

HIGH SCHOOL CODE REQUEST FORM

For Office Use Only
CODE NUMBER _____
DATE _____

Complete this form to apply for a school code number. *Individual home schools: contact your association to obtain its code number. Virtual/Internet Schools are eligible only for a Level I code, provided they meet the criteria below.*

Check the code level for which you are applying below.

- Level I Code:** If you would like your institution to receive your students' SAT[®], PSAT/NMSQT[®], PLAN[®], or ACT Assessment[®] scores; if you would like to receive SAT or ACT[™] publications; or if you would like to administer PLAN, **complete page 1 only.**
- Level II Code:** If you would *also* like your institution to administer the SAT, PSAT/NMSQT and/or AP[®] Exams, **complete pages 1 & 2.**

SECTION I - Level I Code

To receive scores, to receive SAT or ACT publications, or to administer PLAN, your institution must:

- teach at least through the 10th grade, or provide evidence that a 10th grade will be added within the next 12 months,
- have a course of study that leads to a diploma or GED, and
- have a minimum of 10 students enrolled in grades 9-12.

1. Official School

Name _____

Shipping Address (may not be Postal Box) _____

Mailing Address (if different from shipping) _____

(city)

(county)

(state)

(zip)

Telephone number (____) _____ Fax number (____) _____

E-mail Address _____

School District _____

2. When did school open to students? _____ / _____ / _____ mm/dd/yy

3. If the school has ever used a different name or address, please enter it here: _____

4. Type of School (**check all that apply**):

- public church school or other religious charter school coeducational
 private (independent) Home School Association correspondence course delivery primarily online
 other (explain) _____

5. Enter the number of students enrolled in each grade _____ 9 _____ 10 _____ 11 _____ 12

6. Please check any of the following statements that apply:

- School has a course of study that leads to a high school diploma.
 School has a course of study that leads to GED.

By signing this form I confirm that the information provided in Section I and/or Section II is true and accurately describes the school noted above. I understand that if information is falsified, I will be held accountable and may be subject to legal action or deactivation of the high school code.

Name of principal or head administrator _____

Signature of principal or head administrator _____

Date: _____ / _____ / _____

Mail your completed School Code Request Form to:

ETS - Code Control

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P.O. Box 6200, Mail Stop 25-Q
Princeton, NJ 08543 USA
Phone: 609 771-7091 Fax: 973-735-0392

SECTION II - Level II Code

Schools wanting to administer the SAT, PSAT/NMSQT and/or Advanced Placement exams MUST meet all of the criteria for receiving Level I code:

1. teach at least through the 10th grade, or provide evidence that a 10th grade will be added in the next 12 months
2. have a course of study that leads to a diploma or GED and
3. have 10 full-time students enrolled in grades 9-12.

AND

4. offer classroom instruction of the core curriculum courses on-site during the day.

If you meet all the requirements noted above, then you may be eligible for a Level II Code. In order to be considered for a Level II Code you must answer the questions below, have the form notarized, and then send this form to the address on the first page.

If you do not meet the basic requirement noted above, you are not eligible for a Level II code.

7. Are you accredited by one of the agencies/organizations listed on the attached College Board Approved Accreditation list? Yes ___ No ___

- a. If yes, which one? _____
- b. If no, are you accredited by any other agency/organization? Yes ___ No ___
 1. If yes, please note the agency/organization: _____
- c. School's accreditation expiration date: ___/___/___mm/dd/yy

8. Enter the number of full-time students taught on-site for each grade: 9 ___ 10 ___ 11 ___ 12 ___

9. Total number of secondary school (grades 9-12) teachers: full-time ___ part-time ___

10. Total number of secondary school teachers with the highest college degree as:

Less than Bachelor's ___ Bachelor's ___ Master's ___ Doctorate ___

11. Are any relatives of students enrolled in grades 9-12 employed as teachers or administrators at this school? Yes ___ No ___

If yes, how many teachers and administrators are related to students?

Teachers ___ Administrators ___

12. Which academic disciplines are included in a typical student's schedule at this school each year? Check all that apply:

English ___ Math ___ History ___ Science ___ Foreign Language ___

13. Has this school previously administered (check all that apply):

PSAT/NMSQT ___ AP ___ SAT ___ (note SAT test center # _____)

Please enter the date of the most recent administration for any of these exams ___/___/___mm/dd/yy

14. Please answer the following questions about test security:

- a. Where would test materials be stored? _____
- b. Can the storage area be locked? Yes ___ No ___
- c. Who (his/her official position) would be responsible for maintaining the security of test materials?

- d. Would any non-employed persons (office helpers, student aides, parents, or students) have access to this storage area? Yes ___ No ___

This form must be notarized/sealed if you are applying for a Level II school code that allows you to administer secure, nationally standardized, tests (SAT, PSAT/NMSQT or Advanced Placement exams) at your school.

Notary Public _____ My commission expires ___/___/_____