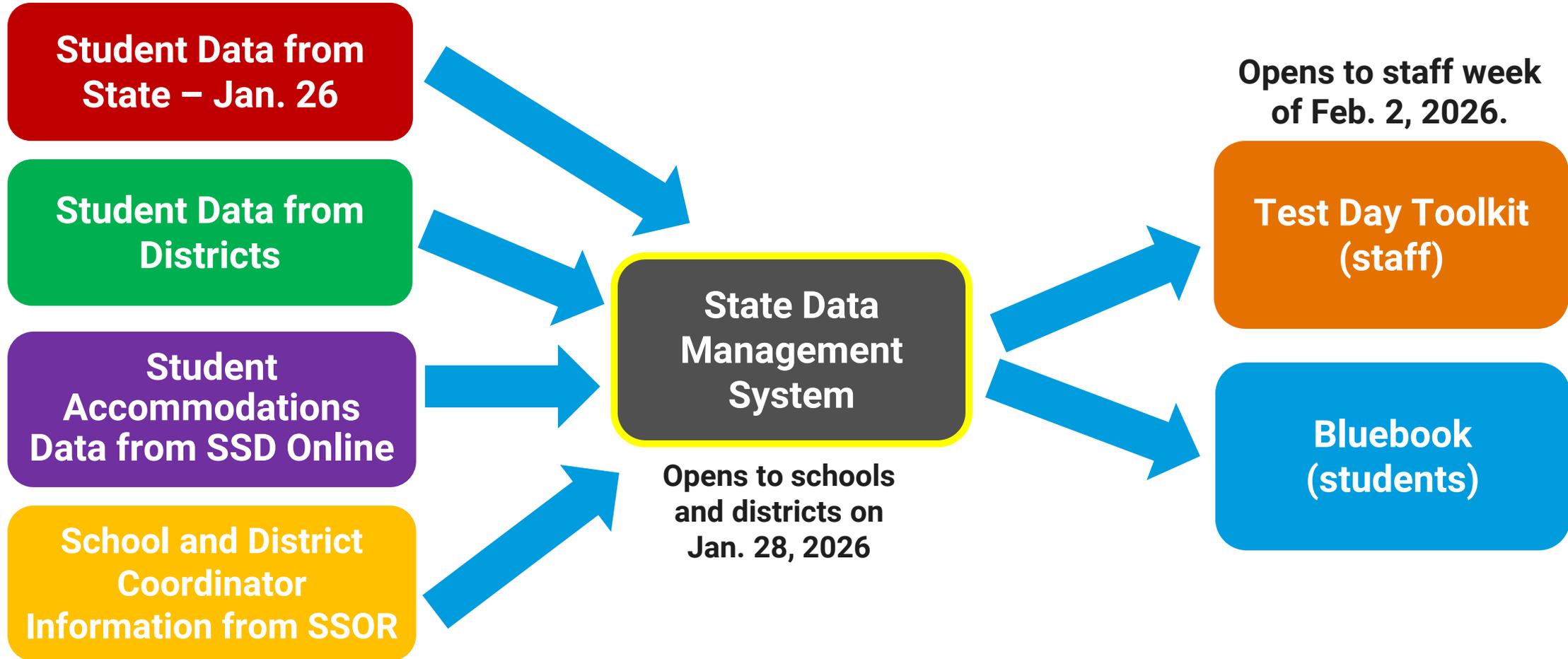


All About State Data Management System (SDMS)

State Data Management System (SDMS)



Accessing the State Data Management System (SDMS)

General Information

- You must have a College Board professional educator account associated with your professional email that matches what your institution submitted for your participation in administering SAT Suite assessments. In the SAT Suite Ordering & Registration System (SSOR). These contacts are entered and maintained at both the district and school level. To login to SSOR, visit ordering.collegeboard.org or access it from your dashboard at collegeboard.org.
- Primary and Back-up School Coordinators, SSD Coordinators, and Technology Coordinators will receive access on January 28, 2026.
- Access will automatically appear in your College Board professional educator account under your listed “Tools and Services” pictured here.
- Student information will not appear in SDMS until it has been uploaded by the appropriate personnel for your state (e.g., DOE, District, School).

The screenshot shows a College Board dashboard. At the top left is the CollegeBoard logo. On the right, it says "Welcome". Below this is a section titled "My College Board Professional Account". Underneath that is a section titled "My Tools And Services". This section contains a table with one row of data.

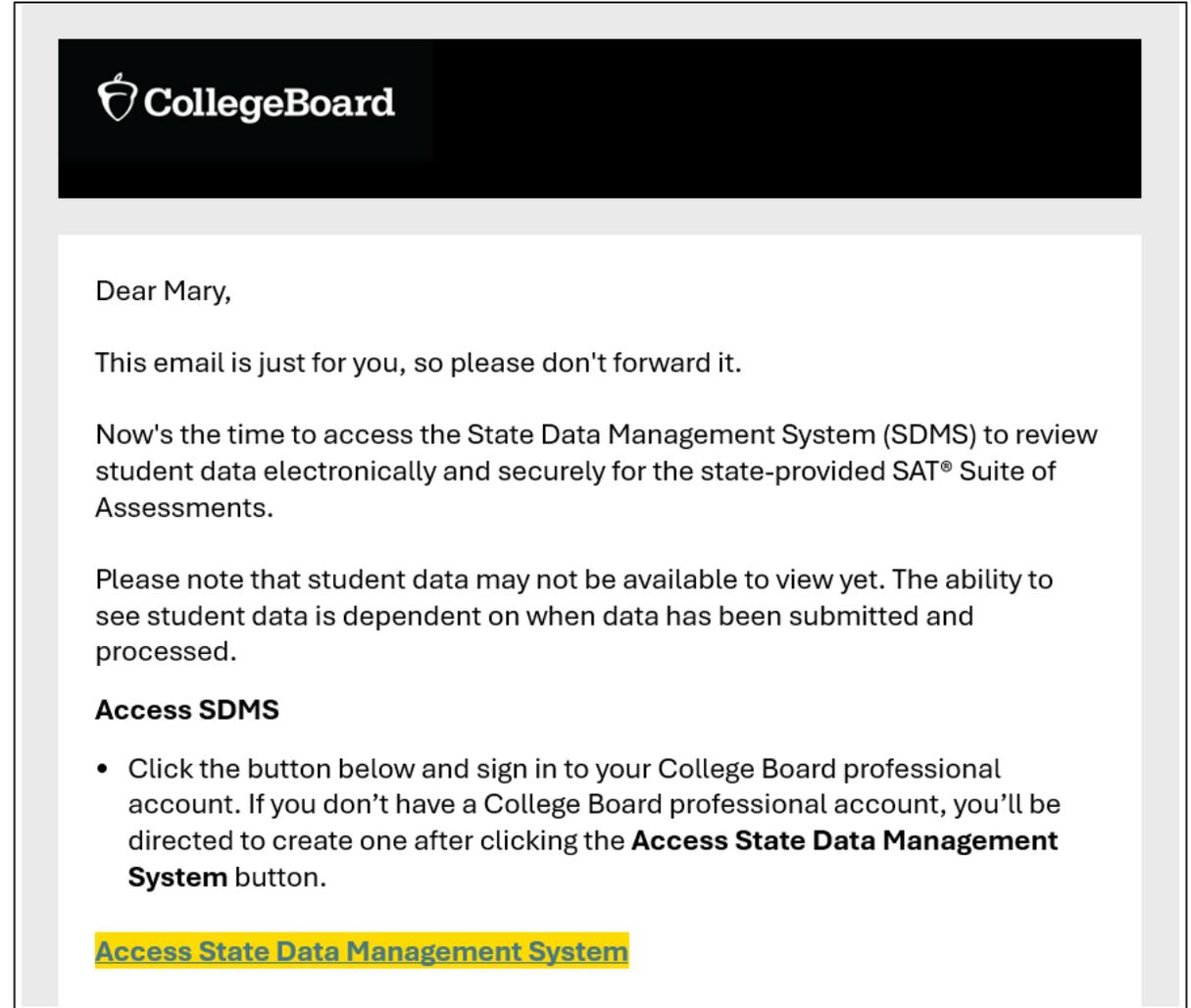
My Tools And Services			
State Data Management Systems ▶	SDMS General	05-Feb-2027	edit

SDMS Welcome Email

SDMS users will receive a welcome email on January 28, 2026.

This email will come from collegeboard@e.collegeboard.org

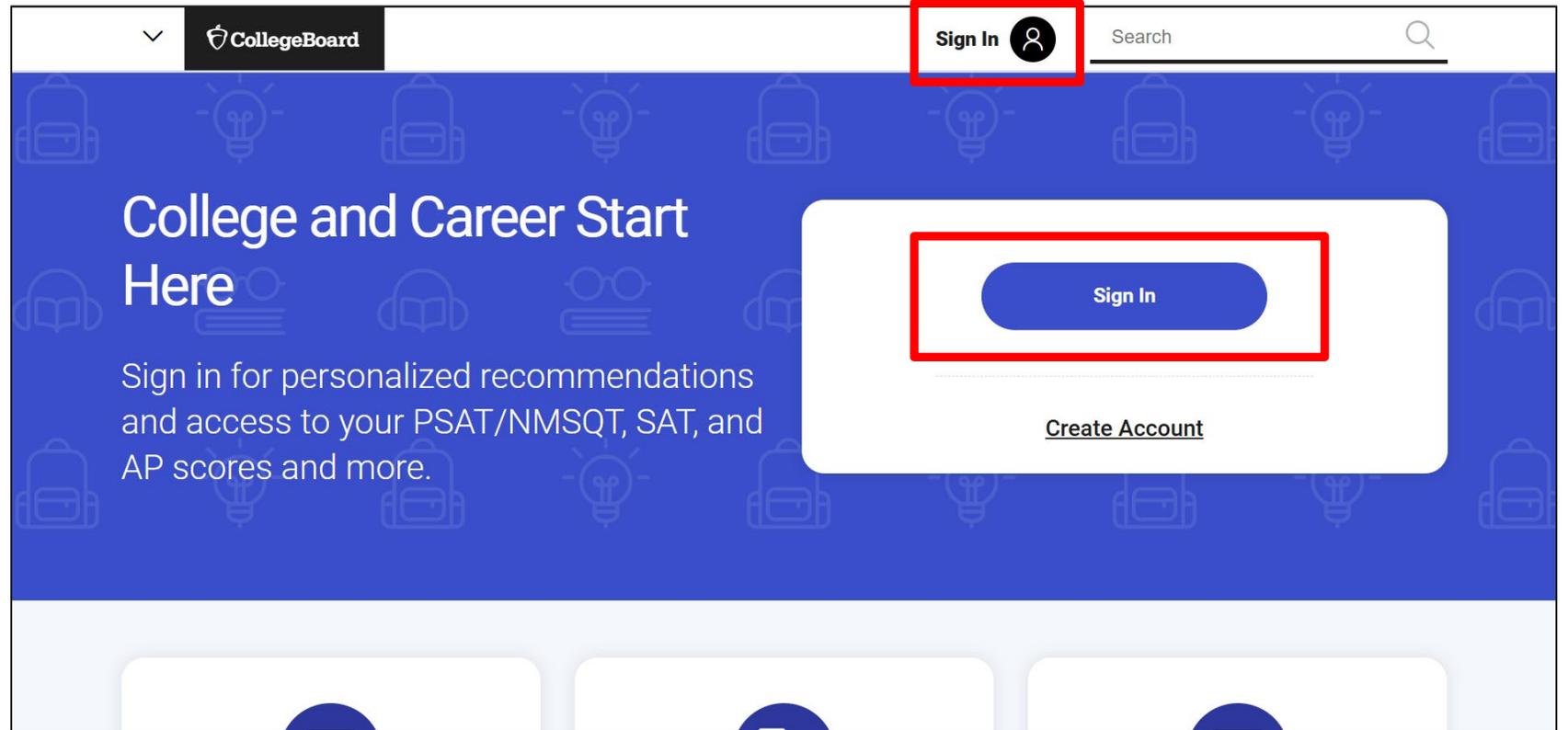
Users can click on the link in the email to access SDMS from their College Board professional account (also available at www.collegeboard.org)



