## HOW TO IDENTIFY ENGLISH LEARNER (EL) 50% EXTENDED TIME SUPPORT IN SSD ONLINE

Although not an accommodation, English learners need to be identified in SSD Online for a school to have accurate rosters and for correct testing materials to be sent.

Students requiring the use of a word-to-word glossary or translated test directions do NOT need to be identified to the College Board.

- 1. Login to <u>SSD Online</u>.
- 2. Click Go to English Learners Support Dashboard.
- 3. Click Request EL Supports.
- 4. Read the terms and conditions and check the box to confirm your understanding. Please note that there is

Concychourd	My Account   Logo Services for Students with Disabilitie
Dashboard	
2 Announcements	Show .
<ul> <li>95 Oct 2018 UPCOMING DEADLINES: December SAT Test Admin: Accomm February/March 2019 PSAT 10 Test. Please review all Accommodations P</li> <li>95 Oct 2018</li> </ul>	nodation requests due by October 12, 2018 Admini: Accommodation requests due by December 14, 2018. Request Deadlines here.
Information about supports for SAT School Day, PSAT 10 requested.	0 and PSAT 8/9 will be available in January. You will receive an email when they are ready to be
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11 Students 25 per page V ( ) o To English Learners Supports Dashboard > Samou by: Al Code ALLAI V Al Statuses •	Create Eligibility Roster         Submit Accommodations Request.           Create Nonincardad Adversariation Request.         Create Nonincardad Adversariation Request.           Create Nonincardad Adversariation Request.         Create Nonincardad Adversariation Request.           Nonincardad Adversariation Request.         Create Nonincardad Adversariation Request.           All Accommodations -         All Dates -         Create Student Name or SSD Number Q.

an available "Consent Form for EL Supports" that can be used if necessary.

- a. Click Continue.
- 5. Enter student information. Please complete all fields accurately and exactly. Click **Save** & Continue.
  - a. Required information includes name, date of birth, expected high school graduation date, gender, school, test administration, and address.
- 6. Review all information that you have entered to ensure that it is correct and click **Continue**. Click **Edit** to update information, as needed.
- Select the box for Extended Time Reading +50% (time and 1/2), then click Save & Continue.
- 8. Review the information entered. If any changes need to be made, click the **Edit** button.
  - a. Check the box to confirm that you have parent/guardian consent on file.
  - b. Check the box to confirm that students meet the definition of an English learner.
  - c. Click Submit.
- 9. After clicking **Submit**, you will be returned to the EL Supports Dashboard and the student should now be listed.
  - a. Once the Nonstandard Administration Report (NAR) is generated, students identified for 50% extended time will be included.