

Date:	Important Reminder:	Notes:	Related Publications/Services:
April	Schools receive the 2004 PSAT/NMSQT Registration Mailing.	Registration mailing includes a fee waiver application, registration card with access code/instructions for online registration, and copies of student/parent flyers for duplication and distribution. Schools must order online.	Visit www.collegeboard.com/school to register online for the 2004 PSAT/NMSQT.
	All schools must ensure that students with disabilities who are requesting accommodations have acquired Services for Students with Disabilities (SSD) codes prior to the October 2004 test dates.	Students who apply for SSD codes in the spring are ensured of an outcome in time for the October PSAT/NMSQT administrations.	Schools receive multiple SSD Eligibility forms in spring/summer mailings. For additional forms, e-mail ssd@info.collegeboard.org or call 609-771-7137 (voice) or 609-882-4118 (TTY).
June 15 th	Schools should be registered for the PSAT/NMSQT by this date.	Schools registered by this date will receive <i>Student Bulletins</i> ahead of test materials, allowing students more time to practice for the test.	Visit www.collegeboard.com/school to register online for the 2004 PSAT/NMSQT.
	Fee Waiver Request forms must be returned to your College Board Regional Office.	Fee waivers are allocated in early September for eligible Juniors.	Fee Waiver Request Forms are sent with the 2004 PSAT/NMSQT Registration Mailing received by schools in April 2004.
August	<i>Working with the PSAT/NMSQT</i> kit, including a new version of <i>ScoreWrite</i> , arrives in schools by this time.	This publication includes information about test administration, <i>Score Report Plus</i> , a Supervisor's Manual, student flyers, and parent flyers in both English and Spanish. Duplicate and distribute these flyers to students and parents.	<i>Working with the PSAT/NMSQT</i> is mailed to all schools automatically. Schools that have not received a copy by mid-September can send an e-mail to psat@collegeboard.org or call 212-373-8740.
September	Schools can plan a presentation to help prepare students/parents/teachers for the PSAT/NMSQT.	<i>Preparing Students for the PSAT/NMSQT</i> , a free classroom presentation, includes test taking tips and question overviews. The video <i>Destination College</i> addresses the college-going process and guides students through <i>Score Report Plus</i> .	Download <i>Preparing Students for the PSAT/NMSQT</i> in PowerPoint or PDF format from www.collegeboard.com . <i>Destination College</i> is available in English and Spanish, and can be purchased on www.collegeboard.com
September 1 st	Last date for U.S. schools to decrease test book orders.	Use this option to avoid paying an unused test fee as a consequence of over-ordering test books.	For more information about the unused test fee, go to the PSAT/NMSQT education professional pages of www.collegeboard.com .
September 10 th	SSD Eligibility Forms must be received by this date (final deadline).	For all students without active SSD codes or students who are new to a school.	If you have questions concerning Services for Students with Disabilities, call 609-771-7137 (voice) or 609-882-4118 (TTY).
Mid-September	<i>Student Bulletins</i> arrive in schools that have registered by June 15 th .	<i>Student Bulletins</i> include a full-length practice test. Students should be encouraged to take the practice test, the best way to prepare for the PSAT/NMSQT.	Duplicate and distribute informational flyers for students and parents sent to schools with the <i>Registration Announcement</i> .
September 30 th	Last date to increase test book orders to ensure delivery prior to test date.	Additional test books should be ordered at this time if schools determine that they have under-ordered test materials.	Schools can track test materials orders online through their PSAT/NMSQT ordering pages.
October 6 th	Test booklets, answer sheets, and PSAT/NMSQT Supervisor's Manuals arrive at schools by this time.	Schools that registered after June 15 th will receive <i>Student Bulletins</i> along with their test materials.	Schools that have not received test materials should go online and track their test shipment. Schools who cannot access their order online can call 1-888-477-PSAT.
October 13 th	Wednesday PSAT/NMSQT test date	Completed answer sheets and required forms must be submitted within 48 hours after test administration.	Go to www.collegeboard.com/school to complete remittance report, print, and mail in separate envelope provided.
October 16 th	Saturday PSAT/NMSQT test date		
October 31 st	First deadline for ordering PSAT/NMSQT optional reports.	Optional reports include the Special Summary Report, System Summary Report, and Electronic File of Student Data.	See <i>Working with the PSAT/NMSQT</i> for more information about ordering optional reports, or visit www.collegeboard.com/prof/ .
December	Schools can plan a presentation to help students/parents/teachers understand PSAT/NMSQT results.	<i>Understanding Results from the PSAT/NMSQT</i> , a free classroom presentation, takes students/parents/teachers through each section of <i>Score Report Plus</i> .	Download <i>Understanding Results from the PSAT/NMSQT</i> in PowerPoint or PDF format from www.collegeboard.com .
	Student score reports should be received in schools by mid-December.	Score reports and interpretive materials are mailed to school principals. Schools that have not received reports by mid-December should go online and check tracking information.	Schools receive two copies of <i>Score Report Plus</i> , <i>Understanding 2003 Scores</i> brochure, a <i>Score Report Tutorial</i> for parents and younger test takers, a <i>Roster of Scores and Plans</i> , one set of score labels, and a <i>School Summary Report</i> .
Late December	Projected mailing date for Student Data in Electronic Format.	Comprehensive electronic data files are optional. They are a good tool for sharing test results directly with the students' teachers.	Information regarding student data in electronic format can be found in the <i>Guide to Connecting PSAT/NMSQT Results to the Classroom</i> brochure.
January 31 st 2005	Second deadline for ordering PSAT/NMSQT optional reports	Optional reports include the Special Summary Report, System Summary Report, and Electronic File of Student Data.	See <i>Working with the PSAT/NMSQT</i> for more information about ordering optional reports, or visit www.collegeboard.com/prof/ .
February 2005	Web release of Summary of Answers and Skills (SOAS) Reports, AP Potential™, and 2004 Summary Report: National, Regional, and State Data for College-Bound Juniors and Sophomores.	The <i>Summary of Answers and Skills</i> is only available for schools that test at least 25 students per grade level tested.	Information regarding the <i>Summary of Answers and Skills</i> report can be found in the <i>PSAT/NMSQT Guide to Connecting PSAT/NMSQT Results to the Classroom</i> brochure.
April 2005	College Bound Juniors/Sophomores Reports available online.	Comprehensive online report, by state, including national, regional, and state PSAT/NMSQT data, for college-bound juniors and sophomores.	College Bound Juniors/Sophomores Reports are available at www.collegeboard.com/prof/ .