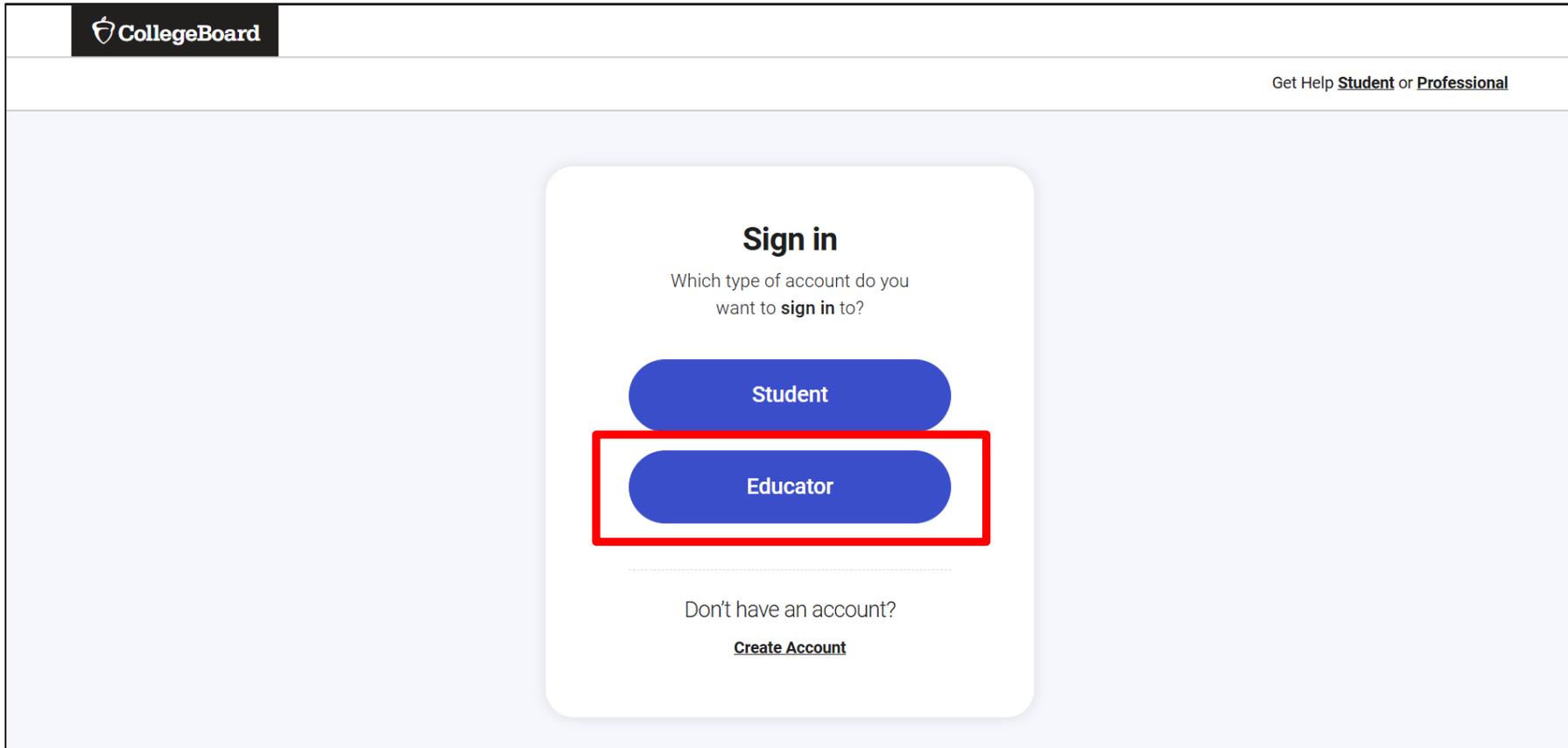
Sign In With a College Board Educator Account

At www.collegeboard.org, click the blue **Sign In** button to access your College Board Educator Account.

(You can also use the Sign In icon at the top of the page)



Click the Educator Button



Enter Email Address and Password

Enter your email address and password, then click **Next** to be prompted for your password and/or multifactor authentication.

CollegeBoard

Get Help [Student](#) or [Professional](#)

Sign in

Enter the email address on your account to get started.

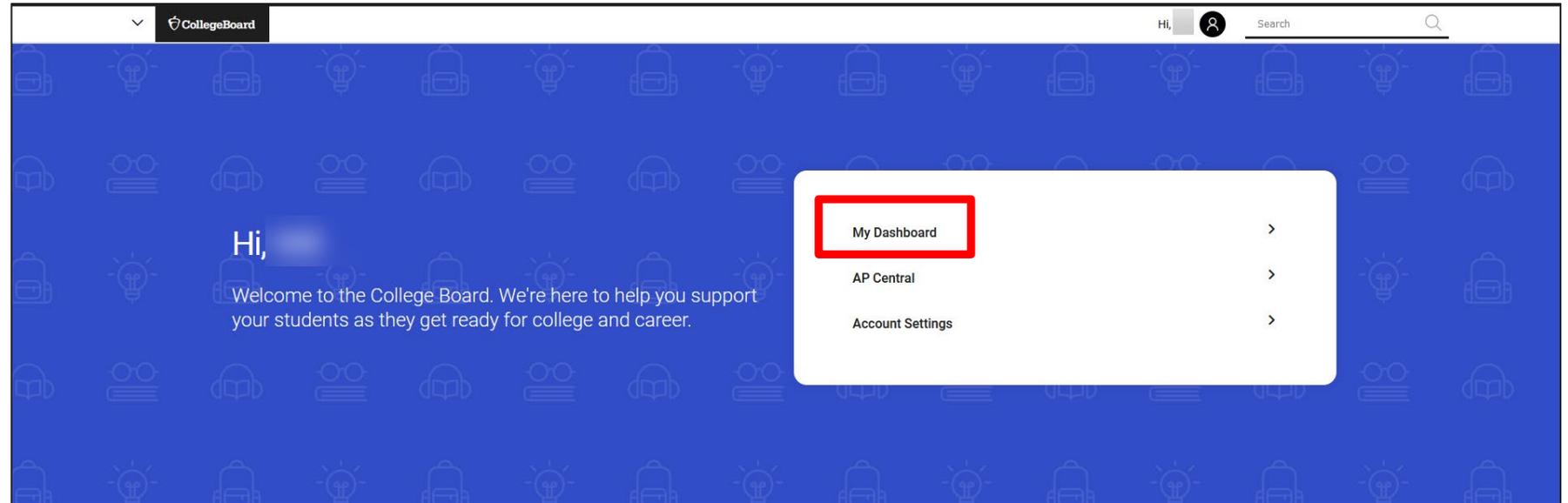
Email address

Next

Don't have an account?
[Create Account](#)

Navigate to My Dashboard

After logging in, click on **My Dashboard**.



Access the State Data Management System (SDMS)

From My Dashboard, choose **State Data Management System (SDMS)**.

If State Data Management System is not listed, go back to your SDMS Welcome email and click the access button there. If upon re-entry SDMS still is not listed, call your state's College Board Customer Service Helpline.

If you cannot locate your welcome email, first check your spam/junk folder. If still not located, call your state's College Board Customer Service Helpline.

The screenshot shows the 'My College Board Professional Account' dashboard. The 'My Tools And Services' table lists various tools and services. The 'State Data Management Systems' entry is highlighted with a red box. Below the table, there is a section for 'Add Additional Tools And Services' with a 'Recommended Tools and Services' section that is currently empty.

Tool or Service	My Role	Expires*	Manage Access
AP Professional Learning	N/A	N/A	
AP® Teacher Community	N/A	N/A	
K-12 Assessment Reporting	multiple roles	multiple dates	edit
Managing Access to support K-12 Assessment Reporting	Access Management/DAT (K-12)	28-Jun-2024	edit
Membership Community	N/A	N/A	
Pre-AP Ordering	N/A	N/A	
Speaker Consultant Portal	N/A	N/A	
Test Administration Training for the SAT Suite of	N/A	N/A	
State Data Management Systems	SDMS General	29-Jan-2025	edit

*Dates in red are close to expiring. Select [Edit](#) to update.

[Manage Partner Applications](#)
Manage College Board partner sites and applications that you share your data with.

Add Additional Tools And Services

[Recommended Tools and Services](#)

There are currently no products and services to enroll in. [Edit my profile](#)

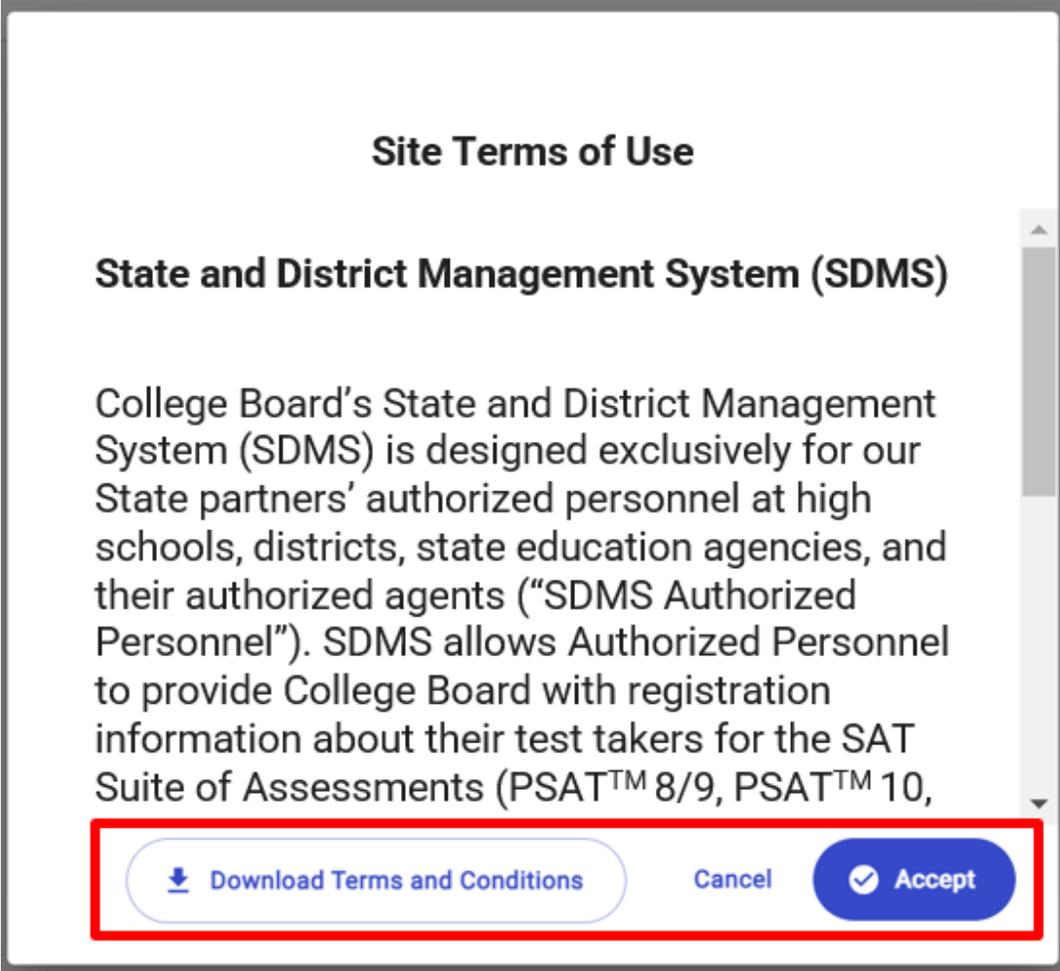
- [K-12](#)
- [Higher Education](#)
- [General](#)

SDMS Terms and Conditions

The first time you access SDMS for Spring 2026, you will be asked to accept the SDMS terms and conditions. This prompt is a reminder of our shared partnership to protect test takers' privacy.

After accepting the terms and conditions you will not see this prompt again during this administration year.

There is also an option to **Download Terms and Conditions** from this prompt.



