

**Procedures for 10th-Grade
Postsecondary Education Option
Eligibility Modification Request**

- A. *How to Obtain a 10th-Grade PSEO Eligibility Reasonable Modification Request Form and Applicable Timing Requirements*
- a. Applicants may obtain a Reasonable Modification Request Form at:
 - i. [Minnesota Department of Education > Just for Parents > College and Career Preparation](http://education.state.mn.us/MDE/JustParent/CollPrep/index.html) (<http://education.state.mn.us/MDE/JustParent/CollPrep/index.html>); or
 - ii. By calling Beth Barsness, High School Specialist, TTY: 651-582-8201, T: 651-582 - 8852 or 651-582-8336, by email at: mde.postsecondary@state.mn.us or by mail to: Minnesota Department of Education (MDE), Attention Beth Barsness, 1500 Highway 36 West, Roseville, MN 55113-4266.
 - b. 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 Career and Technical Education (CTE) PSEO course of their choosing. Due to capacity limitations, MDE is unable to guarantee enrollment in specific CTE PSEO courses even if a modification request is granted.
 - c. MDE staff may contact the applicant for follow up or clarification.
- B. *How to Submit the Reasonable Modification Request Form and Supporting Documentation*
- a. The applicant is responsible for completing the Reasonable Modification Request form and for providing relevant documentation to support the need for a reasonable modification to avoid discrimination on the basis of disability.
 - b. 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:
 - i. Identification of the nature and severity of the student's disability.
 - ii. 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.
 - iii. The duration of the disability.
 - c. Applicant's documentation should include other data relevant to document the student's reading ability, such as local reading scores, and grades.
 - d. Applicant's document should include a copy of the 8th-grade MCA score.

- e. The applicant must submit the form and supporting documentation to MDE at:

Minnesota Department of Education
Attention: Special Education Dispute Resolution Supervisor
1500 Highway 36 West
Roseville, MN 55113-4266
By Email: mde.compliance-assistance@state.mn.us
By Fax: 651-582-8725

C. *MDE Staff Review of the Reasonable Modification Request and Timing Requirements*

- a. With 30 calendar days from the date MDE received the Reasonable Modification Request form, 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.
- b. During this 30-day interactive process between MDE staff and applicant, MDE staff may request further information. MDE staff will consider the following factors during this interactive process:
 - i. The student's specific physical and mental abilities and limitations as they relate to the MCA assessment.
 - ii. Applicant's barriers to successfully completing the MCA assessment.
 - iii. Potential disability-related modifications to the MCA requirement to demonstrate reading proficiency.
- c. 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.

D. *Written Notification of Modification Request Decision*

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

- a. An explanation of the factors considered, as described above.
- b. 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.

E. *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