Dear Colleague,

Test-taker data for our <season YYYY> digital administration(s) has been uploaded to the SAT Suite Ordering and Registration system (SSOR), and the registration roster is now ready for you to complete your actions.

Per College Board instructions, Test Coordinators and SSD Coordinators should review the student information in the registration roster for any significant data errors. Once you determine there are no major issues with the data, you can:

* Make corrections as needed to student data (name, gender, date of birth, etc.) if allowed by your district.
* Delete students who no longer attend your school.
* Add students who may not have been included in the data upload.
* Validate that accommodations are accurate for students approved for them.

Once student data and accommodations (as applicable) are validated, you can register our students. You can register 1 student at a time or register multiple students at once by selecting the student(s) and clicking the **Register Students** button.

You can find a Digital Registration Guide and SSOR Training Course at <https://support.satsuite.collegeboard.org/spring-2024-testing/ssor-tasks/validate-uploaded-data-register-students> to help you with the registration process. Be sure to give yourself time to view and make data corrections. College Board recommends at least 1 week for this crucial step.

Sincerely,

Data Coordinator