ACT/SAT Common High School Code Request

The following pages contain the ACT/SAT High School Code Request (2 pages) and an approved College Board accreditation list (1 page).

If you believe your school meets the requirements for a code assignment please complete both pages of the form. The completed form needs to be signed by the principal and also needs to be notarized.

Send your completed form to ACT via facsimile, or scan your completed form and attach the scanned copy to an email.

ACT INFORMATION MANAGEMENT-49
PO BOX 168
IOWA CITY IA  52243-0168

Phone:  319.341.2365
FAX:  319.337.1735
Email:  ACTHighSchoolCodes@act.org

Please allow at least three weeks for your code request to be processed.

Thank you for your interest in ACT, Inc. and the services we provide.
HIGH SCHOOL CODE REQUEST FORM
Complete both sides of this form to apply for a school code number

Virtual / Internet schools may be eligible to receive exam scores depending on answers provided via the questionnaire below. Virtual / Internet schools seeking to administer exams will be reviewed on a case by case basis and are required to submit a testing plan. Contact ETS-Code Control for a testing plan template.

Home schools are NOT eligible to administer College Board exams. Home schools should review the procedures for home-schooled students for individual test programs at www.collegeboard.org.

Check all boxes that apply

I am requesting a school code for: ☐ AP® ☐ PSAT//NMSQT® ☐ SAT® ☐ ACT
I want to: ☐ Become a score recipient ☐ Administer assessments

1. Official School Name: __________________________________________________________

   a. Shipping Address (may not be Postal Box):
      __________________________________________________________
      (city) _______ (county) _______ state) _______ (zip) _______

   b. Mailing Address (if different from shipping):
      __________________________________________________________
      (city) _______ (county) _______ state) _______ (zip) _______

   c. Telephone number: (_____) ______________________________
   d. Fax number: (_____) __________________________________________

e. School E-mail Address: _____________________________________________

   g. Are you a member of a school district? ☐ Yes ☐ No
      If yes, list the school district: ______________________________________

   h. Do you share this address with any other school/organization? ☐ Yes ☐ No
      If yes, list the school: ____________________________________________

2. When was the school established? _____ / _____ / _______ mm/dd/yy

3. Has your school ever used a different name, address, or code? ☐ Yes ☐ No

   a. If so, enter old information here: ______________________________________

   b. If a merger, list all schools/codes affected: __________________________________

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

   ☐ public ☐ church school or other religious ☐ private (independent) ☐ correctional youth facility
   ☐ charter school ☐ Home School Association ☐ correspondence ☐ course delivery primarily online
   ☐ other (submit explanation with this form)

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 awards a high school diploma. ☐ School only grants credits toward graduation. ☐ School awards a high school diploma equivalency

7. Do you hold test preparation classes or tutoring activities to prepare students for the AP, PSAT/NMSQT, SAT or other exams? ☐ Yes ☐ No

   If yes, you must provide a description of the programs offered and submit it together with this request.

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Continued on the next page
8. Are you accredited by one of the agencies/organizations listed on the attached College Board Approved Accreditation list? □ Yes □ No
   If yes, which one? ___________________________________________ School’s accreditation expiration date: ___/___/_____ mm/dd/yy
   If no, are you accredited by any other agency/organization? □ Yes □ No If yes, please note the agency/organization: __________________________________________
9. Enter the number of full-time students taught on-site during the day for each grade: 9 _____ 10 _____ 11 _____ 12 _____
   a. What days and hours are students required to be on-site for instruction? _______________________________________________________
10. Total number of secondary school (grades 9-12) teachers: Full-time _____ Part-time _____
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. Total number of secondary school teachers with the highest college degree as:
    □ Less than Bachelor’s _____ □ Bachelor’s _____ □ Master’s _____ □ Doctorate _____
13. 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 □ Other (please list): __________________________________________
14. School has previously administered (check all that apply): □ AP □ PSAT/NMSQT □ SAT □ Other: _____________________ (note test center #____________________)
   Please enter the date of the most recent administration for any of these exams. ___/___/_____ mm/dd/yy
15. School primarily teaches: □ On-site during the day □ On-line □ On-site during the evening
    □ Independent/Home School □ Other (please explain) __________________________________________
16. Please answer the following questions about test security. □ Not Applicable- My institution only wants to receive scores.
   a. Will testing be held at the address listed in #1? □ Yes □ No
   b. Test material received by (name & title): _______________________________________________________________
   c. Where would test material be received? □ Main Office □ Loading Dock □ Other (please specify) ___________________________________________
   d. Where would test materials be stored? _______________________________________________________________
   e. Can the storage area be locked? □ Yes □ No
   f. Name and title of individual responsible for maintaining the security of test materials: ____________________________
   g. Would any non-employed persons (office helpers, student aides, parents, or students) have access to this storage area? □ Yes □ No

By signing this form I confirm that all of the information provided is true and accurately describes the school named on this form. I understand that if any of the information is false, deactivation of the high school code and/or legal action may result.

Signature of Principal Only: ______________________________________________
Print Name of Principal: ________________________________________________
Date: ___/___/__________

This form must be notarized for your high school code request to be processed.

Notary’s Signature_____________________________________________________
This sworn before me on this the _______ day of ________, ________
My commission expires: ___/___/__________

Send your completed High School Request Form to: ACT Information Management-49
P.O. Box 168
Iowa City, IA 52243-0168
Email: ACTHighSchoolCodes@act.org
Phone: 319/341-2365
FAX: 319/337-1735
Below is a list of the College Board approved accrediting agencies/organizations. Please indicate the agency/organization from which your institution has received accreditation on the line provided in Section II, Item 14 on the Code Request Form.

### U.S. Schools

- ☐ State Department of Education
- ☐ Diocese
- ☐ Department of Defense
- ☐ Regional Accrediting Association (refer to the list below)

#### Middle States Association of Colleges and Schools
3624 Market Street
Philadelphia, PA 19104
Phone: 215-662-5600
Fax: 215-662-0957

#### New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730
Phone: 781-2710022
Fax: 781-271-0950

#### North Central Association of Colleges and Schools
Arizona State University
PO Box 874705
Tempe, AZ 85287
Phone: 800-525-9517
Fax: 480-965-8658

#### Northwest Association of Accredited Schools
Boise State University
1910 University Drive
Boise, ID 83725
Phone: 208-426-5727
Fax: 208-334-3228

#### Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
Phone: 404-679-4500
Fax: 404-679-4541

#### Western Association of Schools and Colleges
533 Airport Boulevard, Suite 200
Burlingame, CA 94010-2009
Phone: 650-696-1060
Fax: 650-696-1867

### International Schools

- ☐ Ministry of Education
- ☐ Regional Accrediting Association (refer to the list above)
- ☐ International Accrediting Agency (below)

#### Council of International Schools
Calle Augusto Figueroa 32-34/1G
Madrid 28004 Spain
Phone: 34 91 522 6395 Fax: 34 91 521 4068

### Canadian Schools

- ☐ Provincial Ministry of Education
- ☐ School District/System
- ☐ Canadian International Standards Institute
- ☐ Diocese