



Mt. Lebanon High School

155 Cochran Road, Pittsburgh, PA 15228-1381
Telephone: 412-344-2003; FAX: 412-344-2021

Rev. 9-7-18

ACT Accommodations Request Process

Please note: this letter is also available on the Mt. Lebanon High School Counseling website; please access the electronic version in order to take advantage of any hyperlinks.

Dear parents / guardians and student,

Students with disabilities MAY qualify for certain accommodations on the ACT. In order to request those accommodations, please follow the steps below.

1. The parent / guardian / student registers for an upcoming test, noting the registration number and test date.
2. The parent / guardian / student obtains a [Mt. Lebanon ACT Accommodation Request form](#), signs the consent, adds the registration number and test date, and completes as much of the form as possible. Separate test dates require separate registrations, but previously approved accommodations would transfer. **All entries must be legible.**
3. The parent / guardian / student returns the form to the Mt. Lebanon ACT Testing Accommodations Coordinator (TAC):
 - a. email a scan or image of the signed, completed form to the TAC,
 - b. bring the signed, completed form to the main office or classroom C303,
 - c. mail the signed, completed form to the TAC at the high school.
4. The TAC uploads the request to the ACT website.
5. ACT decisions may take up to 7 weeks.
6. ACT notifies the TAC of the decision.
 - a. If accommodations are approved, the TAC sends a copy of the ACT decision letter to the parent / guardian / student and to school personnel as appropriate.
 - b. If accommodations are not approved, the TAC sends a copy of the ACT decision letter to the parent / guardian / student and to school personnel as appropriate along with the reason for the denial and what other information is necessary in order to reconsider the request. The TAC will work with the parent / guardian / student as necessary to help resubmit the request.
7. The parent / guardian / student should wait a week or so and then check the registration and the admission ticket to verify the testing location and that the approved accommodations are listed.

Please submit all request forms as soon as possible. Please submit requests for the following fall not later than the end of the previous May.

Please contact the Mt. Lebanon TAC with any questions or concerns.

Rolf Briegel

rbriegel@mtlsd.net

412-344-2000 ext. 10330

Mt. Lebanon High School ACT Testing Accommodations Coordinator (TAC)

Mr. Brian R. McFeeley
Principal
412-344-2003
bmcfeeley@mtlsd.net

Mr. Joel Thompson
Unit 1 Principal
412-344-2050
jthompson@mtlsd.net

Ms. Katelyn Deet
Unit 2 Principal
412-344-2050
kdeet@mtlsd.net

Mrs. Carlie McGinty
Unit 3 Principal
412-344-2050
cmcginty@mtlsd.net

Mr. John Grogan
Athletic Director
412-344-2008
jgrogan@mtlsd.net

Mrs. Tara Leja
Department Chair
School Counseling Office
412-344-2065
tleja@mtlsd.net

Mrs. Jennifer Rodriguez
Department Chair
Fine Arts Office
412-344-2023
jrodriguez@mtlsd.net

Mrs. Janet McGeough
School Nurse
Health Services Office
412-344-2031
jmcgeough@mtlsd.net

Mrs. Judith Kolko
Student Activities
Director
412-344-2105
jkolko@mtlsd.net

Academic
Department Chairs
412-344-2023