Most students needing accommodations will already have an APAS record. Use the purple pencil to edit. **If there is no purple pencil, hit the YELLOW COPY button to make an exact replica of the plan that is open and editable all year.** The copy you’re creating will have a purple pencil all year! (For more info, [see this guide](#).)

Enter your name in Student’s Support Team.

Make sure “Yes” is clicked in the Accommodations drop down.

Hit “Continue” to move forward.

Go directly to the Accommodations section. Students will not have an “Accommodations” link yet (see red box to left) as it is a new feature—you will have to hit the button that says, “Click Here to Add/Edit.”
Hit the green plus button to create a new record.

Your screen will look like the picture to the right.
Go into any of the four PARCC sections to find the appropriate accommodations for your student.

Choose the appropriate option in the drop downs.
Upload the scanned signature page here.

*NOTE for IEP: If the student has a signature on the IEP, that is sufficient and does not need to be uploaded here.*

School Assessment Coordinators must verify the assessment accommodations.
You’ll be taken back to the APAS cover page—hit “Continue” to proceed.

Scroll down to the Accommodations section, make sure the box next to the Accommodations plan for 14-15 is checked, and hit “Finalize Selection” to “link” your Accommodations Plan to the APAS record.
You’ll know you did it right because you’ll see a link (arrow, pictured above). If you don’t see that chain link, don’t worry—your record is there. You just have to go back and link it. See the guide, “Troubleshooting—I don’t see my plan” for a quick fix!

Questions, Comments, or Concerns?
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