

## Accelerate Education's IEP/504 Accommodations and Process

If you have a student with an IEP or 504 accommodation plan, please submit a copy of the plan to Accelerate using our [Individualized Education Plan Submission Form](#). The form gets submitted to a secure server. The form includes the following required information that the school contact should provide:

- Student name
- School
- Accelerate courses that the student is enrolled in
- Accelerate teachers that is assigned to the teacher
- Mentor Name (the person who is responsible for the student and student's IEP)
- Mentor Phone
- Mentor Email
- The student's start date
- A copy of the IEP, 504, snapshot, or summary.

After receipt, Accelerate staff will upload the IEP to the Buzz learning management system and notify the teachers to review the document.

The following accommodations are inherent in the way our courses are designed and taught. In other words, these accommodations are automatic.

- Extended Time on Tests
  - no time limits on any assessments
- Extended time on assignments, homework
  - no points taken off for assignments turned in past the due date
  - all deadlines are suggestions and there to guide the student to finish the course before their scheduled end date
- Extended time on course completion
  - your program determines the length of time a student is enrolled and can be extended if the student does not finish (up to one year for a semester-long course)
  - this comes from the administrator of your program, not the Accelerate teacher
- Chunking of materials and assessments
  - Our lessons are generally multiple pages, chunking concepts together and allow for processing and practice before moving on
  - All quizzes and assessments are given one question at a time
- Visual daily schedule
  - Each student is provided a pacing guide/to-do list to use to plan their daily tasks
  - Pacing guide shows past-due items and items due in the next 5 school days
- Opportunity for typed assignments
  - All of our assignments are turned in digitally and thus can be typed
  - Exception: worksheet based elementary activities which require handwriting and coloring
- Progress reports
  - All students and those listed as observers will receive weekly progress reports

The following are *examples* of accommodations that Accelerate can offer directly. This list is not exhaustive and if you ever have any questions, reach out to the teachers involved in instructing the student. The teacher(s) help you determine whether a specific accommodation can be made. Other accommodations may need to be provided by a local support specialist or resource officer.

- Reduced answer choices
  - We can reduce the number of answer choices on multiple choice tests
  - This happens at the user level and is applied once for all courses, for current and future enrollments
- Reduced workload
  - Teachers can do this by hiding or excusing assignments
- Assessment retries
  - Can be given upon request by teacher
- Read aloud directions, general auditory support
  - the Speech Stream tool for those who struggle with reading or vision problems
- Grading accommodations
  - Ignore grammar and spelling issues
  - Reduced length of assignments (i.e. 3-paragraph instead of 5-paragraph essay, or complete 15 problems instead of 20)
- Chunking assignments
  - Teacher can work with student to help successfully complete the assignments

There are some accommodations that will definitely need to be met onsite or through the use of technology services not provided by Accelerate Education. Again, this is not an exhaustive list, but these are some common accommodations we have seen in documentation that we cannot provide directly.

- Tests read aloud
  - Speech Stream tool does not work in assessments
- Screen readers (other than the Speech Stream tool)
- Headphones
  - While allowed, we do not provide these