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**Subject:** Information for SSD Coordinators - SAT School Day Spring 2022  
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## Information for SSD Coordinators – SAT School Day Spring 2022

To: SSD Coordinators

CC: Test Coordinators, District Assessment Coordinators

We would like to provide you with some introductory information to help you prepare for this year's activities as the Students for Disabilities (SSD) coordinator for the Idaho-provided SAT School Day administration.

### The College Board Accommodations and Support Handbook

The [College Board Accommodations and Support Handbook](#) is available. The handbook provides helpful information for each of the different types of accommodations and how to use [SSD Online](#) to assist in organizing high-level tasks. The handbook also includes accommodations and supports information for all College Board assessments.

### SSD Coordinator Responsibilities

The SSD Coordinator is responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office.
- Using [SSD Online](#) to submit accommodation requests on behalf of students.
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations. The NAR is available approximately four weeks prior to test day.
- Partnering with the test coordinator to reconcile accommodated testing materials and administer the SAT to students who are testing with accommodations.

Schools may have more than one SSD Coordinator; however, one person needs to be identified as a primary SSD Coordinator who receives communications from College Board. For the current SSD Coordinator assignment, review the [CEE Peer Directory](#).

### Work with your Test Coordinator

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

### Key Dates

Activity	Deadline
EL 50% Extended Time Window Open	2/22/2022
College Board-Approved Accommodations Request Deadline	2/22/2022

NAR (Non-Standard Administration Report)	Available week of 3/14/2022
Primary Test Date	4/13/2022
Accommodated Testing Window	4/13/2022 – 4/26/2022
Makeup Date	4/26/2022

### 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:

- Have a College Board Professional Account. Create one at [www.collegeboard.org](http://www.collegeboard.org), if necessary.
- Complete the [SSD Coordinator Form](#), found on [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
- Instructions on how to access SSD Online will be emailed approximately 3-5 days after submission of the form.

### Training

The College Board offers a number of supports throughout the year to assist you:

Training Course	How to Access	Date Available
All About Accommodations – SAT School Day Spring 2022	<a href="#">Register Here</a>	Live: Tuesday, December 14, 2021 @2PM MT – 3PM MT With Q&A  Recording will be available on the <a href="#">SDE Coordinator Planning Website</a> after the live webinar.
Accommodations and Learning Supports E-Module	<a href="#">Access module</a>	On demand

If you require any further assistance, please email [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@collegeboard.org) or call SSD Support directly at 1-844-255-7728 / [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org).

Best,

The College Board Idaho Field Team