

## Ayaka Nukui

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**From:** IdahoSDSupport <IdahoSDSupport@collegeboard.org>  
**Sent:** Thursday, September 10, 2020 10:20 AM  
**To:** Ayaka Nukui  
**Cc:** Pawlawski, Eddie  
**Subject:** FW: Important Notice: Bulk Registration Required for Fall Testing

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**From:** IdahoSDSupport  
**Sent:** Wednesday, September 09, 2020 8:42 PM  
**To:** <your email address>  
**Subject:** Important Notice: Bulk Registration Required for Fall Testing



TO: Idaho Bulk Registration Coordinator  
CC: Test Coordinator

We hope this email finds you healthy and staying safe. Thank you for everything you and your colleagues are doing to support students and families. This communication is to notify you about bulk registration for the Idaho-supported SAT® for seniors and PSAT/NMSQT for sophomores for fall 2020. In order to participate in Fall Testing with College Board you must:

- Place an order in the [Test Ordering System](#)
- Submit a [bulk registration file](#)
- Complete the [intake form](#)

**You are receiving this email because you have not yet submitted a bulk registration file.**

The Idaho State Department of Education (SDE) supports the fall SAT School Day administrations on September 23<sup>rd</sup> (primary test date), October 14<sup>th</sup> (primary test date) and October 27<sup>th</sup> (makeup test date). The SDE also supports the PSAT/NMSQT School Day administrations on October 14<sup>th</sup>, October 17<sup>th</sup>, and October 29<sup>th</sup> (alternate date). Students classified as seniors in fall 2020 may choose to participate in the fall 2020 SAT to have the opportunity to receive a timely college- and scholarship- reportable score, in addition to fulfilling the college entrance exam graduation requirement.

To administer the fall SAT School Day and/or PSAT/NMSQT School Day, schools need to order testing materials in the Test Ordering Site (TOS) AND submit a student roster in the bulk registration tool. **Please follow the instructions below to submit all bulk registration files no later than end of day on the submission deadline.**

	Submission Deadline
Deadline to receive labels by 9/9	08/27/20*
<b>Deadline to receive labels by 9/22</b>	<b>09/10/20</b>
Deadline to receive labels by 9/29	09/17/20

\*Must submit by this date in order to receive pre-ID labels in time for the September SAT Administration.

### Instructions to Bulk Register Students

1. Contact the District Test Coordinator (if you are at a school) or the School SAT Coordinator (if you at the LEA) to confirm who is submitting the file.
2. Go to the [BULK REGISTRATION TOOL](#) to find file specifications and file templates. Please note that the deadlines on the website may not align to the requirements of your contract. Follow the deadlines detailed in this email.
3. Log in with your College Board professional account information.
4. Enter the name of your LEA and bulk registration access code listed below.

**Bulk Registration Access Code:** <your code>

**Organization Name:** <your school's name>

### Notes

Students must be registered with their nine-digit **state student ID (EDUID)**. If your students do not have valid EDUIDs due to being newly registered, please contact your District ISEE Coordinator. If you have questions about student eligibility to take the SAT on school day, please contact Ayaka Nukui ([anukui@SDE.idaho.gov](mailto:anukui@SDE.idaho.gov)) at the Idaho State Department of Education for assistance.

If you are a multi-high school district, the bulk registration file must include all eligible students in your district. Be sure to include the correct AI code of each high school in the file.

Contact the bulk registration coordinator or test coordinator at each high school to obtain the school AI Code.

*Please be aware that if you go to the College Board's website about bulk registration, dates you find may not be applicable to the Idaho-provided SAT School Day and PSAT/NMSQT.*

### Additional Support

Training resources will be posted on the [website](#) shortly.

If you need additional help, please contact us at [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@collegeboard.org), [smccue@collegeboard.org](mailto:smccue@collegeboard.org), or [cpawlawski@collegeboard.org](mailto:cpawlawski@collegeboard.org).

The College Board Idaho Field Team