Colorado Consent Form for State Allowed Accommodations (SAAs) Submitted via SSD Online

Student Information

Student Name: _____ **Student Date of Birth:** _____

Student (if 18 or older) or parent authorization is required for schools to share relevant information with College Board for the purpose of applying for State Allowed Accommodations on the following College Board exams: SAT® School Day, PSAT™ 10, or PSAT™ 8/9.

Authorization for the school to provide information to the College Board

I wish to use the following SAA(s) _____ on _____ *<Test Name: Choose from PSAT 8/9, PSAT 10 or SAT School Day>*. I authorize my school (my child's school) to submit information to College Board for their review, and for school personnel to discuss the SAA needs with College Board. I fully understand that testing with state-allowed accommodations will result in test scores that are not eligible to be reported to colleges, universities, or scholarship organizations. The information submitted will only be used for the purpose of delivering the State Allowed Accommodation for testing and will not be shared with any other third parties, except for College Board's subcontractors (see below for more details), which need to know the information to provide exam-related services. College Board staff, contractors, and subcontractors with access to student information are bound by the same rules for the protection, non-disclosure, and destruction of student information as College Board. I understand that SAAs are only available for PSAT 8/9, PSAT 10 and SAT School Day and are valid only for the exams listed above for the school year in which it was requested.

Authorization for my school (my child's school) to submit information to College Board for it to receive, retain, and use the information provided by the school for the purpose of determining eligibility for SAAs.

Students or parents may contact College Board Services for Students with Disabilities offices at 866-917-9030 (press #3) with any additional questions.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____
Parent/guardian signature is required if student is under 18.

Instructions to the School
Consent must be obtained when a request for SAAs are submitted electronically (via SSD Online) through school documentation consistent with district policy. This Consent Form may be used as an alternate method to obtain consent. Consent shall be retained by the school. This form or alternative evidence of consent does not need to be submitted to College Board. When submitting a request for SAA(s), the school's SSD Coordinator will be asked to verify that a signed Consent Form is on file at the school.

Required Student Data for Requests
College Board requires the following demographic data for all SAA requests: name, date of birth, expected high school graduation date, gender, current school, and student mailing address. In addition, the school is asked to provide the following required information regarding the student:
   • Intended College Board tests
   • Confirmation that the school has obtained parental consent to submit a request for SAA(s)
   • Identification of SAA(s) being requested

College Board Subcontractors who have Access to Student Personally Identifiable Information (PII) through the SSD Online Request Process

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Alorica Inc.
- Alorica provides customer service personnel to assist College Board by responding to inbound calls from parents and students. They have access to a student's information in his/her College Board online account, which may include first, middle and last name, address, date of birth, gender, grade, school, email address, student ID number, telephone number (if provided), ethnicity and assessment scores.
- Alorica has access to SSD Online including the required and supplemental student data listed above.

Conduent Inc., formerly known as Xerox
- Conduent does not have access to SSD online or student information submitted via that system; however, Conduent receives and processes paper SSD submissions (for submissions outside of SSD Online) and have access to student's first, middle and last name, address, date of birth, school, gender, and email address.

Pearson
- Pearson provides operational activities for test administration, including answer document processing, essay scoring, and print/fulfillment.
- Pearson has access to student's first, middle and last name, address, date of birth, gender, grade, school, email address, telephone number (if provided), ethnicity, and student ID number, and responses to optional student questions (if provided).