

OCTOBER 2015

A Guide for SAT[®] School Day Staff

From Registration to Test Day



About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit www.collegeboard.org.

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Introduction to SAT® School Day Testing

SAT® School Day offers your eligible students an exciting opportunity to test in the familiar surroundings of their local schools during school hours. Thank you for ensuring that all your eligible students are registered for this important chance to show their readiness for college and career.

This guide gives you an overview of the registration process for SAT School Day so that you can help your students make the most of the experience. Be sure to use the following materials, enclosed with this guide, to keep your students informed:

- » A supply of *SAT School Day* brochures, one per eligible student.
- » A poster for display, with a write-in section for the counseling office to note the date and who is eligible to take the assessment.

REGISTRATION METHODS

The College Board offers two methods of registration for SAT School Day, as well as a paper-based method as a backup and for registering students on the day of the test. Please refer to the section of this guide that covers the registration method in place for your district or state:

- » Individual online registration using vouchers — page 9
- » Electronic bulk registration using district/state data — page 13
- » Paper registration (available on an exception basis — contact the SAT Educator Help Line for assistance) at 888-SAT-HELP

TRACKING STUDENT PROGRESS

As you prepare for the SAT School Day administration at your school, be sure to visit the SAT Resource Center for Educators, a website that offers test information, free practice materials, college planning information, and the online SAT Counselor Registration Report. You can access the SAT Counselor Registration Report to track which students are registered. Visit sat.org/reg-roster for more information.

KEY DATES

Please see the back cover for key dates for SAT School Day administrations.

IMPORTANT REMINDER: *Requests for accommodations take up to seven weeks to process. Make sure that any requests are submitted as early as possible in the year. Students who already have approved accommodations for other College Board tests do not need to reapply.*

Helping Students Get the Most Out of Testing

Here are some important ways students can get more out of their testing experience.

CREATE A FREE COLLEGE BOARD ACCOUNT

All students, regardless of registration method, will need to have an email address and a free online College Board account to take advantage of the entire SAT School Day experience. The College Board offers a wealth of information and services to students, much of which is enhanced by the creation of a free online account. If they have previously taken the PSAT/NMSQT®, your students may already have accounts.

If they need to establish an account, students can simply go to collegeboard.org and click “Sign Up.” As part of the process of establishing an account, students must provide an email address. There are a number of ways to open free email accounts online using Google, Yahoo, or other such services. If a student must supply a third-party email address, it is strongly recommended that the student provide his or her parent’s or guardian’s email address. See pages 7 and 8 of this guide for more information about establishing a College Board account.

PRACTICE WITH THE OFFICIAL SAT ONLINE COURSE™

Students can get ready to show their true potential on test day by taking advantage of The Official SAT Online Course™, provided as part of the SAT School Day experience. When students prepare for the SAT with this official SAT practice resource, they become more familiar with the test experience and increase their test-taking comfort and confidence. Here is an overview of the benefits available to your students:

Interactive Instruction and Official Practice Tests

- » The course’s 18 interactive lessons cover the SAT’s critical reading, writing, and mathematics sections using interactive activities and multimedia content to create an engaging learning environment.
- » Students gain valuable experience by taking up to 10 practice tests, answering some of the more than 600 practice questions, and responding to practice essay questions — all developed by the test maker. Students increase confidence by practicing with questions just like the ones they’ll see on test day.

Valuable Feedback

- » Students receive explanations of answers to all questions in the online course, which they can use to pinpoint areas where they need improvement.
- » Students receive personalized score reports on all practice tests and quizzes. With this information, students can better understand where to focus additional study.
- » With the auto essay scoring service, students practice for the SAT Essay by responding to essay questions and getting back immediate, computer-generated scores. The auto essay scoring service employs artificial intelligence to simulate the process used by expert human scorers on the SAT.

See your school’s director of guidance for additional information about the online course and to access information for your students.

