

This letter is intended for parents of students who will be leaving The Windward School in June 2021, are applying to independent schools and need to take the Independent School Entrance Exam (ISEE). Listed below are the registration instructions for applying to take the test with accommodations at Windward. **You may request only those accommodations for which you have documentation.** Please see page 2 for approved documentation and accommodations. **The ERB portal for online registration will be available at the beginning of August.** In order for requests be approved in a timely way, we are asking that all documentation and school statements be submitted **no later than Friday, October 16<sup>th</sup>.**

### **Instructions to request accommodations and register for the Independent School Entrance Exam (ISEE)**

- 1) Go to the ERB portal <https://iseeonline.erblearn.org>
- 2) Create an online account and add the student's information
- 3) Request accommodations for student (only those accommodations for which you have documentation).
- 4) You will automatically receive the ISEE Accommodations Form by email to be completed by the current school (The Windward School). This form will have only the student's name printed on it.
- 5) **You must forward that form to Rachel Leone, Assistant Coordinator of Special Services ([rleone@thewindwardschool.org](mailto:rleone@thewindwardschool.org)) to be completed. When you forward it, please list the accommodations you are requesting.**
- 6) The ERB will also require a copy of the current supporting documentation. See the attached list for acceptable documentation
- 7) **You must submit the required paperwork for your son or daughter** – you can upload it to your online account, email to [submit@erblearn.org](mailto:submit@erblearn.org) , or fax to 212370-4095.
- 8) Once the ERB has a complete file, it will go under formal review which can take up to 3 weeks. When the student is approved, you will receive an email with the approved accommodation(s) and instructions to log back into your online account to register/pay for your “closed” test date(s) using The Windward School's unique event code.

### **MANHATTAN CAMPUS CODES:**

- **Tuesday, December 8 (extended time only) use: MJWFESQV**
- **On Thursday, December 10 (additional accommodations) use: 5QNZ6T8U**

- 9) Once the registration/payment is processed online, you will automatically receive the ISEE Verification Letter by email listing the confirmed test site/test date/approved

accommodations, etc. The student will automatically be added to Windward's online roster with the approved accommodations.

**Approved Documentation to be submitted for ISEE Accommodations:**

(Only one is necessary.)

**Formal Testing** – a complete psycho-educational evaluation administered within 3 years of the date on which the test will be given. It must include a recommendation for specific accommodations and a diagnosis that supports the need for them.

**or**

**An Individualized Educational Plan (IEP)** or 504 Plan for the current calendar year

**or**

**A Physician's Letter** – a letter from a medical doctor if the accommodations are required due to a medically-treated issue such as an injury, a vision impairment, deafness, paralysis, ADD or ADHD (treated with prescriptions), a psychological condition, or a physical disability. The letter must state that your child is currently being treated.

**Accommodations Offered at The Windward School**

**Tuesday, December 8, 2020** Only Extended Time

**Thursday, December 10, 2020** Additional Accommodations Offered:

- Extended Time or Double Time
- Use of Calculator
- Large Print Book
- Answer Directly in the Test Booklet
- Use of a Laptop

**Only accommodations listed in your supporting documentation will be approved**

**Windward is unable to provide a reader or any other accommodation that requires a separate location.**