Michigan Fall Testing

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Fall 2021 SAT Suite Planning Steps

1. Choose Dates for administrations for grades 9-12
2. Survey Students on participation in testing
3. Finalize plan based on grade level volumes from survey
4. Order Tests based on survey results (10% overage)
5. Administer tests – offsite testing permitted, with Pre-Admin session at school
6. Return Materials – follow directions!
7. Record student demographic information for invoice procedure
8. Complete invoice procedure with fee waivers for grade 11 and fee reductions for grade 12.
9. Ensure that eligible 11th and 12th grade students understand and accept fee waiver/reduction benefits in College Board Accounts

Fall PSAT and SAT Testing

➢ Fall 2021 Testing
  ➢ Recent legislation signed by the Governor contains language that requires districts to make available the PSAT 8/9 for grade 9, PSAT/NMSQT for grades 10 and 11, and SAT for grade 12 in Fall 2021.

  ➢ Students who were unable to take the assessment in Spring 2021 are eligible to take the applicable fall assessment.

  ➢ Students who took a College Board assessment in Spring 2021 and request to take the test again are eligible to take the applicable fall assessment.

  ➢ The SAT Essay is not available in Fall 2021.

  ➢ Schools must order assessments in the College Board test ordering site for Fall 2021 testing.

Grade in Spring 2021	Grade in Fall 2021	Applicable Fall Assessment
8	9	PSAT 8/9
9	10	PSAT/NMSQT
10	11	PSAT/NMSQT
11	12	SAT

Fall, 2021 Test Dates

Assessment	Initial Test Date/Window	Alternate Test Date
PSAT 8/9 for grade 8 *District expense for grade 8	Begins Sept. 20 - December	
PSAT 8/9 for grade 9 *MDE will cover dates through 10/29/2021	Begins Sept. 20 – October 29	
PSAT/NMSQT *MDE will cover Saturday administration only if the school also offers a school day option	Wednesday, October 13 Saturday, October 16	Tuesday, October 26
SAT (no essay)	Wednesday, October 13	Thursday, October 28

The deadline to order and/or make changes to all SAT and PSAT/NMSQT orders is September 15.

PSAT/NMSQT Administrations

Expanding Opportunities

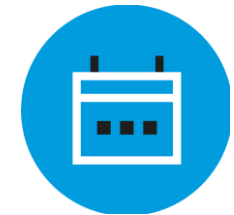| Primary Administration	Saturday Administration	Alternate Administration
Wednesday, October 13	Saturday, October 16	Tuesday, October 26
	MDE will support Saturday administration ONLY if the school also offers a school day option	This offering of the PSAT/NMSQT will include National Merit® eligibility.

SAT School Day Administrations

Expanding Opportunities

To see international SAT test dates, visit:
https://collegereadiness.collegeboard.org/sat/register/international

October 13, 2021
October 28, 2021
March 2, 2022
March 23, 2022
April 13, 2022
April 26, 2022

October School Day SAT administrations do NOT count for accountability purposes. All students who are in 11th grade in Spring 2022 must take the SAT with Essay as a part of the MME.

School Day test administrations are in the U.S. only. October 28 will serve as both a primary and the alternate test date for October 13.
**March 2 and 23 are not supported by MDE

Option to Test Across Multiple Dates

CollegeBoard

Multiple Administration Dates–SAT School Day

Up to 2 opportunities to administer

October 13

October 28

Schools can order for **either** SAT® School Day administration or for **both** administrations.

Multiple Administration Dates–SAT School Day

Examples of 3 different multi-administration testing plans

Date	School A (250 students)	School B (250 students)	School C (250 students)
October 13	All 250 students	100 students	200 students
October 28	Make up testing only	150 students and make up testing for the 100 previously tested students	50 students and make up testing for the 200 students previously tested.

