

# English Language Learner ACCOMMODATIONS

English Language Learner (ELL) accommodations are available to students *currently* receiving ELL support at school, once approved through CLT.

**CLT has two options for submitting ELL requests in our Accommodations Portal :  
Spreadsheet or Individual Requests**

Features	Spreadsheet	Individual Requests
Secure method of sharing student data	Yes	Yes
Approved for in-school testing	Yes	Yes
Signed consent form required for every student	No	Yes
Supporting documents required for every student	No	Yes
Approved for remotely proctored testing	No	Yes

**To submit a request via Spreadsheet:**

- Log in to the [Accommodations Portal](#), then click the ‘ELL Requests-In School Only’ tab.
- +Add New ELL Request, then Download ELL Request Template.
- Enter your students’ information, then upload!  
*Please note that spreadsheets must be uploaded in .csv or .xls formats only.*

**To submit Individual Requests (required for remotely proctored testing):**

- Please follow the instructions [here](#).

**Submission Deadline: Four weeks prior to the test date**

- *Please check in the portal periodically to see the status of your requests for both methods.*
- *ELL spreadsheets submitted past the four week deadline will only be processed until three business days before a test! Submissions made past that point will not be approved.*

**Available Accommodations:**

- 50% extended time
- Use of a bilingual word-to-word dictionary (paper format, no synonyms or definitions) in the student's heritage language

ELL accommodations, once approved, are good for the duration of the academic year in which they are granted. **There is no need to reapply.**

**Please double check your students’ usernames in the portal prior to test day!**

Testing with a username other than the one approved *will* prevent students from receiving their extended time, and may not be able to be corrected on test day.

*CLT reserves the right to request supporting documentation for any student submitted via spreadsheet for ELL Accommodations.*