

***Fee Voucher Request Form***

**In-district submission form**

**(for delivery to the District Assessment Office)**

**Requestor Name: **

**Requestor Title (Parent, Student, Counselor, Administrator, Etc.): **

**Requestor Email: **

* **Student Name: **
* **10-digit SSID: **
* **Graduation Year (cohort year): **
* **High School: **
* [ ] **Y** [ ] **N** Is the student on track to earned all credits required for graduation?
* [ ] **Y** [ ] **N** Has the student completed his/her high school and beyond plan?
* [ ] **Y** [ ] **N** Has the student met standard in a Washington state history and government class?
* [ ] **Y** [ ] **N** Has the student taken a state administered assessment (for the requested content area)?
* [ ] **Y** [ ] **N** Does the student qualify for a financial voucher request?
* [ ] **Y** [ ] **N** Has the student used any OSPI fee voucher in the past?
* Select appropriate assessment (Select One):

[ ]  ACT No writing

[ ]  ACT with writing

[ ] SAT

[ ] SAT with Essay

**Select Subject and provide necessary information:**

[ ] **ELA**

* + ELA SBA Score: ****
	+ How many attempts: ****
	+ What other alternatives have been attempted: ****

[ ] **Math**

* + Math SBA EOC Score: ****
	+ How many attempts: ****
	+ What other alternatives have been attempted: ****

**About the Fee Voucher**

* Fee vouchers are available for the SAT©, SAT with Essay©, ACT (no writing)©, and ACT with writing© test.
* Fee vouchers will come in the form of a document containing a unique code and directions for use in the online registration process for SAT or ACT tests.
* Because fee vouchers are pre-purchased by OSPI from SAT and ACT separately, students must indicate the test they wish to take (ACT or SAT) at the time of their initial voucher request.
* Because fee vouchers are pre-purchased, they **CANNOT** be replaced or re-requested. Once issued to a student, he or she is responsible for handling and utilizing their vouchers responsibly, in accordance with provided instructions.
* Requests may take up to 14 days for approval by OSPI so plan accordingly.
* No fee reimbursement is available after a student has registered for and paid for a test.

**Requestors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**High School Administrator/Counselor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

**DAC Use Only:**

**Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted to OSPI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received from OSPI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Voucher code sent to school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**