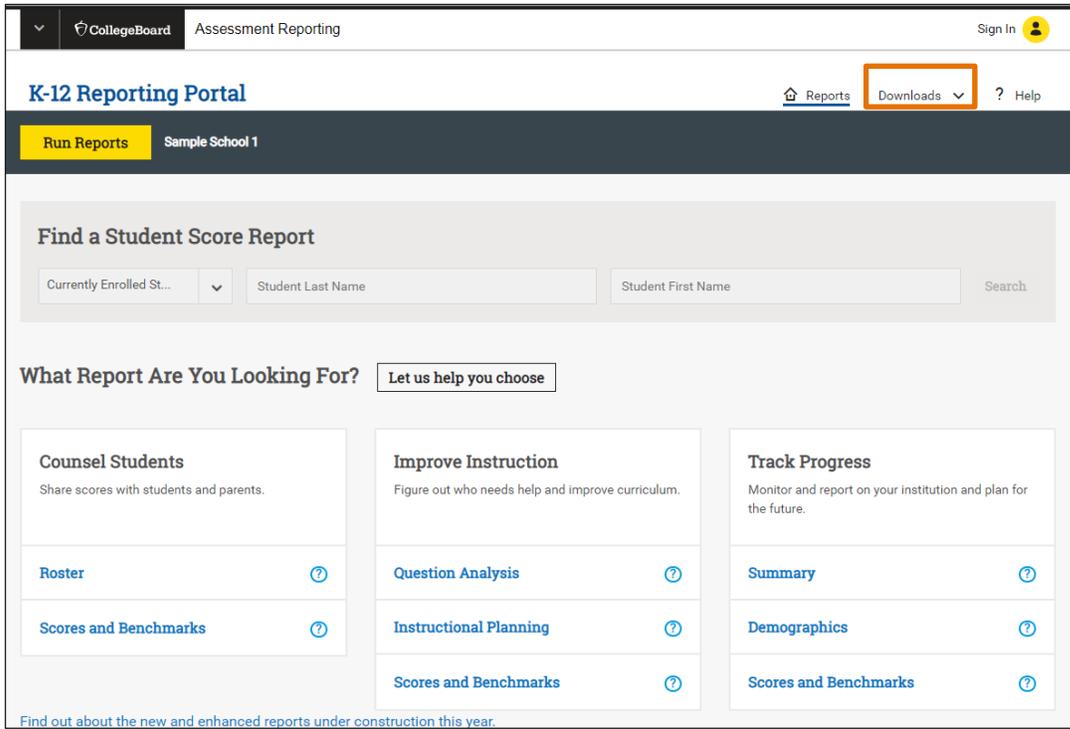**CollegeBoard**

SAT Electronic Fee Waiver Distribution

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.
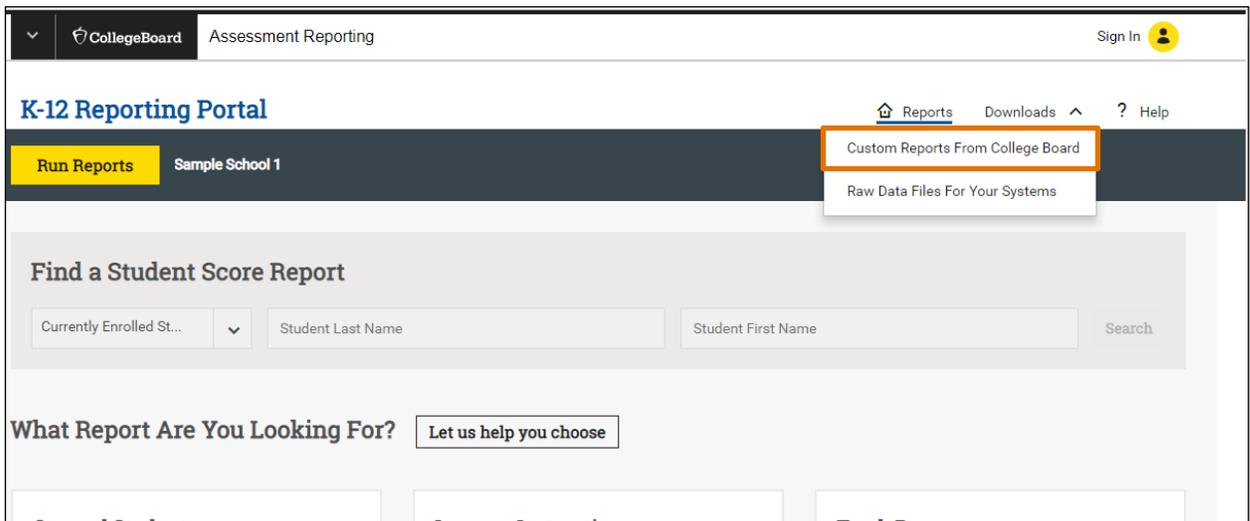
- Weekend SAT® fee waivers will now be provided through the College Board **K–12 Reporting Portal**. Electronic fee waiver distribution provides streamlined access for students to their benefits in a flexible manner as you navigate uncertainties due to the coronavirus this fall.

