

# Invoice Generation Process

Although the Michigan Department of Education is providing the Fall 2020 SAT with Essay for Grade 12, PSAT/NMSQT for Grades 11 and 10, and PSAT 8/9 for Grade 9, it is important that schools complete the invoicing process in the College Board test ordering site to avoid fees billed to the school.

## There are 3 general purposes of the invoicing process:

- Generate an invoice to be paid by the school (as necessary)
- Make grade-level adjustments (mis-grids)
- Identify students eligible for fee-reduction or fee waiver benefits

## Invoice Generation Timelines

- The invoice generation must be completed separately for each administration date that was conducted by your school. The window for schools to review and make any needed corrections:

	Window Opens	Window Closes
September 23 SAT School Day	11/9/2020	12/16/2020
October 14 SAT School Day	11/9/2020	12/16/2020
October 27 SAT School Day	11/24/2020	12/16/2020
October 14 or 29 PSAT/NMSQT	11/30/2020	12/18/2020
January 26 PSAT/NMSQT	3/1/2021	3/12/2021
PSAT 8/9	11/20/2020	12/16/2020

## Why would I need to generate an invoice for my school?

If you ordered assessments other than what is being provided by MDE, schools will be billed for these tests.

Example: School ordered and administered the PSAT 8/9 for Grade 8 (not provided by MDE) and PSAT 8/9 for Grade 9 (covered by MDE).

- School will generate an invoice and pay for the 8<sup>th</sup> grade tests, while the state will be billed for the 9<sup>th</sup> grade tests.

For more information, visit [satschoolday.org](https://satschoolday.org).

# Step 1: Correcting Mis-grids (grade level adjustments) for Accurate Billing

## Why would I need to make grade-level adjustments?

Coordinators should ensure that the grade the student bubbled is accurate to ensure accurate billing.

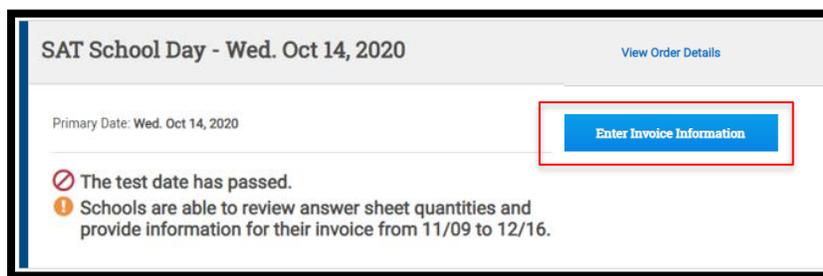
- Example: A student took the SAT with Essay and bubbled they are in 11th grade, but they are actually in 12th grade.
- Your school will get charged for this test since 11th graders aren't eligible for the MDE-provided SAT with Essay in the fall.
- Therefore, you can make mis-grid corrections, so your school is not invoiced for this student.

**IMPORTANT:** Invoices will not be waived for schools that do not make mis-grid corrections before the deadline.

## Steps to Complete

Each test coordinator should follow the steps below to correct mis-grids as needed:

1. Log into the *College Board's Test Ordering System (TOS)* using your Professional Educator username and password at <http://www.collegeboard.com/school/>.
2. Click **Enter Invoice Information** for your selected assessment date. Remember to do this for each assessment that your school administered.



3. Review the section *Number of Students Tested*. Schools will see the number of answer sheets returned by grade level. Confirm that the grades that students bubbled on their answer sheets align with the appropriate grade levels for each MDE-provided assessment your school administered.

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Michigan-Provided Grades	
SAT with Essay	Grade 12
PSAT/NMSQT	Grades 11 and 10
PSAT 8/9	Grade 9

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For more information, visit [satschoolday.org](https://satschoolday.org).

Grade		Tests Ordered	Ans Sheets Received	Contract
12th	SAT (without Essay)	0	0	-
	SAT with Essay	350	300	Covered
11th	SAT (without Essay)	0	0	-
	SAT with Essay	0	0	-
Other	SAT (without Essay)	0	0	-
	SAT with Essay	0	0	-
Subtotal SAT without Essay		0	0	-
Subtotal SAT with Essay		350	300	Covered
Total Tests		350	300	

- If there are mis-grids (incorrect grades), click on **Grade Adjustments** in the upper-right corner. A message will appear regarding the ability to make grade level changes. Click **Continue**.
- In the *Grade Adjustments* chart, make the necessary corrections. When making corrections, please note the following:
  - 20 or fewer corrections: Make the necessary correction in the chart. Click **Submit**. A message that changes have been applied will appear. The corrections then appear in the *Number of Students Tested* chart.
  - 21 to 45 corrections: If the total number of grade level changes is between 21 and 45, the coordinator must enter the list of student names that are mis-grids. Enter the names of the students in the dialogue box provided, and then click **Submit**. The request will be reviewed for approval. *Pending* will display next to the requested adjustments until the request is reviewed. Upon approval, the status will be changed to *Approve*. Approval typically occurs within 2-3 business days.
  - 46 or more corrections: If there are more than 46 corrections, follow the same steps noted above (b) for 21-45 corrections. Requests for more than 46 corrections require additional review and will take longer to process.

**Grade Adjustments for Billing Purposes**

To ensure accurate billing, you may update the quantity for each grade. The total may not be changed, only the distribution of students across grades. Requests for grade adjustments for more than 20 students will need to be submitted to Customer Service for approval. Please note that any adjustments made here will not be reflected in score reports. Also note that grade adjustments will be discarded if there is a subsequent update to your school's answer sheet data; any previous grade adjustments will need to be re-entered.

