For questions please email

Kari Anama at kanama@collegeboard.org
or
Ted Gardella at tgardella@collegeboard.org
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.

<table>
<thead>
<tr>
<th>Grade in Spring 2021</th>
<th>Grade in Fall 2021</th>
<th>Applicable Fall Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>9</td>
<td>PSAT 8/9</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>PSAT/NMSQT</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>PSAT/NMSQT</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>SAT</td>
</tr>
</tbody>
</table>
## Fall, 2021 Test Dates

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

**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

Wednesday, October 13

Saturday Administration

Saturday, October 16

*MDE will support Saturday administration ONLY if the school also offers a school day option

Alternate Administration

Tuesday, October 26

This offering of the PSAT/NMSQT will include National Merit® eligibility.
SAT School Day Administrations

Expanding Opportunities

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

*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

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

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.
Option to Test Across Multiple Dates
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

<table>
<thead>
<tr>
<th>Date</th>
<th>School A (250 students)</th>
<th>School B (250 students)</th>
<th>School C (250 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 13</strong></td>
<td>All 250 students</td>
<td>100 students</td>
<td>200 students</td>
</tr>
<tr>
<td><strong>October 28</strong></td>
<td>Make up testing only</td>
<td>150 students and make up testing for the 100 previously tested students</td>
<td>50 students and make up testing for the 200 students previously tested.</td>
</tr>
</tbody>
</table>
### Multiple Administration Dates—PSAT/NMSQT

Examples of 3 different multi-administration testing plans

<table>
<thead>
<tr>
<th>Date</th>
<th>School A (250 students)</th>
<th>School B (250 students)</th>
<th>School C (250 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday Oct 13</td>
<td>125 students test</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Saturday Oct 16</td>
<td>None</td>
<td>50 students test</td>
<td>None</td>
</tr>
<tr>
<td>Tuesday, Oct 26</td>
<td>125 students test</td>
<td>200 students test</td>
<td>250 student test</td>
</tr>
</tbody>
</table>

*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](https://www.michigan.gov/documents/mde/SAT_Suite_of_Assessments_Participation_in_College_Planning_Options_Consent_Form_717790_7.pdf)
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

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

<table>
<thead>
<tr>
<th>Tool or Service</th>
<th>My Role</th>
<th>Expires</th>
<th>Manage Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Potential™</td>
<td>AP Potential Region</td>
<td>31-Dec-2017</td>
<td>edit</td>
</tr>
<tr>
<td>AP® Online Reports</td>
<td>OSR Regional Staff</td>
<td>24-Jun-2016</td>
<td>edit</td>
</tr>
<tr>
<td>AP® Teacher Community</td>
<td>N/A</td>
<td>N/A</td>
<td>edit</td>
</tr>
<tr>
<td>Bulk Registration and Pre-ID Label Tool</td>
<td>multiple roles</td>
<td>multiple dates</td>
<td>edit</td>
</tr>
<tr>
<td>K-12 Assessment Reporting</td>
<td>multiple roles</td>
<td>multiple dates</td>
<td>edit</td>
</tr>
<tr>
<td>Test Ordering</td>
<td>multiple roles</td>
<td>multiple dates</td>
<td>edit</td>
</tr>
<tr>
<td>College Board Institutional Ordering</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Managing Access to support K-12 Assessment Reporting</td>
<td>Access Management/DAT (K-12)</td>
<td>31-Dec-2022</td>
<td>edit</td>
</tr>
<tr>
<td>Test Administration Training for the SAT Suite of Assessments</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
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.
Changing Contact Information in TOS
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.
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

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

SAT Suite of Assessments Test Ordering

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

**STEP 1: CHOOSE A TEST**

**SAT**
The SAT can be administered to 12th-grade students in the fall and spring, and to 11th-grade students in the spring.

- **Choose Test**

**PSAT/NMSQT**
Administer the PSAT/NMSQT to 10th and 11th-grade students in the fall. PSAT/NMSQT is the qualifying test for the National Merit Scholarship program and connects students to over $300 million in scholarships.

- **Choose Test**

**PSAT 8/9**
Administer the PSAT 8/9 to 8th- and 9th-grade students. PSAT 8/9 sets a readiness baseline and is the first assessment in the SAT Suite of Assessments.

- **Choose Test**
Select the date – there will be a reminder that you should only order SAT tests for students in grade 12 for the fall.
Make sure the Test Coordinator and School Billing Coordinator information is correct for your school.
Enter the number of standard tests

How many standard testers are taking the test?

Enter the total number of students you're testing (all grades)
Choose I understand if you wish to order accommodated tests or My test takers don’t need accommodations.
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
Students with accommodations will be displayed. Select VIEW to see the accommodations listed. Select only the students who will take this test.
The material numbers for selected accommodated testers will be displayed.
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. 10, 2021.

