

To: City of Chicago 299 Principals

From: ILSAT

Sent: Thursday, October 19, 2017

Subject: Action Required: ISBE-Provided SAT School Day Set Up Survey

Dear Principal,

We are excited to begin preparations for the Illinois spring 2018 SAT School Day administration. In the 2017-18 school year, all students considered to be grade 11 according to state guidelines are required to participate in the SAT as the statewide accountability test, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).

Please click **HERE** to complete this online survey to establish your school as an SAT test center, no later than **Thursday, October 26, 2017**. Once completed, College Board will provide information to appointed testing staff using the information you provide in this survey.

Please be aware that serving schools (e.g., IL School for the Visually Impaired) are invited but not required to establish as an SAT test center. Home and serving school staff should work closely to determine the appropriate testing location for each student. Home districts/schools are responsible for ensuring that all enrolled grade 11 students are tested, regardless of their placement.

To complete this survey you will need the contact information for staff who will be serving in the three primary roles during the administration:

- **SAT Supervisor:** Responsible for all aspects of administering the SAT at the school building including setup, planning rooms and staffing, oversight of test-day administration, and receiving/returning all test materials.
- **Backup SAT Supervisor:** Responsible for coordinating the SAT School Day administration if the SAT Supervisor is not available.
- **Services for Students with Disabilities (SSD) Coordinator:** Requests accommodations and works with the SAT Supervisor. Schools may have more than one SSD Coordinator, however the person identified in the survey will be the primary SSD Coordinator who will receive test-day communications.

Please contact College Board at 1-844-688-9995 or write to ilsat@collegeboard.org if you have questions about these requirements.

When appointing your staff to these roles, please keep in mind the following requirements:

- Staff cannot have a member of their household or child taking the SAT at any testing site on the same test date.
- Staff cannot have taken the SAT within 180 days of the Illinois SAT School Day.
- Staff cannot be engaged in any paid, private SAT test preparation. (This does not include teaching course content and test familiarization as part of regular school course work.)

If you have any questions while completing the survey, please reply to this email. It is important for all schools to provide the information no later than **Thursday, October 26, 2017**, so that all SAT test centers can be established in a timely manner and so that you may begin receiving communications to prepare for the administration. The SAT Supervisor identified in the survey will receive an email in December to confirm your school setup is complete.

Thank you,
The College Board