes a sidebar with navigation links (Home, Logout, Dundee County, DD1\_test DistrictDun) and a main content area with a table of existing forms. The table has columns: ID, Assessment Cycle, System, School, Assessment, Status, Last Modified. The 'Add New Form' button is located at the top left of the table area.

- 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 (\*).

This screenshot shows the 'General Information' section of the Special Accommodation Request form. The 'Assessment Cycle' field is highlighted with a red arrow. The form includes fields for Assessment Cycle, Assessment, System, School, System Test Coordinator, and Content Area. The 'Assessment Cycle' field is marked with a red asterisk (\*). The 'Content Area' field is also marked with a red asterisk (\*). The form includes a 'Go back to Forms List' button and a 'Save' button.

- 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.

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section is expanded. The 'SYSTEM' field is highlighted with a green arrow. The 'ASSESSMENT CYCLE' is set to 'Fall 2020'. The 'ASSESSMENT' field is empty. The 'CONTENT AREA' section is empty. The 'SYSTEM TEST COORDINATOR' is set to 'DD1\_test DistrictDun'. The 'SPECIAL ACCOMMODATION REQUEST HISTORY' section is collapsed. The 'STUDENT INFORMATION' and 'SUPPORTING DOCUMENTATION' sections are also collapsed. The 'Go back to Forms List', 'Print...', and 'Save' buttons are visible at the bottom of the form.

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

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section is expanded. The 'ASSESSMENT' field is highlighted with a green arrow. The 'ASSESSMENT CYCLE' is set to 'Fall 2020'. The 'SYSTEM' field is set to 'Dundee County'. The 'CONTENT AREA' section is empty. The 'SYSTEM TEST COORDINATOR' is set to 'DD1\_test DistrictDun'. The 'SPECIAL ACCOMMODATION REQUEST HISTORY' section is collapsed. The 'STUDENT INFORMATION' and 'SUPPORTING DOCUMENTATION' sections are also collapsed. The 'Go back to Forms List', 'Print...', and 'Save' buttons are visible at the bottom of the form.

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

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section is expanded. The 'SCHOOL' field is highlighted with a green arrow. The 'ASSESSMENT CYCLE' is set to 'Fall 2020'. The 'ASSESSMENT' field is set to 'GAA'. The 'CONTENT AREA' section is empty. The 'SYSTEM TEST COORDINATOR' is set to 'DD1\_test DistrictDun'. The 'SPECIAL ACCOMMODATION REQUEST HISTORY' section is collapsed. The 'STUDENT INFORMATION' and 'SUPPORTING DOCUMENTATION' sections are also collapsed. The 'Go back to Forms List', 'Print...', and 'Save' buttons are visible at the bottom of the form.

- 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.

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

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



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

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section is expanded. The 'GRADE' field is highlighted with a green arrow, indicating where to click to select a grade. The form includes fields for Assessment Cycle, Assessment, Content Area, System, School, System Test Coordinator, Teacher(s), Accommodation Type, and Education Plan.

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

The screenshot shows the 'Special Accommodation Request' form. The 'SPECIAL ACCOMMODATION REQUEST DETAIL' section is expanded. The 'ACCOMMODATION TYPE' field is highlighted with a green arrow, indicating where to click to select an accommodation type. The form includes fields for Grade, Teacher(s), Accommodation Type, Education Plan, and a description of the special accommodation.

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

The screenshot shows the 'Special Accommodation Request' form. The 'SPECIAL ACCOMMODATION REQUEST DETAIL' section is expanded. The 'TEACHER(S)' field is highlighted with a green arrow, indicating where to click to enter the teacher's name. The form includes fields for Grade, Accommodation Type, Education Plan, and a description of the special accommodation.

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

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section includes fields for 'ASSESSMENT CYCLE' (Fall 2020), 'ASSESSMENT' (GAA), 'CONTENT AREA' (GAA English Language Arts), 'SYSTEM' (Dundee County), 'SCHOOL' (Cherokee Elementary School), and 'SYSTEM TEST COORDINATOR' (DD1\_test DistrictDun). The 'SPECIAL ACCOMMODATION REQUEST DETAIL' section includes 'GRADE' (Grade 4), 'ACCOMMODATION TYPE' (Scheduling), and 'TEACHER(S)' (Sunray Tester). The 'EDUCATION PLAN' dropdown menu is open, showing options: 'GAA Math', 'GAA Science', and 'GAA Social Studies'. A green arrow points to the dropdown arrow of the 'EDUCATION PLAN' field.

