



# Oklahoma State Department of Education

## Non-Standard Accommodation Application Instructional Manual

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**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.

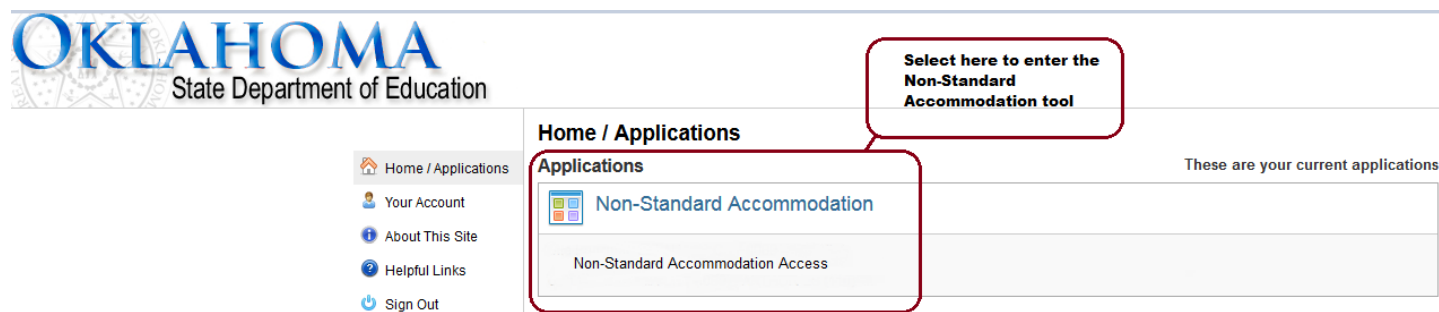


Figure 1 - Single Sign On System list

## 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.

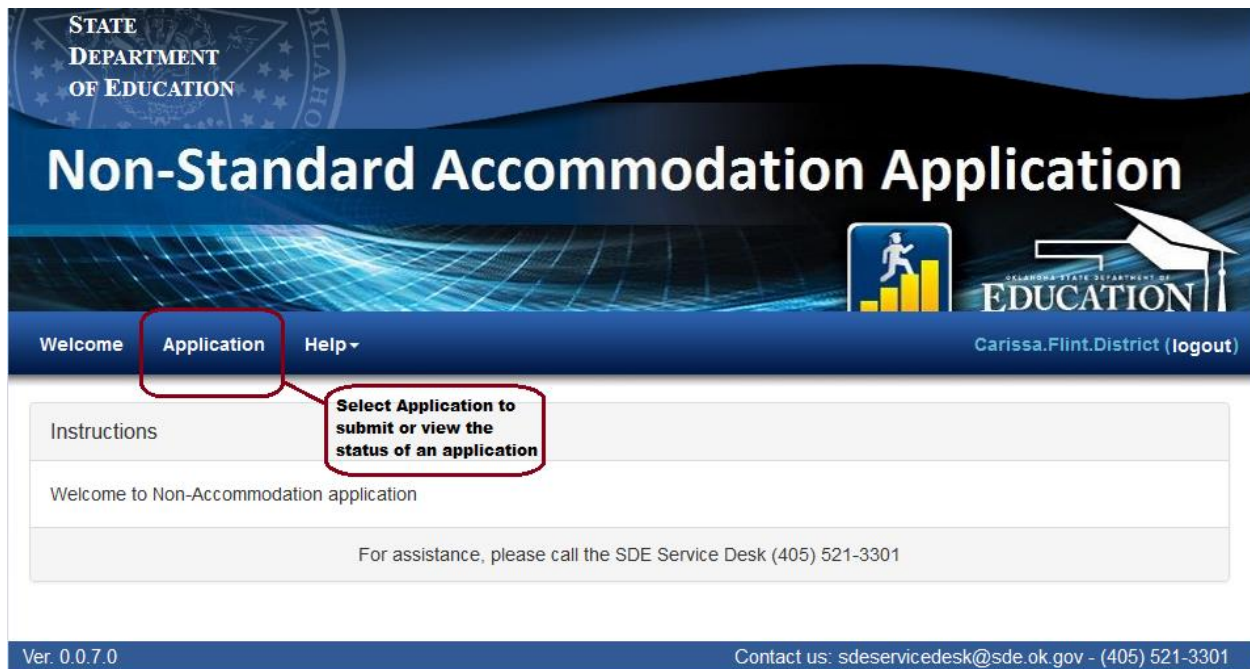


Figure 2 – Application Tab

## 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”

The screenshot shows the 'Non-Standard Accommodation Application' page. At the top, there is a header with the Oklahoma State Department of Education logo and the title 'Non-Standard Accommodation Application'. Below the header, there is a navigation bar with 'Welcome', 'Application', and 'Help' links. The user is logged in as 'Carissa.Flint.District (logout)'. The main content area has a 'Create New Application' button highlighted with a red box. To the right of this button is a callout box that says 'Select to submit a new application'. Below the button, there is a section for filtering applications by 'County', 'District', and 'Site'. The 'County' dropdown is set to 'OKLAHOMA', 'District' is 'OKLAHOMA CITY', and 'Site' is 'ARTHUR ES'. There are also date filters for 'Created Date (From): 10/13/2014' and 'Created Date (To): 10/20/2014'. At the bottom of the filter section are 'Go' and 'Clear' buttons.

Figure 3 – Create a New Application

- Select “Application Upload” from the drop down menu, then “Create”

This screenshot shows the same 'Non-Standard Accommodation Application' page, but with the 'Create New Application' button expanded into a dropdown menu. The dropdown menu is highlighted with a red box and contains the text 'Select from dropdown below to submit a new application \*'. Inside the dropdown, 'Application Upload' is selected and highlighted with a red box. To the right of the dropdown is a callout box that says 'Select "Application Upload" from the dropdown menu'. Further right, the 'Create' button is highlighted with a red box, with a callout box above it saying 'Then click "Create"'. Below the dropdown menu, there is a section for 'Applications'. At the bottom of the page, there is a footer with 'Ver. 0.0.7.0' on the left and 'Contact us: sdeservicedesk@sde.ok.gov - (405) 521-3301' on the right.

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
  - Once the correct student is identified, click directly on the student’s name to move to the next step

**STATE DEPARTMENT OF EDUCATION**

# Non-Standard Accommodation Application

Welcome Application Help ▾ Carissa.Flint.District (logout)

*Application Upload*

Student search (first name, last name, or student number) \*

Jane Doe Search

Note: Maximum 50 records will be returned. More specific search term may help refine your search and provide more accurate results.

Student Name	Student No.	Birth Date	Sex	Grade	School
Jane Doe	123456789	07/05/2005	F	04	Arthur Elementary

**Click directly on the student's name to submit their application**

Ver. 0.0.7.0 Contact us: sdeservicedesk@sde.ok.gov - (405) 521-3301

Figure 5 – Student Search

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

**Non-Standard Accommodation Application**

Welcome Application Help ▾ Carissa.Flint.District (logout)

General Information

Accommodation Type: Application Upload  
 Student: JANE DOE | Student No.: 123456789 | School: ARTHUR ELEMENTARY  
 Submitter: Carissa Flint

Application Upload

**School Year: \*** 2014 - 2015

**Test Administered When: \***  
☒ Winter/Trimester  
☐ Optional Winter/Trimester Retest

Browse... Upload

**Fill in the required information**

Figure 6 – School Year and Testing Windows

- Click “Browse...” to select the student’s PDF application. Then, select “Upload” to upload the file

Welcome Application Help ▾ carissa.flint (logout)

General Information

Accommodation Type: Application Upload  
 Student: JANE DOE | Student No.: 123456789 | School: ARTHUR ELEMENTARY  
 Submitter: Carissa Flint

Application Upload

**School Year: \*** 2014 - 2015

**Test Administered When: \***  
☒ Winter/Trimester  
☐ Optional Winter/Trimester Retest

Jane Doe ELA Read Aloud Accommodation Application.pdf

Jane Doe ELA Read Aloud Accommodation Application.pdf ✕

Browse... Upload

Submit Cancel Print

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


**This will indicate the file has been uploaded. Selecting the X button will delete 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”.