Multiple Administration Dates–PSAT/NMSQT

Examples of 3 different multi-administration testing plans

Date	School A (250 students)	School B (250 students)	School C (250 students)
Wednesday October 13	125 students test	None	None
Saturday October 16	None	50 students test	None
Tuesday, October 26	125 students test	200 students test	250 student test

Remember, MDE will cover the Saturday administration only if the school also offers a school day option.

SAT Fee Waiver Benefits

Free Tests and Free Feedback

- 2 free SAT tests
- 2 free Question-and-Answer Service (QAS) or Student Answer Service (SAS) reports

College Application Benefits

- Unlimited score reports to send to colleges
- Waived application fee at participating colleges
- Free College Scholarship Service (CSS) Profile™ applications

Other Benefits

- Fee reductions for score verification reports
- No non-U.S. regional fees for free tests
- No late registration fees for free tests

Who is Eligible for Fee Waiver Benefits?

Students are eligible for fee waivers benefits if they:

1 Are **enrolled** in or eligible to participate in the National School Lunch Program (NSLP)

2 Have an annual family income that falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service

3 Are enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound)

4 Are in a family that receives public assistance

5 Live in federally subsidized public housing or a foster home or are homeless

6 Are a ward of the state or an orphan

Student Search Service

Taking just one step opens a world of opportunities for students

- Search is the way thousands of colleges and scholarships connect with more than 5 million students.

- Students and families are in the driver's seat when they use Search.

- Students who connect with colleges through Student Search Service are **25% more likely to enroll in a 4-year colleges** than similar students who aren't contacted through Search.

- Students who connect with colleges through Student Search Service are **31% more likely to graduate in four years** than similar students who aren't contacted through Search.

- Michigan requires schools to collect parental consent to participate in Student Search Service if the student participates as part of a state sponsored administration.

- The Michigan Department of Education provides schools with a form that can be used to collect parental consent – available here: https://www.michigan.gov/documents/mde/SAT_Suite_of_Assessments_Participation_in_College_Planning_Options_Consent_Form_717790_7.pdf

1,500 Four-Year Colleges

$300M Scholarship Dollars

5.6M Participating Students

Help Your Students Participate

Your students can follow these easy steps to start connecting with colleges:

1   Visit **cb.org/studentsearch**

2   Log in or create an account by clicking **Sign In** on the top navigation

3   At the top of the page, students will be able to see if they are currently participating. If they are not, click the yellow button to join

Connect to Colleges

Colleges and scholarship programs are looking for students like you. Help them find you by joining our Student Search Service.

Connect Now

4   Students who are already participating, can click the yellow button to update their information and preferences
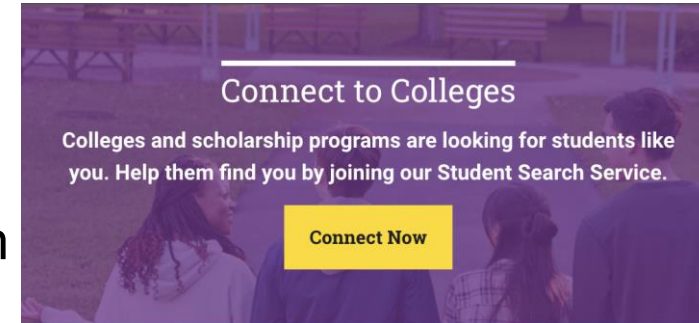
Obtaining Access to the Test Ordering System: TOS

Referenced as TEST ORDERING when you log in

Obtaining Access to TOS

- You will first need a College Board Professional Account.
  - Go to www.collegeboard.org and sign up for one if you do not currently have an account.

- Once you log in to your account, you will have access to your **My Tools and Services** Dashboard.
  - Dashboards will look different based on the tools and services one has access to.

