

ADMINISTRATIVE ACCOMMODATION REQUEST FORM

Complete this form to request an Administrative Accommodation only.¹ To request a Nonstandard Testing Accommodation, follow this link: <https://www.ilbaradmissions.org/browseapplication.action?id=7>

PRINT NAME: _____

EMAIL: _____ PHONE: _____

DATE: _____ EXAM DATE (mo/yr): _____

Provide an explanation of your request. If there are one or more items you wish to bring, explain why they are needed, if not obvious:

Attach medical documentation (letter from your medical professional) verifying the need for the administrative accommodation.

Common examples of Administrative Accommodation requests:

- **MEDICAL DEVICE** - Permission to bring a medical device or support such as lumbar cushion, boot, brace, sling, diabetic supply, glucose monitor, insulin pump, inhaler, epi-pen, etc., into the test room;
- **SPECIAL SEATING** - due to a medical condition (e.g., near restroom due to late stage pregnancy) or need for space for a wheelchair, scooter, crutches or other orthopedic device;
- **MEDICATION** - Permission to bring over-the-counter or prescription medication or food and beverage for medical reasons;
- **BREAST PUMPING** - Permission to bring a lactation pump with accessories and cooler with ice packs and to be provided a space to use the pump during restroom or lunch breaks in:
 - (1) Standard Testing – this requests an administrative accommodation to breast pump on-site *without* stop-the-clock breaks (**USE THIS FORM**), or in
 - (2) Nonstandard Testing – this requests a nonstandard testing accommodation to breast pump on-site *with* stop-the-clock breaks of up to an extra 30 minutes per 3 hours of testing. Breast pumping is the only form of nonstandard testing for which NTA forms are not required. The stop-the-clock break option in NTA has a deadline of November 30 for a February exam and April 30 for a July exam and does not require this form. Email your request to NTA@ilbaradmissions.org.

This form with medical documentation must be received by our office no later than January 15 for a February exam, and no later than June 15 for a July exam. Once received, you will receive an email acknowledgment within 5 business days. If you do not receive that email, your forms and documentation were not received, and you must immediately contact Stephany Shipp at sshipp@ilbaradmissions.org.

EMAIL COMPLETED FORM AND MEDICAL DOCUMENTATION

TO: Stephany Shipp at sshipp@ilbaradmissions.org

¹ An Administrative Accommodation provides a courtesy arrangement for applicants with certain health-related issues in standard test rooms following *the standard testing schedule*. In contrast, a Nonstandard Testing Accommodation (NTA) is an entirely separate form of accommodation provided to applicants with disabilities under the Americans with Disabilities Act (ADA) who have health-related conditions such as physical impairments, learning disorders, visual and hearing impairments, and psychiatric and psychological disorders. A NTA accommodation may deviate from the standard testing schedule. NTA requests are reviewed by an outside consultant forms, have stricter deadlines, and require specific documentation.