Accommodations Request Packet

General Information

This packet of materials has been prepared as guidance for individuals with disabilities who want to request testing accommodations on the LSAT. An accommodation is any modification in the standard administration of the LSAT. You should refer to the Day of the Test section of LSAC.org to determine what is permitted in the test room. It is important that you review all the materials in this packet before you register for the LSAT® and request accommodations so that you will know what your responsibilities are and what information is required from you.

There are two separate registration periods available for the LSAT: regular registration and late registration. When you register for an LSAT administration during the regular registration period, it is important to understand that you are not eligible for late registration for the same LSAT administration. Once you have registered for a test during the regular registration period, you may not withdraw or cancel your registration and reregister for that same test during the late registration period.

The Law School Admission Council (LSAC) encourages candidates who request accommodations to register for the LSAT and submit the required forms well in advance of the deadline dates noted below. Registering for the LSAT and requesting accommodations early in the process should facilitate your planning and preparation. Please note that there are no exceptions to the following deadlines for the receipt of documentation, including supplementary information and requests for reconsideration. If you are registered at an international published or nonpublished test center, please refer to LSAC.org for deadline information.

Test Dates, Regular Registration Deadlines, and Late Registration Deadlines

<table>
<thead>
<tr>
<th>Test date</th>
<th>Regular registration deadline</th>
<th>Late registration deadline</th>
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<tbody>
<tr>
<td>Monday, June 8, 2015</td>
<td>May 1, 2015</td>
<td>May 13, 2015</td>
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<tr>
<td>Saturday, October 3, 2015, and Wednesday, October 7, 2015, for Saturday Sabbath Observers ONLY</td>
<td>August 28, 2015</td>
<td>September 9, 2015</td>
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<tr>
<td>Saturday, December 5, 2015, and Tuesday, December 8, 2015, for Saturday Sabbath Observers ONLY</td>
<td>October 30, 2015</td>
<td>November 11, 2015</td>
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<tr>
<td>Saturday, February 6, 2016 and Monday, February 8, 2016, for Saturday Sabbath Observers ONLY</td>
<td>January 7, 2016</td>
<td>January 15, 2016</td>
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Persons with disabilities seeking testing accommodations must submit their request for testing accommodations together with all supporting documentation by the stated registration deadline to be considered for testing accommodations. The stated registration deadline is also the deadline for LSAC to receive any supplemental documentation that may be requested by LSAC or submitted by the candidate after the receipt of the original request and for LSAC to receive any request for reconsideration of LSAC’s testing accommodations determination.

Barring unforeseen circumstances, LSAC will respond to each request within 14 business days of its request. Therefore, if a request is received within two weeks of the deadline, you may not have the opportunity to supplement your file if, after review of your request, we determine that additional information is needed to make a decision. Additionally, you may not be able to request reconsideration of our decision.

Requests for accommodations are processed in the order in which they are received and according to the next scheduled test administration. You will receive written notification of LSAC’s decision via a letter in your online account under LSAT Status. Notification that a letter is available will be sent to you by email. Therefore, you should ensure that your email address on your account is accurate and current. Only candidates who do not have an online account will receive notification by US mail.

Reconsideration

All requests for reconsideration must be received in writing by the deadline associated with your registration for an administration of the LSAT. Requests for reconsideration will be reviewed after all initial requests for an administration of the LSAT have been processed.

All test takers are subject to the policies provided at LSAC.org unless specifically modified in writing by LSAC in a particular case. There may be an exception to the test-taker limit policy if you request testing accommodations for a previously undisclosed or unknown disorder/condition.

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Steps to Follow When Requesting Accommodations

1. Register for the LSAT

2. Determine which process you should follow to submit your request for accommodations.

Candidates who have appropriate proof of prior approved testing accommodations on the LSAT, SAT I, SAT II, ACT, GED, GRE, GMAT, or DAT examinations and who are requesting the same accommodations on the LSAT, click here for LSAC's Policy on Prior Testing Accommodations and the steps to follow to document your request for accommodations on the LSAT.

All other candidates, including those who had prior approved accommodations and who are requesting accommodations that are not eligible for consideration under LSAC's Policy on Prior Testing Accommodations, click here for information on the steps to follow to document your request for accommodations on the LSAT.

All candidates requesting accommodations must follow steps 3–5.

3. Make sure that all required forms are complete, signed, and dated. Please do not staple documents.

4. Submit all required forms to LSAC so that they are received by the applicable deadline. Please keep copies of all forms/documentation submitted to LSAC. In order to be processed in a timely fashion, all accommodated testing-related requests, inquiries, and forms must be sent to:

   Email: accom@LSAC.org; place name and LSAC account number in the subject line.
   Fax: 215.504.1420 (available 24 hours daily)
   US Mail: LSAC Accommodated Testing, PO Box 8512, Newtown PA 18940-8512
   Courier Service: LSAC Accommodated Testing, 662 Penn Street, Newtown PA 18940-0995

5. Monitor your online account for information about the status of your request for accommodations.

Your supporting documentation may be insufficient if you fail to include a specific request for accommodations; if your evaluator fails to provide the required test results; if the documentation does not demonstrate a functional impairment related to taking the LSAT; or if you do not sign and date your Candidate Form. These are examples only. All documentation requirements must be followed, or your documentation will not be reviewed.

If the required documentation/form related to your request for accommodations is not received, your file will not be reviewed until LSAC receives the necessary information.

If you fail to register for the LSAT or if your request for accommodations is untimely, your request for accommodations will not be reviewed.

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