PSAT & SAT

COLORADO
Department of Education

School Invalidation Coding and Unique Circumstances FAQ's

Guidance for PSAT/SAT School Day Administration

1. **What are Reason Not Tested/Special Use Only codes?**

   Students who did not participate in the assessment or who fit a unique situation (i.e. - Newcomer, Full-time Homeschool) should be given a Reason Not Tested/Special Use Only code established by the Colorado Department of Education.

2. **Where can I find the list of Reason Not Tested/Special Use Only codes?**

   *The codes can be found in the **College Board Colorado Test Coordinator manual**. The manual is located either in our Colorado Department of Education PSAT/SAT Website or in the College Board Colorado website.*

3. **Who can submit Reason Not Tested/Special Use Only codes?**

   School Assessment Coordinators (SACs) and District Assessment Coordinators (DACs) may enter applicable codes in the College Board Student Data Management System (SDMS) within individual student records through April 30, 2027. From May 1 through May 7, 2027, only DACs are authorized to enter codes, and this must be completed in SDMS within each student's record.

Code 1- Took Other Assessment

4. **What do I do if I have a student who is in my SDMS roster but is taking an alternate assessment (CoAlt/DLM)?**

   The student will stay in the roster but should be coded with a Code 1 - Took other assessment.

For additional questions, please visit https://ed.cde.state.co.us/assessment/sat-psat

Code 2-Newcomer to the U.S. Taking EL Math Only

5. **When do I use a Code 2 for a Newcomer to the US?**

   Code 2 should only be given to students who are NEP/LEP ***-and-*** *Newcomers to the US as of April 6, 2026* ***-and-*** *are taking the EL Math only version of the PSAT/SAT assessment. For more information, please visit the Colorado Department of Education PSAT/SAT Website Accommodations page and select Multilingual Learner Supports.*

Code 3 - Withdrew Before Completion

6. **What do I do with a student who has transferred out of my school but is still listed in my roster?**

   The student record ***cannot be deleted****. Instead, the student should stay in the roster in SDMS and be assigned* ***Code 3 - Withdrew Before Completion****, and the* ***Release*** *option within the student's record in the SDMS roster should be selected. This will allow a receiving district to efficiently transfer the student into their roster.*

7. **How do I handle a student who has changed grade levels mid-year?**

   If a student's grade level changes, the following actions should be taken:

   - ***Grade 8 to Grade 9****: The student must be registered as a new student in the Student Data Management System (SDMS) and assigned the PSAT 9 assessment.*

   - ***Grade 9 to Grade 10 or Grade 10 to Grade 11****: The District Assessment Coordinator (DAC) must update both the student's grade level and the associated assessment type in SDMS prior to saving the record.*

   - ***Change to a grade level outside of Grades 9-11 (e.g., Grade 12)****: The student record will remain on the roster; however, it should be assigned* ***Code 3 - Withdrew Before Completion****.*

8. **How do I code a student who is considered a Dropout?**

For the purposes of state assessment administration, a dropout is defined as a student who is at least 18 years of age and for whom there is clear evidence of permanent withdrawal from the school system. When applicable, the student should be coded as ***Code 3 – Withdrew Before Completion****.*

9. **What do I do about an expelled student?**

It is the district's responsibility to ensure every effort is made to test expelled students receiving educational services. Assessment results for these students are included in district results; they are not included in aggregated school results.

If an expelled student is still receiving educational services from the district, they should still be provided the opportunity to test and would be coded the same as any other student enrolled in the district if they choose not to participate in the test.

If expelled during the time of testing and the student is not receiving educational services because the student has withdrawn, use ***Code 3 – Withdrew Before Testing****.*

Students who are expelled should be identified as expelled within the Student Interchange Student School Association file and that data will be in the SBD Snapshot. Expelled students' results will be excluded from school level reporting.

Code 7 – Medical Exemption

10. **What qualifies a student for Code 7 – Medical Exemption?**

A student may be assigned Code 7 – Medical Exemption only when they meet clearly defined eligibility criteria. This designation is reserved for students who are unable to participate in statewide assessments due to a documented, significant, and fully incapacitating medical condition or emergency that persists for the entire (or remaining) testing window.
Key criteria include:

- *The medical condition must be severe and fully incapacitating, preventing the student from participating in any instruction, whether at school, at home, or in a state- or district-operated setting.*

- *Examples may include extended hospitalization or a serious medical emergency (e.g., recovery following a major accident).*

- *Students who are homebound and not receiving instructional services due to a qualifying medical condition may be eligible.*
- *If a student is medically unable to leave their home to access an approved testing site, and the condition meets the criteria above, they may qualify for a medical exemption.*
- *This code must not be used for routine or short-term illnesses or typical absences during testing.*

Out-of-State Homebound Students:
If a student is homebound out of state, eligibility depends on whether the student remains enrolled in a Colorado public school and whether the medical condition meets all medical exemption criteria. The district should verify the basis for the homebound designation and ensure the condition is sufficiently severe and documented.

Code 8 - Part-Time Public/Part-Time Homeschooled Student

11. I have a student who takes at least one course with our school but is otherwise homeschooled. What are my requirements for this student?

