



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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January 25, 2010
Bulletin # SP-1824-CAO/SLE

Contact Person:

Peter B. Licata – PX 45816

Nancy Reese – PX 50914

ACTION BY:
January 28, 2010

TO: High School Principals

FROM: Judith Klinek, Assistant Superintendent *JK*
Chief Academic Office

SUBJECT: *APRIL 14, 2010 SAT ADMINISTRATION FOR ALL 11TH GRADE STUDENTS*

The School District of Palm Beach County has entered into an agreement with the College Board that provides us with the ability to administer the SAT to all 11th grade students during the school day, at every high school, as a means to assist students in preparing and planning for success in college. No other school district in the nation has been given the opportunity to provide the SAT during the school day.

Historically, over 50% of our students have not taken the SAT. By offering the SAT to all students in 11th grade and administering it during the school day, potential barriers such as the cost of the test, transportation to a test center and lack of knowledge about preparing for and taking the test are eliminated. Consequently, access and equity are increased and more students will see college as a viable option and opportunity. It is important that you assist the district and the SAT program in helping more students on this important first step towards college.

Included in this bulletin is the step-by-step process **all** high schools must follow to ensure that schools and students are prepared for the test. Test Center Supervisors will be fully trained in the required protocols. The school-day administration will be conducted under normal test administration and security protocols used for the traditional Saturday administrations and will result in scores that are fully reportable to colleges for admissions purposes. Student score data will be reported to high schools per standard SAT reporting processes. Accommodations for Students with Disabilities will be provided according to College Board standard eligibility and administrative processes.

It is vitally important for all schools to follow the guidance provided below in the following areas:

- A. Immediate Identification of the Test Center Supervisor, Associate Supervisor, and Registration Coordinator for the April 14th SAT School-Day Administration
- B. Submission of the Completed *Test Center Master Form* to Establish each High School as an SAT School-Day Test Center
- C. Communication to Students and Parents

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January 26, 2010

- D. Student Registration Process
- E. Training for SAT School-Day Test Center Supervisors and Associates
- F. Preparing Students
- G. Coordination with Food Services

Action steps, deadlines and district level support staff in each of these areas is delineated in the table below.

Topic	Action Needed by Schools	* Direct Questions to:	Deadline
Assignment of three key roles for the April 14 th SAT School-Day Administration	1. Principal to designate: 1.) SAT School-Day Test Center Supervisor, 2.) Associate Supervisor and 3.) A person to coordinate student registration process (Registration Coordinator). Principal to submit all three names with titles, <u>email addresses</u> and <u>PX numbers</u> to Nancy Reese, via email.	Nancy Reese Cherie Boone	01/28/2010
Submission of the Completed Test Center Master Form to Establish each High School as an SAT School-Day Test Center	2. Read the attachments: <ul style="list-style-type: none"> • Important SAT Notice to Principals • SAT® Testing Staff Agreement 3. Open the attached PDF file called Test Center Master Forms . Scroll through the document to find the form that contains your school's name and address. Print out that one page and ask your designated Test Center Supervisor to complete it with the requested information. All high schools must submit a completed Test Center Master Form via fax to: ETS at 609-771-7710 before the deadline of 1/29/2010 . Follow the steps on the attachment – Directions for Completing the Test Center Master Form for SAT School-Day Testing	Nancy Reese	01/29/2010
Communication to Students and Parents	4. Open the attachment: SAT Announcement to Students . This is text that may be read during morning announcements, placed in newsletters or emails, and/or posted on school websites. Within the next few weeks, the College Board will supply flyers, a web page, and other informational resources for parents and students. Inform 11th grade students NOT to register for the March 13th national SAT administration. Students who are currently registered for the March SAT will receive a letter from College Board informing them that their March registration will be cancelled	Bill Thompson Cherie Boone Peter B. Licata	01/28/2010

	due to the April 14 th testing. <u>Students will be refunded for the cancelled registration.</u> If a student still wishes to take the SAT at his/her own expense on March 13 th instead of on April 14 th , the letter students receive will direct them to notify the College Board by a given deadline.		
Student Registration Process	5. The designated Registration Coordinator must submit SAT registration forms for every 11 th grade student who will test on April 14 th before the March 4 th registration deadline. Materials and instructions will be sent to each Registration Coordinator in early February.	Nancy Reese	03/04/2010
Training for SAT School-Day Test Center Supervisors and Associates	6. Register and ensure attendance of the SAT School-Day Test Center Supervisor and Associate for one of the following supervisor trainings, via Course Registration: <ul style="list-style-type: none"> • March 24th, 8:00 – 11:30 a.m. FHESC, Thurber A & B • March 24, 12:30 – 4:00 p.m. Royal Palm Beach High School Media Center • March 25, 8:00 – 11:30 a.m. Pew Center • March 25, 12:30 – 4:00 p.m. Safe Schools Institute 	Bill Thompson Cherie Boone Christie Ragsdale	03/18/2010
Preparing Students	7. Direct students to take advantage of free preparation materials and practice tests available in their guidance office and online at www. sat.collegeboard.com/practice 8. A copy of the Official SAT Study Guide, First Edition will be delivered to each school for every 11 th grade student. Encourage teachers to access the SAT preparation information on Learning Village to fully utilize the Study Guide. 9. Inform teachers, students and parents to access the free online SAT Skills Insight , a comprehensive online tool showing students and educators the specific academic skills that are tested on the exam, using real SAT test questions. Teachers, students and parents can access this online at www.collegeboard.com/practice/sat-skills-insight/	Peter B. Licata Christie Ragsdale	02/08/2010

<p>Coordination with Food Services</p>	<p>10. Testing on April 14th may take up to five hours; therefore, special accommodations will need to be made for student snacks and lunch. The suggested protocol will be provided in a subsequent bulletin to be posted online at http://www.palmbeachschools.org/9053/tc_page_sat_act.asp</p>	<p>Bill Thompson Cherie Boone</p>	<p>03/01/2010</p>
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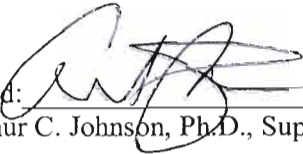
<p align="center">*Contact Information</p>	
<p align="center"><u>Department of Assessment</u></p> <p>Bill Thompson, Director thompsb@palmbeach.k12.fl.us PX 48864 561-434-8864</p> <p>Cherie Boone, Manager boone@palmbeach.k12.fl.us PX 48855 561-434-8855</p>	<p align="center"><u>Department of Secondary Curriculum</u></p> <p>Peter B. Licata, District Director, High School licatap@palmbeach.k12.fl.us PX 45816 561-969-5816</p> <p>Christie Ragsdale, High School Guidance Program Planner ragsdac@palmbeach.k12.fl.us PX 47666 561-357-7666</p>
<p align="center"><u>Department of Safe Schools</u></p> <p>Nancy Reese, Assistant Director, Single School Culture for Climate reesen@palmbeach.k12.fl.us PX 50914 561-982-0914</p>	

Thank you again for your role in helping to make college dreams a reality for more students. Your students can learn more about the role of the SAT in planning for college at <http://SAT.collegeboard.com>.

Attachments

ACJ/AK/JK/CTR/AA/PBL/NR

Reviewed: 
Ann Killets, Chief of Staff

Approved: 
Arthur C. Johnson, Ph.D., Superintendent