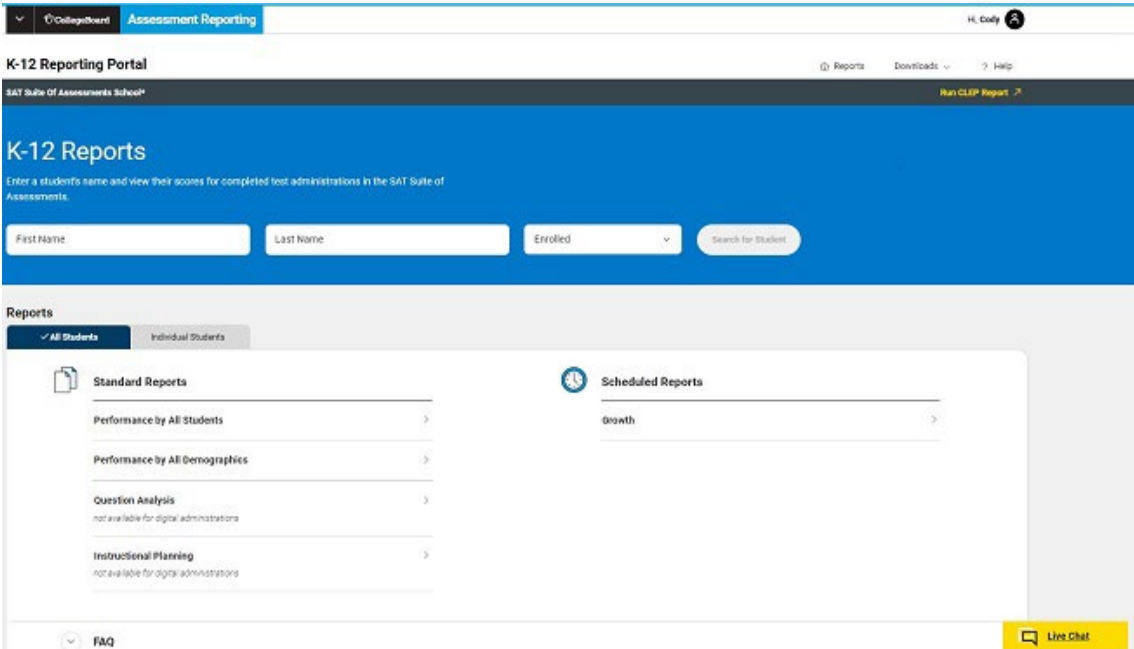# SAT Online Fee Waiver Codes

What You Need to Know About Accessing Codes and Frequently Asked Questions (FAQ)

Delivering fee waivers through the K–12 Reporting Portal is a streamlined process that allows access to benefits for all students. Below you'll find additional information about accessing and distributing fee waivers.

- Schools receive SAT® fee waivers through the College Board K-12 Reporting Portal in the summer and are for use starting with the first fall administration. Educators, including testing coordinators, counselors, and/or administrators with K–12 detail- or summary-level access, will be able to access a list of fee waiver codes online via the Downloads tab, Custom Reports from College Board option in the K–12 Reporting Portal.

- If you need assistance accessing the K–12 Reporting Portal, please ask your school's access manager to grant you detail or summary access or call the Customer Service number listed in your *SAT Coordinator's Manual*. The K–12 Reporting Portal Help webpage may also be of assistance.

- Fee waivers for the August SAT administration should come from the allotment of fee waivers delivered in the previous school year. Any unused fee waiver codes leftover from previous years are valid and can continue to be used. Previous year allotments can continue to be accessed through the K–12 Reporting Portal.
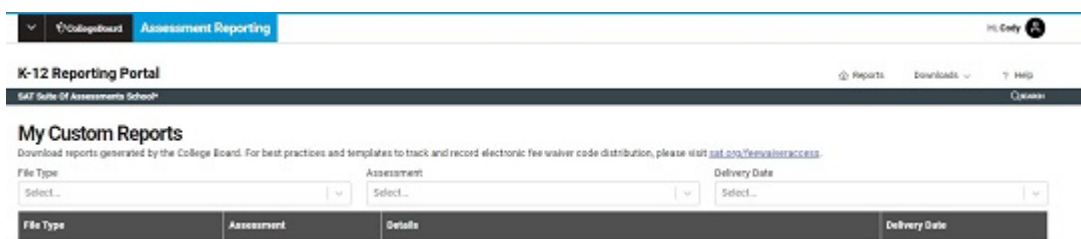
K–12 Reporting Portal Screenshots

