

Dear Parents and Guardians,

March 2, 2016, is the Connecticut SAT School Day administration. SAT scores are used by the Connecticut State Department of Education (CSDE) for school and district accountability purposes. The CSDE adheres to all federal and state data privacy laws and does not release student data to third parties, including colleges or universities.

Parents and students have control over the release of the score to colleges and universities from the March 2, 2016, Connecticut SAT School Day. If students and parents want an SAT score from the March 2, 2016, Connecticut SAT School Day exam to be sent to colleges or universities, they must *explicitly request a “score send” from College Board.*

1. Following the March 2, 2016, Connecticut SAT School Day exam, students will receive four free “score sends.”
 - **The deadline for orders is Friday, March 11, 2016, 11:59 p.m. EST.**
2. In order to send scores, students must already have or create a College Board account at collegeboard.org/mysat and then select each college or university they want to receive scores.
 - Requests for “score sends” after the deadline are \$11.25 each.
 - Additional “score sends” are \$11.25 each.
3. Students who have taken the SAT on multiple occasions (including the Connecticut SAT School Day exam) have the option of using *Score Choice* at <https://sat.collegeboard.org/register/sat-score-choice>.
 - *Score Choice* allows students and parents to choose which SAT score (by test date) to send to colleges or universities.
 - It is up to students and parents to investigate college or university policies regarding admission procedures related to SAT scores to determine what scores are needed.
4. Students and parents can **completely remove** the March 2, 2016, Connecticut SAT School Day exam score from the student’s College Board record of SAT scores.
 - Students and parents must complete a *Request to Cancel Score Form*, which will be distributed on test day. Please fax your signed request to: 610-290-8978, or send by overnight mail to SAT Program, Score Cancellation, 1425 Lower Ferry Road, Ewing, NJ 08618.
 - **The deadline to completely remove scores is Monday, March 7, 2016, 11:59 p.m. EST.**
 - SAT scores from the March 2, 2016 Connecticut SAT School Day exam will still be used by the Connecticut State Department of Education (CSDE) for school and district accountability purposes.

For more information about assessments, you may also visit our Web site at [INSERT DISTRICT ASSESSMENT WEBPAGE, if applicable] or the Connecticut State Department of Education SAT web page at www.ct.gov/sde/sat .

Sincerely,

[INSERT NAME]

[INSERT TITLE]