

### Connecticut SAT School Day Guidance for Testing Students Who Transfer into Schools between January 27 and April 14, 2017

Scenario	Registration	Accommodations
Grade 11 student transfers between January 27 and March 16, 2017	<ul style="list-style-type: none"> <li>- Update must be made in PSIS by March 16, 2017, to test on April 5.</li> <li>- Student will be registered and appear on rosters in late March.</li> <li>- Schools will not receive admission tickets for students. Use the roster report to locate student registration numbers for test day.</li> </ul>	<p>Confirm CB and State-Allowed accommodations submitted and/or approved previously,</p> <ul style="list-style-type: none"> <li>- if so, the SSD Coordinator (SSDC) will need to have the student moved from the old to new school</li> <li>- if not, submit accommodations request</li> </ul>
Grade 11 student transfers between March 17 and April 4, 2017	<ul style="list-style-type: none"> <li>- Update must be made in PSIS by April 4, 2017, to test on April 5.</li> <li>- If there are not enough materials on April 5, include the student in the makeup count provided to Michelle Rosado by April 7, 2017.</li> <li>- Student will be registered, but will NOT appear on roster.</li> <li>- Schools will not receive admission ticket. Use the roster report to locate student registration number for test day.</li> </ul>	<p>Confirm CB and State-Allowed accommodations submitted and/or approved previously,</p> <ul style="list-style-type: none"> <li>- if so, the SSDC will need to have the student moved from the old to new school</li> <li>- if not, submit accommodations request</li> </ul> <p>Confirm accommodations have been approved. Call the College Board SSD, to confirm accommodated materials will be shipped.</p>
Grade 11 student transfers between April 5-13, 2017	<ul style="list-style-type: none"> <li>- Update student in PSIS no later than April 13, 2017. You do not need to notify the College Board of the change.</li> <li>- Student will test in the makeup administration on April 25-26, 2017</li> <li>- Include this student in makeup count provided to Michelle Rosado by April 7, 2017</li> <li>- Verify makeup materials in advance of test day; contact the College Board if additional materials are needed.</li> <li>- Student will be registered, but will NOT appear on roster.</li> <li>- Schools will not receive admission ticket.</li> </ul>	<p>Confirm accommodations submitted and/or approved previously,</p> <ul style="list-style-type: none"> <li>- if so, the SSDC will need to have the student moved from the old to new schools</li> <li>- if not, submit accommodations request</li> </ul> <p>Confirm accommodations have been approved. Call the College Board SSD, to confirm accommodated materials will be shipped.</p>



Scenario	Registration	Accommodations
Grade 11 student transfers April 14, 2017 or later	<ul style="list-style-type: none"> <li>- If the student is newly registered in PSIS after April 14, 2017, the student will not be registered or tested.</li> <li>- If the student was previously registered in PSIS in another school or district and transfers into a school after April 14, 2017, contact the CSDE to make sure the student was previously registered. Districts can e-mail <a href="mailto:michelle.rosado@ct.gov">michelle.rosado@ct.gov</a> for information. This will also only be possible if the school has enough materials to test the student.</li> </ul>	

