

Customized References Request Cover Sheet for use on MCAS Science and Technology/Engineering Tests (2023–2024)

Instructions: This cover sheet must accompany all requests for approval to use customized references for students with Accommodation A9. Customized materials may be no more than 3-pages in length and are *only* for MCAS STE tests in grades 5, 8, and high school. Please complete this form and submit to the Department’s Student Assessment Services Unit by email to mcas@doe.mass.edu.

Please submit a **separate cover sheet for each content area** (See below for a list of submission deadlines for each testing window.).

Submissions after the deadline may not be reviewed before the testing window begins.

Responses will be sent approximately ten school days after a request is received. Please contact Student Assessment Services at 781-338-3625 with any questions. Retain documentation on file for three years.

Contact Information

Name:	Email:
School Name:	District Name:
Telephone Number:	Resubmittal (Check one): <input type="checkbox"/> Yes <input type="checkbox"/> No

Accommodation A9 Customized References Submitted

Place a check mark next to each content area submitted for approval.

<input type="checkbox"/> Biology	<input type="checkbox"/> Introductory Physics
<input type="checkbox"/> Legacy STE or Other Checklist	<input type="checkbox"/> Grade 5 or 8 STE Reference Sheet

MCAS TEST ADMINISTRATION

*Place a check mark next to each test administration for which the material will be used.
(Submission deadline in parentheses)*

<input type="checkbox"/> February STE: Biology and/or Introductory Physics (1/5/2024)	
<input type="checkbox"/> High School STE (4/26/2024)	<input type="checkbox"/> Grades 5 and 8 STE (3/1/2024)

Principal or Designee Statement

The principal or designee of the school must sign below to acknowledge the following:
I have reviewed the Department’s policy for administering customized references for accommodation A9.

Name:	Signature(or E-Sign):	Date:
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Approval/Denial of Request – For Department Use Only

Database number	Date Received	Date of Response	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Changes	<input type="checkbox"/> Denied	Date Reviewed