



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents

**FROM:** John R. Payne, Director  
Office of Special Education Services

**DATE:** April 3, 2015

**RE:** Documenting The ACT® Science Accommodations for Students with IEPs

In a memorandum dated March 23, 2015, the South Carolina Department of Education (SCDE), Office of Assessment, provided guidance regarding The ACT® to clarify that the science test will be administered to all 11th grade students in spring 2015. As a result of this guidance, districts have inquired as to how the participation and accommodations for the science test should be documented for students with individualized education programs (IEPs). Given the testing dates, it is not possible to utilize the SC Enrich IEP® system to generate the necessary documentation for the science test. Consequently, the SCDE has created, and has attached to this memorandum, a Word document template that districts and state-operated programs may use to create IEP addendums that can be sent to parents and guardians to inform them of participation in, and accommodations for, The ACT® science test.

In preparing the addendum for a student for The ACT® science test, districts may use any standard accommodations that were previously identified for the student (on the student's IEP, an amendment, or prior addendum) for other sections of The ACT® (such as for English, mathematics, and reading). When an addendum is completed for a student and sent to his/her parents, please have your staff scan and upload it to the SC Enrich IEP system in the applicable student's Files Tab.

If a cross-walk of accommodations is not possible (for example, if the student needs accommodations in science but had none identified in ELA, reading or math), then the IEP team should amend the IEP (with or without a meeting).

Should you have any questions regarding the addendum or documenting test participation, please contact Peter Keup, Office of Special Education Services, at [pkeup@ed.sc.gov](mailto:pkeup@ed.sc.gov), (803) 734-6771.

cc: District Directors of Special Education  
District Test Coordinators