

**From:** [IdahoSDSupport](#)  
**To:** [IdahoSDSupport](#)  
**Subject:** IMPORTANT NOTICE: For SSD Coordinators - SAT Spring 2021  
**Date:** Tuesday, November 10, 2020 12:15:49 PM

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To: SSD Coordinator  
CC: SAT Coordinators

Thank you in advance for your work in coordinating the Idaho SDE-provided SAT School Day for 11<sup>th</sup> graders. This email provides introductory information to help you prepare for spring 2021 activities.

As we all continue to navigate uncertainties due to COVID-19, the top priorities for the College Board and the Idaho State Department of Education (SDE) are the health and safety of students and educators. We know that you are currently focused on the start of the school year and how to keep staff and students safe, and we appreciate your dedication.

**Testing Dates:**

Here are the spring SAT School Day dates:

Test Administration	April 2021 Administration	SSD Entry Information
<b>Primary Testing Window</b>	April 13, 2021	Request Deadline = 2/22/2021 EL Request Deadline = 2/22/2021 Late Request Deadline = 3/5/2021 NAR Available = 3/16/2021
<b>Accommodated Testing Window</b>	April 13—26, 2021	
<b>Makeup Test Date</b>	April 27, 2021	

Services for Students with Disabilities (SSD) Coordinators play a vital role in the administration of the SAT School Day to students with accommodations. The SSD Coordinator is the school’s liaison with the College Board’s Services for Students with Disabilities office. The SSD Coordinator submits accommodations for all students who require them, accesses and prints the Nonstandard Administration Report (NAR), and assists the Test Coordinator in determining rooms and staff required for administering the test with accommodations. The SSD Coordinator partners with the Test Coordinator to reconcile accommodated testing materials and administers the SAT School Day to students who are testing with accommodations. Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD Coordinator who will receive communications from College Board

**Work with your Test Coordinator**

All testing materials, including nonstandard materials for use during the accommodated testing window are shipped to the Test Coordinator. The SSD coordinator can assist in inventorying and ensuring the secure storage of test materials, as needed.

### Accessing SSD Online

If you are a **first time SSD coordinator**, you must request access to the [SSD Online System](#). To access the system, the SSD Coordinator(s) will need to:

1. Have a College Board Professional Account. Create one at [www.collegeboard.org](http://www.collegeboard.org), if necessary.
2. Complete the [SSD Coordinator Form](#), found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
3. Receive an access code to link your SSD Online access to your College Board professional account (first time only). It may take 1-2 days to receive the access code.
4. Accommodation requests may begin once the access code is used for SSD Online.

### Training support

SDE and College Board will offer an Accommodations Overview Webinar for SSD Coordinators on December 15, 2020 from 12:30-1:30 PM MT.

Event	Date and Time	Additional Information
<b>SAT School Day Accommodations Overview webinar (live)</b>	December 15, 2020 1-2 PM MST	<a href="#">Click Here to Register</a>

We look forward to working with you and a successful spring 2021 administration! Contact us at [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@collegeboard.org).

The College Board Idaho Field Team