

James Lawrence Thomas, PhD
Clinical Psychologist & Neuropsychologist
19 West 34th Street, Penthouse
New York, New York 10001
212-268-8900

Cognitive Remediation
Assessment
Psychotherapy

Faculty, NYU Medical Center
& Albert Einstein College of Medicine

**Check List for providing documentation for requesting extra time on
Standardized Tests:**

- Previous evaluations, with the reported scores
- Transcripts of school records, especially noting test scores in reading, and noting special education placement, or placement in any special Resource Room of any kind
- Letters from any school official that you were designated as needing extra time, especially from the Disability Office
- Letters from former teachers who gave the person informal accommodations, such as extra help, letting take longer to finish tests than for others, tutoring after school, etc.
- Letter from anyone who helped you as a child doing homework, and that you had trouble reading or learning at the proper rate. In other words, that you were slow in learning, even though you were quite intelligent
- Letter from parents describing how it was difficult for the learning disabled person to learn, and all the extra help that was needed
- Report cards, as long as they note that there were problems the person had as a child. This can include learning problems as well as behavioral problems, especially in the case of Attention Deficit Disorder, in which being inattentive and distractible are sometimes noted in school records.