

**Instructions:** This form should only be submitted to [assessment@la.gov](mailto:assessment@la.gov) for students who will receive any accommodation which requires a paper test for the student or a paper test for the teacher. For human read aloud, **teachers are no longer permitted to read over the shoulder of a student from the student's computer screen.** The teacher will need a paper copy of the test. The forms are not being submitted for approval by the department but school teams need to review the LEAP 2025 Accommodations and Accessibilities Features User Guide when developing accommodations. This form must be submitted at least four weeks prior to the opening of the testing window.

**This form must be completed by the School Test Coordinator and submitted by the District Test Coordinator to [assessment@la.gov](mailto:assessment@la.gov) at least four weeks prior to testing to ensure a timely state response is received. A copy of this form must be kept in the student's records and, if appropriate, retained at the district office.**

Contact information for educator requesting unique accommodation(s) on behalf of the student			
Name:		Date:	
School Name:		Phone Number:	
District/LEA Name:		Email:	
Student Information			
First Name (1 <sup>st</sup> letter only):			
Student's Last Name (1 <sup>st</sup> three letters only):			
Day of Birth:	Grade:	First/Native Language:	10 Digit LA Secure ID#:
Unique Accommodation for Assessment Administration			
<b>LEAP 2025 (grades 3-8) IAP Math Testlets</b> <input type="checkbox"/> ELA <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies		<b>LEAP 2025</b> <input type="checkbox"/> Eng. I <input type="checkbox"/> Eng. II <input type="checkbox"/> Alg. I <input type="checkbox"/> Civics <input type="checkbox"/> Geometry <input type="checkbox"/> Biology <input type="checkbox"/> US History	
<input type="checkbox"/> Other-Specify: _____			
Brief Description of the Requested Accommodation:			
Evidence to Support the Need <b>and how it is routinely used</b> by the student in the classroom and on other assessments:			
Describe Planning Needed (e.g., school staff, space, and/or specialized tools or equipment):			
In submitting this form to LDOE, the designee assures the following: This accommodation is documented in the student's: <input type="checkbox"/> IEP <input type="checkbox"/> IAP <input type="checkbox"/> EL Checklist <input type="checkbox"/> The school team has met and considered all listed accommodations before proposing this unique accommodation. <input type="checkbox"/> The proposed accommodation is used, as appropriate, for routine class instruction and assessments. <input type="checkbox"/> The school team has reviewed the guidelines for all accommodations in the LEAP 2025 Accommodations and Accessibilities Features User Guide and understands that some accommodations invalidate the assessment measure.			
School Test Coordinator Signature _____		Date: _____	
District Test Coordinator Signature _____		Date: _____	