Site Terms of Use

State and District Management System (SDMS)

College Board's State and District Management System (SDMS) is designed exclusively for our State partners' authorized personnel at high schools, districts, state education agencies, and their authorized agents ("SDMS Authorized Personnel"). SDMS allows Authorized Personnel to provide College Board with registration information about their test takers for the SAT Suite of Assessments (PSAT™ 8/9, PSAT™ 10,

[Download Terms and Conditions](#)

State Data Management System (SDMS)

Student Registration via School Upload

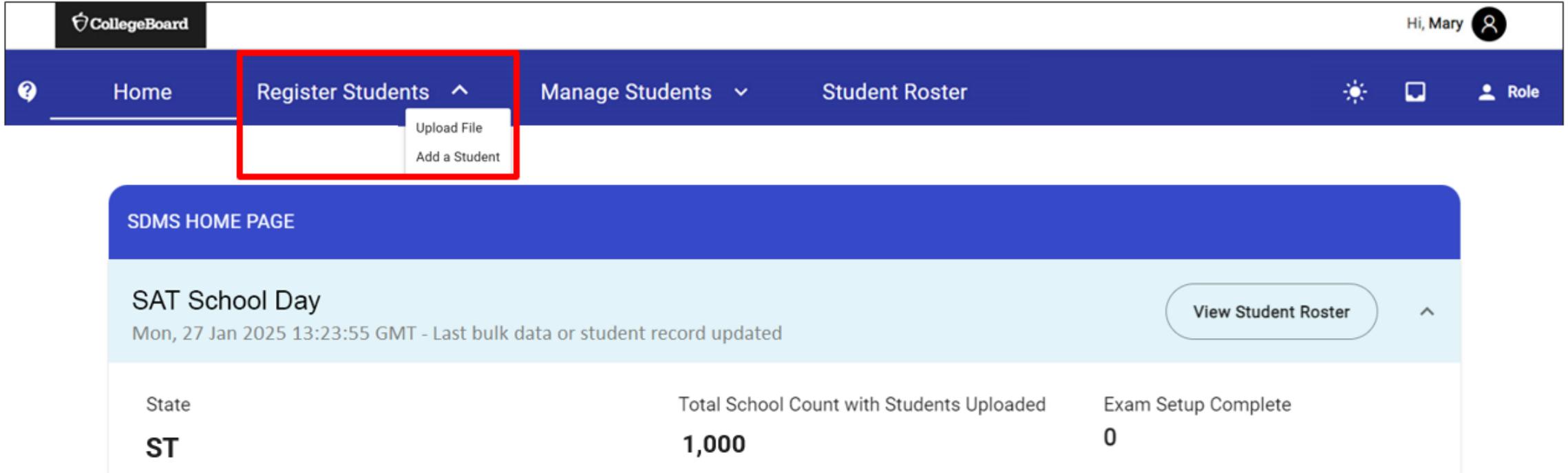
Student Registration in State Data Management System

School District Uploads File from your Student Information System

- Spring SAT is NOT ordered via SSOR
- Register your students through a bulk upload of all eligible student registration data from your student information no later than 3 days before you intend to test.
- Data from SDMS integrates with accommodations data from SSD Online
 - Approved accommodations in SSD Online will appear in the student's record in SDMS (discrepancies between the records that prevent automatic matching can be manually force matched within SDMS)
 - Approved accommodations may be waived in SDMS (**not** SSD Online) if a student chooses and their guardian consents
- Student rosters from SDMS automatically populate Test Day Toolkit (please allow 1 full business day)
- Student registration and accommodations data in SDMS determines the generation of a student's individual test in Bluebook™

Two Ways to Register Students in SDMS

Upload a File (Bulk Registration) or Add a Student (Individual Registration)



The screenshot shows the SDMS interface. At the top left is the CollegeBoard logo. On the right, it says "Hi, Mary" with a user profile icon. The main navigation bar is dark blue and contains: Home, Register Students (highlighted with a red box), Manage Students, and Student Roster. A dropdown menu for "Register Students" is open, showing "Upload File" and "Add a Student". On the right side of the navigation bar are icons for a sun, a square, and a person labeled "Role".

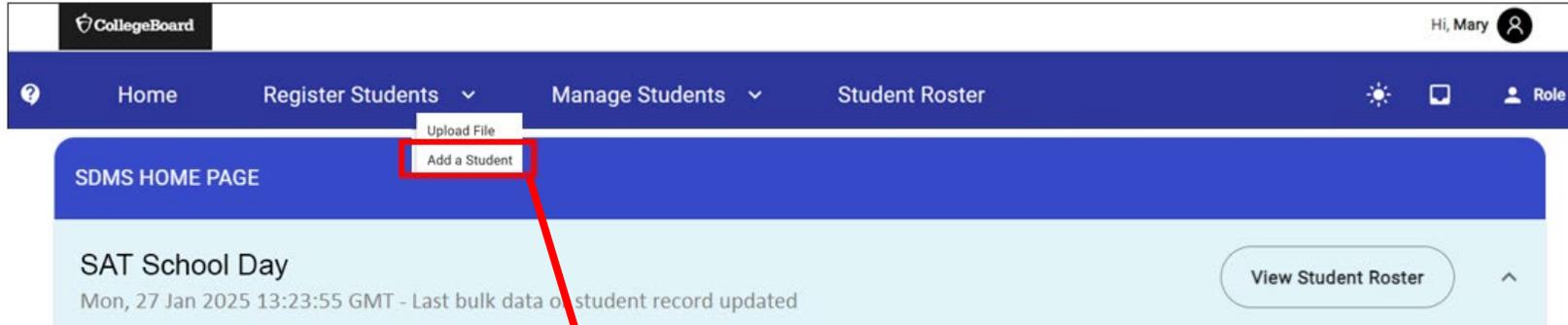
Below the navigation bar is a section titled "SDMS HOME PAGE". It features a light blue header with "SAT School Day" and a timestamp "Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated". A "View Student Roster" button is on the right. Below this is a table with three columns:

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

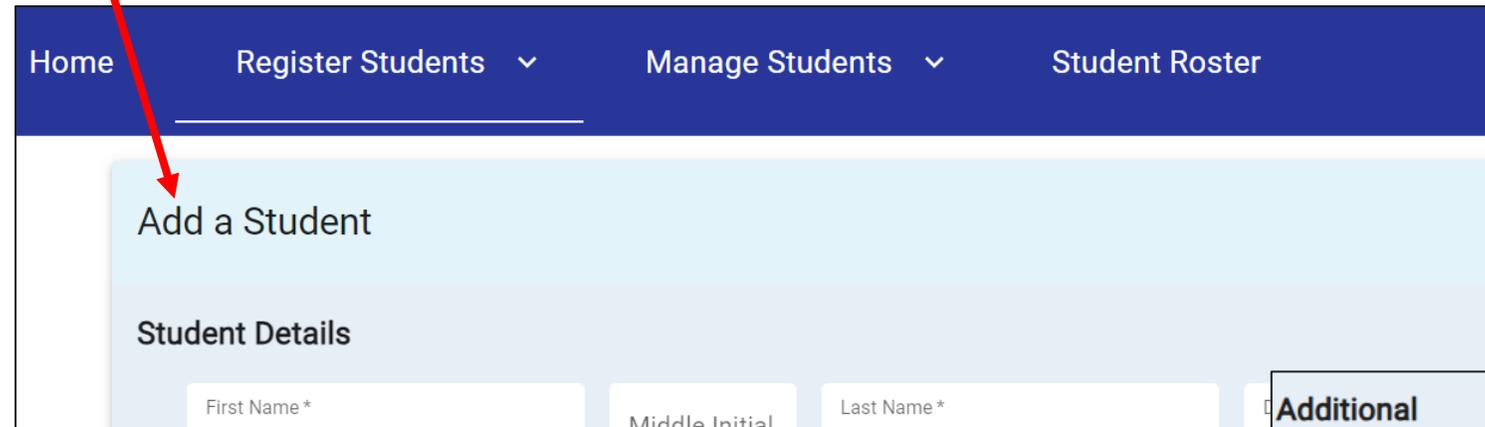
Only users with a role that was designated by the state to include test registration permissions will be able to access either of these features to register new students.

Registration by individual “Add a Student” option in SDMS

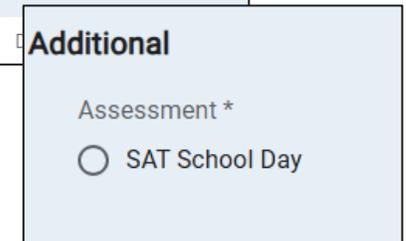
Selecting the “Add a Student” option in SDMS



An “Add a Student” screen will appear. Enter all required information (indicated by an asterisk), such as name, date of birth, gender, grade, state student ID number, the AI Code for the school the student attends, and (via a check box) which assessment the student is taking.



- Select this option from the “Register Students” sub-menu available on the main navigation bar



Entering Student Data – Error Message

The screenshot shows a web form titled "Add a Student" with a "Reset" link and a blue "Add Student" button. The form contains several input fields, some of which are highlighted in red to indicate errors. The errors are as follows:

- First Name ***: "First Name is required"
- Last Name ***: "Last Name is required"
- Date Of Birth ***: "Birthdate is required"
- Gender ***: "Gender is required"
- State Student ID ***: "State Student ID is required"

Other fields include "Middle Initial", "District Student ID", "School Student ID", "Attending Institution Code *", "Testing School Code", "Home School Indicator" (checkbox), and "Delete Indicator" (checkbox). The "Grade *" dropdown menu is set to "11th Grade".

NOTE: If an error message is received that this student already has a state registration at another school, you will need to stop and follow your state's chosen protocol for student transfers.

- Required data fields that are incomplete will appear in red and not permit submission

Entering Student Data – Completing Submission

Home Register Students Manage Students Student Roster

Add a Student Reset Add Dawn

Student Details

First Name* Dawn Middle Initial Last Name* Petrie Date Of Birth* 11/01/2007 Gender* Female

Grade* 11th Grade State Student ID* 123456 District Student ID 123456 School Student ID 123456

Attending Institution Code* 123456 Testing School Code 123456 Home School Indicator

Once all required information is complete, the button top right will enable you to “Add [Student First Name]”

Additional

Assessment * SAT School Day

Ethnicity Non Hispanic Cuban Mexican Puerto Rican Other Hispanic Check all that apply

Race White Black Asian American Indian Or Alaskan Native Native Hawaiian Or Pacific Islander Other Two Or More Check all that apply

Student Registration by File Upload

Upload a File

Locating the File Layout and Specification

The screenshot shows the CollegeBoard interface. The main navigation bar is dark blue with the CollegeBoard logo on the left and the user's name 'Hi, Mary' on the right. The navigation bar contains the following items: Home, Register Students (with a dropdown arrow), Manage Students (with a dropdown arrow), and Student Roster. On the right side of the navigation bar are icons for a sun, a document, and a person labeled 'Role'. A red box highlights the 'Question Mark' icon in the navigation bar, with a red arrow pointing to the 'Resources' dropdown menu. The 'Resources' dropdown menu is open, showing the following items: 'Resources' (with a question mark icon and a close button), 'Frequently Asked Questions' (with a question mark icon and a dropdown arrow), 'File Layout and Specification (excludes MI and WV)' (with a download icon and a dropdown arrow), and 'Contacts' (with a person icon and a dropdown arrow). A red box highlights the 'File Layout and Specification (excludes MI and WV)' item, with a red arrow pointing to the 'File Template & Layout' section. The 'File Template & Layout' section is open, showing the following items: 'File Template & Layout' (with a question mark icon and a close button), 'Frequently Asked Questions?' (with a question mark icon and a dropdown arrow), and two download buttons: 'SDMS Data File Template' and 'SDMS Student Data Specification'. Both download buttons are highlighted with a red box.

- Click the **Question Mark** icon in the main navigation bar
- Click the chevron (down arrow) to the right of the **File Layout and Specification**
- Download the **SDMS Data File Template** and **SDMS Student Data Specification**
- Enter your student data into the template for uploading, following the specifications for required fields and entry format (do NOT delete, rename, or move and columns; DO keep the template as a .csv file)

Upload a File – Using the SDMS Data File Template

The file layout template is a downloadable .csv file. **Do not delete or change the column headers.** The file you create must have the exact column headers and follow the data specifications. Save the file as a .csv file for upload, not a .xls file.

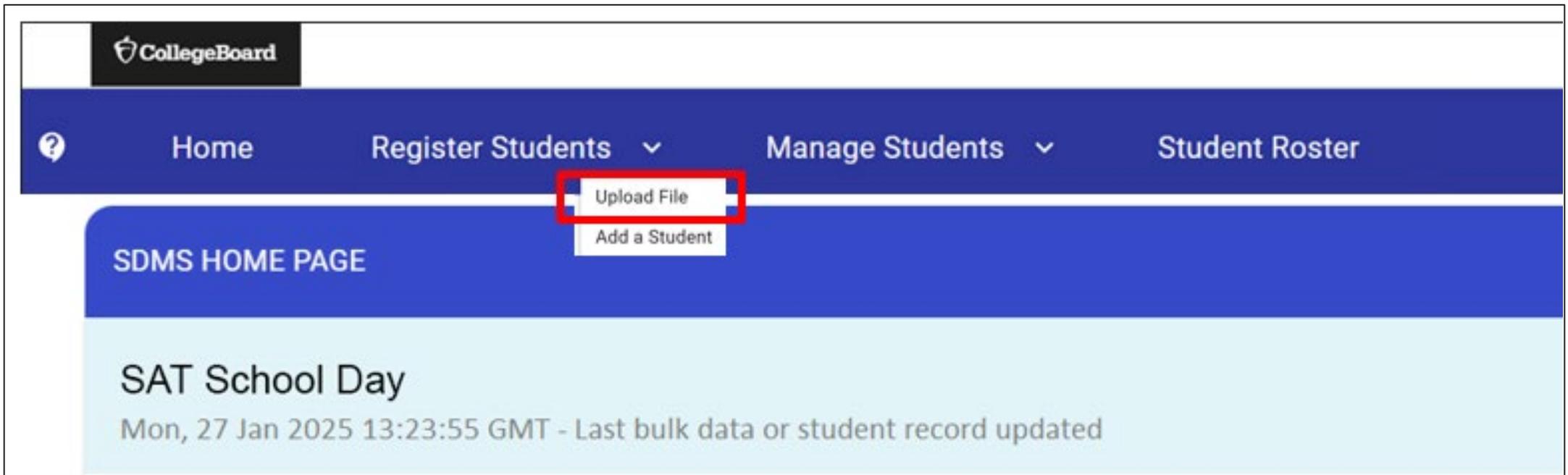
	A	B	C	D	E	F	G	H	I	J	K	L	D
1	PSAT 8/9 TEST INDICA	PSAT 10 TEST INDICATOR	SAT TEST INDICATOR	ATTENDING INSTITUTION CODE	TESTING AI CODE	FIRST NAME	LAST NAME	MIDDLE INITIAL	DATE OF BIRTH	GRADE	GENDER	STATE STUDENT ID	D
2													
3													
4													
5													
6													
7													
8													

Upload a File – Format and Location

File must be in .csv format

Once you have prepared your .csv file for upload, click on the **Register Students** tab on the SDMS Home Screen.

