



Class of 2023

Secondary Schools of the San Francisco Archdiocese

Extended Testing Time Documentation Requirements

Students with documented learning differences may be eligible for extended time on the Secondary Schools of the San Francisco Archdiocese Entrance Exam. The exam is the High School Placement Test (HSPT) and is published by the Scholastic Testing Service (STS). The Extended Time Test will be administered on Saturday, January 5, 2019, beginning at 8:00 am and ending at noon. In order for extended time to be granted, you must provide one of the following to the Admissions Office by Friday, November 23, 2018:

- A currently active IEP that states the need for extended testing time accommodations;
- A currently active 504 Plan that states the need for extended testing time accommodations;
- An evaluation prepared within the last three years by a qualified professional that states the need for extended testing time accommodations.

In order for the evaluation to be considered it must: state the specific disability as diagnosed by the evaluator; provide a thorough educational, developmental, and relevant medical history; describe the tests and techniques that were used to arrive at the diagnosis; establish the professional credentials of the evaluator; and describe the specific accommodations requested, such as extended time, stating why the disability qualifies the student for such consideration.

In order for extended time to be granted one of the above must be submitted to the Admissions Office. No exceptions can be made in the place of one of the three reports listed. Seventy extra minutes will be granted to the students who qualify for extended time. No untimed tests will be administered. Please fill out the attached application and submit it with your report to the Admissions Office. All reports will be held in the strictest confidence and will be reviewed only by the Admissions Testing Committee. Families will be notified of the extended testing time decision after the report is reviewed at Sacred Heart Cathedral.

Please contact the Director of Admissions, Tim Burke '70, at ext. 729 or tburke@shcp.edu for any additional information.

SECONDARY SCHOOLS OF THE SAN FRANCISCO ARCHDIOCESE

**Application for Extended Test Time
Due Friday, November 23, 2018**

Student Name: _____

Parent/Guardian Name: _____

Address: _____

Phone: _____

Current School of Applicant: _____

Type of documentation to be submitted:

- Currently Active IEP
- Currently Active 504 Plan
- Complete Testing Evaluation by a qualified professional

Note: Please send documentation to all Catholic Secondary Schools in the San Francisco Archdiocese where the student has filed an application.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Sacred Heart Cathedral Preparatory
Admissions Office
Tim Burke '70 - Director of Admissions
415.775.6626 ext. 729
tburke@shcp.edu