

Special arrangement request form

All official school testing is required to be completed through the school online testing system unless a special arrangement request form is completed and the required documentation is supplied at which point the school will accommodate with a paper exam in compliance with ADA regulation.

Key Realty School is equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a student's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination through the standard online testing system must fill out the form to be eligible to take the exam through other means. (Any method other than the standard online testing systems)

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to Key Realty School on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

***Date:** _____

***Students Legal Name:**

Last Name First Name

***Address:**

Street City, State, Zip Code

***Telephone:** (_____) _____ - _____

Email Address:

*Items denoted with an asterisk are required.

Complete and fax this form, along with supporting documentation and proctor form to 702 933 0567.

Once this form and the proctor form have been received, the proctor / test request will be fulfilled.