

**From:** [IdahoSDSupport](#)  
**To:** [IdahoSDSupport](#)  
**Subject:** Final Reminder to Complete Your September and October SAT School Day Invoice  
**Date:** Tuesday, December 15, 2020 5:42:14 PM

\*\*\*This message was sent from outside the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.\*\*\*

Dear Colleague,

Thank you for providing opportunity to your students by administering the September and/or October SAT<sup>®</sup> School Day. The deadline to complete your invoicing actions is **Wednesday, December 16, 2020**. If you've completed these actions, please disregard this message.

### **Invoicing Timeline and Actions:**

SAT School Day administration	Invoicing closes on the <a href="#">test ordering site</a>	Actions
September 23	December 16	<ul style="list-style-type: none"><li>• Confirm answer sheet counts.</li><li>• Apply SAT fee reduction benefits.</li><li>• Make grade-level adjustments.</li></ul>
October 14		
October 27 (makeup)		

### **Steps:**

1. Sign in to the [test ordering site](#).
2. Review returned answer sheet data, and make misgrid adjustments, if needed, in the School Info section.
3. Review the top table, which displays the total number of fee waiver benefits your school can use.
4. Identify students who are [eligible for fee waiver benefits](#). (Tip: You can filter and sort data.)

Visit [Helping SAT School Day Students Get SAT Fee Reduction Benefits](#) for the full list of benefits provided for your students and to get helpful tips on reminding students how to claim their benefits.

**Please note:** Schools will no longer see their amount due on the test ordering site. We'll send your school your SAT School Day invoice in the mail **by December 31, 2020**.

Visit our [website](#) for more information, and contact us with any questions at 888-728-4357.

Sincerely,