- You have access to TOS if you have **Test Ordering** listed on your Dashboard.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* ❓	Manage Access
AP Potential™ ▶	AP Potential Region	**31-Dec-2017**	edit
AP® Online Reports ▶	OSR Regional Staff	24-Jun-2018	edit
AP® Teacher Community ▶	N/A	N/A	
Bulk Registration and Pre-ID Label Tool ▶	multiple roles	multiple dates	edit
K-12 Assessment Reporting ▶	multiple roles	multiple dates	edit
Test Ordering ▶	multiple roles	multiple dates	edit
College Board Institutional Ordering ▶	N/A	N/A	
Managing Access to support K-12 Assessment Reporting ▶	Access Management/DAT (K-12)	31-Dec-2022	edit
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

Obtaining Access to TOS

- If you do not have access to TOS, scroll down to the bottom of the page under **Add Additional Tools and Services**

- Click **K-12** to expand the selection

- Click **Get Access** next to Test Ordering

Obtaining Access to TOS

- A one-time access code is required.
  - If you did not receive or do not have access to the email, contact PSAT Services

- Identify your **professional organization** and include the access code. Then click **Add.**
  - Make sure to use the professional organization name exactly as listed from the access code email.

- Return to your Dashboard and you should now see **Test Ordering** as an option.

Get access to Test Ordering

◂ back

Test Ordering Enrollment Information

An access code is required. If you do not have an access code, please contact your school's test coordinator or Guidance director.

You may also complete the access code request form to have the access code emailed to you. If you do not know or are not able to answer any of the required fields, you may also contact Customer Service for assistance (888)477-7728.

Provide your access information

U.S. ZIP code:
This is to narrow your choices

[   ]

Professional Organization:

[start typing   ]

Access Code:

[enter code   ]

Enroll Later   [Add ▸]

Your access

Organization	Position	Expiration Date

[Finished]

Changing Contact Information in TOS

CollegeBoard

Changing Contact Information

- To make changes to current information in TOS:
  - Login and access TOS.
  - Find your school name in the upper-right hand corner and click on the "**v**" to expand the selection.
- To change the information, click **View Profile**

Changing Contact Information

- Click **Edit**.

- You can only change names, email, and phone numbers of contacts.

- School addresses cannot be changed on this page.
  - If you need to change the school address contact 866-870-3127 ASAP.

Test Ordering

Organization Profile

Back to Dashboard

HIGH SCHOOL
School Code:

Access Code:

SAT Coordinator Information	Edit

Note: All test materials will be shipped to the SAT Coordinator.

Name

Job Title
K-12: Counselor

Email

Work Phone

PSAT/NMSQT® and PSAT™ 10 Coordinator Information	Edit

Note: All test materials will be shipped to the PSAT/NMSQT® and PSAT™ 10 Coordinator.

Name

Job Title
K-12: Test Coordinator

Nr. of Years as PSAT/NMSQT® and PSAT™ 10 Coordinator
6-10

Email

You Have Access!

When you sign into your College Board account, click on 'My Dashboard'.

If you see 'Test Ordering' – you now have access to the Test Ordering System.

Click on 'Test Ordering' and follow the steps to order assessments.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* ❓	Manage Access
AP Potential™ ▶	AP Potential Region	**31-Dec-2017**	edit
AP® Online Reports ▶	OSR Regional Staff	24-Jun-2018	edit
AP® Teacher Community ▶	N/A	N/A	
Bulk Registration and Pre-ID Label Tool ▶	multiple roles	multiple dates	edit
K-12 Assessment Reporting ▶	multiple roles	multiple dates	edit
Test Ordering ▶	multiple roles	multiple dates	edit
College Board Institutional Ordering ▶	N/A	N/A	
Managing Access to support K-12 Assessment Reporting ▶	Access Management/DAT (K-12)	31-Dec-2022	edit
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

Ordering Tests

SAT Suite of Assessments Test Ordering

Order SAT School Day, PSAT/NMSQT and PSAT 10, and PSAT 8/9 Assessments.

Learn more about the SAT Suite of Assessments

Order Tests

Ordering Fee Waivers and Fee Reduction Benefits   ✕

- You don't need to request fee waivers and fee reduction benefits before test day.
- Come back after test day to apply fee waivers for eligible students.

Your Current Orders

There are no orders placed for your school.