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**.

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section includes fields for 'SYSTEM' (Dundee County), 'SCHOOL' (Cherokee Elementary School), 'SYSTEM TEST COORDINATOR' (DD1\_test DistrictDun), and 'CONTENT AREA' (GAA English Language Arts). The 'SPECIAL ACCOMMODATION REQUEST DETAIL' section includes 'GRADE' (Grade 4), 'ACCOMMODATION TYPE' (Scheduling), 'TEACHER(S)' (Sunray Tester), and 'EDUCATION PLAN' (IEP). The 'DESCRIPTION OF THE SPECIAL ACCOMMODATION AND HOW IT IS USED INSTRUCTIONALLY' field is highlighted with a green arrow, indicating where to enter the description.

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)?**

The screenshot shows the 'Special Accommodation Request' form. The 'GENERAL INFORMATION' section includes fields for 'SYSTEM' (Dundee County), 'SCHOOL' (Cherokee Elementary School), 'SYSTEM TEST COORDINATOR' (DD1\_test DistrictDun), and 'CONTENT AREA' (GAA English Language Arts). The 'SPECIAL ACCOMMODATION REQUEST DETAIL' section includes 'GRADE' (Grade 4), 'ACCOMMODATION TYPE' (Scheduling), 'TEACHER(S)' (Sunray Tester), and 'EDUCATION PLAN' (IEP). The 'WHAT IS THE DISABILITY-BASED RATIONALE THAT EXPLAINS WHY THIS ACCOMMODATION IS REQUIRED BY THE STUDENT (INCLUDE INFORMATION ABOUT THE STUDENT'S DISABILITY)?' field is highlighted with a green arrow, indicating where to enter the rationale.

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.

The screenshot shows the 'Special Accommodation Request' form. The 'STUDENT INFORMATION' section is expanded, showing a table with columns: GTID, FIRST NAME, LAST NAME, and GRADE. The 'Enter Student GTID' field is highlighted with a green arrow, and the 'Add a Student' button is also highlighted with a green arrow.

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.

The screenshot shows the 'Special Accommodation Request' form. The 'STUDENT INFORMATION' section is expanded, showing a table with columns: GTID, FIRST NAME, LAST NAME, and GRADE. A row with GTID '999999999', FIRST NAME 'John', LAST NAME 'Doe', and GRADE '09' is highlighted yellow. A green arrow points to this row, and a text box explains: 'Row will highlight in yellow when the student grade do not match grade entered in Grade field under the Special Accommodation Request Detail section'.

**Note:** An invalid GTID number is entered.

The screenshot shows the 'STUDENT INFORMATION' section. The table has columns: GTID, FIRST NAME, LAST NAME, and GRADE. A row with GTID '9999999888', FIRST NAME, LAST NAME, and GRADE is highlighted in red, indicating an invalid GTID number.

## Special Accommodation Request User Guide

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

The screenshot shows the 'Special Accommodation Request' form. A 'Confirm' dialog box is displayed in the center, asking: 'Warning! Student already added. Do you want to overwrite it?'. The dialog has 'OK' and 'Cancel' buttons. The background form includes fields for 'Grade 4', 'Sunray Tester', 'ACCOMMODATION TYPE' (Scheduling), 'EDUCATION PLAN' (IEP), and sections for 'DESCRIPTION OF THE SPECIAL ACCOMMODATION AND HOW IT IS USED INSTRUCTIONALLY' and 'WHAT IS THE DISABILITY-BASED RATIONALE THAT EXPLAINS WHY THIS ACCOMMODATION IS REQUIRED BY THE STUDENT'. There are also checkboxes for teacher consultation and coordinator approval. At the bottom, the 'STUDENT INFORMATION' section shows a table with one student: John Doe, Grade 09, with a green 'X - Delete' button next to his name.

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

This screenshot shows the same form as before, but with an 'Alert' dialog box that says: 'Please, enter a valid 10-digit GTID!'. A green callout bubble points to the 'Add a Student' button, with the text: 'Click Add a Student button without entering a number'. The 'STUDENT INFORMATION' table still shows John Doe, Grade 09, with the 'X - Delete' button.

