

# SAT School Day

## Planning Overview

This information is to help give you an idea of what to expect and prepare for when considering offering SAT® School Day. Use this, in conjunction with the *SAT School Day Coordinator Manual* and *Operations Timeline to Test Day*, to plan your implementation. Visit [sat.org/schoolday](https://sat.org/schoolday) for more details.

### KEYS TO SUCCESS

- Partner with your principal and counseling staff to lead this initiative and administer the SAT.
- Engage your educators, parents, and students early.
- Use the free practice program, Official SAT Practice on Khan Academy®.

### PLANNING TIMELINE

This is an outline of recommended timing, but we encourage you to plan ahead as early as possible.

<b>Now</b>	<ul style="list-style-type: none"> <li>▪ Share opportunity with school/district constituents (don't forget your school board, PTA, SGA, etc.)</li> <li>▪ Announce initiative to staff. Ensure they've created accounts for the College Board and Official SAT Practice on Khan Academy. Start getting familiar with coach tools. Learn more at <a href="https://satpractice.org/k12">satpractice.org/k12</a>.</li> </ul>
<b>Soon</b>	<p><b>Select SAT School Day coordinator:</b> Have them set up an account at <a href="https://ordering.collegeboard.org">ordering.collegeboard.org</a>. If you've used the test ordering site before to order PSAT-related assessments, sign in with the same username and password. Your school's access code is available by summer or when the test order site opens.</p> <p><b>Select a test date.</b> Factors to consider: PSAT-related assessments (consider administering SAT School Day in parallel), state accountability testing, college and scholarship application deadlines, and holidays and school breaks.</p>
<b>12 Weeks</b> Prior to Test Date	<p><b>Start practicing:</b> Encourage your students to sign up and link their College Board and Official SAT Practice on Khan Academy accounts. Students can access free, personalized SAT practice anytime, anywhere at <a href="https://satpractice.org">satpractice.org</a>.</p>
<b>11 Weeks</b> Prior to Test Date	<p><b>Prepare order:</b> Determine numbers of test takers and accommodated test materials. Schools order SAT School Day test materials, and districts can monitor school orders through a district dashboard. Ordering typically opens in late spring for the following school year's administrations. Administrations are offered in the fall for seniors and spring for juniors.</p>
<b>10 Weeks</b> Prior to Test Date	<p><b>Order:</b> Ensure the SAT School Day coordinator has ordered standard and accommodated test booklets and requested fee reductions.</p>
<b>1 Week</b> Prior to Test Date	<p><b>Preadministration preparations:</b> Ensure students have selected their colleges and looked up codes to use their four free score sends and are familiar with the benefits of opting in to Student Search Service®.</p>
<b>Score Release</b>	<p><b>Mark your calendars for score release:</b> Varies depending on your test date. Scores are typically available about 3 weeks after the test date. Educators receive scores a few days after students and continue receiving them on a weekly basis until all scores are delivered.</p>
<b>Post-Score Release</b>	<p><b>Get ready for actionable data:</b> Both you and your students get detailed SAT score reports in our secure, easy-to-use online score reporting portals. Use data to inform instruction through standard reports and interactive data analysis tools. All tests in the SAT Suite share a common score scale, making it easy to track performance across tests and measure growth over time.</p>

For more specifics on test ordering and all administration operations deadlines, please visit: [sat.org/schoolday-timeline](https://sat.org/schoolday-timeline)