COMPLETE THE SAT QUESTIONNAIRE

Please strongly encourage your students to answer the SAT Questionnaire when they register. If students are being registered through the electronic bulk process (see page 13), arrange for them to complete the paper questionnaire enclosed with this guide. The questionnaire provides a way for students to show what interests they have and what they are looking for in colleges and the workplace after high school. Colleges and educational programs, including scholarship programs, use the information students provide on the questionnaire through the Student Search Service®. By completing the questionnaire and participating in this free service, your students can start connecting with programs that are looking for students like them.

Student responses to the questionnaire also accomplish two other important objectives:

- » They help you, as their counselor, better understand what students are looking for so that you can give more useful planning advice.
- » They provide information that the College Board uses to ensure the fairness and predictive value of the test.

SEND SCORE REPORTS

In addition to encouraging your students to complete the questionnaire, you should also help them see the value of the **four free score sends** that are available to them as part of registration. These can be ordered online at any time **up until nine days after the test** (after that, the score report fee will be charged). Sending scores to colleges is a great way for students to show interest in an institution; furthermore, higher education institutions view interest as an important quality when considering potential candidates.

OTHER SCORE-REPORTING SERVICES

Your students may be interested in ordering the Student Answer Service (SAS). This service gives more information about the test a student took, including question type and level of difficulty for each question and whether the student's answer was correct, incorrect, or omitted.

Students can order SAS during the online registration process. Bulk-registered students can order the service by calling Customer Service. Students will be charged a fee of \$13.50 for this service.

FEE-WAIVER BENEFITS

Your office will receive a fee-waiver mailing with supplies, including SAT School Day Fee Waivers, to help you provide your students who are eligible for fee waivers with access to the following benefits:

- » Four additional score reports that they can order at any time while still in high school (maximum value for 2015-16 is \$45).
- » Four college application fee-waivers (CAFWs) to use when applying to participating colleges and universities. Students qualify to receive these directly once they use a fee-waiver code to order score reports. For more information about our direct delivery of CAFWs, visit sat.org/collegeappfeewaiver.
- » The Student Answer Service (SAS) at no charge (maximum value is \$13.50) — students must call Customer Service to order. They should have their fee-waiver code available to give to the representative.

Your shipment of SAT School Day Fee Waivers will arrive a few weeks before the test. Please distribute the cards according to the eligibility guidelines at sat.org/collegeappfeewaiver.

KNOW WHAT TO EXPECT

Your students will feel more at ease if they know what to expect and how to come prepared for test day. We recommend you make students aware of the following procedures:

Students must bring the following with them on test day:

- » Printed Admission Ticket, which is required for entry to the testing area (See page 13 for information about Admission Tickets for bulk registration.)
- » Acceptable photo ID
- » Two No. 2 pencils with soft erasers; **NO PENS OR MECHANICAL PENCILS**
- » Acceptable calculator (for mathematics sections only)

We recommend that students also bring:

- » A watch that has no audible alarm or communications/recording capabilities
- » A bag or backpack (which must be stored under the desk during testing)
- » A snack and drinks (which must be packed away during testing)
- » Extra batteries and backup calculator

Testing staff should not provide batteries or calculators for test-taker use. Students may not share a calculator with another test-taker. Students can find more information about acceptable IDs and calculators at sat.org/test-day.

Important Policies

Students should not bring phones or other electronic devices into the testing area. The test administration staff is encouraged to collect and hold phones and other prohibited electronic devices during the test administration, including during break periods. If a device makes noise, or a student is seen using it or attempting to access it at any time, including breaks, the student will be dismissed immediately, the student's scores can be canceled, and the device may be confiscated. The College Board is not responsible for loss or damage to personal items, including electronic devices, while a student is in the testing area.

