



Instructions to Submit a Reasonable Modification Request for 10th Graders with a Disability

A student who has failed to achieve the required 8th-grade Minnesota Comprehensive Assessment (MCA) reading proficiency score needed to meet statute entrance criteria for a Postsecondary Enrollment Options (PSEO) Career and Technical Education (CTE) course, due to the student's disability, may apply for an alternative eligibility option. Detailed instructions about submitting the modification request and review process are included below.

Due to course capacity limitations at postsecondary institutions, Minnesota Department of Education (MDE) is unable to guarantee enrollment in specific CTE courses even if a modification request is granted.

For questions or further information about this process, call 651-582-8689; TTY: 651-582-8201.

Timing of Request

Modification requests will be accepted by MDE at any time. However, applicants are encouraged to submit the modification request to MDE prior to, or at the same time, that the applicant requests enrollment in the postsecondary institution. This will ensure the applicant has the greatest likelihood of enrolling in the CTE course of their choosing.

How to Submit the Request and Supporting Documentation Needed

1. The student or representative of the student is responsible for submitting the modification request and for providing relevant documentation to support the need for a reasonable modification to avoid discrimination on the basis of disability. Applicants can use the [Reasonable Modification Request Form](#) or include required information on the form in the request.
2. Adequate documentation of the applicant's disability may consist of the student's individualized education program (IEP), Section 504 plan, or other medical documentation that includes the following information:
 - Identification of the nature and severity of the student's disability.
 - Specific information regarding the manner in which the disability affects the student; and specifically, how the student's disability interfered with the student's ability to obtain a proficient score on the 8th-grade Minnesota Comprehensive Assessment.
 - The duration of the disability.

3. Applicant's documentation should include other data relevant to document the student's reading ability, such as local reading scores, and grades.
4. Applicant's documentation should include a copy of the 8th-grade MCA score.
5. The applicant must submit the [Reasonable Modification Request Form](#) (or required information on the form) and supporting documentation to MDE by emailing mde.compliance-assistance@state.mn.us or by U.S. Mail at the following address:

Minnesota Department of Education
Attention: Special Education Dispute Resolution Supervisor
1500 Highway 36 West
Roseville, MN 55113-4266

MDE Staff Review Process

1. Within 30 calendar days from the date MDE receives the modification request and supporting documentation, MDE staff will determine whether the student's inability to obtain a proficient score on the 8th-grade MCA was a result of the student's disability.
2. During this 30-day interactive process between MDE staff and the applicant, MDE staff may request further information. MDE staff will consider the following factors during this interactive process:
 - The student's specific physical and mental abilities and limitations as they relate to the MCA assessment.
 - Applicant's barriers to successfully completing the MCA assessment.
 - Potential disability-related modifications to the MCA requirement to demonstrate reading proficiency.
3. If a student has demonstrated within the 30-day interactive process that his/her failure to achieve the required MCA reading proficiency score is related to the student's disability, the student will be offered a disability-related modification unless MDE, after consulting with the PSEO program, can demonstrate that making the modification would fundamentally alter the nature of the PSEO program.

Written Notification of MDE Decision

MDE's written decision will include, but not be limited to:

- An explanation of the factors considered, as described above.
- Any determinations made in support of MDE's decision, including whether the applicant has demonstrated reading proficiency through an alternative option.

This written decision will be sent to the applicant by U.S. Mail, and if requested by the applicant, by encrypted email.

Complaints regarding MDE's process or decision may be directed to: Chicago Office, Office for Civil Rights; U.S. Department of Education; Citigroup Center, 500 W. Madison Street; Suite 1475; Chicago, IL 60661-4544; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov

Reasonable Modification Request Form

Applicants are not required to use this form; however, information with an asterisk is required and must be provided.

Student Information

*Student Name _____ Grade _____ *Birthdate _____

*Address _____

*City _____ *State _____ *Zip Code _____

*Name of the school the student attends _____

(MDE will forward a copy of this completed form to the student's school.)

*Postsecondary institution student wishes to attend _____

*Student's 8th grade MCA score (a copy must be included) _____

Student Representative Information (if different from above)

*Your Name _____ *Phone Number(s) _____

*Address (if different from 1 above) _____

*City _____ *State _____ *Zip Code _____

*Email _____

Your relationship to the student _____

Disability Information (attach additional pages if necessary)

*What is the nature and severity of student's disability? (Example: Student has a diagnosis of ADHD, which can cause him to be unfocused and easily distracted.)

*How does the disability affect the student? Specifically, how did the student’s disability interfere with the student’s ability to obtain a proficient score on the 8th-grade MCA? (Example: When student forgets to take his medication, he is unable to focus. On the day of the 8th-grade MCAs, student forgot to take his medication.)

*What is the duration of the disability? (MDE requires verification that the student had the disability when completing the 8th grade MCA.)

Supporting Documentation

Please submit the following with this form to demonstrate the nature of student’s disability and reading ability, if applicable:

- Individualized Education Program (IEP)
- Section 504 plan
- Medical Documentation
- Local reading scores
- Grades

Signature

*Signature of person completing this form _____

*Date _____

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