

College Board Monthly Newsletter-November 2025

To: DACs; BACs; SSDCs; TechCs

Subject: Spring 2026 SAT Junior State Administration– Monthly Newsletter - November

Welcome to the November edition of College Board’s monthly newsletter for Kentucky SAT Suite Junior Administration Coordinators! This newsletter provides an overview of the month’s activities in preparation for the state-provided SAT test this spring. This newsletter will be distributed on the first Thursday of each month from College Board (KentuckySAT@collegeboard.org).

As a friendly reminder, students enrolled in grade 11 will participate in Kentucky’s SAT Junior State Administration. The **testing window** opens March 2 and closes on April 10. Schools may administer the SAT at any time throughout the window. All testing must be completed by April 10, 2026.

November Newsletter Overview:

- Updating School Test Staff Information in [SAT Suite Ordering and Registration](#)
- Register for School Test Coordinator In-Person Training Sessions
- Request Access to [SSD Online](#).
- [Register](#) for SSD Coordinator and Accommodations webinar.
- Interactive Checklist Launch

Resources and General Announcements:

- To access webinar recordings and other resources, please visit College Board’s [The SAT in Kentucky website](#). New resources will be added to this site as they become available.
- Contact College Board’s Kentucky Customer Support via phone at (866) 609-2430 or via email at kentuckysat@collegeboard.org with any questions. Please allow up to 1 business day for a response.

Upcoming Activity	Deadline/Window	Role/Staff Responsible
Submit/Edit Test Day Staff in SSOR	Ongoing	DAC, BAC
Attend BAC/DAC Training Session for Spring SAT Junior Administration	Begins 11/5/2025 in Eddyville	BAC, DAC, other test day staff optional
SSD Coordinator Accommodations & Supports Webinar	Wednesday, 11/12/2025	SSD Coordinator(s), DAC/BAC optional

Submit SSD Coordinator web form to College Board for access to SSD Online	Ongoing	SSD Coordinator and back-up SSD Coordinators (school level)
Deadline for Requesting College Board-approved test accommodations	Jan. 12, 2026	SSD Coordinator
Window for Requesting EL Supports	Mid-December 2025 – Jan. 12, 2026	SSD Coordinator
Window for Requesting State Allowed Accommodations	Jan. 9 – Feb. 9, 2026	SSD Coordinator
Initial Registration File Uploaded into State Data Management System by KDE	Jan. 26, 2026	KDE
State Data Management System and Test Day Toolkit Open for Schools and Districts	SDMS: 1/27/2026 Test Day Toolkit: Week of 2/2/26	DACs; BACs; SSDCs

Upcoming Activities

Updating School Test Staff Information in SSOR

Thank you for providing your school test staff, school break dates, and other important information for spring 2026 SAT Junior State Administration in SSOR. We appreciate the hard work you put in to meet that deadline. If you need to update any of your school or district information, such as a new technology or test coordinator, or the need to request an off-site testing location, please [login](#) to SSOR and update those details by clicking on View/Edit Testing Info on the SAT School Day Test Card:

SAT Suite State-Provided Testing

Test information Submitted on: 10/14/2025

PARTICIPATION
REGISTRATION

SAT School Day (SPRING)

State-managed Test:
Your state has included you as a participant in their state test. Your state manages the details for this test so you cannot view or edit those details.

You will need to provide testing details to support this test.

Total Testers:
Test start and test end dates:

Test Format: Digital

View / Edit Testing Info

Registration:
Student registration for spring state-provided testing is not managed in SSOR, and will be handled through your state process in early 2026.

If you have not completed this task, **please do so as soon as possible**, as without school test staff entered, **you will not have access** to test systems in late January.

A guidance document for logging into SSOR with the access code provided to DACs in the Oct. 6th email can be found at the [Kentucky SAT College Board webpage](#).

Register for Building and District Assessment Coordinator Training Sessions – In-Person

Starting Wednesday, November 5, several training sessions will be offered around the state at in-service centers to inform all school and district assessment coordinators about the SAT Junior State Administration.

Topics include key dates and KDE policies, student registration, accommodations, student test readiness activities, available online resources, and Q&A with College Board and KDE representatives.

Check-in begins at 8:30AM local time and will be followed by the training from 9AM -12PM local time.

Light refreshments provided and an Effective Instructional Leadership Act (EILA) credit certificate will be offered for these trainings.

- Nov. 5, 2025 - WKEC (Eddyville)
- Nov. 6, 2025 - NKCES (Alexandria)
- Nov. 7, 2025 - KEDC (Ashland)
- Nov. 10, 2025 - SESC (London)
- Nov. 17, 2025 - KDE (Frankfort) – 2 sessions, AM (9-12PM) and PM (1-4PM)
- Nov. 19, 2025 - KVEC (Hazard)
- Nov. 21, 2025 - GRREC (Bowling Green)

Registration for these trainings can be completed using the [Spring 2026 SAT Junior State Administration In-Person Training Registration form](#).

For any questions, please contact [Christen Roseberry](#).

SSD Coordinator Accommodations Webinar

The SSD Coordinator and Accommodations Webinar for SSD Coordinators and STCs will be held on **Wednesday, November 12, at 9AM CT/10AM ET**. This webinar will help schools prepare to administer testing to students who require support and accommodations. Topics will include SSD Coordinator responsibilities, key dates/deadlines, how to enter accommodation requests in SSD Online, English learner (EL) supports, state-allowed accommodations, and managing students with accommodations on test day. Register for the session [here](#).

Submit SSD Coordinator Form to College Board

To access the SSD Online system, new SSD Coordinators must complete [the SSD Coordinator Form](#). College Board and KDE recommends that SSD Coordinators complete and submit this form as soon as possible as accommodation requests will be due in early January 2026.

To submit the SSD Coordinator Form:

1. The school must have an assigned AI Code.
2. The SSD Coordinator must have a College Board professional account, which can be created [here](#).
3. Once the completed webform is submitted, it may take up to 5 business days to fully process. An access code to SSD Online will be emailed to the SSD coordinator with instructions about how to enter the system.
4. There can be multiple SSD Coordinators with SSD Online access at a school if allowed by corporation /school policy, but each school should have only one primary SSD Coordinator.

The Interactive Checklist Launches Dec. 1st, 2025

Are you concerned about keeping up with all the readiness tasks in advance of SAT Junior State Administration? Great news, BACs! College Board is pleased to present the Interactive Checklist, launching Dec. 1! This is a tool designed to remind you of important tasks and deadlines as we work towards the test window. You will receive timely email reminders to complete implementation tasks and sends reminders if the task is still not marked 'Complete' after the deadline.

Primary BACs will receive a welcome email from kentuckysat.org on Dec. 1. The checklist will have two ways to interact with it:

1. Project Plan overview: Click "View Project" in the emails to login directly to the site, collegeboard.guidecx.com, and view a timeline of your upcoming tasks, marking them as 'Complete' or 'In Progress'.
2. Interaction via Email only: Click the buttons in task notification email to engage with your checklist. The buttons to share status with us will be available in the emails, as well – no need to login!
- 3.

A full overview presentation deck about the Interactive Checklist will be made available at the [Kentucky SAT webpage](#) in mid-November.

Need help?

Email College Board Kentucky Support at kentuckysat@collegeboard.org, or give us a call at 866-609-2430.