Schedule

- » Students should arrive to be admitted no later than 7:45 a.m., unless the Admission Ticket says otherwise.
- » The doors to the testing rooms **close at about 8 a.m.**
- » **Testing starts between 8:30 and 9 a.m.** Once testing has begun, latecomers cannot be admitted to a room. (The supervisor has discretion to designate a room for late-arriving test-takers, but once the first break has occurred, no more late arrivals can be admitted.)
- » There are three **five-minute breaks**. Students can consume snacks and drinks during the breaks.
- » Lunch period will occur later than usual on test day, once testing is complete. For standard timing, the test should end by around 1 p.m. Refer students who might be testing with accommodations to your Services for Students with Disabilities (SSD) Coordinator for more information about their testing schedule.

In the Testing Room

- » Student IDs and Admission Tickets will be checked whenever students enter the testing room. **Students should keep their ID and Admission Ticket with them at all times in the center.**
- » Students must wait to be seated — **their seats are assigned**, not chosen by them.
- » Test books, answer sheets, and calculators must remain on the students' desks during breaks.

Taking the Test

- » A student's test book may have a **different order of sections** than those of the students sitting next to him or her.
- » The **test supervisor reads all instructions verbatim** from a testing room manual and can answer only questions about procedure, not about test questions or content.
- » The test supervisor will tell students **when to start and stop** each section.
- » Students **must work within each section** of the test only for the time allotted.
- » Students may not go back to a section in the test book or on the answer sheet once that section has ended.
- » Students may not go ahead to a new section in the test book or on the answer sheet if they finish a section early.
- » **Students cannot skip sections.** Doing so may result in score cancellation, delays, or both.
- » After the test is finished, the test supervisor collects and counts the test books to make sure all materials have been turned in before dismissing students from the testing room.

More Information

Refer students to sat.org/test-day for complete information about test day requirements.

COLLEGE BOARD ONLINE ACCOUNT CREATION SCREEN

Below and on the next page are the questions a student will answer to create his or her personal student account and profile.

SAT AP College Planning College Search Professional Development Store More ▾ CollegeBoard

Create Your Student Account

This one account is for everything, including SAT, AP, PSAT/NMSQT, CLEP, and BigFuture activities, so provide complete and accurate information.

All information is required unless stated *(optional)*

- ▶ General Student Information
- ▶ Username And Password
- ▶ Subscriptions
- ▶ Parent Information

I agree with the [Terms & Conditions](#).

The College Board is dedicated to protecting your privacy and handling any personal information we obtain from you with care and respect. By submitting this information, you are accepting the [Site Terms and Conditions](#) and [Privacy Policy](#) governing the College Board's website.

Next

Already Have An Account?

Sign In

[Forgot username?](#)

[Forgot password?](#)

[Account Help](#)

Why Create an Account?

With a College Board account, you can access your SAT and AP scores online, and send them to colleges. You can also register for the SAT and CLEP exams, and print your SAT Admission Ticket or CLEP Registration Ticket. Additionally, an account lets you manage your

COLLEGE BOARD ONLINE ACCOUNT CREATION SCREEN

continued

SAT AP College Planning College Search Professional Development Store More

CollegeBoard

Create Your Student Account

This one account is for everything, including SAT, AP, PSAT/NMSQT, CLEP, and BigFuture activities, so provide complete and accurate information.

All information is required unless stated *(optional)*

General Student Information

First (given) name:

Middle initial: *(optional)*

Last name (surname):

Sex: Female Male

Date of birth: Month Day Year

Email address:

Confirm email address:

High school graduation: Month Year

ZIP/Postal code: Outside the U.S.

Username And Password

Username:

Password:

Confirm password:

Choose security question:

Answer:

Subscriptions

Stay on top of college-planning milestones and get important reminders about SAT test dates, registration deadlines, test-preparation strategies and score availability. Also, get AP resources and score updates, advice about creating effective applications, and information on searching for colleges and footing the bill.

Stay Connected You may opt-in for the following:
(optional)

Monthly Student Newsletter and Alerts

Parent Information

Help your child navigate the road to college. Sign up for free College Board emails to get reminders and advice tailored to his or her grade level. Just select the emails you want to receive and enter your info.

