Oklahoma State Department of Education

Non-Standard Accommodation Application Instructional Manual

Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

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1 – Introduction

The Non-Standard Accommodation Application is intended to allow users the ability to request an ELA Read Aloud Accommodation or Unique Accommodation. The State Department of Education (SDE) will then review the application and issue a decision based on the submitted criteria.

1.1 - Purpose

To streamline the non-standard accommodation request process as mandated by the Academic Assessment Monitoring Program required by federal law/regulations (SASA, ESEA, and EDGAR) and state law/regulations (Title 70 O.S. § 1210.505 and Oklahoma Administrative Codes (OAC) 210:10-13-2)

1.2 - How to use this document

This document is intended to be a step-by-step guide for submitting accommodation requests and viewing the State Department of Education decisions associated with each application. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education Customer Service Desk at 405.521.3301 for assistance.

2 – Using the Non-Standard Accommodation Application Tool

Access to the Non-Standard Accommodation is provided to users by their district superintendents through the Single Sign On system.

The superintendents will need to grant access to each person that he/she would like to have access to the report. This will include site level personnel who will complete the upload for each site, as well as any additional individuals.

2.1 Go to Single Sign On

To begin, go to *the Single Sign on* Web site (https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx), log in and choose the "Non-Standard Accommodation" option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.
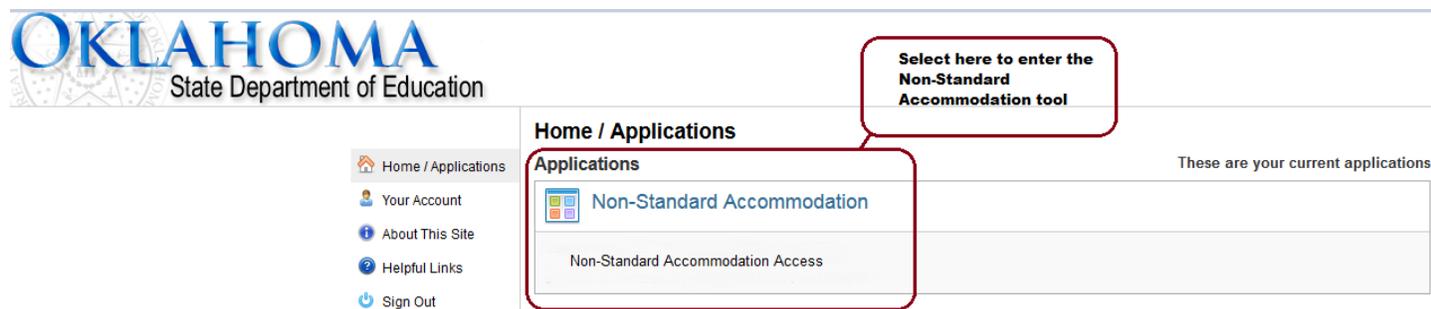
Figure 1 - Single Sign On System list

2.2 General Navigation

Once in the Non-Standard Accommodation Application tool, select the Application to begin the application process or to view the status of a submitted application.

Figure 2 – Application Tab

2.3 Create a New Application

Once on the Application page, a user has the ability to create a new application and view submitted applications. Additionally, users can filter submitted applications, based on their SSO access, by county, district, site or creation date.

To create a new application:

- **Select "Create a New Application"**

Figure 3 – Create a New Application

- **Select "Application Upload" from the drop down menu, then "Create"**

Figure 4 – Application Upload

- **Type in the name of the student for whom the application is being submitted, and then click "Search". Students matching the search criteria will be listed, along with basic identifying information**

    o **Once the correct student is identified, click directly on the student's name to move to the next step**

Figure 5 – Student Search

- **Select the School Year and Testing Window for which the accommodation request is being submitted**

Figure 6 – School Year and Testing Windows

- **Click "Browse…" to select the student's PDF application. Then, select "Upload" to upload the file**

Figure 7 – Browse and Upload

- **Click the "Submit" button to submit the application to SDE for review. The Application screen will then open, showing the application's status as "Submitted".**

Figure 8– Submitted

2.4 View the Status of an Application

To see the status of submitted applications, return to the Application tab and view the "Status" column.

SDE Decision Descriptions:
- Meets Criteria/Approve— The accommodation request has been granted.
- Does Not Meet Criteria/Deny— The accommodation request has been denied.
- Approved With Conditions—Approved with conditions that SDE will outline.
- Need More Information—Application requires additional details before a decision can be made.

Figure 9 – Status Column

- **If additional details regarding the application's status are needed, click directly on the student's name to view the submitted application and any comments from SDE relevant to the application.**

Figure 10 – Status Details

- **A copy of the file that was uploaded to SDE will also be available when viewing additional details**

Figure 11 – Additional Details

2.5 Filter Submitted Applications

If multiple applications have been submitted, filter by the following categories:

- **County** – The submitted applications for that county.
- **District**– The submitted applications for that district.
- **Site** – The submitted applications for that site.
- **Created Date (From)/Created Date (To)** – The applications submitted in a specific date range.

Figure 12 – Filter Dropdowns

2.6 Add Non-Standard Accommodation to SSO account

For Superintendents who need to add the Non-Standard Accommodation to an account:

- Log in to SSO
- Click Manage users on the left side
- Search for the user's account and select it
- On the account profile page, click "Manage roles for this user" on the right side

- On the next page, click "Add A role" on the right

- Select Non-Standard Accommodation in the list

- Select the appropriate role.