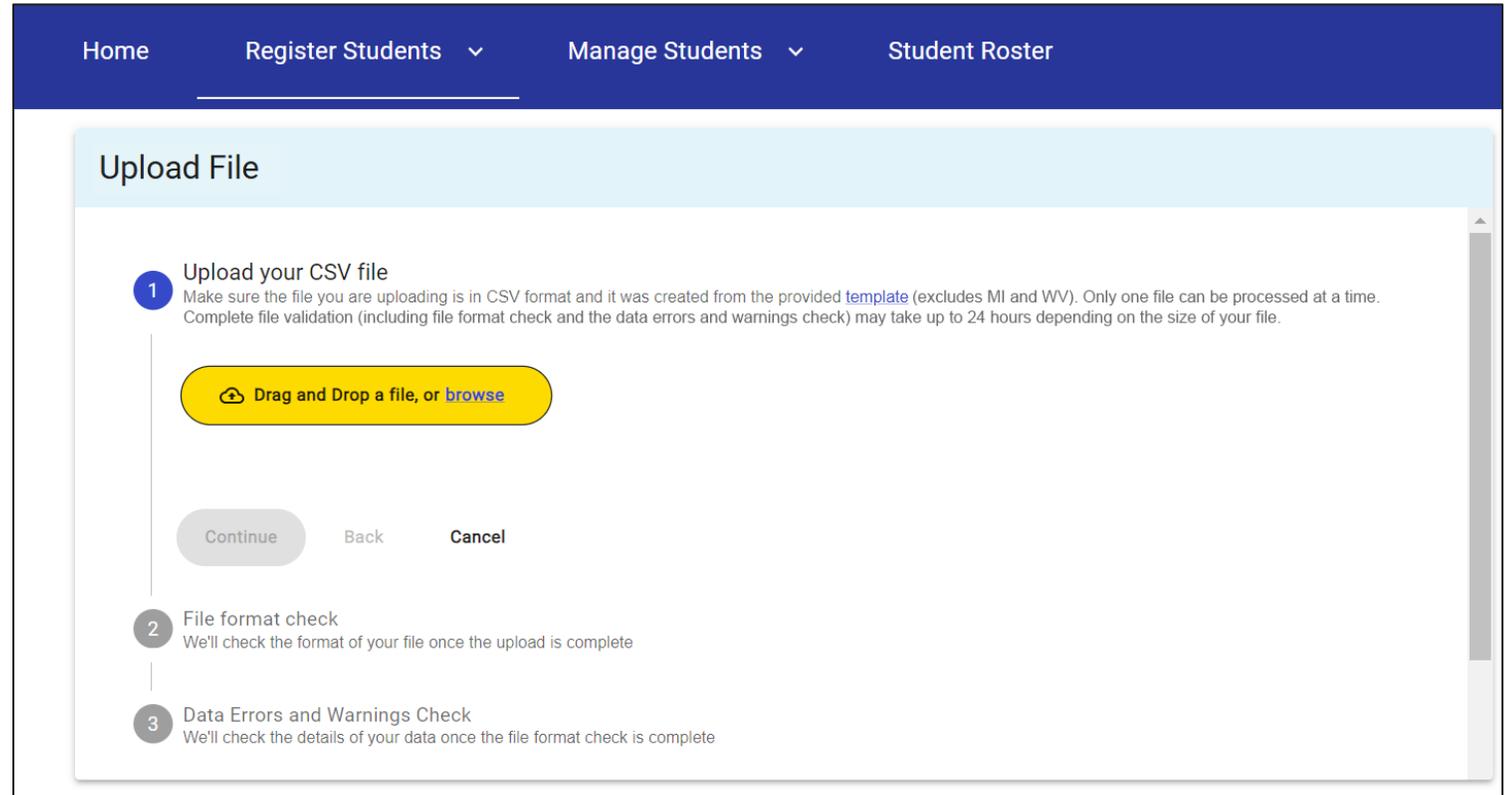
From the dropdown menu, choose **Upload File**.



Upload a File – Attach Student Data File

Drag and Drop or Browse for File

- **Drag and Drop** your file or **Browse** and select your file. Once the file has been added, click **Continue**.
- Only one file can be processed at a time. Complete file validation (format and data) may take up to 24 hours depending on the size of the file.

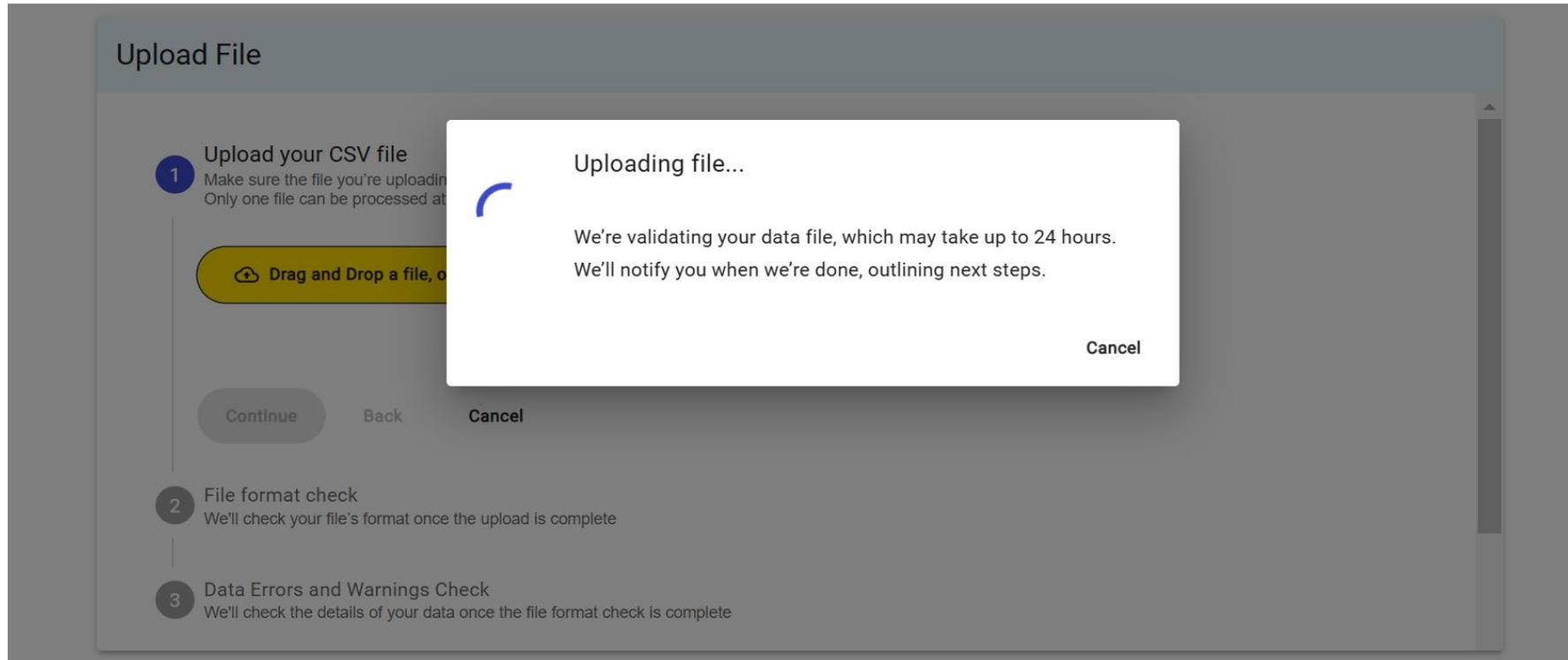


The screenshot shows a web application interface for uploading a file. At the top, there is a dark blue navigation bar with the following menu items: Home, Register Students (with a dropdown arrow), Manage Students (with a dropdown arrow), and Student Roster. Below the navigation bar is a light blue header for the 'Upload File' section. The main content area is white and contains a three-step process:

- 1 Upload your CSV file**
Make sure the file you are uploading is in CSV format and it was created from the provided [template](#) (excludes MI and WV). Only one file can be processed at a time. Complete file validation (including file format check and the data errors and warnings check) may take up to 24 hours depending on the size of your file.
A yellow button with a cloud icon and the text 'Drag and Drop a file, or browse' is centered below the instructions.
Below the button are three buttons: 'Continue' (disabled), 'Back', and 'Cancel'.
- 2 File format check**
We'll check the format of your file once the upload is complete
- 3 Data Errors and Warnings Check**
We'll check the details of your data once the file format check is complete

Upload a File – First Validation: File Format

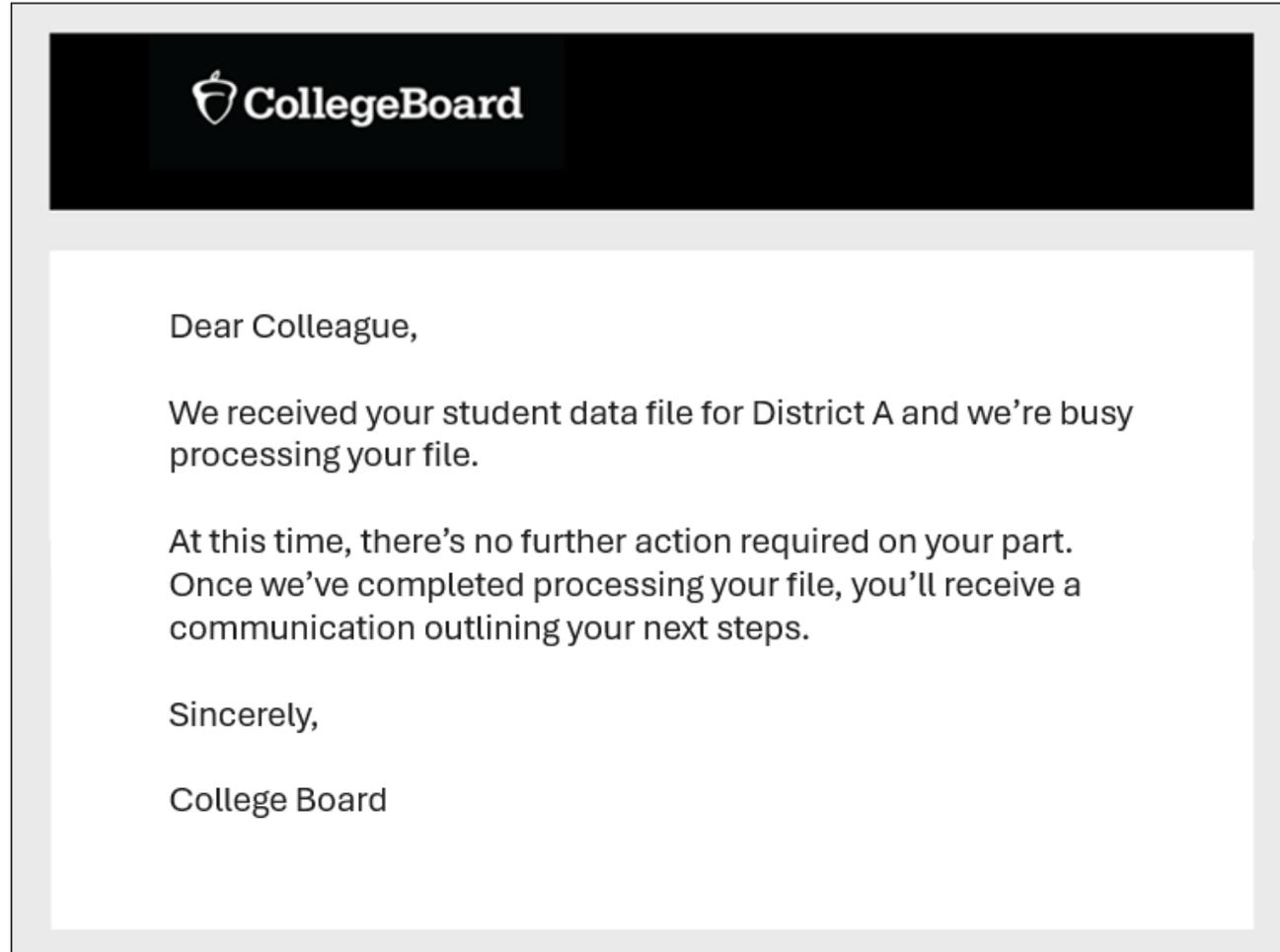
Must be a .csv file with no change from the original template in terms of the number, name, or order of columns



The pop-up message above appears on the screen to tell the user that the validation process has started.

