

Mailing Date: [September 20, 2023](#)

To: IIKA Principals, SAT/PSAT Coordinators from Spring [2023](#)


Subject: Response Requested: Spring [2024 IIKA](#) Digital SAT w/ Essay School Establishment Form

To: Illinois Invest in Kids Act School Principals/Test Coordinators from Spring 2023

All schools that have or anticipate to have Illinois Invest in Kids Act scholarship recipients in Grades 9, 10 and 11 for the 2023-2024 school year are required to complete the School Establishment Form. Please continue reading the rest of this message.

***Schools that do not and will not have any Illinois Invest in Kids Act scholarship recipients for the 2023-2024 school year can disregard the rest of this message.**

College Board and ISBE are planning for the digital spring 2024 SAT with Essay, PSAT 10, and PSAT 8/9 School Day administrations. The Illinois Invest in Kids Act requires non-public school students who receive IIKA scholarships to be assessed. Schools that do not comply with the mandated testing may be disqualified from receiving further funding through the Illinois Invest in Kids Act.

[Public Act 100-465](#)  established the Illinois Invest in Kids Act. The Act includes a five-year tax credit scholarship program for eligible students who attend qualified non- public schools in Illinois.

A portion of the Act requires that scholarship recipients shall be annually assessed at the qualified school where the student attends school in the same manner in which students that attend public schools are annually assessed pursuant to Section 2-3.64a5 of the School Code and that such qualified schools shall pay costs associated with this requirement.

If, for any reason, a scholarship recipient is unable to be tested, school staff must maintain detailed documentation as to why the student did not test. Documentation for scholarship recipients who did not test must be submitted along with scores for all other scholarship recipients who did test.

Below you will find the spring 2024 tests to be administered, the testing window, and the grades to be tested. College Board requires school staff to complete the school establishment survey annually. We ask that you complete the survey for spring 2024 as soon as possible but no later than **Friday, September 29, 2023**.

SAT with Essay Administration	Grade 11
Spring Testing Window	March 18-April 26, 2024
PSAT 10 Administration	Grade 10 Only
Spring Testing Window	March 18-April 26, 2024
PSAT 8/9 Administration	Grade 9 Only
Spring Testing Window	March 18-April 26, 2024

Please note that ALL testing must be completed by April 26, 2024. No extensions will be given. You may test students across multiple days or set up one day for testing and one or two days for make-up testing, but all testing must be completed by April 26, 2024.

If schools would like to test all of their students along with the IIKA scholars, all students are required to take the SAT with Essay. There is NO OPTION to give both the SAT with Essay and the SAT without Essay during the state testing window.

The first step is establishing schools to administer the assessments for spring 2024 testing. Please click [HERE](#) to complete the school establishment form no later than **Friday, September 29, 2023**. College Board will provide information to appointed testing staff using the information you provide in this form.

To establish your school to administer the PSAT 8/9 and the PSAT 10 please click [HERE](#) and refer to the News and Updates section and click on the **Establishment Survey for 2023-24 School Year - Now Open!** Drop down menu for more information.

Below is important information to keep in mind when completing the school establishment form:

To complete this form, it will be helpful to have:

- Contact information for staff who will be serving in primary test day staff roles for the 2024 administration. (See **Test Day Staff** below.)
- Dates for any school holidays and closures scheduled in March and April 2024.
- You will need to provide student data securely to ISBE in October via a secure EXCEL spreadsheet you will receive from ISBE. The spreadsheet must contain all Grade 11 scholarship students and any other students (Grade 11 or 12) you choose to test.

Test Day Staff

- **Test Coordinator:** Responsible for all aspects of administering the planning room and staffing, oversight of test day administration, and receiving/returning all test materials.
- **Services for Students with Disabilities (SSD) Coordinator:** Responsible for requesting accommodations and working with the test coordinator(s). Schools may have multiple SSD coordinators, but only one will be identified as the primary SSD coordinator who will receive communications from the College Board.
- **Technology Coordinator:** Responsible for making sure the student devices are updated with the Bluebook testing platform and to make sure the school's infrastructure is capable of testing multiple students at one time.

If you have any questions while completing the school establishment form, please contact the College Board at (844) 688-9995 or write to ilsat@collegeboard.org. It is important for all schools to complete the survey no later than **Friday, September 29, 2023**, so you may begin receiving communications to prepare for the administration. The test coordinator(s) you identify in the survey will receive an email in January to confirm your school setup is complete.

Thank you,

The College Board