Select the Test

Select the date – there will be a reminder that you should only order SAT tests for students in grade 12 for the fall

STEP 2: TEST METHOD AND DATE | SAT

Test Method

Paper
View test fee information

Choose a test date

☐ Oct. 13, 2021

☐ Oct. 28, 2021

Next

Previous | Cancel and Exit

STEP 2: TEST METHOD AND DATE | SAT

Test Method

Paper
View test fee information

Choose a test date

☑ Oct. 13, 2021

You should test only 12th graders on this test date. If you need to test 11th graders in the fall, you should order the PSAT/NMSQT.

☐ Oct. 28, 2021

Reserved Makeup Test Date ⓘ

Oct. 28, 2021

Next

Previous | Cancel and Exit

Make sure the Test Coordinator and School Billing Coordinator information is correct for your school

School Information

Instructions

Click Edit Details to add or update your school's contact information.

Expand All   Collapse All

SAT School Day Test Coordinator
Test Coordinator Name

Test Coordinator Phone and Email   Edit Details ˅
This coordinator orders and administers the SAT. All related materials are sent to them at your school's shipping address.

School Billing Coordinator

🚫 You have not provided details for this contact. We'll email this contact the bills your   Edit Details ˅
school is responsible for and related correspondence. This information is required when
ordering SAT School Day or PSAT-related tests.

Shipping Address
MONTAGUE HIGH SCHOOL
4900 STANTON BLVD, MONTAGUE, MI, 494371040

To update your address, please contact Educational Testing Service (ETS) at 609-771-7091 (+1-609-771-7091 if outside the U.S.) or codecontrol@ets.org.
Note: Some shipping carriers cannot deliver shipments to PO boxes.

Enter the number of standard tests

Choose I understand if you wish to order accommodated tests or
My test takers don't need accommodations

STEP 5: ACCOMMODATED TESTING | SAT

Accommodated Testing

IMPORTANT REMINDER: Student information is confidential, including all accommodations that a student may receive.

☐ I understand

My test takers don't need accommodations

Previous | Cancel and Exit

Accommodated Testing

IMPORTANT REMINDER: Student information is confidential, including all accommodations that a student may receive.

☑ I understand

Instructions

- We'll show you a list of students with approved testing accommodations and/or accommodated testing formats after you click the Order Accommodated Testing button below.
- Return to step 4 to order tests for other students, including those who need EL supports only (without extended time).
- Scores won't be reported to colleges if students use accommodations without the approval of College Board. Ask your SSD coordinator for guidance.
- If approvals for testing accommodations are pending for a student, place a supplemental order later.
- You have until the ordering deadline to update your order.

Order for students testing with accommodations.

SAT
Your school will pay for all students who take this test.
Order

My test takers don't need accommodations

Previous | Cancel and Exit

Students with accommodations will be displayed. Select VIEW to see the accommodations listed. Select only the students who will take this test.

Students with Approved Accommodations

Select the students you want to test. If a student or accommodation is missing, contact your SSD coordinator.

Note: Some students may be approved for accommodations such as extended time only, that do not require special test formats. When viewing the approved accommodations for these students, a standard test book will be displayed as their approved accommodation.

☐	Student Name	Grade	Approved Accomodations
☐	Jillian . .	11	View
☐	Joseph . .	12	View
☐	Christian	12	View
☐	Leonel	11	View
☐	Aeyda	11	View
☐	Kendal .	11	View
☐	Laura	11	View
☐	Aaron . .	11	View
☐	Seth	11	View
☐	Esmerelda	11	View

Cancel   Add to Order

The material numbers for selected accommodated testers will be displayed

☑ I understand

Instructions

- We'll show you a list of students with approved testing accommodations and/or accommodated testing formats after you click the Order Accommodated Testing button below.
- Return to step 4 to order tests for other students, including those who need EL supports only (without extended time).
- Scores won't be reported to colleges if students use accommodations without the approval of College Board. Ask your SSD coordinator for guidance.
- If approvals for testing accommodations are pending for a student, place a supplemental order later.
- You have until the ordering deadline to update your order.

