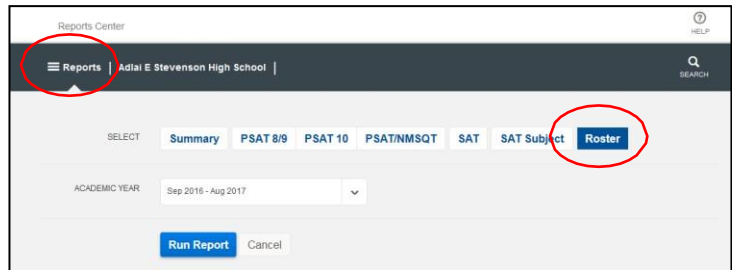


# Directions for Finding SAT® Registration Numbers in the K-12 Educator Reporting Portal

Each school's Test Supervisor with access to the College Board Educator Reporting Portal can see a roster of the students that were registered based on the bulk registration file that was submitted by the Colorado Department of Education. Using this roster, the Test Supervisor can locate the student registration number to help students add the essay if the student's School Day test registration does not appear in their existing College Board account.

To access the Roster Report:

1. Log in to the [K-12 Educator Reporting Portal](#). You must have "detail" access to see the student level detail. Contact your DAC for access if you do not see student level detail.
2. Click **Reports** and then choose **Roster**.
3. Select the Academic Year and click **Run Report**.



4. On the Roster Report Summary page, choose SAT & SAT Subject Test and click **See Detailed Report** next to the name of the assessment.

Administration	Total Registrations	SAT Registration	SAT Absent	SAT % Absent	SAT with Essay Registration	SAT with Essay Absent	SAT with Essay % Absent	Fee Waiver Used	Fee Waiver Absent	Fee Waiver % Absent
SAT School Day April 2017	235	235	0	0%	0	0	0%	0	0	0%
SAT January 2017	4	3	0	0%	1	0	0%	0	0	0%
SAT December 2016	4	3	0	0%	1	0	0%	0	0	0%
SAT November 2016	4	2	0	0%	2	0	0%	0	0	0%
SAT October 2016	11	7	0	0%	4	0	0%	0	0	0%

5. On the Roster Report Details page, registered students should be listed along with their Registration number. Use the **Roster Report Filters** to select the April 10th test date. To print a spreadsheet with student names and registration numbers, click **Export**.

Student Name	Student ID	Grade	Assessment	Test Date	Registration #	Absent Indicator
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**NOTE:** Newly enrolled students (students that enrolled after CDE pulled the roster from Data Pipeline) will not be included on the roster report, nor will the school receive a barcode label for new students.