Grade	Ans Sheets Received	Change To
12	SAT (without Essay)	0
	SAT with Essay	300
11	SAT (without Essay)	0
	SAT with Essay	0
Other	SAT (without Essay)	0
	SAT with Essay	0
Subtotal SAT without Essay		0
Subtotal SAT with Essay		300
Total Tests		300

Cancel Submit

The coordinator can utilize the *K-12 Score Reporting Portal* to identify which students have incorrect grades by using the *Roster - Detailed Report* to quickly identify the students at each grade level.

**NOTE:** If you copy/paste student names from an electronic document, be sure to delete any extra spaces at the end of the student names. Failure to do so will result in an error in your submission.

For more information, visit [satschoolday.org](https://satschoolday.org).

## Step 2: Identifying Students Using Fee Reduction/Waiver Benefits (SAT and PSAT/NMSQT only)

### Why would I identify eligible students for fee reduction or fee waiver benefits?

Fee reduction benefits in the test ordering site are the same as a fee waiver. Identifying the number of students eligible for fee reduction benefits/waivers is a way to deliver benefits to eligible students such as 2 free weekend SATs, unlimited score reports, and more. For more information on the benefits that students can receive, visit:

<https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>

### There are two ways to identify students for benefits:

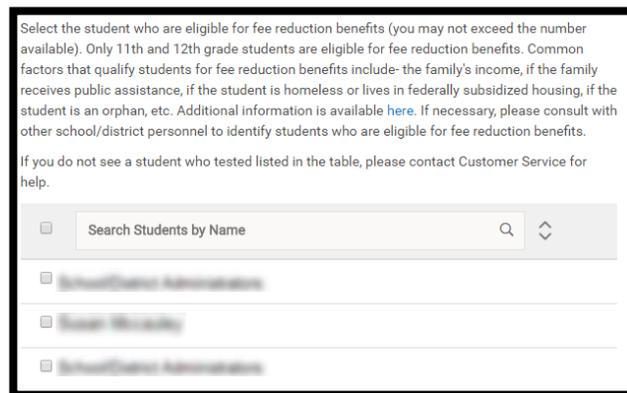
Option 1. Schools were provided with fee waiver codes in the Download Center of the K-12 reporting portal in March to provide to eligible students.

- Those codes are still available to give to eligible 12th grade students who need the School Day benefits.
- If you choose this option, no action is needed in TOS after testing to identify students.
- Additional codes for 11th graders who will participate in SAT School Day in Spring 2021 will be available in the K-12 reporting portal in the spring.

Option 2. Identifying students for fee-reduction benefits in TOS after testing is another way to deliver these benefits to students.

### Steps to Complete

1. Once mis-grids have been submitted, a chart with a roster of students who participated in SAT School Day for that test date will be provided. Select the boxes next to students who should receive the fee reduction benefits. The list may span multiple pages, be sure to go through all before pressing the **Continue** button.
2. If you decide to choose Option 1 to provide students with codes, do not select any students and select **Continue**.



Select the student who are eligible for fee reduction benefits (you may not exceed the number available). Only 11th and 12th grade students are eligible for fee reduction benefits. Common factors that qualify students for fee reduction benefits include- the family's income, if the family receives public assistance, if the student is homeless or lives in federally subsidized housing, if the student is an orphan, etc. Additional information is available [here](#). If necessary, please consult with other school/district personnel to identify students who are eligible for fee reduction benefits.

If you do not see a student who tested listed in the table, please contact Customer Service for help.

Search Students by Name

School/District Administrator

Student ID Number

School/District Administrator

Students who were selected as eligible for SAT fee reduction benefits will be notified when they log into their College Board account. Students can accept or decline eligibility or choose to be asked later. If a student confirms that they're eligible for fee reduction benefits, a full set of SAT fee reduction benefits will be applied to their student profile.

For more information, visit [satschoolday.org](https://satschoolday.org).

Once you've adjusted any mis-grids and identified students eligible for a fee reduction benefit, verify that the amount owed by the school is accurate (**should be \$0** if only eligible MDE-provided assessments and grades were administered). Select **Update** to complete the process. If the final amount is incorrect, contact 888-477-7728 for assistance.

Line Item		Adjustments	Quantity	Total Billed
SAT (without essay)	Total SAT without Essay ordered (Standard and Nonstandard)		350	
	Grade 11		350	
	Total SAT (without Essay) answer sheets used (Standard and Nonstandard)		300	
	11th grade answer sheets used		300	
	District/state contract grade(s) excluded from bill	(11th)		
SAT with Essay	Total SAT with Essay ordered (Standard and Nonstandard)		13	
	Grade 12		1	
	Grade 11		12	
	District/state contract grade(s) excluded from bill	(11th - SAT Only)		
	Free unused tests applied to school's order (20% of school's order or a minimum 10)		1	
Final amount billed to school				\$0.00

## Correcting Mis-grids for Accurate Reporting

It is important to note that a mis-grid adjustment requested is for invoicing purpose only and does not change the score reporting grade the student entered in his/her answer sheet. Students must contact Customer Service for Students and Parents (866-756-7346) to change the grade level that is included in on their score report. Once the grade level has been updated, it will take approximately one week for the online reports to reflect the change(s) made.

For more information, visit [satschoolday.org](https://satschoolday.org).