

College Board Monthly Newsletter - December 2025

To: DACs and backups; BACs and backups; SSDCs and backups; TechCs

Subject: Spring 2026 SAT Junior State Administration– Monthly Newsletter – December 2025

College Board Monthly Newsletter - December 2025

Welcome to 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 via the email address KentuckySAT@collegeboard.org. Please add this email address to your network safelist to ensure prompt delivery. It is also published at <https://collegeboard.org/Kentucky> a few days after the distribution date.

As a friendly reminder, public school 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.**

December Newsletter Overview:

- Updating School Test Staff Information in [SAT Suite Ordering and Registration](#)
- Submitting a Request for SSD Online Access
- Recorded SSD Online Accommodations and Supports Training now available
- Interactive Checklist Launch
- Technical Readiness Webinar Information

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. For KDE policy and eligibility questions, please contact Christen Roseberry at christen.roseberry@education.ky.gov.

| Upcoming Activity | Deadline/Window | Role/Staff Responsible |
|---|-----------------|---|
| Edit Test Day Staff in SAT Suite Ordering & Registration (SSOR) | Ongoing | DAC, BAC |
| 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 |

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|---|---|-------------------|
| 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 |
| Getting Ready for SAT® – Technical Readiness Webinar | Jan. 15, 2026 10:00AM - 11:15AM ET | Tech Coordinators |
| 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: 1/28/2026 Test Day Toolkit: Week of 2/2/26 | DACs; BACs; SSDCs |

*Systems do not close. Please continue to submit College Board-approved accommodation requests, EL Supports, and/or State-allowed accommodation requests after the published deadlines for any new students, or changes/new IEP/504/PSP plans.

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.

Registration:

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

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

If you have not completed this task for your initial school/district staff, **please do so as soon as possible**. Without school or district test coordinator staff on record, **you will not have access** to the test systems in late January/early February 2026.

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](#).

Submit SSD Coordinator Form to College Board

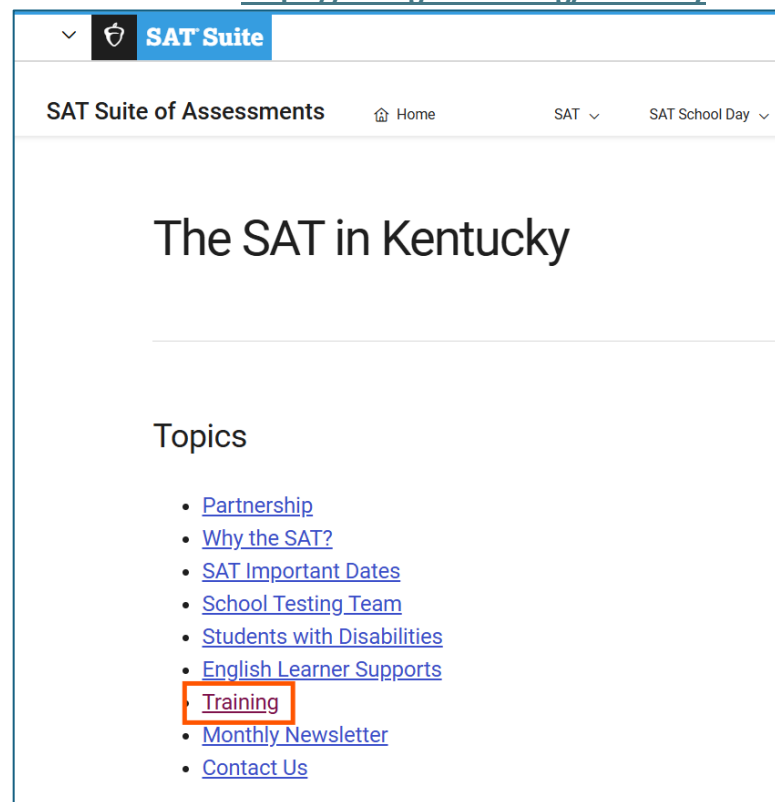
To access the SSD Online system, new SSD Coordinators must complete [the SSD Coordinator Form](#). College Board and KDE recommend that SSD Coordinators complete and submit this form as soon as possible as accommodation requests will be due in early January 2026.

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 school policy, but each school should have only one primary SSD Coordinator.

SSD Online and Accommodations/Supports – Recorded Webinar and Presentation Deck

Now available at <https://collegeboard.org/kentucky>



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|---|--|---------------|--------------------|
| Services for Students with Disabilities (SSD) & Accommodations | Live Webinar ↓ SSD & Accommodations Presentation Deck ▶ Recorded Training Session—11/12/2025 | Nov. 12, 2025 | 10 a.m.–12 p.m. ET |
|---|--|---------------|--------------------|

The Interactive Checklist Launched Dec. 1st, 2025

Are you concerned about keeping up with all the readiness tasks in advance of the SAT Junior State Administration? Great news, BACs! College Board is pleased to present the Interactive Checklist, which launched 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 the checklist will also send reminders if the task is still not marked 'Complete' after the deadline.

Primary BACs received a welcome email from kentuckysat.org on Dec. 1. The checklist will have two ways in which to interact:

1. Project Plan overview: Click “View Project” in the emails to login directly to the site, collegeboard.guidexc.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!

A full overview presentation deck about the Interactive Checklist is at the [Kentucky SAT webpage](#).

Getting Ready for SAT – Technical Readiness Webinar for Technology Staff

Join College Board and KDE for a robust overview of the recommended settings, network configurations, as well as other technical considerations for administering SAT in Bluebook in March and April 2026.

Review College Board’s [Bluebook for Technology Professionals](#) ahead of the session and bring your questions to the panel of experts.

When: Thursday, January 15, 2026 @ 10:00 - 11:15AM ET

[Register here!](#)

Need help?

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