<table>
<thead>
<tr>
<th>TESTING DATES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td></td>
</tr>
<tr>
<td>Testing Date</td>
<td>Wed. October 13, 2021</td>
</tr>
<tr>
<td>SAT</td>
<td>Thu. October 20, 2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENTS TESTING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Testing</td>
<td>120 Gg</td>
</tr>
<tr>
<td>Accommodated Testing</td>
<td>10 Gg</td>
</tr>
</tbody>
</table>

| TOTAL TEST FEES | 130 Gg  |
| TOTAL ACCOMMODATED TEST MATERIALS | 17 Gg  |

**TESTING MANUALS AND STUDENT GUIDES (Price)**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Coordinator Manual</td>
<td>1 Gg</td>
</tr>
<tr>
<td>Standard Testing Manuals</td>
<td>6 Gg</td>
</tr>
<tr>
<td>Accommodated Testing Manuals</td>
<td>6 Gg</td>
</tr>
<tr>
<td>Accommodated Testing Manuals (for use in an unaccommodated testing room)</td>
<td>2 Gg</td>
</tr>
<tr>
<td>Student Guides</td>
<td>120 Gg</td>
</tr>
<tr>
<td>Student Guides for Accommodated Testers</td>
<td>10 Gg</td>
</tr>
</tbody>
</table>

**ADDITIONAL SERVICES**

- Pre-administration Test Material (Delivery)

**SHIPPING AND BILLING INFORMATION**

**Shipping**

Your test materials will be shipped to your Test Coordinator:

- Troy Merri
  - Phone: (231) 391-4538
  - Email: merri@mpsk12.org

**Billing**

Your bill will be sent to your Billing Coordinator:

- Pankoff Julie
  - Phone: (916) 466-8566
  - Email: pankoffj@mpsk12.org
Ordering PSAT/NMSQT

PSAT/NMSQT
Administer the PSAT/NMSQT to 10th- and 11th-grade students in the fall. PSAT/NMSQT is the qualifying test for the National Merit Scholarship program and connects students to over $300 million in scholarships.

PSAT 8/9
Administer the PSAT 8/9 to 8th- and 9th-grade students. PSAT 8/9 sets a readiness baseline and is the first assessment in the SAT Suite of Assessments.
Select the date for the PSAT/NMSQT

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.
Update or enter school information

School Information

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

PSAT/NMSQT and PSAT 10 Test Coordinator
Marquis Buggs
(616) 619-1700 Ext. 4251 | marquis.buggs@kentwoodps.org
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) 619-1700 | Marquis.Buggs@kentwoodps.org
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 codeteam@ets.org. Note: Some shipping carriers cannot deliver shipments to PO boxes.
Enter the number of standard tests

How many standard testers are taking the test?

PSAT/NMSQT

Enter the total number of students you're testing (all grades)
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.
The material numbers for selected accommodated testers will be displayed.
Determine if Additional Services are needed

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT/MSN SAT</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Testing Date</td>
</tr>
<tr>
<td></td>
<td>Wed. October 13, 2021</td>
</tr>
</tbody>
</table>

#### Students Testing

<table>
<thead>
<tr>
<th>Testing Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Testing</td>
<td>435</td>
</tr>
<tr>
<td>Accommodated Testing</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total Test Takers

<table>
<thead>
<tr>
<th>Total Takers</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>438</td>
</tr>
</tbody>
</table>

#### Total Accommodated Test Materials

<table>
<thead>
<tr>
<th>Total Test Materials</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Testing Manuals and Student Guides (Free)

<table>
<thead>
<tr>
<th>Manual Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator Manuals</td>
<td>18</td>
</tr>
<tr>
<td>Coordinator Manuals for Accommodated Testing</td>
<td>4</td>
</tr>
<tr>
<td>Student Guides</td>
<td>435</td>
</tr>
<tr>
<td>Student Guides for Accommodated Testers</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Additional Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Order Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Student Registration</td>
<td>NOT ORDERED</td>
</tr>
<tr>
<td>Pre-administration Test Material Delivery</td>
<td>Included for Free</td>
</tr>
</tbody>
</table>

#### Shipping and Billing Information

**Shipping**

Your test materials will be shipped to your Test Coordinator:

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

**Billing**

Your bill will be sent to your Billing Coordinator:

- Marquis Buggs
  - (616) 698-6700
  - Marquis.Buggs@kentwoodps.org
If you log in to order and receive an error message, your school needs to apply for a Level 2 AI code.

Error message:

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

- Fill out a form online at https://aiform.cds-prod.collegeboard.org/
- Download the High School Code Request Form and email it to codecontrol@ets.org

**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](http://www.collegeboard.org).

<table>
<thead>
<tr>
<th>Check all boxes that apply</th>
<th>I am requesting a school code for:</th>
<th>SAT®</th>
<th>ACT</th>
<th>PSAT®-Related Assessments</th>
<th>I want to:</th>
<th>Become a score recipient</th>
<th>Administer assessments</th>
</tr>
</thead>
</table>

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**?
   a. Yes  b. 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
   - School holds test preparation classes or tutoring activities to prepare students for AP, PSAT-Related Assessments, SAT or other exams

7. 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**

*Continued on the next page*
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:  
   a. What days and hours are students required to be on-site for instruction?  
   b. Total number of secondary school (grades 9-12) teachers:  
      Full-time  
      Part-time  
   c. Are any relatives of students enrolled in grades 9-12 employed as teachers or administrators at this school?  
      □ Yes  □ No  
   d. If yes, how many teachers and administrators are related to students?  
      Teachers  
      Administrators  
   e. Total number of secondary school teachers with the highest college degree as:  
      Less than Bachelor’s  
      Bachelor’s  
      Master’s  
      Doctorate  

10. 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):  

11. 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  

12. School primarily teaches:  
    □ On-site during the day  
    □ Online  
    □ On-site during the evening  
    □ Independent/Home School  
    □ Other (please explain):  

13. 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: 609/771-7001  
Fax: 973/735-0392