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From: IdahoSDSupport <IdahoSDSupport@collegeboard.org>
Sent: Thursday, September 17, 2020 7:24 PM
Subject: IMPORTANT NOTICE: SAT School Day: Your Test Day is Approaching

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Dear Colleague,

Your test date of **Wednesday, September 23** is quickly approaching.

Please review your [SAT School Day Coordinator Manual](#) for all testing policies and procedures. Additionally, please reference the [Fall 2020 - January 2021 Test Coordinator Supplemental Guide](#), which provides details on using our flexible policies during the fall SAT School Day administrations.

If you're testing on the October SAT School Day administration date, you'll receive a separate communication. For students who can't test on Wednesday, the makeup ordering window will be September 23-25.

Note: For the September 23 SAT School Day administration, test books will have "April 28, 2020" printed on the cover.

Here are key reminders to help ensure timely processing of student scores:

- If the label on an answer sheet doesn't correspond to the test taker and testing has already concluded, please write "void" on the label and ensure that the correct Last Name, First Name, MI, Date of Birth, Sex, and Grade Level are gridded. If you know the Student ID Number, please provide that as well.
- Return your answer sheets using the provided packaging materials and prepaid label immediately following your administration. Please note that the correct prepaid label for answer sheets should have an address in Iowa.
 - Don't send materials from different test dates in the same envelope. Materials for each test date should be sent separately using the label with the corresponding test date. Note: The materials for students testing during the same accommodated testing window should be returned together using the return materials for that accommodated window.
- Pay attention to the administration date when completing the Coordinator Report Form (CRF). For standard test takers, this is the date on which testing occurs. For students testing in the accommodated window, this is the date on which the window started (the primary test date).

- If a student tested with any accommodations, their answer sheet must be placed into the white envelope, which is then added to the UPS return box.
 - **Important:** If a student is approved to write answers in the test book, the answers must be transcribed onto an answer sheet and “AITB” or “Answers in Test Book” should be written on the test book. Both the answer sheet and the test book must be placed into the white envelope.

Questions? Contact satschoolday@info.collegeboard.org.

Sincerely,

College Board