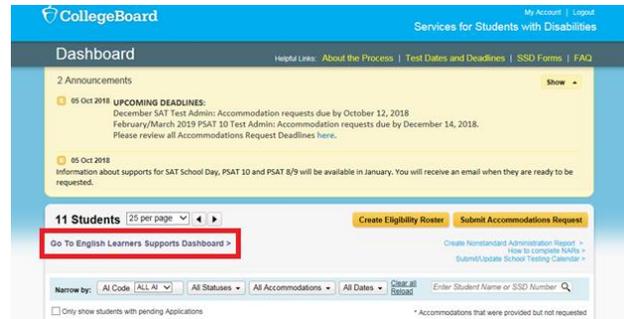


HOW TO IDENTIFY ENGLISH LEARNER (EL) 50% EXTENDED TIME SUPPORT IN SSD ONLINE

Although not an accommodation, English learners need to be identified in SSD Online for a school to have accurate rosters and for correct testing materials to be sent.

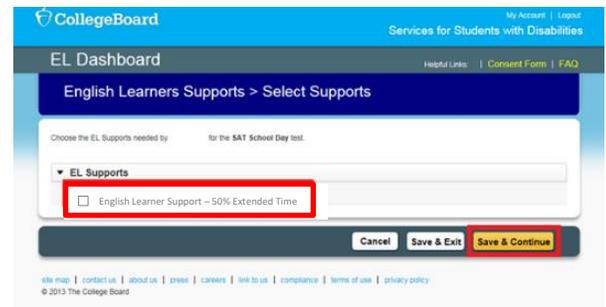
Students requiring the use of a word-to-word glossary or translated test directions do NOT need to be identified to the College Board.

1. Login to [SSD Online](#).
2. Click **Go to English Learners Support Dashboard**.
3. Click **Request EL Supports**.
4. Read the terms and conditions and check the box to confirm your understanding. Please note that there is an available “Consent Form for EL Supports” that can be used if necessary.
 - a. Click **Continue**.



5. Enter student information. Please complete all fields accurately and exactly. Click **Save & Continue**.
 - a. Required information includes name, date of birth, expected high school graduation date, gender, school, test administration, and address.
6. Review all information that you have entered to ensure that it is correct and click **Continue**. Click **Edit** to update information, as needed.

7. Select the box for **English Learner Support – 50% Extended Time** then click **Save & Continue**.



8. Review the information entered. If any changes need to be made, click the **Edit** button.
 - a. Check the box to confirm that you have parent/guardian consent on file.
 - b. Check the box to confirm that students meet the definition of an English learner.
 - c. Click **Submit**.
9. After clicking **Submit**, you will be returned to the EL Supports Dashboard and the student should now be listed.
 - a. Once the Nonstandard Administration Report (NAR) is generated, students identified for 50% extended time will be included.