

The following information is for schools that wish to cover the basic registration fee for students taking the ACT[®] test via paper registration packet. To order ACT paper registration packets used for this process, please call ACT Customer Care at 319.337.1320.

Note: Plan ahead before beginning this process by checking ACT registration deadlines at www.actstudent.org.

Procedures for Multiple Registrations via Paper Packet

Overview

- Students age 13 or older registering with a fee waiver can register online. They do not need to use a paper registration packet.
See instructions provided on the waiver.
- Students under the age of 13 who wish to register with a fee waiver may register by paper folder but should not be listed on the *Multiple Registration Worksheet*.
- All staff members assisting students with their ACT registration folders must first read *Registering by Mail for the ACT Test* and the *How to Submit Your Photo to ACT* insert, both of which are included in each registration packet.
- Test center codes and college codes are listed at www.actstudent.org.

Completing the Registration Packets

All staff assisting students are expected to collect the completed ACT registration folders (and *Photo Submission Forms*) and review them for accuracy before returning them to ACT.

- Each of the blocks listed below are required to be completed correctly on each folder. The corresponding ovals must also be shaded correctly. If information is incorrect, students may be assigned to the wrong test date or test option, and scores may be withheld.
 - **Block A, B, Q, R, S, U, & V:** Name and mailing address
 - **Block D:** Date of birth
 - **Block E:** Gender
 - **Block J:** Grade in school
 - **Block K:** Year of high school graduation
 - **Block L:** High school code
 - **Block M:** Correct ACT test date and test option
 - **Block N:** Test center codes gridded
 - Visit www.actstudent.org for a list of test centers.
 - Encourage students to grid carefully.
 - Test center assignment is not guaranteed. If all three test center choices are full, the student will be assigned to the nearest available test center.
 - Any change after assignment will incur a test center change fee.
 - **Block X:** Student Signature
- Complete the *Multiple Registration Worksheet*.
- Send the completed materials to ACT as early as possible and well before the published regular registration deadline for the designated test date.

Student Photo Submission Required

All students age 13 or older must submit a photo as part of their registration. Review the information on the *Photo Submission Form* (side 2 of the *How to Submit Your Photo to ACT* insert) in order to help advise students. For multiple registrations, students must provide a hard copy photo. Do not instruct students to provide their photo online.

If the student's photo is not added to his or her ACT account by the deadline for the target test date:

- the student's registration will be cancelled
- the student will not receive an admission ticket
- the student will not be allowed to test

Photo receipt deadlines and additional details are posted at www.actstudent.org.

Completing the Multiple Registration Worksheet

All of the fields on this form must be completed.

More than one worksheet may be needed if the number of students is greater than the spaces allow.

1) Sort the Folders

- a) Sort the registration folders by last name in alphabetical order.
- b) List each student's last name, first name, and date of birth.

2) Fee Institution is Paying For the Student

If your institution is paying all or any portion of the fee...	If the student is responsible for a portion or the entire fee...
<ul style="list-style-type: none">Indicate how much is being paidInclude billing information at the bottom of the <i>Multiple Registration Worksheet</i>.	<ul style="list-style-type: none">Paperclip the check or money order to the folder for the portion the student is paying

Before mailing multiple registrations, check with your business office to ensure you are following your institution's procedures for authorizing funds or requesting to be invoiced. Most business offices require a purchase order number to be referenced on an invoice. Be sure to complete the billing information on the bottom of the worksheet.

3) **Keep a photocopy** of the completed *Multiple Registration Worksheet* for your files and for your business office (if your institution is paying any portion of the fee). ACT will not provide a list of students.

4) Mail the documents

- a) Place the registration folders in a package to return to ACT. Send only the folders. DO NOT put the folders in individual envelopes.
- b) Place the *Multiple Registration Worksheet(s)* on top of the folders so that it is the first item found in the box.
- c) Mail all registration materials in the same container, if possible. If you have to send more than one box, label them "Box 1 of 2", "Box 2 of 2", etc.
- d) Mail the multiple ACT registration materials to:

If using the US Postal Service...	If mailing overnight...
ACT P.O. Box 4069 Iowa City, IA 52243	ACT Customer Care – Multiple Reg (46) 2727 Scott Blvd Iowa City, IA 52243

Deadlines and Fees*:

If your box is POSTMARKED after the regular (first) registration deadline, but before the late deadline...	If your box is RECEIVED after the late (second) registration deadline...
<ul style="list-style-type: none">Include the additional late registration fee for each registration.If this is not included, students will be billed for the late fee and scores will not be released until the late fee is paid.	<ul style="list-style-type: none">The folders will be processed for the following ACT test date.For the June test: Folders received after the second June test date deadline will be returned.

*Test dates, deadlines, and fees are listed on the last page of *Registering by Mail for the ACT Test*, and at www.actstudent.org.

The deadlines for ACT to receive hard copy photos are listed on the *Photo Submission Form*.

If you have questions, please call 319.337.1320.

If you have questions about completing this worksheet, call ACT Customer Care at 319.337.1320.

High School Code _____ School Name _____

Address _____

City _____ State _____ ZIP Code _____

School Official's Name _____ Title _____

Phone # _____ Email Address _____

This worksheet is for students registering for (check ONE): The ACT (no writing) The ACT with writing
 Create separate worksheets for each test option. **Do not list fee waiver students on this worksheet.**

Student's Last Name	Student's First Name	Date of Birth DD/MM/YY	Fee agency is paying for this student
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Provide billing information below:

_____		_____	
Bill to Institution		Billing Contact	
_____		_____	
Billing Address		Title	Phone #
_____		_____	
City	State	ZIP Code	Email

If a purchase order is required by your institution for billing purposes, provide that number here: _____

Each student must include a completed *Photo Submission Form* with attached photo (side 2 of the *How to Submit Your Photo to ACT insert*) with their registration.