*The student must be coded with **Code 8 - Part-Time Public/Part-Time Homeschooled Student** **regardless of whether they participate in testing.** If a homeschool student is classified by the district as being a part-time public/part-time home-schooled student (for example, if the homeschool student is taking one or more classes at their local high school or through the district such as physics, band, or choir), then the homeschool student would be **eligible** to take the school day PSAT or SAT due to their status as a part-time public school student. However, the student is **not required** to take the test with the local public school. For students in a part-time home-based educational program electing to take the exams, their results are not used in calculation of school, district, or state results (provided the district properly identifies them as part-time public/part-time home-schooled students).*

12. I have a full-time homeschool family who has approached our school requesting to take the PSAT/SAT. How should this be handled?

Full-time homeschooled students are not eligible to participate in Colorado's PSAT or SAT School Day administrations. Instead, these students should be directed to register for a national SAT test date through their personal College Board account and are responsible for any associated fees.

This guidance is based on C.R.S. § 22-7-1006.3 (9)(b), which outlines assessment access for students in nonpublic home-based educational programs. The statute requires that, upon parent or guardian request, a local education provider must allow a homeschooled student to participate in state assessments identified in subsection (1), provided the family covers all associated administration and reporting costs.

However, subsection (1) applies only to CMAS and CoAlt assessments. The PSAT (grades 9 and 10) and SAT (grade 11) are defined separately under subsection (2) of the statute and are not included in the list of required state assessments for which access must be granted to homeschooled students.

As a result, while districts must accommodate homeschool students for CMAS or CoAlt assessments upon request (with costs covered by the family), they are not required—and are not permitted under this statute—to offer access to the PSAT or SAT School Day administrations.

According to C.R.S. § 22-7-1006.3 (9) (b), the statute states:
A local education provider, upon the requests of the parent or legal guardian of a child who is participating in a nonpublic home-based educational program pursuant to § 22-33-104.5 must permit a child to take a state assessment required by subsection (1) of this section and must provide to the parent or legal guardian of the child the results of the state assessment administered. The parent or legal guardian of the child must pay all costs associated with administering and providing results for the state assessments.

Code 9 - Parental Excuse

13. I have a parent requesting to opt out of testing. How do I handle this?

*Colorado law requires that each district develop a local policy and procedure for parents to excuse a student from state assessments. You will need to check with your District Assessment Coordinator (DAC) about the specifics of your district's parental excuse policy. When you have received a parental excuse, the student should be coded as a **Code 9 - Parental Excuse**.*

Code 10 - Absent

14. How do I code a student who has been suspended?

Because students who are suspended are enrolled in public schools, it is the district's responsibility to ensure instruction and assessment are offered to these students. Include suspended students' demographic information, even if they are not tested. The results for suspended students are included in the school's report as well as the district's report. Withdrawn coding is inappropriate in this situation. Instead, suspended students who do not attend and complete the test should be given ***Code 10 – Absent****.*

15. How do I code a student who is chronically absent?

If a student remains enrolled in a school, the district is responsible for ensuring the student is included in testing and properly accounted for, regardless of attendance. This includes students who are chronically absent. It is not appropriate to assign a withdrawal code in this situation. Instead, if a chronically absent student does not attend or complete the assessment, the student should be assigned ***Code 10 – Absent****.*

Unique Circumstances

16. I have a student who wants to use a preferred name. How do I handle this prior to and after testing?

A student's preferred first name may be updated in the "Other Name" field in SDMS by the District Assessment Coordinator (DAC) or the School Assessment Coordinator (SAC). Updates made in SDMS will automatically populate in TDTK. It is recommended that preferred/other names be entered as early as possible. The preferred name will appear on the student's test ticket (for both the student readiness check and the state assessment), the welcome screen in the Bluebook application, and the paper score report.

Names entered in the "Other Name" field will not affect the legal name, and therefore will not impact the SBD process.

17. How do I handle a test registration for a student who enrolled with our school during the test window?

A student must be registered in SDMS no later than April 21, 2027 to have a digital test package created for them. Districts are responsible for making every reasonable effort to assess newly enrolled students, while acknowledging practical limitations for those who enroll during the testing window. Students who cannot meet that deadline should not be added into SDMS and do not require a Reason Not Tested code.

18. Should I test a foreign exchange student?

Colorado public schools are required to administer state assessments to all enrolled students, including foreign exchange students.

19. How do I handle Dually Enrolled Students?

In instances where a student is dually enrolled in both an online school and a "brick and mortar" school, both schools must work together to ensure the student is appropriately assessed and that the student's scores are attributed to the appropriate school.

20. Should a student in a GED program be tested?

Eligibility for testing depends on how the student is classified by the district. If a student is officially enrolled as a full-time student at the school, the school is responsible for including the student in required testing. In some cases, districts maintain enrollment for instructional support but withdraw the student prior to testing; in such instances, the student would not be included.

If the GED program serves students who are not formally enrolled (e.g., students who have previously dropped out and are receiving support services only), the school is not responsible for testing those individuals.

At a minimum, districts should ensure that all enrolled students are provided the opportunity to participate in required assessments.

21. **What if a student is in a facility or detained and receiving instruction?**

- *Facility - If this is an Approved Facility School (state-run facility), district-run facility, or if the student is detained, then the facility is required to administer the assessment.*

- *Detained - Students who are detained in a regional detention facility are required to take the state assessments. The district responsible for providing educational services at the detention facility is also considered the district of enrollment for state assessment administration purposes. Results for detained students remain with the youth service center where these students received educational services and took the assessment.*

22. Which assessment should be administered to a student who has been retained and is repeating a grade level?

The student should take the assessment **aligned to their current grade level,** *even if this results in the student taking the same assessment as in the previous year*

23. How do I handle the test record for a deceased student?

Contact Melissa Carpenter (carpenter_m@cde.state.co.us) at CDE.