Upload a File – Validation in Progress Email

During file validation, an email is sent notifying the user that SDMS has received their student data file, and that processing is underway.



Upload File – Unsuccessful File Format Validation

Fix errors in the file and re-upload

If the file validation process determines that there are errors in the file format SDMS will list those errors on the “Upload File” page.

Click **Back**.

Make corrections to your file, replace the file, and re-upload.

The screenshot shows the 'Upload File' interface. At the top, a light blue header reads 'Upload File'. Below the header, a green checkmark icon is followed by the text: 'Great work! [Student_data_file_spring_2025.csv](#) was successfully uploaded'. Below this, a red exclamation mark icon is followed by the text: 'Your file has formatting errors' and 'Please fix these 2 file format errors and then upload the file again'. A red box highlights two error items: 'AC Additional Column Ethn' and 'MC Missing Column Ethnicity Other Hisp/Lat'. At the bottom of the interface, there are three buttons: 'Continue' (disabled), 'Back' (highlighted with a red box), and 'Cancel'. Below the buttons, a progress indicator shows '3 Data Errors and Warnings Check' with the subtext 'We'll check the details of your data once the file format check is complete'.

Upload File – Successful File Format Validation

Review File Content Summary and Proceed to Data Validation

When the format of the file is validated, the SDMS “Upload File” page will:

- Confirm all file formats passed
- Indicate the total number of students in the file
- Provide a file content summary with the count of student records by grade and assessment.

Click **continue** to proceed to data validation.

The screenshot shows the 'Upload File' page with a success message and a summary of student counts. The 'Continue' button is highlighted with a red box.

Upload File

Great work! [Student_data_file_spring_2025.csv](#) was successfully uploaded

2 All file format checks have passed, Total Students: 100,000
Please confirm the counts by grade and by assessment are the expected counts before proceeding

By Grade: 100,000		By Assessment: 100,000	
8th	25,000 Students	PSAT89	25,000 Students
9th	25,000 Students	PSAT89	25,000 Students
10th	25,000 Students	PSAT10	25,000 Students
11th	25,000 Students	SAT	25,000 Students

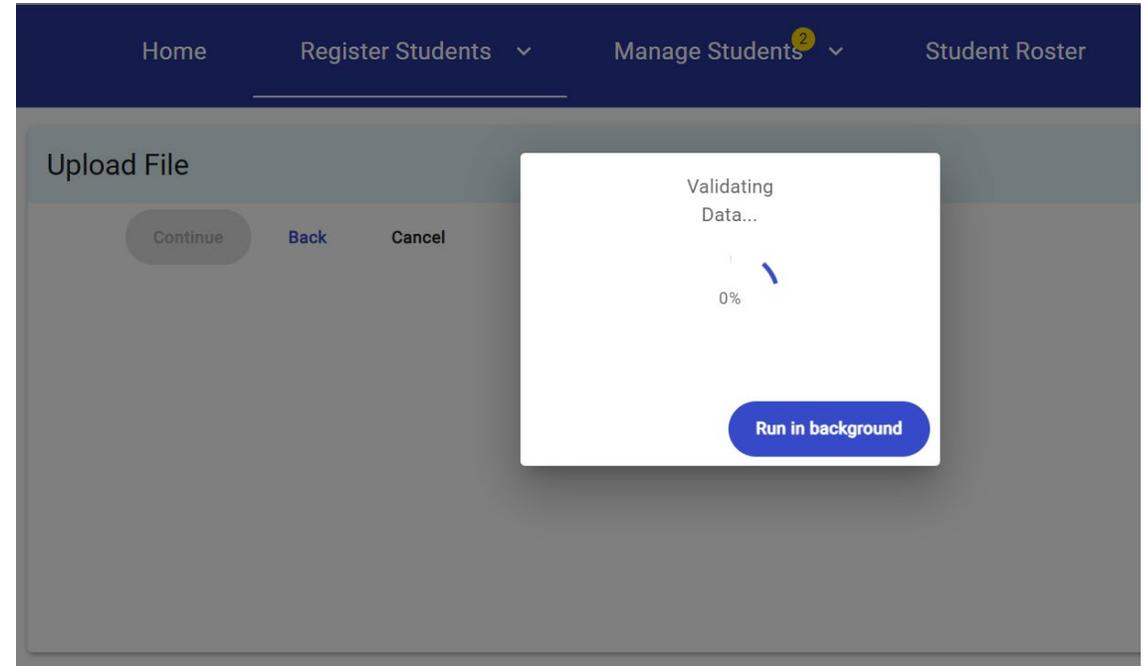
Continue Back Cancel

3 Data Errors and Warnings Check
We'll check the details of your data once the file format check is complete

Upload File – Data Validation

Review File Content Summary and Proceed to Data Validation

- During **Data validation** SDMS looks for data entry (not file) formatting issues that may need to be corrected.
- Progress is shown on the screen through the pop-up shown, which may be dismissed to run in the background to enable working simultaneously in SDMS.
- SDMS sends an email once data validation is complete.



Upload File – Unsuccessful Data Validation

Errors and Warnings

- **Errors must be fixed**; a file that contains errors will not be processed.
- **Warnings** should be reviewed, but if you are certain the data is correct, warnings will not prevent the file from processing.
- There are two options for addressing data validation errors:
 - Download the error report, fix the data in the file, and re-upload the entire file (same process as for file format errors)
 - Fix the errors within the SDMS User Interface either student-by-student or by error type
- In addition to the error and/or warning notice in SDMS on the “Upload File” page, **users will also receive an email notification** of this issue that requires their attention in SDMS

The screenshot shows the 'Upload File' page in the SDMS system. The navigation bar at the top includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main content area shows a progress indicator with three steps: 1. 'Great work! 2023_2024_SDMS_Student Data TEST HAPPY PATH.csv was successfully uploaded', 2. 'Nice going! All file format checks passed', and 3. 'Data Errors and Warnings Check'. Under step 3, there are two panels. The left panel, titled 'Your file has these 36 formatting errors', contains a 'Download Report' link and a 'Fix Errors' button, both highlighted with a red box. The right panel, titled 'Your file has these 36 formatting warnings', contains a 'Fix Warnings' button, also highlighted with a red box. At the bottom of the page, there are 'Continue', 'Back', and 'Cancel' buttons.

Correcting Data Errors – Full File Replacement

Click “Fix Errors” on the SDMS “Upload File” page and proceed as below

- Click **Download Report** and use that report to find and correct errors in your original file.
- Click **back**
- Click **Upload Replacement File** to browse for your corrected file
- Once uploaded, details about your corrected file will appear on the screen (e.g., date and time the file was created and last updated, the name of the file, and the number of records in the corrected file)
- Click **Continue** to validate the new replacement file.

The screenshot shows the 'Upload File' page in the SDMS system. The page is divided into two main sections. The left section shows the 'Data Errors and Warnings Check' step, which includes a message about 36 formatting errors and a 'Download Report' button. The right section shows the 'Upload your CSV file' step, which includes a message about the file format and a 'Continue' button. A red box highlights the 'Download Report' button in the left section, and another red box highlights the 'Back' button below it. A red line connects the 'Back' button to the 'Upload Replacement File' button in the right section. The 'Upload Replacement File' button is also highlighted with a red box. The 'Continue' button in the right section is also highlighted with a red box. The page also displays file details such as 'Created', 'Last Updated', 'Name', and 'Size on Disk'.

Correcting Data Errors directly in SDMS – By Student

Click “Fix Errors” on the SDMS “Upload File” page and proceed as below

- Select the **Errors by Student** tab; each student record with an error will be listed
- Click the **+ sign** next to any student’s last name to open that student’s record
- Errors in the student’s record will appear in **red**. To fix the errors, make corrections to each of these fields directly and click **Save**.
- Once all errors in the record are correct and saved, the student’s record is automatically removed from the errors list and proceeds for revalidation.

The screenshot displays the 'Errors by Student' tab in the SDMS interface. The main table lists student records with columns for Last Name, First Name, Middle Initial, Date of Birth, and State Student ID. A red box highlights the '+ Abarca' entry in the table. A red arrow points from this entry to a detailed view of the student's record. In this detailed view, the 'School Code (AI Code)' field is highlighted with a red box and contains the value '529030'. Below this field, a red error message states: 'The provided Attending AI Code (529030) is not valid or is not part of the organizational hierarchy'. Other fields in the form include First Name (Monserat), Middle Initial, Last Name (Abarca), Date of Birth (05/11/2008), Gender (Female), Grade (9th Grade), State Student ID (117681482), District Student ID, and School Student ID. There are also checkboxes for 'Home Schooled' and 'Remove Student Record', and a 'Save' button.

Correcting Data Errors directly in SDMS – By Error Type

Click “Fix Errors” on the SDMS “Upload File” page and proceed as below

- Select the **Errors by Type** tab; each error type will be listed along with a count of the number of errors of that type
- Click the **+ sign** next to any error type to see a list of all student records affected by that error
- Errors in each student’s record will appear in **red**. To fix the errors, make corrections to each of these fields directly and click **Save**.
- Once all errors in the record are correct and saved, the student’s record is automatically removed from the errors list and proceeds for revalidation.

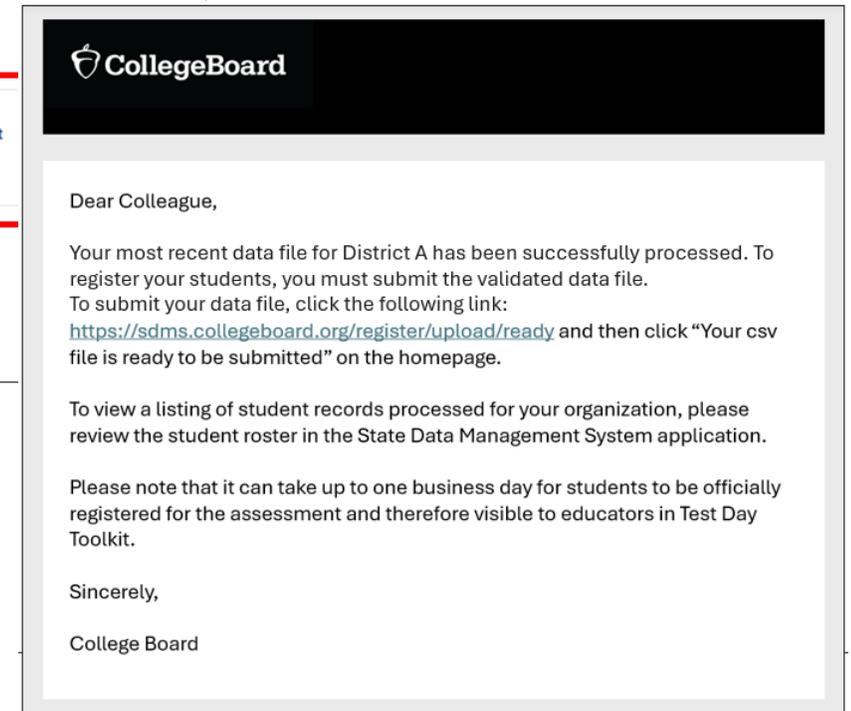
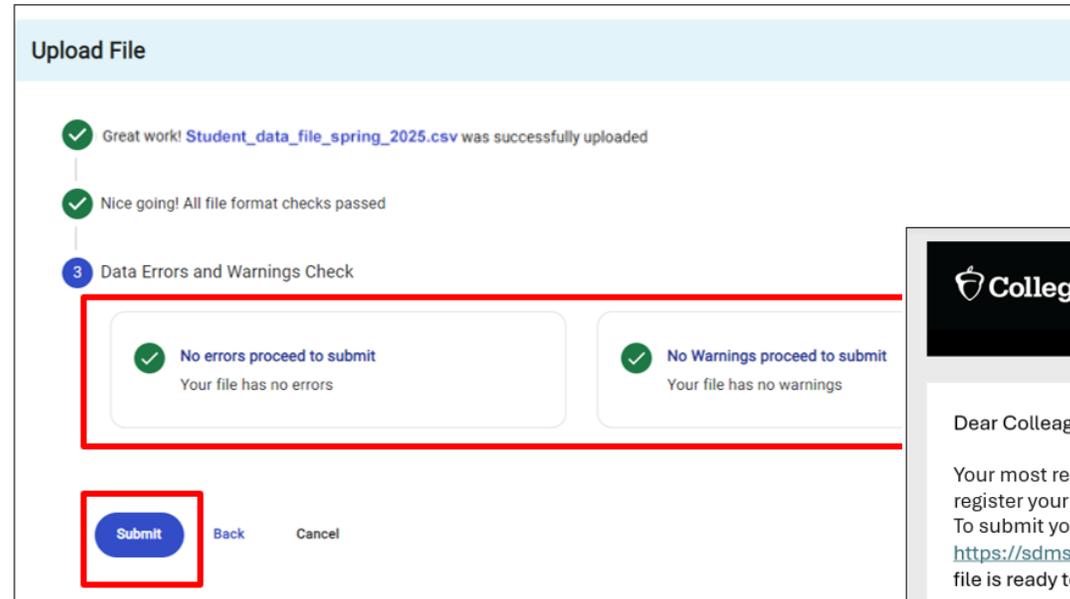
The screenshot shows the 'Errors by Type' interface in SDMS. The top navigation bar includes 'Errors by Student' and 'Errors by Type' (highlighted with a red box). Below the navigation bar is a table with columns 'Error Type' and 'Number of Errors'. The first row shows 'School Code (AI Code) 529030 is invalid or is not currently part of the state contract' with a count of 36. A red box highlights the '+' sign next to this error type, with a red arrow pointing to the detailed view below.