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

This screenshot shows the form with the 'STUDENT INFORMATION' section expanded. A green callout bubble points to the 'X - Delete' button next to John Doe's name, with the text: 'Click X-Delete button to delete student'. The form also includes a 'SUPPORTING DOCUMENTATION' section at the bottom with 'Go back to Forms List', 'Print...', and 'Save' buttons.

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

The screenshot shows the 'Special Accommodation Request' form. The 'Supporting Documentation' section is expanded, indicated by a green arrow pointing to the section header. The form includes fields for 'Enter information here...' and 'Enter info here...'. Below these are two checkboxes: 'HAS THE APPLICABLE CLASSROOM TEACHER(S) BEEN CONSULTED REGARDING THIS REQUEST?' and 'HAS THE SYSTEM TEST COORDINATOR REVIEWED AND APPROVED THIS REQUEST?'. A table for 'STUDENT INFORMATION' is visible, with columns for GTID, FIRST NAME, LAST NAME, and GRADE. The 'Supporting Documentation' section has a 'Select files...' button and a 'Go back to Forms List' button.

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

The screenshot shows the 'Special Accommodation Request' form. The 'Supporting Documentation' section is expanded. A green arrow points to the 'Select files...' button. The form includes a table for 'STUDENT INFORMATION' and a 'Go back to Forms List' button.

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

The screenshot shows the 'Special Accommodation Request' form. The 'Supporting Documentation' section is expanded. A file named 'Testing File.pdf' is shown as uploaded, with a progress bar at 100%. A green arrow points to the 'Select files...' button. The form includes a table for 'STUDENT INFORMATION' and a 'Go back to Forms List' button.

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

Special Accommodation Request

Supporting Documentation

FILE ID	FILE NAME	SIZE (BYTES)	UPLOADED ON
1	Test File.docx	100%	

Please upload any scanned statements and supporting documentation, you wish to associate with this Special Accommodation Request.  
**NOTE: When done, you must click the "SAVE" button for the selected files to be uploaded and permanently saved!**  
**NOTE: If a file already exists with the same name, please delete that file before proceeding.**

Buttons: Go back to Forms List, Print..., Save

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

Annotations: 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.

Special Accommodation Request

Buttons: Go back to Forms List, Print..., Save, Delete, Submit (In-Process)

Status of form: In-Process

Form ID number: Form ID: 13

GENERAL INFORMATION

ASSESSMENT CYCLE \*  
Fall 2020

ASSESSMENT \*  
GAA

CONTENT AREA \*  
Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area.  
GAA English Language Arts, GAA Math, GAA Science, GAA Social Studies

SYSTEM \*  
Dundee County

SCHOOL \*  
Cherokee Elementary School

SYSTEM TEST COORDINATOR \*  
DD1\_test DistrictDun

SPECIAL ACCOMMODATION REQUEST DETAIL

STUDENT INFORMATION

SUPPORTING DOCUMENTATION

Buttons: Go back to Forms List, Print..., Save, Delete, Submit (In-Process)

Form ID: 13

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

Special Accommodation Request

Buttons: Go back to Forms List, Print..., Save, Delete, Submit (In-Process)

Form ID: 13

GENERAL INFORMATION

ASSESSMENT CYCLE \*  
Fall 2020

ASSESSMENT \*  
GAA

CONTENT AREA \*  
Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area.  
GAA English Language Arts, GAA Math, GAA Science, GAA Social Studies

SYSTEM \*  
Dundee County

SCHOOL \*  
Cherokee Elementary School

SYSTEM TEST COORDINATOR \*  
DD1\_test DistrictDun

SPECIAL ACCOMMODATION REQUEST DETAIL

STUDENT INFORMATION

SUPPORTING DOCUMENTATION

Buttons: Go back to Forms List, Print..., Save, Delete, Submit (In-Process)

Form ID: 13

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

Special Accommodation Request

Current Assessment Cycle: Fall 2020 Exclude Deleted: ☒ Download User Guide

ID	Assessment Cycle	System	School	Assessment	Status	Last Modified
10	Fall 2020	Dundee County	Staley Middle School	GA Milestones EOC	Submitted	09/29/2020
11	Fall 2020	Dundee County	Cherokee Elementary School	Alternate ACCESS	In-Process	09/29/2020
12	Fall 2020	Dundee County	Cherokee Elementary School	GAA	In-Process	10/02/2020
13	Fall 2020	Dundee County	Cherokee Elementary School	GAA	In-Process	10/02/2020

1 - 4 of 4 items

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.