- Educators, including testing coordinators, counselors, and/or administrators, 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.

- Educators that have K–12 detail- or summary-level access to the K–12 Reporting Portal can access the Downloads tab and Custom Reports feature.

- 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 Assessment Reporting Help** web page may also be of assistance.

- Electronic fee waiver codes will be delivered in the K–12 Reporting Portal by **August 17** and are for use starting with the September administration. Community-based organizations will continue to receive paper fee waiver cards because they don't have access to the K–12 Reporting Portal.

- Fee waivers for the August 2020 SAT weekend administration should come from the allotment of fee waivers delivered in August 2019. Any fee waiver codes leftover from last year are valid and can be used this year. If schools don't have access to their 2019 allotment, please call customer service.

K–12 Reporting Portal Screenshots

1. **Click on Downloads**

2. **Click on Custom Reports from College Board**

3. Your file of electronic fee waiver codes will appear in My Custom Reports

FAQ

Why are you providing fee waiver codes through the K-12 Reporting Portal?

Delivering fee waivers through the K–12 Reporting Portal is a streamlined process that allows access for all students. We have piloted this process throughout fall 2019 and schools have shared the simplicity of accessing their fee waivers online. Because of the uncertainty around the opening of schools in the fall due to the coronavirus, schools can be sure they'll have access regardless of their opening status.

But I don't have 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 access the codes from the Download center.

Can I distribute these codes for the August 2020 SAT administration?

You should use the fee waivers distributed in August 2019 for the August 2020 administration. If you need fee waivers for the August 2020 administration because your school is closed and you can't access your fee waivers, we can send them to you. Please contact Customer Service.

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: 2020 SAT Fee Waiver Codes [Your AI Code], e.g., 2020 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 will be available by August 17.

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 are using emails to send the codes to students, offering an easy-to-find

record of each fee waiver code and the date sent to each student, and allowing students to copy and paste the code when registering online for the SAT. The College Board recommends that you or a designee:

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

- Use our fee waiver card template, which will be 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.

How will my additional fee waiver codes be delivered?

All supplemental fee waiver approved requests will be delivered electronically via the requestor's email.

Will community-based organizations and other organizations still receive SAT fee waivers?

Yes, community-based organizations and other organizations that have received SAT fee waivers and that demonstrate usage will continue to receive fee waiver cards in the summer mailing.

I prefer to give out paper cards and would like to continue that process. Is that possible?

We encourage using the K–12 Reporting Portal to retrieve codes to ensure there are no barriers to receiving the fee waiver codes. However, if you expect an issue with accessing fee waivers sent to you through the K–12 Reporting Portal, please call customer service.

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?

If a student has used a code, their My Fee Waiver Benefits section should appear in their online account. The Roster Report in the K–12 Reporting Portal indicates whether a student has used a fee waiver to register for the SAT or for SAT Subject Tests. The Roster Report is a different file and should be used to identify students who have used fee waivers. The file in the Download center is where codes should be pulled from for distribution.