The detailed view shows a table with columns: State ID, Last Name, First Name, Incorrect AI Code, and Correct AI Code. The first row shows a student with State ID 117681482, Last Name Abarca, First Name Monserat, and Incorrect AI Code 529030. A red box highlights the 'Correct AI Code' field, which contains a red error message: 'School Code (AI Code) 529030 is invalid or is not currently part of the state contract'. A red arrow points to this message. Below the error message is a text input field for the 'Correct AI Code' with the value 529030. To the right of the input field are 'Save' and 'Reset' buttons.

Submitting the Student Data File

When your file has passed all format and data validation checks, it is ready to submit

- The “Upload File” page must provide a green checkmark and the confirmation “No **Errors** Proceed to Submit”
- **Warnings** must have been reviewed, but if you are certain the data is correct, warnings will not prevent the file from processing (i.e., a green checkmark is not required to proceed).
- SDMS will also send an email indicating the file is ready to **submit**
- You must click **Submit**



Reminder:

There is a temporary student record lock after editing, whether this was done through correction by student/error type or a replacement file upload that contained changes for that student's record

After a change has been made to a student record it will display as read-only for up to one business day until processing is complete.

This will be indicated by an accompanying time-stamped message in yellow until the record becomes accessible for future actions.

The screenshot shows a web application interface for managing students. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation, there are filters and a table of students. A yellow message box is overlaid on the table, indicating a record update in progress.

Customize	Filters	Density	Download Roster	Release Selected Students	Show Deleted Students			
Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accomm
-	Petrie	Dawn	11/1/2007	444444	11	F		

Record update in progress as of Thu, 6 Feb 2025 17:07:31 GMT - subject to change

Student Details

First Name * Dawn Middle Initial Last Name * Petrie

State Data Management System (SDMS)

Force Matching Accommodations

Force Matching SSD IDs to Registrations

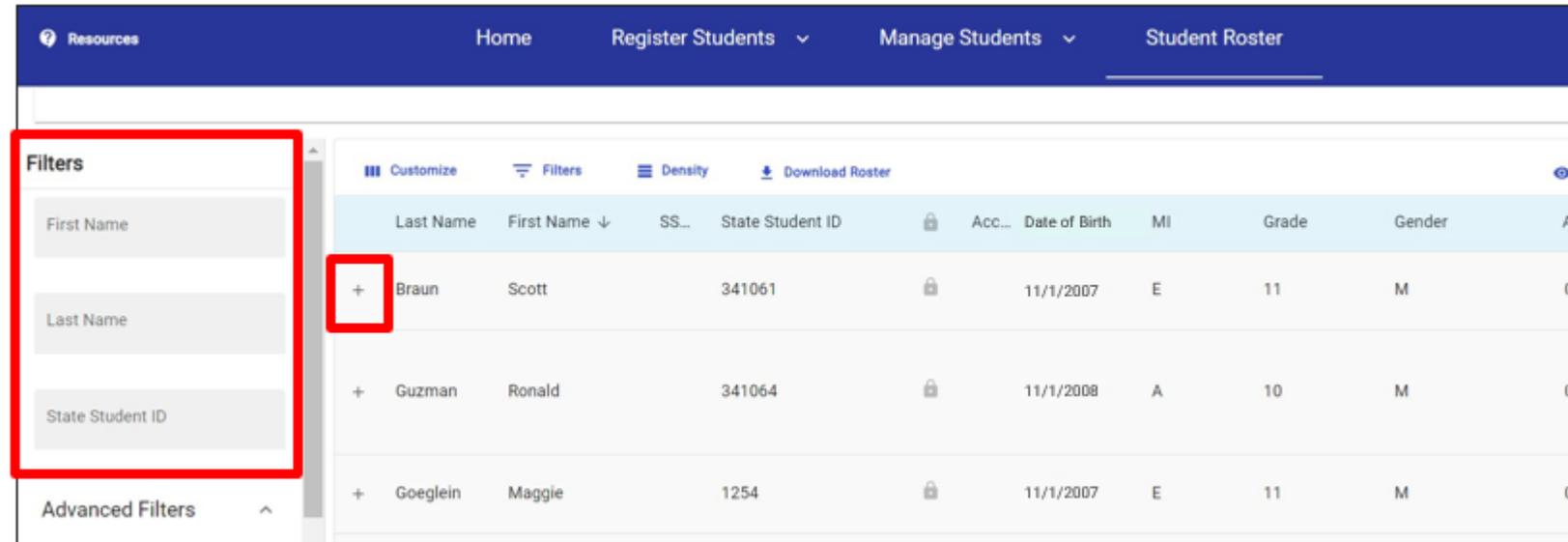
What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- For most students with approved accommodations in SSD Online, their registration in SDMS will appear automatically matched with their accommodations. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.
- However, because this information comes from two different sources and may have been entered far apart in time, these records may have differences that do not permit the system to automatically match registration and accommodation data. For example, if the student's name in SSD Online is different from the name provided in the student's test registration, SDMS would require permitted personnel to verify these two records belong to the same individual. This verification is called "force matching."
- Force matching SSD IDs in SDMS makes it easy for coordinators to match the student test registration to their SSD accommodations using their SSD ID number.
- To do this, you must know the student's SSD ID number, which is available in SSD Online. If you or the student don't know their SSD ID number, please call SSD Support (844-255-7728) or email ssd@info.collegeboard.org to find out their number.

Reminder: Finding a Student's Record

Searching from the Student Roster

- Use the filters on the left or scroll through the (alphabetical) roster.
- Click the **+** sign to expand the student record and scroll to the **Testing Information** section.



The screenshot shows the 'Student Roster' interface. On the left, there is a 'Filters' panel with input fields for 'First Name', 'Last Name', and 'State Student ID'. Below these is an 'Advanced Filters' section. The main area displays a table of student records. The table has columns for 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Date of Birth', 'MI', 'Grade', and 'Gender'. The first row of data is for a student named Braun, Scott, with State Student ID 341061. A red box highlights the '+' sign in the first column of this row. The table also includes options for 'Customize', 'Filters', 'Density', and 'Download Roster' at the top.

	Last Name	First Name ↓	SS...	State Student ID	Acc...	Date of Birth	MI	Grade	Gender
+	Braun	Scott		341061		11/1/2007	E	11	M
+	Guzman	Ronald		341064		11/1/2008	A	10	M
+	Goeglein	Maggie		1254		11/1/2007	E	11	M

Making the Forced Match

In SDMS, enter the student's SSD ID from SSD Online into the SSD ID field in the student's detailed record

- After the SSD ID is entered, the save button will turn blue
- Click the blue **Save** button
- In the pop-up that appears, confirm that the SSD ID number you have entered for this student is accurate and push the blue **Force Match** button

The screenshot shows the 'Student Roster' interface in SDMS. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main area displays a student's detailed record form. The 'Save' button is highlighted with a red box. The 'SSD ID' field is also highlighted with a red box, and a red arrow points from it to the 'Force Match' button in the pop-up dialog below.

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel **Force Match**

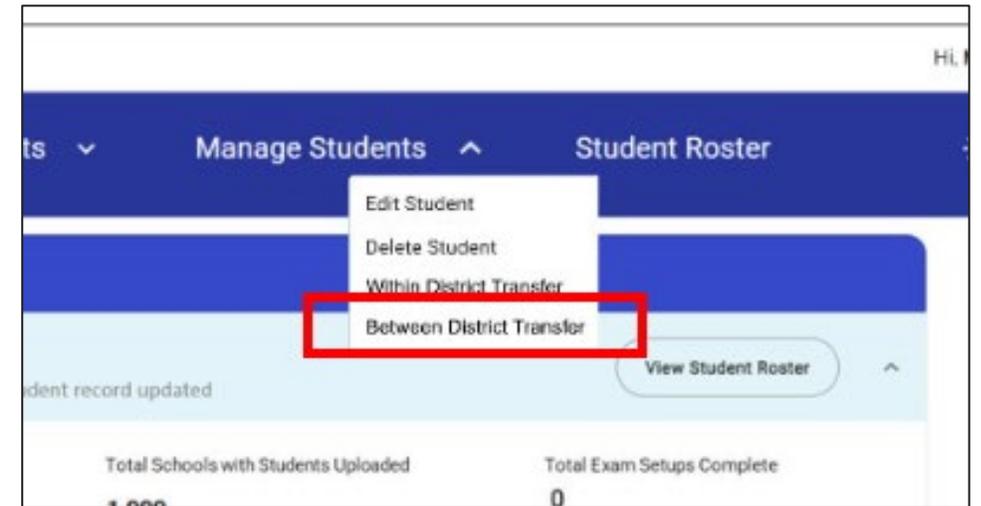
Between/Cross - District Transfer

- What is a Between/Cross-District Transfer?
- What can DACs do?
- What can School Test Coordinators do?
- What can SSD coordinators do?

Between/Cross-District Transfer

In response to the needs of our state customers, College Board State Data Management developed the capability to transfer students within and across districts within a state.

- **DACs** have full permissions for cross-district transfers.
- **School Test Coordinators** can **view** all cross-district requests, and designate students for release to be picked up by another district.
- **School SSD Coordinators** can **view** all cross-district requests.



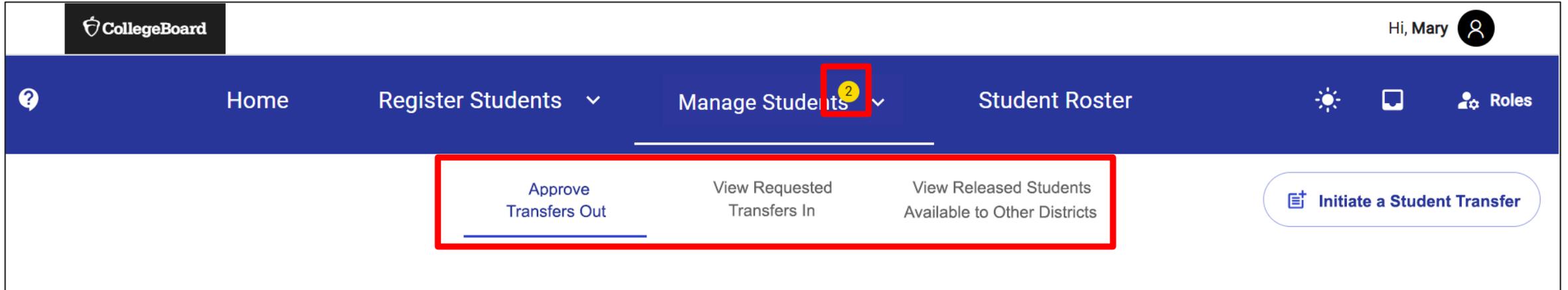
Between District Transfer

From the Manage Students link, DACs can transfer students between districts in the state by choosing the **Between District Transfer** option.

The screenshot displays the CollegeBoard SDMS interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Hi, Mary' with a profile icon is on the right. The navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. A dropdown menu is open under 'Manage Students', showing options: 'Edit Student', 'Delete Student', 'Within District Transfer', and 'Between District Transfer'. The 'Between District Transfer' option is highlighted with a red box. Below the navigation bar, the 'SDMS HOME PAGE' is visible, featuring a 'SAT School Day' announcement and a 'View Student Roster' button. A dashboard section shows statistics for State 'ST':

State	Total Schools with Students Uploaded	Total Exam Setups Complete
ST	1,000	0
	Total Students Uploaded	Total Tests Started
	100,000	0
	Total Registration by Grade	Total Tests Completed
	11th 100,000 Students	0

Between District Transfer



After choosing the **Between District Transfer** option, DACs, STCs, and SSDCs will see three tabs:

- **Approve Transfers Out**, where users will see students that have been requested by other districts – **DACs ONLY**.
- **View Requested Transfers In**, where DACs, STCs, and SSDCs will see students they have requested from other districts.
- **View Released Students Available to Other Districts**, where DACs, STCs, SSDCs can see students that they have proactively marked as available to be requested by other districts.

NOTE: If there are pending requests, a **yellow notification bubble** will appear above Manage Students.

Approve Transfers Out DACs

From this tab, DACs can **Deny** or **Accept** another district's request to claim a student.