Order for students testing with accommodations.

SAT

Your school will pay for all students who take this test.

10

Accommodated Testers

Edit Testers

Test Materials for Selected Accommodated Testers ⓘ	Ordered
Pre-recorded Audio (MP3 via streaming) ⓘ	7
Standard Test Book (for testing in the accommodated window) ⓘ	9
Standard Test Book (for testing on the primary test date) ⓘ	1
TOTAL ACCOMMODATIONS ORDERED	17

Next

Previous | Cancel and Exit

Review and confirm your order

Confirm Your Order

You can submit your order now and edit it later if you need to. The deadline to edit your order is Sep. 15, 2021.

TESTING DATES	
SAT	Testing Date **Wed. October 13, 2021** Makeup Test Date **Thu. October 28, 2021**

STUDENTS TESTING		
Standard Testing	**120** Edit	
Accommodated Testing ❓	**10** Edit	
TOTAL TEST TAKERS	**130**	
TOTAL ACCOMMODATED TEST MATERIALS ❓	**17**	

TESTING MANUALS AND STUDENT GUIDES (Free)	
Test Coordinator Manual ❓	**1**
Standard Testing Manuals ❓	**6** Edit
Accommodated Testing Manuals (for use in an accommodated testing room) ❓	**6** Edit
Accommodated Testing Manuals (for use in a standard testing room) ❓	**2** Edit
Student Guides ❓	**120** Edit
Student Guides for Accommodated Testers ❓	**10** Edit

ADDITIONAL SERVICES	
Pre-administration Test Material Delivery ❓	Included for Free

SHIPPING AND BILLING INFORMATION		
Shipping	Your test materials will be shipped to your Test Coordinator: **Troy Moran** **(231) 981-4538** **morant@mapsk12.org** Edit	Address **MONTAGUE HIGH SCHOOL** **4900 STANTON BLVD** **MONTAGUE, MI, 494371040** Contact ETS to update this address: (415) 555-1976
Billing	Your bill will be sent to your Billing Coordinator: **Plunkett Julie** **(616) 666-6666** **plunkettj@mapsk12.org** Edit	Address **MONTAGUE HIGH SCHOOL** **4900 STANTON BLVD** **MONTAGUE, MI, 494371040** Contact ETS to update this address: (415) 555-1976

Ordering PSAT/NMSQT

Select the date for the PSAT/NMSQT

STEP 2: TEST METHOD AND DATE | PSAT/NMSQT

Test Method

Paper

View test fee information

Choose a test date

☐ Standard Wed. administration, Oct. 13, 2021

☐ Standard Sat. administration, Oct. 16, 2021

☐ Alternate Tue. administration, Oct. 26, 2021

Next

Previous | Cancel and Exit

Remember, MDE will cover the Saturday administration only if the school also offers a school day option.

You may also order tests for the alternative date with a separate order

STEP 2: TEST METHOD AND DATE | PSAT/NMSQT

Test Method

Paper
View test fee information

Choose a test date

☑ Standard Wed. administration, Oct. 13, 2021

Important Notes on This Test Date:

- You may also order tests for the Alternate, Oct. 26, 2021 (separate order). This may help ease space constraints or allow you to test students who are unable to test on your initial day.
- Students may only test once.
- Testing must occur on an official administration day using the materials specified for that day.
- Students who are approved for the MP 3 accommodation or for 2-day testing must complete testing over two consecutive days using the test materials provided for the official test date.
- Using the wrong materials on the wrong date, testing on the wrong day or testing a student more than once can result in score cancellation or scores being made ineligible for scholarship consideration.

☐ Standard Sat. administration, Oct. 16, 2021

☐ Alternate Tue. administration, Oct. 26, 2021

Next

Previous | **Cancel and Exit**

Update or enter school information

STEP 3: CONFIRM SCHOOL DETAILS | PSAT/NMSQT

School Information

Instructions

Click Edit Details to add or update your school's contact information.

