

SUBMITTING SPECIAL ACTION REQUESTS FOR ACCOMMODATIONS

Note: A Special Action Request (SAR) is NOT needed to use the KCA audio voice for the read-aloud accommodation or to have an adult reader give the read-aloud accommodation to an individual student. Those options are obtained by using the proper test type code in a TEST record submission.

Accessing the Special Action Request (SAR) Webpage

- Log on to the CETE website at www.cete.us
- In the left-hand column click on **KCA Main Page**
- A sub-menu will open. Click on **Special Action Request**

Special Action Requests for the Paper / Pencil Accommodation

For students needing the paper / pencil accommodation do the following.

- Fill in the information for **your name, email, and phone number**.
- Enter ten zeroes "0000000000" in the **State Student ID** box.
- Enter "**See below**" in the **Student Name** box.
- From the drop down boxes, select the **Student Building, Student Grade, and Test Subject**.
- From the pull-down menu, select the **Request type**. e. g. "**Paper / pencil accommodation**"
- In the **Action / Outcome Desired** box, list the state ID number and the names of the students who need the paper / pencil accommodation (see below).
7852953089 Renee Sampson
7852953107 Amanda Station
7852953086 Chuck Steele
- One Special Action Request may be used to list all students in a building who are in the same grade level and are taking the same subject test.
- Leave the **Reason** box blank. CETE will make available the *pdf* file to the district-level test coordinator who will distribute the paper copies of the assessment.
- Click on the **Continue**.
- Go to the CETE Student Data Editor and enter accommodation code "13" for every student for whom you made a request.

SUBMITTING SPECIAL ACTION REQUESTS FOR ACCOMMODATIONS

Note: A Special Action Request (SAR) is NOT needed to use the KCA audio voice for the read-aloud accommodation or to have an adult reader give the read-aloud accommodation to an individual student. Those options are obtained by using the proper test type code in a TEST record submission.

Accessing the Special Action Request (SAR) Webpage

- Log on to the CETE website at www.cete.us
- In the left-hand column click on **KCA Main Page**
- A sub-menu will open. Click on **Special Action Request**

Special Action Requests for the Paper / Pencil Accommodation

For students needing the paper / pencil accommodation do the following.

- Fill in the information for **your name, email, and phone number**.
- Enter ten zeroes "0000000000" in the **State Student ID** box.
- Enter "**See below**" in the **Student Name** box.
- From the drop down boxes, select the **Student Building, Student Grade, and Test Subject**.
- From the pull-down menu, select the **Request type**. e. g. "**Paper / pencil accommodation**"
- In the **Action / Outcome Desired** box, list the state ID number and the names of the students who need the paper / pencil accommodation (see below).
7852953089 Renee Sampson
7852953107 Amanda Station
7852953086 Chuck Steele
- One Special Action Request may be used to list all students in a building who are in the same grade level and are taking the same subject test.
- Leave the **Reason** box blank. CETE will make available the *pdf* file to the district-level test coordinator who will distribute the paper copies of the assessment.
- Click on the **Continue**.
- Go to the CETE Student Data Editor and enter accommodation code "13" for every student for whom you made a request.