# Non-Standard Accommodation Application



[Welcome](#)
[Application](#)
[Help](#)

carissa.flint (logout)

Create New Application

Applications

County:
District:
Site:

CANADIAN
MUSTANG
MUSTANG HS

Created Date (From):
Created Date (To):

10/14/2014
10/21/2014

Go
Clear

The “Submitted” status indicates the application has been sent to SDE and is pending review

Submitter	Student	Status
Carissa Flint	Jane Doe	Submitted

Ver. 0.0.8.0
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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.

The screenshot displays the 'Non-Standard Accommodation Application' web application. The header includes a navigation bar with 'Welcome', 'Application', and 'Help' links, and a user profile for 'Carissa Flint, District (logout)'. Below the header, there is a 'Create New Application' button and a section for filtering applications by 'County', 'District', and 'Site'. The 'County' is set to 'OKLAHOMA', 'District' to 'OKLAHOMA CITY', and 'Site' to 'ARTHUR ES'. The 'Created Date' range is from '10/13/2014' to '10/20/2014'. A 'Go' button is present. Below the filters, a table lists applications. The first row shows 'Carissa Flint' as the submitter and 'Jane Doe' as the student. The 'Status' column for this application is 'Approved with Conditions'. A red box highlights the 'Status' column header and the 'Approved with Conditions' status, with a line pointing to a label 'Status Column'.

Submitter	Student	Status
Carissa Flint	Jane Doe	Approved with Conditions

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.

**Non-Standard Accommodation Application**

Welcome Application Help Carissa.Flint.District (logout)

Create New Application

Applications

County: OKLAHOMA District: OKLAHOMA CITY Site: ARTHUR ES

Created Date (From): 10/13/2014 Created Date (To): 10/20/2014

Go Clear

Select the student's name to view status details

Submitter	Student	Status
Carissa Flint	Jane Doe	Approved with Conditions

Ver. 0.0.7.0 Contact us: sdeservicedesk@sde.ok.gov - (405) 521-3301

Figure 10 – Status Details

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

**Non-Standard Accommodation**

Student Name: JANE DOE  
 Student No.: 123456789  
 School: ARTHUR ELEMENTARY  
 Uploaded File: [December.pdf](#)  
 Submitter: CARISSA FLINT  
 Submitted Date: 10/20/2014  
 Status: Approved  
 OSDE Note: Approved

OK

Create New Application

Applications

County: OKLAHOMA District: OKLAHOMA CITY Site: ARTHUR ES

Created Date (From): 10/13/2014 Created Date (To): 10/20/2014

Go Clear

Submitter	Student	Status
Edward Nguyen	TIA LITTLEJOHN	Approved with Conditions

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.

The screenshot displays the 'Non-Standard Accommodation Application' web interface. The header features the Oklahoma State Department of Education logo and navigation links: 'Welcome', 'Application', and 'Help'. A user login 'Carissa.Flint.District (logout)' is visible in the top right. Below the header, there is a 'Create New Application' button and a section titled 'Applications'. A red callout box with the text 'Filter applications with the criteria below' points to a filter section. This section includes dropdown menus for 'County' (set to OKLAHOMA), 'District' (set to OKLAHOMA CITY), and 'Site' (set to ARTHUR ES). Below these are date pickers for 'Created Date (From):' (10/13/2014) and 'Created Date (To):' (10/20/2014). At the bottom of the filter section are 'Go' and 'Clear' buttons.

Figure 12 – Filter Dropdowns