Parent first name: *(optional)*

Parent last name: *(optional)*

Parent email address:

Confirm parent's email address: *(optional)*

Stay in the Loop You may opt-in for any of the following:
(optional)

CC a Parent Email Service
Parents will be copied on important emails from the College Board, such as SAT registration receipts and test records.

Monthly Parent Newsletter and Alerts
Advice especially for parents about what students need to get ready for college.

I agree with the Terms & Conditions.

The College Board is dedicated to protecting your privacy and handling any personal information we obtain from you with care and respect. By submitting this information, you are accepting the [Site Terms and Conditions](#) and [Privacy Policy](#) governing the College Board's website.

Next

Already Have An Account?

[Sign In](#)

[Forgot username?](#)

[Forgot password?](#)

[Account Help](#)

Why Create an Account?

With a College Board account, you can access your SAT and AP scores online, and send them to colleges. You can also register for the SAT and CLEP exams, and print your SAT Admission Ticket or CLEP Registration Ticket. Additionally, an account lets you manage your personal college list, save your scholarship searches, compare costs at colleges that interest you, and more.

Online Student Registration Using Vouchers

HELPING YOUR STUDENTS REGISTER WITH VOUCHERS

If your school offers online registration using vouchers, a supply of vouchers for your students to use to register themselves for SAT School Day is enclosed with this guide. Students must complete their registrations by the deadline given on the back of this guide.

Arrange to distribute an SAT School Day voucher and a brochure to each eligible student in the school. Students will enter the 12-character code on their vouchers during registration. They will also need to select their high school to register for SAT School Day. **The cards constitute payment for the test, so students should treat the vouchers they receive as they would a prepaid store card.**

You may find it beneficial to organize a group registration effort as a way to ensure the fullest participation. Here are the steps required:

- » Each student must have both an email account and a free online College Board account to register for the test. See the previous section of this guide for more information.
- » If the sponsoring state or district requires a state student ID as part of the registration process, students will be prompted to enter it as part of the registration flow. Please let students know they will need their IDs handy to enter this number during registration.
- » Students with disabilities will be asked to provide their Services for Students with Disabilities (SSD) eligibility code.
- » Students will proceed through the following steps to register. See pages 10–12 for selected screenshots.
 - › Students begin by selecting “REGISTER” at sat.org/register.
 - › Once students have provided their high school information and grade level on the first screen, they will be notified that they are eligible for a school day administration of the SAT.
 - › Several screens will follow that constitute the SAT Questionnaire online. The questions ask students to provide information about themselves, their high school activities and classes, and their college plans. As noted earlier in this guide, answering the questionnaire allows students to present a holistic view of their academic accomplishments and interests to colleges. Please refer students to information about the benefits of Student Search Service and associated policies given in *Getting Ready for the SAT* and online at sat.org/studentsearch.
 - › Students will be asked to agree to the College Board’s terms and conditions for taking the SAT. They will have the option of generating a printed copy for future reference.
 - › Next, an opportunity to enter an SSD code will be provided, along with a chance to order SAS. (Please note that if any of your participating students are eligible for free SAS through the fee-waiver service, you should encourage them to request the service by calling Customer Service and providing a fee-waiver code. Your school will receive fee-waiver materials in a separate mailing.)
 - › Students will proceed to check out.
 - › Finally, students will be directed to a confirmation page where they will be given the option to print their SAT School Day Admission Ticket. **Students should print the ticket right away to check for accuracy. If they need to correct any information on it, they must call Customer Service well in advance of the test. They must bring the printed Admission Ticket to the center on test day — an electronic copy is not acceptable for admission.**

SAMPLE SCREENS FROM THE ONLINE REGISTRATION PROCESS

Students will see their own district and school information when they go online to register for SAT School Day. These screenshots are samples.

