

WIDA ACCESS and WIDA Alternate ACCESS Less Than 4 Domains (LT4D) Guidance

English Language Proficiency (ELP) Assessments

Overview:

For students who are multilingual learners with a disability (MLWD), one or more of the domain(s) assessed on WIDA ACCESS or WIDA Alternate ACCESS may not be accessible, even with universal support and/or accommodations. As a reminder, an MLWD is required to make an earnest attempt at all domains. If the student cannot access a domain due to his or her disability, the individualized education program (IEP)/504 team may determine that the domain(s) assessed is not appropriate given the characteristics of the student's disability. The IEP/504 team may request that a student be exempt from one or two of the domain(s) assessed (Listening, Speaking, Reading, or Writing) on WIDA ACCESS or WIDA Alternate ACCESS. To make this request, the IEP/504 team should submit a WIDA ACCESS LT4D form along with IEP/504 documentation to the District Test Coordinator (DTC). The DTC will complete and sign the LT4D form(s) and submit to the South Carolina Department of Education (SCDE) English Language Proficiency (ELP) Assessment Program Manager for review and final determination.

Students who are deaf or hard of hearing may be unable to access the Speaking and Listening domains in WIDA ACCESS or WIDA Alternate ACCESS due to the nature of their disability. Students who are blind may be unable to access Speaking and Reading due to the nature of their disability. As a reminder, a scribe is an allowable accommodation if the student needs to dictate his or her responses, either verbally using an external speech-to-text device, an augmentative/assistive communication device (e.g., picture/word board), or by gesturing, pointing, or eye gaze. *New for SY 2025-26, WIDA has released an updated Braille form to include the speaking portion. More information can be found in the WIDA Accessibility and Accommodations Manual in the [WIDA Secure Portal](#).*

An LT4D Request form must be submitted annually for students who may continue to be considered 'LT4D.' All requests must be submitted by close of business on **December 18, 2026**. Only requests for newly enrolled students will be accepted after this date. A committee will review submissions. Determination letters that allow or deny the request, including procedures for authorized requests, will be sent before the testing window opens.

For all questions related to the administration of ELP Assessments, including LT4D submissions and accommodations, contact Meghan Walters-Branham (mgwalters@ed.sc.gov). For questions about Title III, contact Title III (TitleIIIMLP@ed.sc.gov). For questions about MLWD, contact Sara Garrett (sgarrett@ed.sc.gov).

Less Than Four Domains Flowchart and Checklist

Student Name: _____

Review the *WIDA Accessibility and Accommodations Manual* in the [WIDA Secure Portal](#) and complete the [WIDA Accessibility and Accommodations checklist](#).

Review the student's IEP to confirm accommodation is appropriate.

- Consult with related services (SLP, AT, etc.) to address the student's language needs.
- Conduct an IEP meeting (as appropriate) to ensure language goals, supplementary aids and services, and accommodations target student deficits.

Can the test be administered with universal support, administrative considerations, and/or allowable accommodation? (Staff initial and date by selection)

- If the answer is "Yes," then administer all domains
- If the answer is "No:"

The IEP should be reviewed by the case manager, the IEP team, and the LEA to determine if the student cannot access the domain due to the characteristics of the student's disability. This does not include lack of exposure to effective instruction (academic and/or functional), level of academic/functional proficiency, and/or lack of exposure to or proficiency with the use of allowable accommodations.

Can the student access all domains? (Staff initial and date by selection)

- If the answer is "Yes," then administer all domains.
- If the answer is "No:"

Submit the student's IEP to the DTC to confirm that the student cannot access the domain(s) due to the characteristics of the student's disability, even with allowable accommodations.

- The DTC will complete the Access-Limited Request for English Language Proficiency (ELP) Assessment form (see below). You must receive written approval from the DTC **and** SCDE to administer less than four domains.

Submit a request form for Less Than Four Domains for English Language Proficiency (ELP) Assessment along with all required documentation to SCDE no later than December 18, 2026* (see below).

- SCDE provides approval - Administer eligible domains and follow directions on the approval letter regarding procedures to follow in WIDA AMS.
- SCDE does NOT provide approval- Administer all eligible domains of the assessment.
- Administer all eligible assessments. Failure to do so will result in no score for the assessment.

Less Than Four Domains (LT4D) Request for ELP Assessments**Digital Submission Instructions (preferred method):**

https://scde.formstack.com/forms/wida_access_assessments_lt4d_request_sy_26_27

The section where the school's representative name and district test coordinator name are inserted will serve as digital signatures.

Less Than Four Domains (LT4D) Request for ELP Assessments

(Paper Copy submission, use **ONLY** if full digital submission is not possible)

Name: _____ Grade: _____

Student State ID: _____ Test Date: _____

District: _____ School: _____

All requests must be submitted by close of business December 18, 2026. Only requests for newly enrolled students will be accepted after this date.

Assessment Participation:

- ☐ WIDA ACCESS online
- ☐ WIDA ACCESS Paper
- ☐ WIDA Alternate ACCESS (paper-based only)
- ☐ WIDA ACCESS Kindergarten (paper-based only)

Domain area(s) student cannot access with allowable accommodations (up to two):

- ☐ Reading
- ☐ Listening
- ☐ Speaking
- ☐ Writing

Describe specific accommodation(s) that were considered prior to making the request:

Describe the impact the disability has on the assessment domain(s) requested:

Identify the attached documentation (**No request will be accepted without evidence of instructional and assessment alignment.**)

- ☐ IEP/504 (i.e., instructional and assessment supports)
- ☐ Eligibility Determination
- ☐ Evaluation Results
- ☐ ILAP documentation
- ☐ Other: _____

School Representatives (Signature)

Phone Number

School Representative Name (Print)

Email Address

District Test Coordinator (Signature)

Phone Number

District Test Coordinator Name (Print)

Email Address

Submission Instructions

Please submit the form and all documentation to ADTS under the Assessment folder.

Then, send an email to the English Language Proficiency Assessment Program Manager, Meghan Walters-Branham (mgwalters@ed.sc.gov) informing that the documents have been submitted.

Subject line: LT4D request [insert number] submission [insert district name]

Ex) LT4D request 2 submissions Smith County School District

Failure to alert the program managers of the submission of a request may delay the review of the request(s).