Expand All   Collapse All

PSAT/NMSQT and PSAT 10 Test Coordinator

Marquis Buggs

(616) 698-6700 Ext. 42301 | marquis.buggs@kentwoodps.org

Edit Details ⌄

This coordinator orders and administers the PSAT/NMSQT and PSAT 10. All related materials are sent to them at your school's shipping address.

School Billing Coordinator

Marquis Buggs

(616) 698-6700 | Marquis.Buggs@kentwoodps.org

Edit Details ⌄

We'll mail this contact the bills your school is responsible for at your school's billing address, and email related correspondence.

Shipping Address

EAST KENTWOOD HIGH SCHOOL
6230 KALAMAZOO AVE SE, KENTWOOD, MI, 49508-7022

Billing Address

EAST KENTWOOD HIGH SCHOOL
6230 KALAMAZOO AVE SE, KENTWOOD, MI, 49508-7022

To update your address, please contact Educational Testing Service (ETS) at 609-771-7091 (+1-609-771-7091 if outside the U.S.) or codecontrol@ets.org. **Note:** Some shipping carriers cannot deliver shipments to PO boxes.

Next

Enter the number of standard tests

Standard Testing

Instructions

- Order for your standard testers and testers who need EL Supports without extended time/breaks.
- You will order for students testing with testing accommodations or accommodated test formats in the **next step**.

How many standard testers are taking the test?

PSAT/NMSQT

Your school will pay for all students who take this test.

435

Enter the **total** number of students you're testing (all grades)

Next

Previous | Cancel and Exit

Choose I understand if you wish to order accommodated tests or
My test takers don't need accommodations

Students with accommodations will be displayed. Select VIEW to see the accommodations listed. Select only the students who will take this test.

Students with Approved Accommodations

Select the students you want to test. If a student or accommodation is missing, contact your SSD coordinator.

Note: Some students may be approved for accommodations such as extended time only, that do not require special test formats. When viewing the approved accommodations for these students, a standard test book will be displayed as their approved accommodation.

☐	Student Name	Grade	Approved Accomodations
☐	Deontae	11	View
☐	Luke /	11	View
☐	Jace /	11	View
☐	Me*	12	View
☐	Gerald :	12	View
☐	Kordell .	11	View
☐	Joshua :	12	View
☐	Brianna	12	View
☐	Abigail '	11	View
☐	Konnor	12	View

Cancel   Add to Order

The material numbers for selected accommodated testers will be displayed

Accommodated Testing

IMPORTANT REMINDER: Student information is confidential, including all accommodations that a student may receive.

☑ I understand

Instructions

- We'll show you a list of students with approved testing accommodations or accommodated test formats after you click the Order Accommodated Testing button below.
- Return to step 4 to order tests for other students, including those who need EL supports only (without extended time).
- If approvals for testing accommodations are pending for a student, you can edit your order later and order accommodations for those students.
- You have until the ordering deadline to edit your order.

Order for students testing with accommodations.

PSAT/NMSQT

Your school will pay for all students who take this test.

3

Accommodated Testers

Edit Testers

Test Materials for Selected Accommodated Testers ⓘ	Ordered
Pre-recorded Audio (MP3 via streaming) ⓘ	1
Standard Test Books ⓘ	2
TOTAL ACCOMMODATIONS ORDERED	**3**

Next

Previous | Cancel and Exit

Determine if Additional Services are needed

Confirm Your Order

You can submit your order now and edit it later if you need to. The deadline to edit your order is **Sep. 15, 2021.**

TESTING DATES

SAT   Testing Date

✓ —— ✓ —— ✓ —— ✓ —— ✓ —— 6
Test Choice   Test Date   School Info   Standard Testing   Accommodated Testing   Additional Services

STEP 6: ADDITIONAL SERVICES | PSAT/NMSQT

Additional Services

Bulk Student Registration

Use this service to submit student information online and get printed labels for test answer sheets, saving time on test day.

Learn more about bulk registration.
Learn more about bulk registration deadlines and label delivery dates.