The screenshot shows the 'SAT Registration' page for 'Andy Student' (andys@example.com). The progress bar indicates 3% completion. The steps are: 1. Update Personal Info (completed), 2. Create Student Profile, 3. Select Test & Center, 4. Upload Photo, and 5. Checkout. Below the progress bar, the current step is 'School Day Eligibility', which includes 'Personal Information' (checked) and 'Demographics' (unchecked). The main content area is titled 'Register for the SAT® School Day' and includes a welcome message, eligibility information, and a form to enter a Student Voucher Code (14245V24CL2J) and a Student ID (ABC123). There are 'Cancel', 'Save & Exit', and 'Continue' buttons at the bottom right.

Student may also be asked to enter a state student ID on this screen

The screenshot shows the 'Testing Accommodations' section. It asks if the student has been approved for accommodations by the College Board's Services for Students with Disabilities. The 'Yes' option is selected. Below this, there is a field for 'Your SSD Number' with the value 0007546850.

Student enters SSD eligibility code here (if applicable)



Order Review

Your seat is being held for 20 more minutes.

Review your order carefully. Make sure that all the information is correct.

- If you have submitted a photo, it must match your appearance on test day.
- Your personal info must match the info on your ID exactly.

Your test fee is covered only under the terms of your initiative. If you decide to change your test date or test center after you submit this registration, you may be charged a fee or you may not be eligible for the initiative.

SAT [®] School Day Admission Ticket		SAT with Essay	
<p>Test administered under conditions that do not require a photo.</p>	Student Name:	Andy B Student	
	Student Address:	999 W Main St Houston, TX 77006	
	Birth Date:	8/18/1999	
	Sex:	Male	
	High School:	443458 WESTFIELD HIGH SCHOOL HOUSTON, TX 77090	
	<p>PREVIEW TICKET FOR VERIFICATION VERIFY YOUR PERSONAL INFORMATION AND PHOTO</p>		<p>You will get your real one after your registration is complete</p>
Test Date: October 14, 2015	Test Type: SAT with Essay	Test Center:	WESTFIELD HIGH SCHOOL 16713 ELLA BLVD HOUSTON, TX 77090
Registration Number: 0000131413	Test Services: None		

Review Your SAT with Essay Admission Ticket / Seat Reservation

<p>Test administered under conditions that do not require a photo.</p>	Student Name:	Andy B Student
	Student Address:	999 W Main St Houston, TX 77006
	Email:	andys@example.com
	Birth Date:	8/18/1999
	Sex:	Male
	High School:	443458 WESTFIELD HIGH SCHOOL ⓘ HOUSTON, TX 77090
	Grade:	12th grade or higher

SCREENS TO PRINT ADMISSION TICKET

Students must print their tickets for presentation at the testing site. They cannot be admitted without printed (not electronic) tickets.

Andy Student andys@example.com
Return to My SAT

Next Steps

Your SAT with Essay Registration is Complete
Now you can print your Admission Ticket and Send Scores...

Step 1

Print Your Admission Ticket—it's required on test day!

Note: Ticket best printed with Adobe Acrobat

Print My Admission Ticket

Print My Order Confirmation

Step 2

Send SAT Scores to Colleges and Scholarship Programs

Things to know:

- Sending official SAT score reports is how you receive your scores.
- Four SAT score reports are included in your registration.
- Sending scores with your registration allows you to send scores to colleges and scholarship programs.
- Many colleges view receiving your scores as an important part of the admissions process.

Step 3

Connect with Colleges and Scholarship Programs That Have Been Added to Your College Profile.

Your College Profile is 20% Completed

Step 4

Buy College Board SAT Study Guide and Make Sure You're Ready for Test!

The Official SAT Study Guide is one of the most important resources you can use by College Board to get you ready for test day.

Visit our online store for a complete listing of products that will help you do well on the test.

Student clicks this button to see a printer-friendly version

SAT® School Day Admission Ticket

Test administered under conditions that do not require a photo.

Student Name: Andy B Student
Student Address: 999 W Main St, Houston, TX 77006

Birth Date: 8/18/1999
Sex: Male
High School: 44348 WESTFIELD HIGH SCHOOL, HOUSTON, TX 77090

BRING THIS TICKET TO THE TESTING SITE! You won't be admitted without it.