Special Accommodation Request

Go back to Forms List Print... Save Delete Submit (In-Process) Form ID: 13

SPECIAL ACCOMMODATION REQUEST HISTORY

GENERAL INFORMATION

ASSESSMENT CYCLE \* Fall 2020 ASSESSMENT \* GAA CONTENT AREA \* Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area. GAA English Language Arts GAA Math GAA Science GAA Social Studies

SYSTEM \* Dundee County SCHOOL \* Cherokee Elementary School

SYSTEM TEST COORDINATOR \* DD1\_test DistrictDun

SPECIAL ACCOMMODATION REQUEST DETAIL

STUDENT INFORMATION

SUPPORTING DOCUMENTATION

Go back to Forms List Print... Save Delete Submit (In-Process) Form ID: 13

Click button to Print form Click button to Save form Click button to Delete form Click button to Submit form

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

Special Accommodation Request

Go back to Forms List Print... Save Delete Submit (In-Process) Form ID: 13

SPECIAL ACCOMMODATION REQUEST HISTORY

GENERAL INFORMATION

ASSESSMENT CYCLE \* Fall 2020 ASSESSMENT \* GAA CONTENT AREA \* Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area. GAA English Language Arts GAA Math GAA Science GAA Social Studies

SYSTEM \* Dundee County SCHOOL \* Cherokee Elementary School

SYSTEM TEST COORDINATOR \* DD1\_test DistrictDun

SPECIAL ACCOMMODATION REQUEST DETAIL

STUDENT INFORMATION

SUPPORTING DOCUMENTATION

Go back to Forms List Print... Save Delete Submit (In-Process) Form ID: 13

Click the Delete button from top of page or bottom of page to delete a form



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

The screenshot shows the 'Special Accommodation Request' form in the MyGaDOE system. The form is titled 'Special Accommodation Request' and includes a 'Go back to Forms List' button, 'Print...', 'Save', 'Delete', and 'Submit' buttons, and a status '(In-Process)'. The form ID is 13. The form is divided into sections: 'SPECIAL ACCOMMODATION REQUEST HISTORY', 'GENERAL INFORMATION', 'SPECIAL ACCOMMODATION REQUEST DETAIL', 'STUDENT INFORMATION', and 'SUPPORTING DOCUMENTATION'. The 'GENERAL INFORMATION' section is expanded, showing fields for 'ASSESSMENT CYCLE' (Fall 2020), 'ASSESSMENT' (GAA), 'CONTENT AREA' (GAA Math, GAA Science, GAA Social Studies), 'SYSTEM' (Dundee County), 'SCHOOL' (Cherokee Elementary), and 'SYSTEM TEST COORDINATOR' (DD1\_test DistrictDun). A confirmation dialog box is displayed over the form, asking 'Warning!...Deleting this form is permanent. Would you like to continue?' with 'Ok' and 'Cancel' buttons. A green arrow points to the 'Ok' button.

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

The screenshot shows the 'Special Accommodation Request' form in the MyGaDOE system. The form is titled 'Special Accommodation Request' and includes a 'Go back to Forms List' button, 'Print...', 'Save', 'Delete', and 'Submit' buttons, and a status '(In-Process)'. The form ID is 13. The form is divided into sections: 'SPECIAL ACCOMMODATION REQUEST HISTORY', 'GENERAL INFORMATION', 'SPECIAL ACCOMMODATION REQUEST DETAIL', 'STUDENT INFORMATION', and 'SUPPORTING DOCUMENTATION'. The 'GENERAL INFORMATION' section is expanded, showing fields for 'ASSESSMENT CYCLE' (Fall 2020), 'ASSESSMENT' (GAA), 'CONTENT AREA' (GAA English Language Arts, GAA Math, GAA Science, GAA Social Studies), 'SYSTEM' (Dundee County), 'SCHOOL' (Cherokee Elementary School), and 'SYSTEM TEST COORDINATOR' (DD1\_test DistrictDun). A green arrow points to the 'Submit' button, with a text box above it saying 'Click the Submit button from top of page or bottom of page'.