1. **Click on Downloads.**

2. **Click on Custom Reports From College Board.**
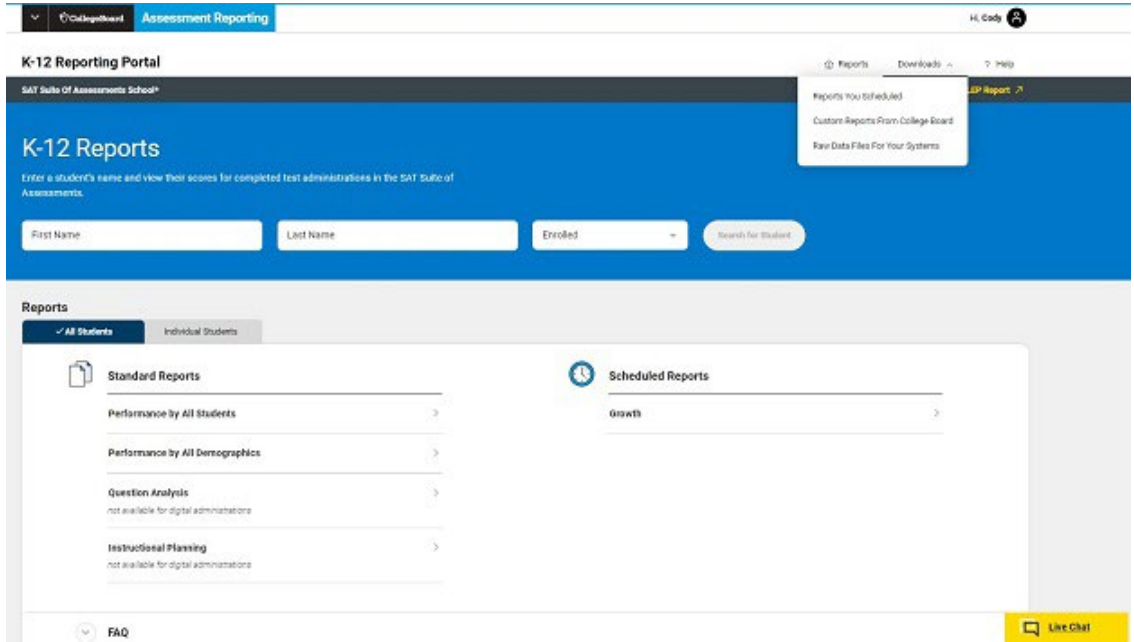
3. **Your file of online fee waiver codes will appear in My Custom Reports.**

FAQ

How can I get access to the K–12 Reporting Portal? I'm not authorized by my school to use the K–12 Reporting Portal.

You can request access through your College Board professional account or by contacting your school's access manager. If you aren't authorized to use the portal, please contact your school's access manager or principal to generate and share the online fee waiver report.

Do all users of the portal receive the codes?

Codes will be delivered based on school code. Users from that school who have the Detailed Reports or Summary Reports will be able to access the codes from the Downloads tab.

In the Custom Reports From College Board, how will I know which file contains the fee waiver codes?

The fee waiver code file will be in an Excel file that uses the following naming convention: [Start of School Year] SAT Fee Waiver Codes [Your AI Code], e.g., 2023 SAT Fee Waiver Codes 123456.xlsx

How will I know that the fee waiver code file is available?

If you have K–12 detail- or summary-level access to K–12 Assessment Reporting (as shown on your College Board professional account dashboard), you'll receive an email notification that a new file is available in the Download—Custom Reports section. Codes are typically available in mid-August.

How do I distribute fee waiver codes?

Schools use a variety of methods to distribute fee waiver codes to students. You should do what works best for your school. Some schools email the codes to students, offering an easy-to-find record of each fee waiver code and the date sent to each student. Emailing codes also allow students to copy and paste the code when registering online for the SAT. College Board recommends that you or a designee:

- Maintain and monitor the list of available online fee waiver codes that are accessible in downloads in the event a student misplaces the code.

- Use our SAT Fee Waiver Code: Student Form template, available online, if you prefer providing the codes on paper and distributing them to students.

- Use the Roster Report to confirm students who have tested using a fee waiver code.

For additional strategies, refer to Strategies for Using SAT Fee Waiver Codes.

Can I save the fee waiver code file to my laptop/computer?

Yes, you can save the fee waiver code file to your laptop/computer. We recommend saving to a shared file so you and your colleagues can track code distribution together and avoid distributing the same code to different students.

Is there a way to know if a student used the code that I gave them? Or is there a way to monitor who has used the code?

My SAT will reflect if a student has used a code and their remaining benefits. The Roster Report in the K–12 Reporting Portal indicates whether a student has used a fee waiver to register for the SAT. The Roster Report is a different file and should be used to identify students who have used fee waivers. The file in Downloads is where codes should be pulled from for code distribution.