

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:
Spreadsheet Method or Accommodations Portal**

Features	Spreadsheet	Portal
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
Full, individual application required per student	No	Yes
Approved for remotely proctored testing	No	Yes
Can be viewed in the Accommodations Portal	No	Yes

To submit a request via the spreadsheet method:

- Create a spreadsheet with the file name formatted as follows:
ELL - School Name - Academic Year - Intended Test Date
 - *Example:* ELL - St. Andrews High School - 2023-2024 - Feb 15 CLT
- The spreadsheet must include:
 - Student Email / CLT Username
 - Student First Name
 - Student Last Name
- Upload this spreadsheet via [this secure form](#).

To submit via the Accommodations Portal, please follow the instructions [here](#).

Submission Deadline: Four weeks prior to the test date

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.**