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

The screenshot shows the 'Special Accommodation Request' form in the MyGaDOE system. The form is titled 'Special Accommodation Request' and includes a 'Go back to Forms List' button, 'Print...', 'Save', 'Delete', and 'Submit' buttons, and a status '(In-Process)'. The form ID is 13. The form is divided into sections: 'SPECIAL ACCOMMODATION REQUEST HISTORY', 'GENERAL INFORMATION', 'SPECIAL ACCOMMODATION REQUEST DETAIL', 'STUDENT INFORMATION', and 'SUPPORTING DOCUMENTATION'. The 'GENERAL INFORMATION' section is expanded, showing fields for 'ASSESSMENT CYCLE' (Fall 2020), 'ASSESSMENT' (GAA), 'CONTENT AREA' (GAA English Language Arts, GAA Math, GAA Science, GAA Social Studies), 'SYSTEM' (Dundee County), 'SCHOOL' (Cherokee Elementary School), and 'SYSTEM TEST COORDINATOR' (DD1\_test DistrictDun). A pop-up dialog box titled 'Add Additional Comments' is displayed over the form, with a text area for comments and 'Cancel' and 'Submit' buttons. A green arrow points to the 'Submit' button.

36. Form status updated to Submitted.

Special Accommodation Request

Current Assessment Cycle: Fall 2020 Exclude Deleted: ☒ Download User Guide

ID	Assessment Cycle	System	School	Assessment	Status	Last Modified
10	Fall 2020	Dundee County	Staley Middle School	GA Milestones EOC	Submitted	09/29/2020
11	Fall 2020	Dundee County	Cherokee Elementary School	Alternate ACCESS	In-Process	09/29/2020
12	Fall 2020	Dundee County	Cherokee Elementary School	GAA	In-Process	10/02/2020
13	Fall 2020	Dundee County	Cherokee Elementary School	GAA	Submitted	10/02/2020

1 - 4 of 4 items

37. Click the ID number to access the form.

Special Accommodation Request

Current Assessment Cycle: Fall 2020 Exclude Deleted: ☒ Download User Guide

ID	Assessment Cycle	System	School	Assessment	Status	Last Modified
10	Fall 2020	Dundee County	Staley Middle School	GA Milestones EOC	Submitted	09/29/2020
11	Fall 2020	Dundee County	Cherokee Elementary School	Alternate ACCESS	In-Process	09/29/2020
12	Fall 2020	Dundee County	Cherokee Elementary School	GAA	In-Process	10/02/2020
13	Fall 2020	Dundee County	Cherokee Elementary School	GAA	Submitted	10/02/2020

1 - 4 of 4 items

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

Special Accommodation Request

Go back to Forms List Print... Reset to In-Process (Submitted) Form ID: 13

**SPECIAL ACCOMMODATION REQUEST HISTORY**

**GENERAL INFORMATION**

ASSESSMENT CYCLE \* Fall 2020 ASSESSMENT \* GAA CONTENT AREA \* GAA Math, GAA Science, GAA Social Studies

SYSTEM \* Dundee County SCHOOL \* Cherokee Elementary School

SYSTEM TEST COORDINATOR \* DD1\_test DistrictDun

**SPECIAL ACCOMMODATION REQUEST DETAIL**

**STUDENT INFORMATION**

**SUPPORTING DOCUMENTATION**

Go back to Forms List Print... Reset to In-Process (Submitted) Form ID: 13

39. Status of form history is displayed below.

Special Accommodation Request

Go back to Forms List Print... Reset to In-Process (Submitted) Form ID: 13

**SPECIAL ACCOMMODATION REQUEST HISTORY**

MODIFY DATE	STATUS	MODIFIED BY	COMMENTS
10/02/2020 12:55 PM	In-Process	DD1_test DistrictDun	
10/02/2020 01:46 PM	Submitted	DD1_test DistrictDun	Reviewed form

Annotations: Date form modified, Status of form, Person who modified form, Comments listed, if any

**GENERAL INFORMATION**

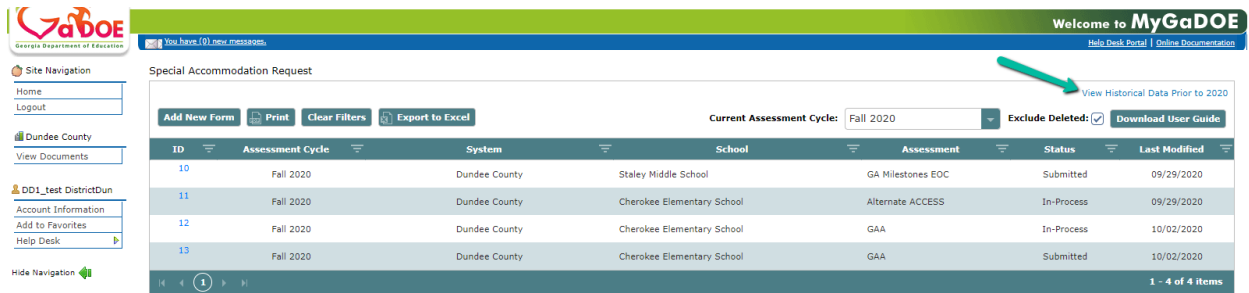
ASSESSMENT CYCLE \* Fall 2020 ASSESSMENT \* GAA CONTENT AREA \* GAA Math, GAA Science, GAA Social Studies