Test Date: October 14, 2015 Test Type: SAT with Essay Testing Site: 44283: WESTFIELD HIGH SCHOOL
 Registration Number: 0000131411 16713 ELLA BLVD HOUSTON, TX 77090

Safeguard this Admission Ticket as you would any other piece of identification. You must keep this Admission Ticket with you at all times in the testing site.

Important Messages for Students:

Supervisor Special Instructions:

REQUIREMENTS FOR TEST DAY

Bring these items with you on test day:

- A printed copy of this SAT® School Day Admission Ticket, which is required for entry to the test center. Electronic copies are not allowed.
- Acceptable photo identification.
- Two No. 2 pencils with soft erasers.
- An acceptable calculator (for approved math sections only).
- Extra batteries for your calculator.
- A watch that has no audible alarm or communications/recording capabilities.
- Snacks and drinks to have during breaks.
- A bag or backpack (which must be stored under the desk during testing).

For a list of acceptable and unacceptable calculators, visit: sat.org/test-day or see the *Getting Ready for the SAT* booklet.

ACCEPTABLE IDENTIFICATION

ID documents must meet all of the following requirements:

- Be a valid (unexpired) photo identification that is government issued or issued by the school that you currently attend. School IDs from the 2014-15 school year are valid through Dec. 31, 2015.
- Be an original document (not photocopied).
- Bear your full, legal name that exactly matches the name on your Admission Ticket, including the order of the names.
- Bear a recent, recognizable photograph that clearly matches both your appearance on test day and the photo on your Admission Ticket.
- Be in good condition, with clearly legible English language text, and a clearly visible photograph.

For a list of acceptable and unacceptable identification, please visit: sat.org/test-day or see the *Student Registration Guide*.

D-1 continue to Page 2
SAT® School Day Admission Ticket

Online Registration Through Electronic Bulk Processing

If your school offers online registration through a centralized electronic bulk process, you will find a supply of the *Registration and Questionnaire Guide for SAT School Day* and the 2015-16 School Day SAT Questionnaire forms enclosed with this guide for staff, along with other materials to share with students. Please use the pre-labeled shipping envelope to return your students' completed questionnaires to us for processing.

Once your students are registered in bulk, they will individually receive Admission Tickets in the mail; your school will also be shipped copies of their Admission Tickets. The tickets not only are required for admittance to the test; they also provide each student with a unique registration number with which he or she can access the registration online. Using their registration number, students can go online to collegeboard.org/mysat to select colleges and scholarship programs to receive score reports.

The registration number is also required on the paper questionnaire form to ensure that each student's records are properly matched. The data collected on the SAT Questionnaire play an important role both in the reporting that your sponsoring district or state receives and in the Student Search Service and related services that we offer to students. Please work with your students to complete the questionnaire for their own benefit, but also because your district or state will receive valuable information about the test-taking population. This knowledge can help efforts to improve outcomes and curricula design.

HELPING STUDENTS FILL OUT THE QUESTIONNAIRE

Your students will need 30 to 45 minutes to complete the SAT Questionnaire. Arrange for each eligible student to complete the questionnaire form after the registration process has been completed, but **before the test date**. We suggest setting aside a scheduled time without interruption, such as a study period, to complete the form.

You will need to collect and return the completed forms, using the enclosed pre-labeled return envelope, before test day to ensure student questionnaires are correctly matched with registration data.

SIX SIMPLE STEPS TO FOLLOW

STEP 1: Assemble the publications and supplies listed below for helping students complete the SAT Questionnaire.

You will need your students' Admission Tickets, sent to you shortly after central registration has been processed. If you do not have these available, you will need to access and print your students' registration information before you meet with them to complete the questionnaires. The SAT Counselor Registration Report at sat.org/reg-roster lists all the relevant registration information for your students, including their registration numbers, which they will need to complete the form. For login details, see the SAT Counselor Registration Report Quick Start Guide at sat.org/reg-roster. If you don't have access to the report, consult your director of guidance.

