



The vision of Advanced Learning Options (ALO) is to develop and provide world-class advanced learning and educational opportunities that ensure every LAUSD student graduates prepared for college, career and life success.

**YOU'RE INVITED!**

**Local Districts Central, South and West  
SAT School Day Coordinator Work Session**

Advanced Learning Options is conducting two SAT School Day Coordinator Work Sessions on Thursday, January 23, 2020. The AM Session is for Local Districts Central, South and West. This session will support coordinator efforts to address all SAT School Day administration tasks in a timely and effective manner and ensure all SAT administration standards are met. If needed, substitute coverage is provided. Please bring to the session: 1) a laptop, 2) Class of 2021 enrollment numbers, 3) the total number of Class of 2021 students eligible for a fee waiver, 4) the number of non-standard tests needed for students requiring accommodations, 5) AI Code and 6) Test Ordering Site (TOS) Code.

**Thursday, January 23, 2020  
8:00 to 11:00 AM**

**Agenda**

TIME

ITEM

7:30 – 7:55 AM

Check-in

8:00 – 8:10 AM

Welcome/Introductions  
Overview of Work Session  
Accessing SAT School Day Website

8:10 – 10:40 AM

SAT School Day Basics

- Key Deadlines and Timeline to Test Day
- Ordering Exams
- Students with Disabilities
- Preparing for Test Administration/Training of Proctors
- Billing
- Resources
- SAT Memorandum and Coordinator “Stipend”

10:40 – 11:00 AM

Q & A

**Location:**

Pepperdine University  
West L.A. Graduate Campus  
6100 Center Drive  
Los Angeles, CA 90045  
(Validated Parking)

*(Specific instructions regarding parking and workshop location will be sent with registration confirmation.)*

**Registration:**

MyPLN: <http://achieve.lausd.net/mypln>

Search: SAT School Day AM Work Session  
Registration closes Tuesday, January 21, 2020 (noon)

**Important Note:**

Verify that you can log on to the SAT Test Ordering Site at [ordering.collegeboard.org](http://ordering.collegeboard.org) or click **SAT TEST ORDERING.**

**Questions:**

Please contact Candace Seale at [candace.seale@lausd.net](mailto:candace.seale@lausd.net).