SYSTEM \* Dundee County SCHOOL \* Cherokee Elementary School

SYSTEM TEST COORDINATOR \* DD1\_test DistrictDun

## View Historical Data Prior to 2020

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

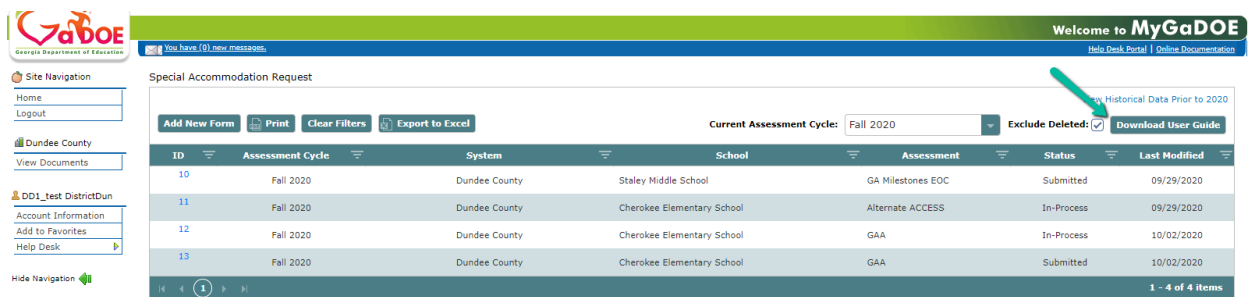


The screenshot shows the MyGaDOE Special Accommodation Request interface. The top navigation bar includes the Georgia Department of Education logo, a message count, and a welcome message. The left sidebar contains site navigation links. The main content area has a title 'Special Accommodation Request' and a toolbar with buttons for 'Add New Form', 'Print', 'Clear Filters', and 'Export to Excel'. Below the toolbar is a table with columns: ID, Assessment Cycle, System, School, Assessment, Status, and Last Modified. The table contains four rows of data. In the top right corner, there is a link 'View Historical Data Prior to 2020' which is highlighted by a green arrow. Below the table, there is a pagination bar showing '1 - 4 of 4 items'.

ID	Assessment Cycle	System	School	Assessment	Status	Last Modified
10	Fall 2020	Dundee County	Staley Middle School	GA Milestones EOC	Submitted	09/29/2020
11	Fall 2020	Dundee County	Cherokee Elementary School	Alternate ACCESS	In-Process	09/29/2020
12	Fall 2020	Dundee County	Cherokee Elementary School	GAA	In-Process	10/02/2020
13	Fall 2020	Dundee County	Cherokee Elementary School	GAA	Submitted	10/02/2020

## Download User Guide

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



The screenshot shows the MyGaDOE Special Accommodation Request interface. The top navigation bar includes the Georgia Department of Education logo, a message count, and a welcome message. The left sidebar contains site navigation links. The main content area has a title 'Special Accommodation Request' and a toolbar with buttons for 'Add New Form', 'Print', 'Clear Filters', and 'Export to Excel'. Below the toolbar is a table with columns: ID, Assessment Cycle, System, School, Assessment, Status, and Last Modified. The table contains four rows of data. In the top right corner, there is a button 'Download User Guide' which is highlighted by a green arrow. Below the table, there is a pagination bar showing '1 - 4 of 4 items'.

ID	Assessment Cycle	System	School	Assessment	Status	Last Modified
10	Fall 2020	Dundee County	Staley Middle School	GA Milestones EOC	Submitted	09/29/2020
11	Fall 2020	Dundee County	Cherokee Elementary School	Alternate ACCESS	In-Process	09/29/2020
12	Fall 2020	Dundee County	Cherokee Elementary School	GAA	In-Process	10/02/2020
13	Fall 2020	Dundee County	Cherokee Elementary School	GAA	Submitted	10/02/2020