The screenshot shows the CollegeBoard interface for managing student transfers. The top navigation bar includes 'Home', 'Register Students', 'Manage Students' (with a notification badge), and 'Student Roster'. The 'Approve Transfers Out' button is highlighted with a red box. Below this, there are links for 'View Requested Transfers In' and 'View Released Students Available to Other Districts', along with an 'Initiate a Student Transfer' button.

Instructions for the interface:

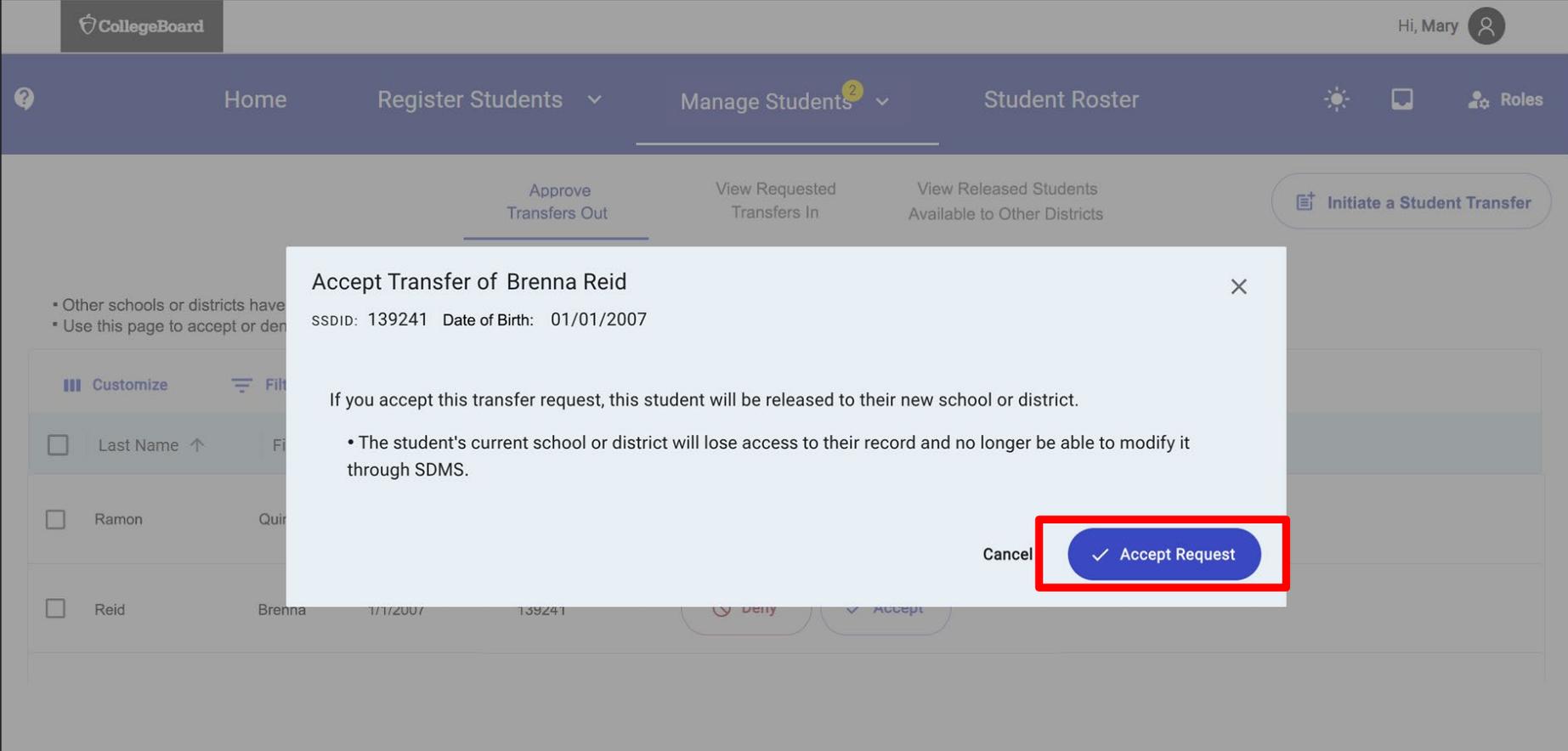
- Other schools or districts have requested these students to be transferred to them.
- Use this page to accept or deny their requests.

<input type="checkbox"/>	Last Name ↑	First Name	Date of Birth	State Student ID	Actions ?
<input type="checkbox"/>	Ramon	Quint	1/1/2007	461979	<input type="button" value="Deny"/> <input type="button" value="Accept"/>
<input type="checkbox"/>	Reid	Brenna	1/1/2007	139241	<input type="button" value="Deny"/> <input type="button" value="Accept"/>

Approve Transfers Out – Accept Request DACs

If a DAC clicks **Accept**, a message appears prompting them to confirm their choice.

If they then click **Accept Request**, the student record is automatically **removed** from the user's district roster and is added to the new district's roster.



The screenshot displays the CollegeBoard interface for managing students. The top navigation bar includes "Home", "Register Students", "Manage Students", and "Student Roster". The "Manage Students" section is active, showing options for "Approve Transfers Out", "View Requested Transfers In", and "View Released Students Available to Other Districts". A modal dialog titled "Accept Transfer of Brenna Reid" is open, displaying the student's SSDID (139241) and Date of Birth (01/01/2007). The dialog contains the following text:

If you accept this transfer request, this student will be released to their new school or district.

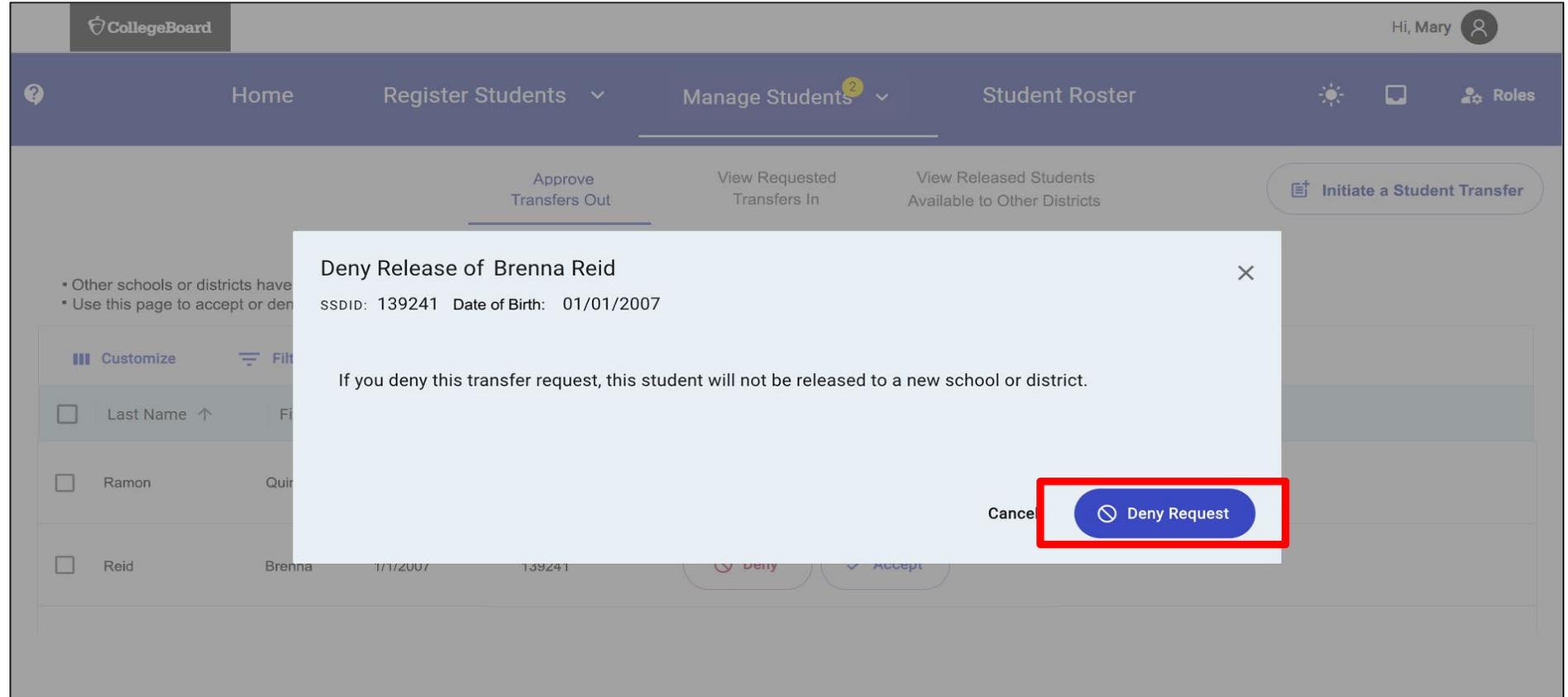
- The student's current school or district will lose access to their record and no longer be able to modify it through SDMS.

At the bottom of the dialog, there are two buttons: "Cancel" and "Accept Request". The "Accept Request" button is highlighted with a red box.

Approve Transfers Out – Deny Request DACs

If a DAC clicks **Deny**, a message appears prompting them to confirm their choice.

If they then click **Deny Request**, the user's student record **remains** in their district roster and is **not added** to the roster of the new district.

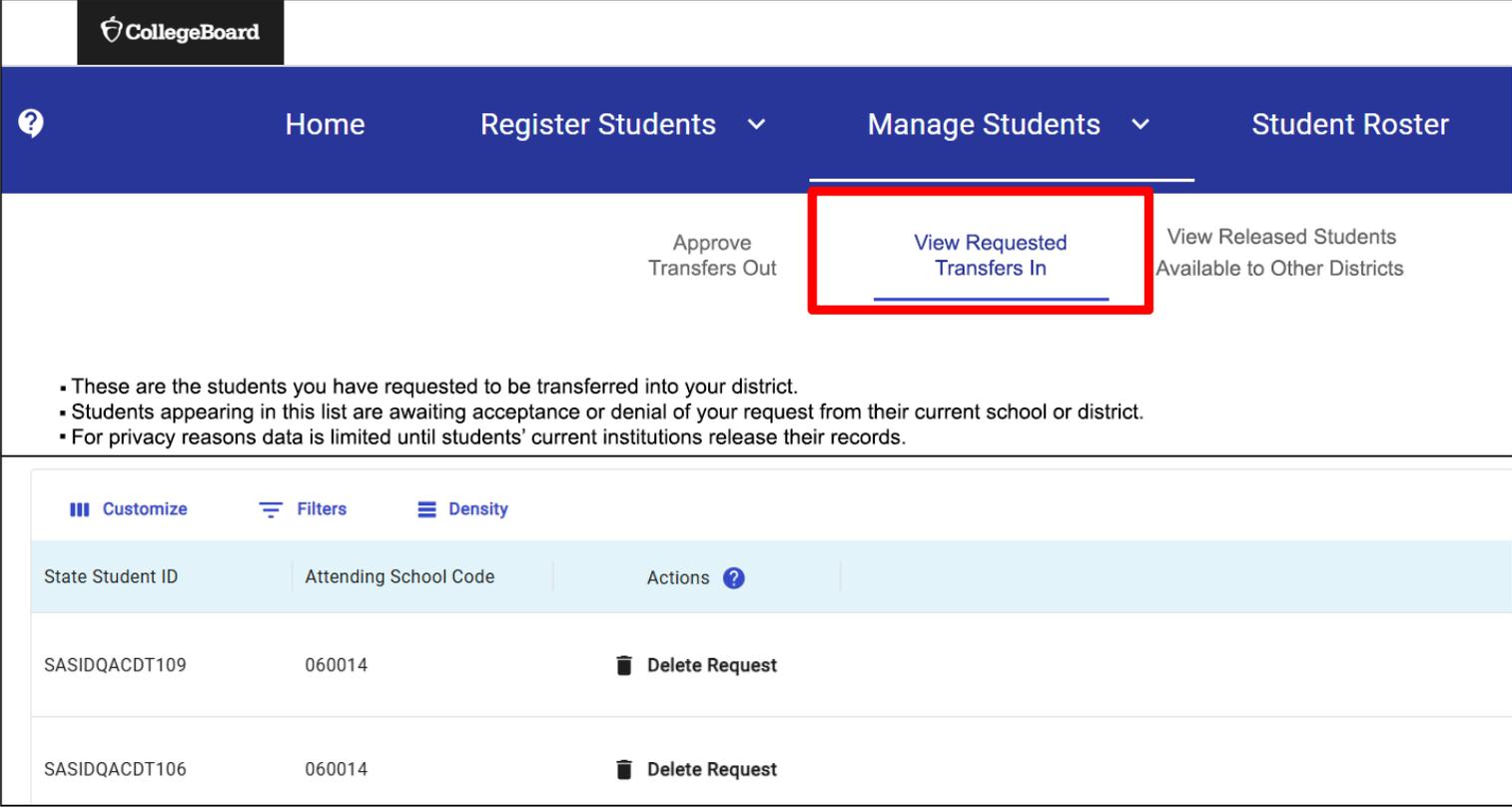


View/Manage Requested Transfers In

DACs, STCs, and SSDCs can view the list of students they have requested from other districts. The students on this list are awaiting approval from a user in the other district.