Publications and Supplies

- » Student Admission Tickets or an up-to-date SAT Counselor Registration Report listing student registrations for SAT School Day. Also be ready to supply your 6-digit high school code to students.
- » Copies of the 2015-16 SAT School Day SAT Questionnaire form (one per student).
- » Copies of the *Registration and Questionnaire Guide* (one per student).
- » A supply of BLACK or BLUE PENS and correction fluid, which students can use to make corrections.

NOTE: *No. 2 pencils cannot be used for the questionnaire form.*

STEP 2: Distribute one Registration and Questionnaire Guide and School Day SAT Questionnaire form to each student.

Share the following important points with the students:

- » Students should refer to the guide for important information such as the requirements regarding identification, what to bring and what not to bring on test day, as well as the SAT Test Security and Fairness policies that apply to every SAT taker.
- » The questionnaire is not graded in any way. Have students read the information in the guide about Student Search Service and how the questionnaire can help them search for colleges.
- » Remind students of the value of the four free score sends that are available to them as part of registration. They can order online using their registration numbers to access their registrations. Note that they must order by the date noted on their tickets, otherwise they will be charged the additional score report fee.
- » The guide also tells students about our SAT Answer Verification Services. SAS can be ordered by calling Customer Service.

STEP 3: Review the following guidelines for filling out the School Day SAT Questionnaire form.

Questionnaire Form Guidelines

- » Use a pen. Only marks made in PEN with black or blue ink will work on this form.
 - » Print CLEARLY, using ALL CAPITAL LETTERS.
 - » Write only one letter or number per box.
 - » Always begin with the left-most box or oval.
 - » Give dates in mm-dd-yy format (for example, “12 01 99” for Dec. 1, 1999).
-

STEP 4: Guide students as they complete the School Day SAT Questionnaire form.

SIDE 1 – Personal and Contact Information

Fields	Notes
» Name	The name, date of birth, and sex must match the registration information exactly.
» Date of Birth	
» Sex	
» Registration Number	This information is used to match the questionnaire form to the student’s registration. It is on the student’s Admission Ticket and on the Counselor Registration Report.
» College Board High School Code	
» SAT School Day Test Information	
» Mailing Address	Providing an email address will ensure that the student receives important notices about his or her test and score releases.
» Email Address	
» Student Search Service Participation	Saying “yes” will help students introduce themselves to colleges and scholarship programs.
» Statement and Signature	Students should copy the statement in their own handwriting (print is allowed), and sign the form. Let them know that their handwriting will not be used to compute their scores.

SIDE 2 –The Questionnaire

Following the directions in the *Student Registration and Questionnaire Guide*, students will answer 34 questions about themselves. These questions ask them about their high school course work, activities of interest, anticipated major, and desired college attributes (such as size and location). Some questions (as indicated in the guide) are used for research and to ensure the fairness of the test.

STEP 5: Collect and check the completed questionnaires for return to the College Board.

Make sure students have filled in page 1 accurately and completed all required fields.

STEP 6: Return the forms promptly (before test day, if possible) to ensure that they can be processed before scoring begins.

- » Place the completed student forms in the pre-labeled UPS envelope, and note the tracking number for your records.
- » Arrange for the package to be picked up or dropped off at a UPS location for delivery as soon as possible before test day.
- » If you cannot locate your pre-labeled envelope, ship the forms by traceable courier to the following address (be sure to keep a record of the tracking information):

School Day SAT Questionnaire Processing
1084 S. Laurel Road
London, KY 40744

SAT School Day — Key Dates

Test Date	Oct 14, 2015
Materials Distributed	Aug 24, 2015
Deadline for SSD Requests	Aug 25, 2015
Student Registration Opens	Sep 2, 2015
Student Registration Ends	Sep 30, 2015
Bulk Registration Opens	Aug 10, 2015
Bulk Registration Ends	Sep 18, 2015

Visit collegeboard.org/bulkreg for important bulk registration details.