

SAT[®] School Day Bulk Registration

Planning Calendar

Test Day: Wednesday, Oct. 19, 2016

This planning calendar allows SAT[®] School Day bulk registration participants to view key bulk registration activities, dates, and deadlines. Districts may adapt this calendar to share key school- and student-related activities and dates with participating SAT schools. This resource is intended as a guide. Schools should be sure to confirm required dates and activities with their district.

DATE	ACTIVITY	DISTRICT AND SCHOOL RESPONSIBILITIES
The Bulk Registration Tool is open Aug. 15–Sept. 23, 2016		
Aug. 15, 2016	Bulk registration welcome and access code email	Districts receive welcome email. Email details include: <ul style="list-style-type: none"> ▪ Bulk registration grade ▪ Benefits and limitations of bulk registration ▪ Bulk registration deadline ▪ Post-bulk registration activities ▪ Bulk registration access code ▪ Links to bulk registration resources
Aug. 15, 2016	Bulk Registration tool opens	<p>First day to upload student data file(s) using the Bulk Registration tool found at: bulkreg.collegeboard.org/pbr/home.action.</p> <p>Registrations will be created after the bulk registration files have been processed.</p> <p>Once files are processed, supervisors will be able to view test-takers registered at their test center using the Supervisor Online Attendance Roster (SOAR) at: ets.org/supervisor.</p> <p>Supervisors should check the online roster frequently for updates.</p>
Week of Aug. 22, 2016	Registration materials and Student Questionnaires	<p>Schools are shipped registration materials and Student Questionnaires that all SAT School Day test-takers must complete and return before Oct. 19. Each registration package includes:</p> <ul style="list-style-type: none"> ▪ Cover letter and pre-labeled return envelope (for returning completed SAT Questionnaires) ▪ <i>A Guide for SAT School Day Staff</i> ▪ Posters and student flyers about SAT School Day ▪ Registration and questionnaire guides for students ▪ School Day SAT Questionnaire forms for students ▪ School Day fee waivers ▪ Other informational materials to aid your staff in the registration process

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DATE	ACTIVITY	DISTRICT AND SCHOOL RESPONSIBILITIES
Aug. 23, 2016	(Clever users only) Deadline for districts to create Clever account if new Clever user	Last day for districts without a Clever account to create one if they choose to upload registration data using Clever instead of manually creating and uploading a file. This is not a requirement for bulk registration.
Sept. 2, 2016	Early submission (Window 1) deadline	Bulk registration requests submitted by this date enable schools to receive copies of student Admission Tickets on or around Sept. 28. Registrations submitted after this date and prior to the deadline of 11:59 p.m. ET, Sept. 23, will receive tickets on or around Oct. 12.
Sept. 6, 2016	(Clever users only) Deadline for existing Clever users to add Bulk Registration app to Clever account	Last day for existing Clever users to add the SAT SD app to Clever account if they choose to upload registration data using Clever instead of manually creating and uploading a file. This is not a requirement for bulk registration.
Sept. 16, 2016	(Clever users only) Deadline for districts to share data with Clever	Last day for districts to share data in Clever for fall assessment bulk registration. This allows time to complete data validations in Clever and submit the request before the bulk registration deadline.
Sept. 19, 2016	Final bulk registration access code reminder email	Districts receive final bulk registration deadline reminder email.
Sept. 23, 2016, 11:59 p.m. ET	Bulk registration submission deadline	Last day to submit bulk registration request with resolved data errors and warnings.
Sept. 28, 2016	Duplicate Admission Tickets for schools bulk registered in Window 1	Schools receive duplicate student Admission Tickets for bulk registration requests submitted by Sept. 2.
Week of Oct. 3, 2016	Admission Tickets and score report requests	Students receive Admission Tickets at home via mail. Students with active College Board accounts will be able to use their registration numbers to request up to four free score reports online.
Oct. 12, 2016	Duplicate Admission Tickets	Schools receive duplicate Admission Tickets for bulk registration requests submitted between Sept. 3 and Sept 23.
Oct. 19, 2016	SAT School Day Administration	All personnel, facilities, and logistics should be prepared for a successful test administration.
Oct. 19 to 11:59 p.m. ET, Oct. 28, 2016	Four free score reports	Students have nine days following the test to use their College Board accounts to request that up to four free score reports be sent to colleges. Students can also request these by calling Customer Service at 866-756-7346. Students who are fee-waiver eligible may receive an additional four score reports. School counselors should give eligible students a 2016–2017 SAT School Day score-reporting fee waiver.

SAT School Day Bulk Registration

FAQs

If you are responsible for creating or uploading bulk registration requests:

Is bulk registration the best solution for all districts and states?

Bulk registration is recommended for customers with larger enrollments of students. Participation requires having a student registration file ready to upload before the registration deadline for the test administration date.

How do I learn more about using Clever to complete bulk registration?

The College Board has partnered with Clever to help district administrators easily and accurately populate their bulk registration files using Clever's connection to the district's Student Information System (SIS). To learn more, contact Clever by emailing districts@clever.com or calling 800-521-6516 M–F, 10 a.m.–8 p. m. ET.

Once I submit my bulk registration request, are my students ready for the SAT School Day administration?