If you order bulk student registration on multiple PSAT/NMSQT test date orders, you will be billed one $100 fee for this service for all test dates.

☐ **YES**, please include student bulk registration ($100).

☐ **NO**

Next

Previous | Cancel and Exit

MDE will not cover the cost of bulk registration. The fee is $100 per school.

Review and confirm your order

Confirm Your Order

You can submit your order now and edit it later if you need to. The deadline to edit your order is **Sep. 15, 2021.**

TESTING DATES

PSAT/NMSQT	Testing Date **Wed. October 13, 2021**

STUDENTS TESTING

Standard Testing	**435** Edit
Accommodated Testing ⓘ	**3** Edit
TOTAL TEST TAKERS	**438**
TOTAL ACCOMMODATED TEST MATERIALS ⓘ	**3**

TESTING MANUALS AND STUDENT GUIDES (Free)

Coordinator Manuals ⓘ	**18** Edit
Coordinator Manuals for Accommodated Testing ⓘ	**4** Edit
Student Guides ⓘ	**435** Edit
Student Guides for Accommodated Testers ⓘ	**3** Edit

ADDITIONAL SERVICES

Bulk Student Registration ⓘ	NOT ORDERED Edit
Pre-administration Test Material Delivery ⓘ	Included for Free

SHIPPING AND BILLING INFORMATION

Shipping	Your test materials will be shipped to your Test Coordinator: **Marquis Buggs** **(616) 698-6700 Ext. 42301** **marquis.buggs@kentwodps.org** Edit	Address **EAST KENTWOOD HIGH SCHOOL** **6230 KALAMAZOO AVE SE** **KENTWOOD, MI, 49508-7022** Contact ETS to update this address: (415) 555-1976
Billing	Your bill will be sent to your Billing Coordinator: **Marquis Buggs** **(616) 698-6700** **Marquis.Buggs@kentwoodps.org** Edit	Address **EAST KENTWOOD HIGH SCHOOL** **6230 KALAMAZOO AVE SE** **KENTWOOD, MI, 49508-7022** Contact ETS to update this address: (415) 555-1976

If you log in to order and receive an error message Your school needs to apply for a Level 2 AI code

! Error   ✕

Your school can order tests covered by a state or district contract only. There are either no contracts established for your school, or you have already placed orders covered by your contract(s). You cannot place additional orders. Please contact Customer Service for more information.

There are 2 ways to obtain a Level 2 AI code

- <u>Fill out a form online at</u> <u>https://aiform.cds-prod.collegeboard.org/</u>

- Download the <u>High School Code Request Form</u> and email it to <u>codecontrol@ets.org</u>

**Either way – there will be a 5 day turnaround time to receive the updated or new Level 2 AI code

HIGH SCHOOL CODE REQUEST FORM

Complete both sides of this form to apply for a school code number

Virtual / Internet schools may be eligible to receive exam scores depending on answers provided via the questionnaire below. Virtual / Internet schools seeking to administer exams will be reviewed on a case by case basis and are required to submit a testing plan. Contact ETS-Code Control for a testing plan template. **Home schools** are NOT eligible to administer College Board exams. Home schools should review the procedures for home-schooled students for individual test programs at *www.collegeboard.org*.

Check all boxes that apply	*I am requesting a school code for:* ☐ AP® ☐ PSAT®-Related Assessments ☐ SAT® ☐ ACT	*I want to:* ☐ Become a score recipient ☐ Administer assessments

1. Official School Name: _____

    a. Shipping Address (*may not be Postal Box*):   b. Mailing Address (*if different from shipping*):

    _____   _____

    _____   _____
    (city)   (county)   (state)   (zip)   (city)   (county)   (state)   (zip)

    c. Telephone number: (_____) _____   d. Fax number: (_____) _____

    e. School Web site: _____   f. School E-mail Address: _____

    g. Are you a member of a school district? ☐ Yes   ☐ No   If yes, list the school district: _____

    h. Do you share this address with any other school/organization? ☐ Yes ☐ No   If yes, list the school: _____