Requested students drop off this list once a request is accepted or denied.

Only DACs can delete the request if the student does not need to be transferred.



The screenshot shows the CollegeBoard interface. At the top, there is a navigation bar with the CollegeBoard logo and a question mark icon. The main navigation menu includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Under 'Manage Students', there are three options: 'Approve Transfers Out', 'View Requested Transfers In' (highlighted with a red box), and 'View Released Students Available to Other Districts'. Below the navigation, there is a list of instructions:

- These are the students you have requested to be transferred into your district.
- Students appearing in this list are awaiting acceptance or denial of your request from their current school or district.
- For privacy reasons data is limited until students' current institutions release their records.

Below the instructions, there is a table with columns for 'State Student ID', 'Attending School Code', and 'Actions'. The table contains two rows of data:

State Student ID	Attending School Code	Actions
SASIDQACDT109	060014	Delete Request
SASIDQACDT106	060014	Delete Request

Initiate a Student Transfer from Another District DACs

To request a student from another district, DACs will click the **Initiate a Student Transfer** button.

The screenshot shows the CollegeBoard interface. At the top, there is a navigation bar with the CollegeBoard logo on the left and the user's name 'Hi, Mary' on the right. The main navigation menu includes 'Home', 'Register Students', 'Manage Students' (with a notification badge), and 'Student Roster'. Below the navigation bar, there are three tabs: 'Approve Transfers Out' (which is selected), 'View Requested Transfers In', and 'View Released Students Available to Other Districts'. A red box highlights the 'Initiate a Student Transfer' button in the top right corner. Below the tabs, there is a list of students with columns for 'Last Name', 'First Name', 'Date of Birth', and 'State Student ID'. Each student row has 'Deny' and 'Accept' buttons. The students listed are Ramon Quint (DOB: 1/1/2007, ID: 461979) and Reid Brenna (DOB: 1/1/2007, ID: 139241).

<input type="checkbox"/>	Last Name ↑	First Name	Date of Birth	State Student ID	Actions ?
<input type="checkbox"/>	Ramon	Quint	1/1/2007	461979	<input type="button" value="Deny"/> <input type="button" value="Accept"/>
<input type="checkbox"/>	Reid	Brenna	1/1/2007	139241	<input type="button" value="Deny"/> <input type="button" value="Accept"/>

Initiate a Student Transfer from Another District DACs

Initiate a Student Transfer creates a request for a student from another district.

Initiate a Student Transfer into Your District

Note: Use this page to initiate a student transfer into your district. To proactively release a student from your district, navigate to Student Roster and click on the Release button on the student record.

State Student ID * 12345	Attending Institution Code * 060962	State School Code 5722
School Name MEAD HIGH SCHOOL	District Name ST VRAIN VALLEY RE 1J	District Code 470

Cancel **Submit Request**

The DAC enters the student's **State Student ID** and the school's **Attending Institution Code** for the school in their district into which they would like to transfer the student. The user confirms the request by clicking on the **Submit Request** button. The district where the student is currently registered is then notified of the transfer request.

Delete Requested Transfers In - DACs

Users can **delete pending transfer requests** from this page.

- Click the Delete Request button.
- Click the **Yes, Delete Request** button to confirm the deletion.

CollegeBoard

Hi, Mary

Home Register Students Manage Students Student Roster

Approve Transfers Out View Requested Transfers In View Released Students Available to Other Districts

Initiate a Student Transfer

- These are the students you have requested to be transferred into your district.
- Students appearing in this list are awaiting acceptance or denial of your request from their current school or district.
- For privacy reasons data is limited until students' current institutions release their records.

State Student ID	Attending School Code	Actions
SASIDQACDT109	060014	Delete Request
SASIDQACDT106	060014	Delete Request

Are you sure you want to delete this transfer request?

State Student ID: SASIDQACDT109
Attending Institution Code: 060014

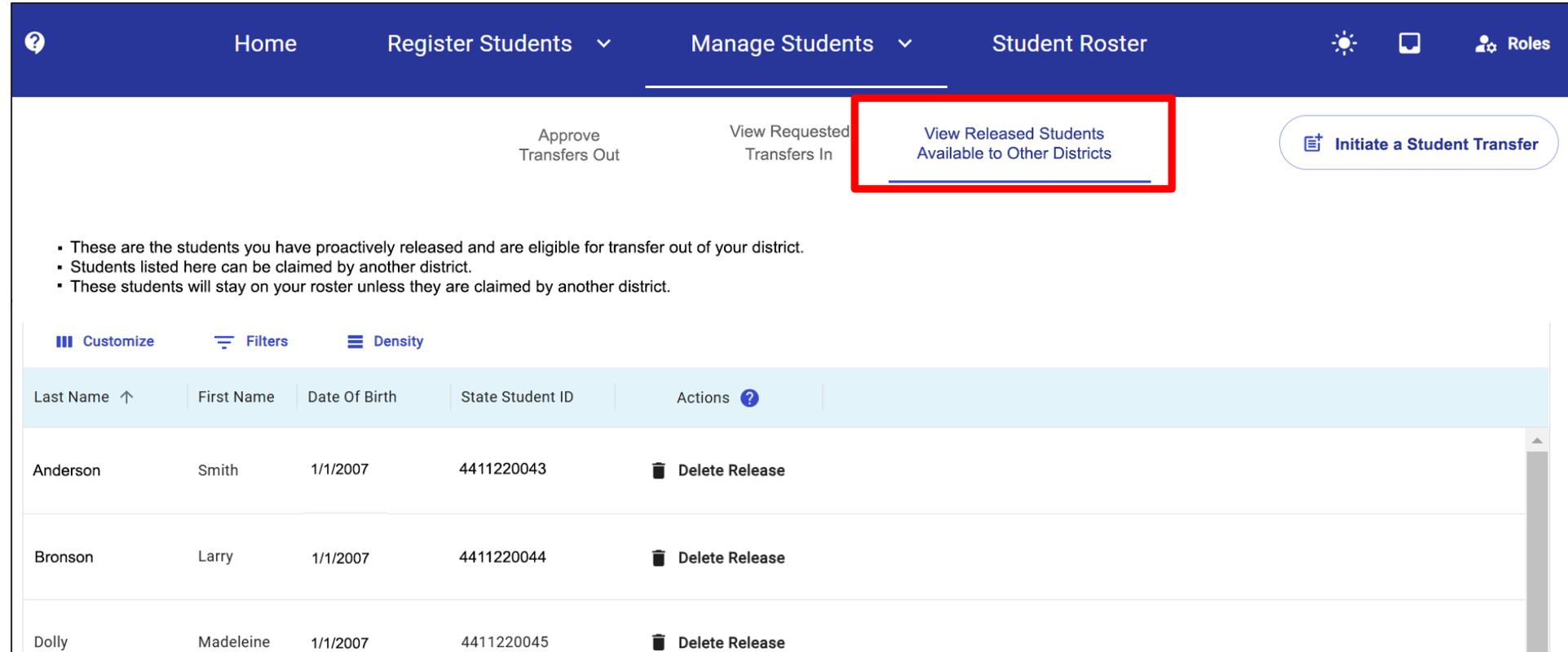
Cancel

View Released Students Available to Other Districts – ALL roles

View Released Students Available to Other Districts

provides a list of students the user has proactively released from their district.

When another district claims a released student, the student no longer appears on this list and is no longer part of the user's district in SDMS.



The screenshot shows the SDMS interface with a dark blue header. The navigation menu includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The 'Manage Students' dropdown is open, showing 'Approve Transfers Out', 'View Requested Transfers In', and 'View Released Students Available to Other Districts' (highlighted with a red box). A button 'Initiate a Student Transfer' is visible on the right. Below the navigation, there are instructions: 'These are the students you have proactively released and are eligible for transfer out of your district.', 'Students listed here can be claimed by another district.', and 'These students will stay on your roster unless they are claimed by another district.' Below the instructions are 'Customize', 'Filters', and 'Density' options. A table lists released students with columns for Last Name, First Name, Date Of Birth, State Student ID, and Actions.

Last Name ↑	First Name	Date Of Birth	State Student ID	Actions ?
Anderson	Smith	1/1/2007	4411220043	Delete Release
Bronson	Larry	1/1/2007	4411220044	Delete Release
Dolly	Madeleine	1/1/2007	4411220045	Delete Release

Release a Student

DACs & School Test Coordinators

To release a student:

- Locate a student record through Edit Student in the Manage Students area, or through the Student Roster.
- Clicks the **Release** button located near the top of the student record.
- Confirm the release by clicking the **Release** button again in the confirmation prompt.

Note: using the **Release** feature makes the student eligible for transfer out of the user's district. The student can still be found in the user's roster until another district claims them.

The screenshot shows the CollegeBoard Manage Students interface. The top navigation bar includes 'Home', 'Register Students', 'Manage Students' (with a notification badge), and 'Student Roster'. The 'Manage Students' section is active, displaying a list of students with columns for 'Last Name', 'First Name', 'MI', 'Date of Birth', 'State Student ID', 'Grade', 'Gender', 'SSD ID', and 'Accor'. A red box highlights the 'Release' button in the top toolbar. A red arrow points from this button to a confirmation dialog box titled 'Release Student - Bennett Gusikowski'. The dialog box contains the following text: 'Released students become eligible for transfer out of your district. This means that other districts in the state can claim the students through a file upload or when using the SDMS Add a Student feature. These students will stay on your roster unless they are claimed by another district.' At the bottom right of the dialog box, there are 'Cancel' and 'Release' buttons, with the 'Release' button highlighted in red.

Delete Releases

DACs & School Assessment Coordinators

The user can **delete releases** before students are claimed. To do this:

- Click the Delete Release button for the student.
- Then, confirm the release delete by clicking the blue **Yes, Delete Release** button in the confirmation message.

The screenshot shows the 'Student Roster' page with a navigation bar at the top containing 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation bar are three buttons: 'Approve Transfers Out', 'View Requested Transfers In', and 'View Released Students Available to Other Districts' (highlighted with a red box). To the right is a button for 'Initiate a Student Transfer'. Below these buttons is a list of instructions:

- These are the students you have proactively released and are eligible for transfer out of your district.
- Students listed here can be claimed by another district.
- These students will stay on your roster unless they are claimed by another district.

Below the instructions is a table with columns: Last Name, First Name, Date Of Birth, State Student ID, and Actions. The table contains three rows of student data. The 'Delete Release' button for the first student, Anderson Smith, is highlighted with a red box. An arrow points from this button to a confirmation dialog box that asks, 'Are you sure you want to delete the release of this student?'. The dialog box displays the student's details: State Student ID 4411220043, Name Smith Anderson, and Attending Institution Code 060014. At the bottom of the dialog, there are 'Cancel' and 'Yes, Delete Release' buttons, with the latter highlighted by a red box.

Last Name ↑	First Name	Date Of Birth	State Student ID	Actions ?
Anderson	Smith	1/1/2007	4411220043	Delete Release
Bronson	Larry	1/1/2007	4411220044	Delete Release
Dolly	Madeleine	1/1/2007	4411220045	Delete Release

Between District Transfer and Student File Upload DACs

•If the student in the file isn't already part of the district, SDMS will check to see if the student is in a Released status in another school in CO. If they are, the student is pulled into the uploading district automatically.

•If the student in the file isn't already part of the district but isn't in a Released status, SDMS will automatically initiate a Between District Transfer request to the student's parent school/district.



The screenshot shows the CollegeBoard SDMS interface. The 'Manage Students' menu item is highlighted with a red box. Below the navigation bar, there are three buttons: 'Approve Transfers Out', 'View Requested Transfers In' (which is underlined), and 'View Released Students Available to Other Districts'. Below these buttons, there are three bullet points:

- These are the students you have requested to be transferred into your district.
- Students appearing in this list are awaiting acceptance or denial of your request from their current school or district.
- For privacy reasons data is limited until students' current institutions release their records.

Below the text, there is a table with the following columns: 'State Student ID', 'Attending School Code', and 'Actions'. The table contains two rows of data:

State Student ID	Attending School Code	Actions
SASIDQACDT109	060014	Delete Request
SASIDQACDT106	060014	Delete Request

Keeping up with Transfer Requests

For Spring 2026, the College Board support team will be contacting districts that have pending transfer requests that are longer than 5 business days to help keep moving students into the right rosters ahead of test day. This may move to a more frequent cadence as test day approaches. If you are a DAC awaiting a pending request, you may contact College Board CO Customer Support to assist.

Automatic email notifications are not available for SDMS pending transfers for spring 2026.

Requestor details are not available to the DAC in SDMS for spring 2026