Submitting a bulk registration request does not mean that registration is complete. (Please remember that uploading a file does not submit the file for processing; the uploader must click **Submit** in the tool for the request to be processed.) There are still required activities for students such as filling out the SAT Questionnaire, creating an online account to access scores (if the student does not already have one), and selecting institutions to receive their four free score reports.

What Bulk Registration data are required and reported back to the school and district?

The table below details what Bulk Registration data are required and what data are reported back to the registered students' school and district in electronic score reports.

REQUIRED FIELDS	NOT REQUIRED, BUT WILL BE REPORTED BACK	NOT REQUIRED; NOT REPORTED BACK
AI CODE	MIDDLE INITIAL	FREE AND REDUCED-PRICE LUNCH
SAT TEST ADMIN INDICATOR	ETHNICITY and RACE	SAT TEST CENTER**
LAST NAME	MAILING STREET ADDRESS 2	SOCIAL SECURITY NUMBER
FIRST NAME	STUDENT ID NUMBER*	EMAIL ADDRESS***
SEX	MAILING COUNTRY CODE	TYPE OF STUDENT ID
DATE OF BIRTH		
GRADE		
MAILING STREET ADDRESS		
MAILING CITY		
MAILING STATE ABBREV		
MAILING ZIP CODE		

*May be required by SAT contract **Required for students not testing at attending school ***Highly recommended

If you administer assessments for bulk registered students:

What activities are still required for schools and students after bulk registration?

Students must complete the SAT Questionnaire and go online to send their four free score reports. *A Guide for SAT School Day Staff*, sent with the registration materials, gives step-by-step instructions for helping students complete the questionnaire and create an online account for sending scores.

Do schools receive pre-ID labels after bulk registration is complete?

No. At this time, SAT School Day schools do not receive labels to affix on the answer sheets.

When will students expect their SAT Admission Ticket?

Students whose email addresses are provided by districts during bulk registration will receive an email containing a link for them to print their Admission Ticket. Please note: The email is not the actual Admission Ticket. Students without email addresses will receive their Admission Tickets in the mail approximately two weeks before test day.

When should the SAT Questionnaire forms be completed and returned?

It is recommended that Student Questionnaires be completed as soon as Admission Tickets have been received. Once questionnaires are completed, schools should return them before test day in the pre-labeled envelopes provided. If the questionnaires are returned after the test, they must be returned separately from any test day materials (such as answer sheets and other reports).

Can SAT School Day participants send scores to colleges for free?

Yes. SAT School Day test-takers have until nine days after their test administration to select up to four institutions to receive their score report. A fee will be assessed for score reports sent more than nine days after the test. To use the free score reports, students must log in to their online account, access their SAT School Day registration, and select their score recipients. Note: Students need their registration number to access their SAT School Day registration; this number is available on their Admission Ticket and on the Supervisor Online Attendance Roster (ets.org/supervisor). Score reports can also be ordered by calling Customer Service at 866-756-7346.

Some of my students are eligible for fee waivers. Do they receive any fee-waiver benefits?

In addition to the four free score reports they receive with their registration, fee-waiver-eligible students are entitled to the following benefits:

- Four free additional score reports sent at any time during high school (fee-waiver code required)
- Four college application fee waivers (CAFW) to use to apply to colleges and universities participating in the fee-waiver service (delivered directly to eligible seniors)*
- Free Question-and-Answer Service (QAS) or Student Answer Service (SAS)
- Two weeks before the administration, schools will receive a packet containing a cover letter highlighting the benefits of these score-reporting fee waivers and SAT School Day fee-waiver cards that can be distributed to eligible students

*Students must order score reports with a fee-waiver code in order to receive the CAFW.

What should I do if a student did not receive an Admission Ticket?

Schools whose students were bulk registered for an SAT School Day administration will receive a package of duplicate student Admission Tickets in case a registered student did not receive their ticket.

What should I do if a student with an approved Services for Students with Disabilities (SSD) accommodation isn't listed on the SSD roster and has no SSD code on their Admission Ticket?

Students testing with accommodations at test centers will be listed on the Supervisor Online Attendance Roster in SOAR, and students with school-based accommodations will be listed on the SSD Coordinator's roster (NAR). The school must validate the registrations as soon as possible to confirm that all student accommodations are accurate. If a student with an approved SSD accommodation does not appear on either roster, contact SSD (844-255-7728) immediately — no later than one week before test day — to have the student's approved accommodations added to their registration. Last, have the student reprint their Admission Ticket to reflect the updates and bring the reprinted ticket on test day. The school's duplicate admission ticket for the student should be discarded.

What should I do if I have students who should be registered but are not on my registration roster?

Students eligible to test but not listed on your roster should register on test day using the registration forms included in the test materials shipment. If additional forms are needed, contact Test Administration Services (800-257-5123). If students transferred into your school after the bulk file was submitted, they may be registered with another school. Call the Counselor Helpline (888-728-4357) to check.

Do students using the paper registration form also need to complete the paper Student Questionnaire?

No. The paper registration form includes many of the same questions that other students completed on the Student Questionnaire.

Note: If students who register on test day want to send four free score reports, they must list their selected score recipients on the paper registration form. Your office should have a copy of *The SAT Code List* booklet for obtaining the college and scholarship codes. Codes are also available online at: collegeboard.org/sat-codes.