2. When was the school established? _____ / _____ / _____ mm/dd/yy

3. Has your school ever used a **different name, address, or code**? ☐ Yes   ☐ No

    a. If so, enter old information here: _____

    b. If a merger, list all schools/codes affected: _____

4. Type of School (*check all that apply*):
    ☐ public   ☐ church school or other religious   ☐ private (independent)   ☐ correctional youth facility
    ☐ charter school   ☐ Home School Association   ☐ correspondence   ☐ course delivery primarily online
    ☐ other (submit explanation with this form)

5. Enter the number of students **enrolled** in each grade: 9 _____ 10 _____ 11 _____ 12 _____

6. Please check any of the following statements that apply:
    ☐ School awards a high school diploma.   ☐ School only grants credits toward graduation.   ☐ School awards a high school diploma equivalency

7. Do you hold test preparation classes or tutoring activities to prepare students for AP, PSAT-Related Assessments, SAT or other exams? ☐ Yes   ☐ No
    If yes, you must provide a description of the programs offered and submit it together with this request.

For Office Use Only
CODE NUMBER_____
DATE

8. Are you accredited by one of the agencies/organizations listed on the attached College Board Approved Accreditation list? ☐ Yes ☐ No

If yes, which one? _____ School's accreditation expiration date: ____/_____/_____mm/dd/yy

If no, are you accredited by any other agency/organization?☐ Yes ☐ No If yes, please note the agency/organization: _____

9. Enter the number of full-time students taught **on-site during the day** for each grade: 9 _____ 10 _____ 11 _____ 12 _____

    a. What days and hours are students required to be on-site for instruction? _____

10. Total number of secondary school (grades 9-12) teachers: Full-time _____ Part-time _____

11. Are any relatives of students enrolled in grades 9-12 employed as teachers or administrators at this school? ☐ Yes ☐ No

If yes, how many teachers and administrators are related to students? Teachers _____ Administrators _____

12. Total number of secondary school teachers with the highest college degree as:

    Less than Bachelor's _____ Bachelor's _____ Master's _____ Doctorate _____

13. Which academic disciplines are included in a typical student's schedule at this school each year? (*check all that apply*)

    ☐ English ☐ Math ☐ History ☐ Science ☐ Foreign Language ☐ Other (please list): _____

14. School has previously administered (*check all that apply*): ☐ AP ☐ PSAT-Related Assessments ☐ SAT ☐ Other : _____ (note test center #_____)

Please enter the date of the most recent administration for any of these exams. ___/____/_____mm/dd/yy

15. School primarily teaches: ☐ On-site during the day ☐ On-line ☐ On-site during the evening

    ☐ Independent/Home School ☐ Other (*please explain*)

16. Please answer the following questions about test security. ☐ Not Applicable- My institution only wants to receive scores.

    a. Will testing be held at the address listed in #1?☐ Yes☐ No

    b. Test material received by (name & title): _____

    c. Where would test material be received? ☐ Main Office ☐ Loading Dock ☐ Other (please specify) _____

    d. Where would test materials be stored? _____

    e. Can the storage area be locked? ☐ Yes ☐ No

    f. Name and title of individual responsible for maintaining the security of test materials: _____

    g. Would any non-employed persons (office helpers, student aides, parents, or students) have access to this storage area? ☐ Yes ☐ No

By signing this form I confirm that all of the information provided is true and accurately describes the school named on this form. I understand that if any of the information is false, deactivation of the high school code and/or legal action may result. Signature of Principal Only: _____ Print Name of Principal: _____ Date: _____/_____/_____	**This form must be *notarized* for your high school code request to be processed.** Notary's Signature_____ This sworn before me on this the _____day of _____, _____ My commission expires: _____/_____/_____

Send your completed High School Request Form to: ETS – Code Control
P.O. Box 6200, Mail Stop 25-Q
Princeton, NJ 08543 USA

Email: codecontrol@ets.org
Phone: 609/771-7091
FAX: 973/735-0392