



RESA ADA Accommodations Request Form

The RESA is an untimed, online performance assessment. An educator with a disability who requires an accommodation in order to access the RESA Guidebook and support materials and/or requires an accommodation to complete the assessment online according to the general assessment directions may request such accommodation by completing this form.

DIRECTIONS: To request approval for an accommodation and to ensure that a timely response is received, this form must be completed and submitted to TeachForward at support@teachforward.com by **March 1, 2025**.

Please retain a copy of this form for your records. If you have questions about how to fill out this form, please contact support@teachforward.com.

Please note, this form does not exempt Resident Educators from completing the RESA.

Resident Educator's Information (Type or Print)	Program Coordinator's Information (Type or Print)
Name:	Name:
Educator State ID #:	Educator State ID #:
Email Address:	Email Address:
Building Name & IRN:	District Name & IRN:
Cell Phone:	Phone:

Program Coordinator's Signature _____ Date _____

Resident Educator's Signature _____ Date _____

MEDICAL DOCUMENTATION:

I have included medical documentation with this request. _____
(Check Here)

Please note: Acceptable documentation meets six broad criteria:

1. The diagnosis is clearly stated.
2. Information is current (issued within the last five years).
3. Educational, developmental, and/or medical history is presented.
4. The diagnosis is supported.
5. The functional limitation for accessibility or accommodations is described.
6. The medical evaluators' professional credentials are established.

Documentation should come on official letterhead, and documentation should include the date and type of the mental health professional's or medical doctor's license and the state or other jurisdiction in which it was issued.

ACCOMMODATIONS:

Based on documented disability and supported documentation, accommodations may include the following:

- **Presentation Accommodations**
 - Presentation accommodations alter the method or format used to administer the RESA to an educator by changing any, or a combination, of the auditory, tactile, and visual characteristics.
 - Educators who benefit most from presentation accommodations are those with disabilities that affect their reading of standard print, typically as a result of the physical, sensory, cognitive, or specific learning disability.
 - Presentation accommodations may include:
 - Braille or large-print versions of the RESA Guidebook and resources designed to support candidates with the submission process
 - Special assistance with the online system, including but not limited to providing screen reader/writer software or the use of a reader
- **Response Accommodations**
 - Response accommodations allow educators to use an alternative method for providing responses to test items.
 - Response accommodations can benefit educators who have physical, sensory, or learning disabilities, and who have difficulties with memory, fine-motor skills, sequencing, directionality, alignment, and organization.
 - Response accommodations may include:
 - The use of a scribe
 - The use of American Sign Language (ASL) in video submissions
- **Timing and Scheduling Accommodations**
 - Timing and scheduling accommodations are changes in the allowable length of time in which an educator may complete the assessment.
 - Because the RESA is an untimed, online assessment, timing accommodations may benefit educators who require emergency accommodations (see below).
- **Scoring and Reporting Accommodations**
 - Candidates whose submissions contain American Sign Language (ASL) will be scored by a qualified assessor who understands ASL.
 - Braille or large-print versions of the candidate score report will also be available for candidates whose sight is impaired.
- **Emergency Accommodations**
 - An emergency accommodation may be appropriate for an educator who incurs a temporary disabling condition that interferes with the educator's ability to complete the RESA.
 - Cases include educators who have a recently fractured limb (e.g., arm, wrist, or shoulder) or a serious or prolonged illness or injury.
 - If appropriate, the educator may submit the RESA Accommodations Request Form at the time when the accommodation is needed.
 - Educators may not submit a RESA Accommodations Request Form for emergency accommodation after the submission window has closed.

1. Provide a brief description of the accommodation for which you are requesting approval:

2. Describe the evidence that supports the need for this accommodation: