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From: IdahoSDSupport <IdahoSDSupport@collegeboard.org>
Sent: Tuesday, September 1, 2020 3:50 PM
Subject: IMPORTANT NOTICE: Reminder to Order PSAT/NMSQT and SAT School Day Material in TOS

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Dear colleague,

As schools continue to navigate uncertainties due to the coronavirus, the top priorities for the College Board are the health and safety of students and educators. We know that schools continue to discuss how to safely re-open and schools may face last-minute closures which can make it difficult to plan for activities that will occur this fall.

We're contacting you to remind you that the ordering deadline for the Idaho SDE-provided fall 2020 SAT[®] School Day for seniors and the Idaho SDE-provided PSAT/NMSQT[®] for sophomores is September 16, 2020. Our top priorities are the health and safety of you and your students. If your school is planning to administer SAT School Day and/or the PSAT/NMSQT this fall, you can order your testing materials and utilize our [flexible testing options](#) (.pdf/578 KB).

Unused Test Fees Are Waived for Fall 2020: As a reminder, schools won't be charged test fees if they're unable to administer SAT School Day and/or PSAT/NMSQT this fall. We understand the decision to test may not be made until closer to the administration dates; please adjust your test book volumes the best you can by the ordering deadlines.

Visit the [In-School Assessments](#) section of this page for more details on additional flexible implementation policy updates, like off-site testing and flexible start times.

September 16:

Deadline to place test book orders for standard and accommodated test materials for **October SAT School Day and/or PSAT/NMSQT**.

Ordering Information:

- Your School's SAT School Day or PSAT/NMSQT Test Coordinator should log into ordering.collegeboard.org and place orders in the Test Ordering Site (TOS) for the fall 2020 SAT School Day and/or the PSAT/NMSQT.
 - Test Coordinators need two things to order:
 1. An account at ordering.collegeboard.org. If you've used this website before to order PSAT-related assessments, sign in with the same username and password. If this is your first-time ordering, sign up for an account.
 2. Your school name and access code.
- **Do not place orders in the TOS for any SDE-provided spring assessments.** Orders for the spring 2021 administrations will be managed in a different fashion and communications will follow later this fall.

Additional tools and supports

Tool	Description	Link
Test Ordering Site (TOS) overview webinar	Recorded webinar that provides information about the Test Ordering Site	https://youtu.be/r4iQWOHs224
Bulk Registration Overview webinar	Recorded that provides information about Bulk Registration for PSAT/NMSQT and SAT School Day	https://youtu.be/oUw7KHetI1g

We're Here to Help

If you have any questions about implementation and planning or materials shipments, the College Board Idaho field team is here to help. Contact us at IdahoSDSupport@collegeboard.org.

Sincerely,

The College Board