

Waiving Accommodations and Force Matching SSD IDs in SDMS

Waiving Accommodations in SDMS

Students can waive all or part of their approved accommodations for spring 2025 SAT, PSAT 10, or PSAT 8/9 testing.

Note: Waiving accommodations for spring testing does not affect the student's SSD Online profile.

Example: A student is approved for extra breaks and up to time and one-half. After a conversation with the student and their family, they have decided that they just want the extra breaks with standard time for spring SAT. The SSD Coordinator logs the conversation locally via their own process.

The coordinator then logs into SDMS and waives the up to time and one-half for this student's SAT registration. The test package is re-provisioned within two business days, and when the student logs into Bluebook to take the SAT, they will see only Extra Breaks as their approved accommodation. The student still has Extra Breaks and Up to Time and One-half approved in SSD Online for all other College Board tests, such as AP.

Waive Accommodations

The screenshot shows a student profile form in SDMS. At the top, there are action buttons: Delete, Within District Transfer, Release, Reset, and a blue Save button with a floppy disk icon, which is highlighted with a red rectangle. Below these are fields for Date Of Birth (11/06/2005), Grade (10th Grade), Gender (Another), and a Home School Indicator checkbox. The SSD ID is 2306468442, with a note: "This SSD ID has been force matched". The Accommodations section, also highlighted with a red rectangle, shows two toggle buttons: "(007) Math: Time and one-half (+50%) WAIVED" (which is turned on) and "(020) Other: Extra / Extended Breaks" (which is turned off). At the bottom of this section is a checked checkbox labeled "Waive Accommodations".

Login to SDMS and find the student by searching the name or student ID in Roster or Manage Students.

Expand the student profile and use the toggle buttons next to the accommodations to waive the accommodations.

Press the blue Save button to apply the change.

Note: If a student changes their mind, you can use the toggle button to reinstate that accommodation for the spring SAT or PSAT – it takes up to 1 business day to re-provision a test package into Bluebook.

Force Matching SSD IDs to Registrations

- For most students with accommodations, their registration will automatically be matched to their accommodations in SDMS. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.
- However, because they come from two different sources, in some situations, these records are not able to be matched. This may happen if, for example, the student's name is different in SSD Online from the name provided in the student's test registration.
 - The functionality to force match SSD IDs in SDMS makes it easy for DACs, School Test Coordinators, and SSD Coordinators to match the student test registration to their SSD accommodations using their SSD ID number.
 - To do this, you must know the student's SSD ID number, which is available in SSD Online. If you or the student don't know their SSD ID number, the student and coordinator can call the Colorado SAT School Day Support at 1-866-917-9030 to find out the SSD ID.

Force Match Accommodations

In the student's detailed record, users locate the SSD ID field.

Enter the student's SSD ID number into this field.

After the number is entered, the save button will appear in blue.

Click the blue Save button.

The screenshot displays the 'Student Roster' interface. On the left, a 'Filters' sidebar contains input fields for 'First Name', 'Last Name', and 'State Student ID', along with an 'Advanced Filters' section. The main area features a table with columns: 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Date of Birth', 'MI', 'Grade', 'Gender', and 'School...'. Below the table, a student record for 'Malone' is shown with fields for 'dateofbirth' (11/01/2008), 'Grade' (11th Grade), and 'Gender'. A red box highlights the 'SSD ID' input field, and another red box highlights the 'Save' button, which is blue and located above the 'SSD ID' field.

Accommodations Management Tools – Force Match

Users receive a popup asking them to confirm that the SSD ID number they have entered for this student is accurate.

After they've confirmed this, they click the blue **Force Match** button.

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel **Force Match**

Matched SSD ID

Once the matching SSD ID is completed, the 10-digit SSD ID number will display in the student profile.

The screenshot displays the 'Student Roster' interface. On the left, a 'Filters' sidebar includes input fields for 'First Name', 'Last Name', and 'State Student ID', along with an 'Advanced Filters' section. The main area features a table with columns: 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', and 'AI Code'. Below the table, a student profile form is visible. It includes fields for 'Middle Initial' (containing 'TestFifteen'), 'Last Name' (containing 'TestFifteen'), 'date of birth' (containing '01/11/2005'), 'Grade' (containing '11th Grade'), and 'Gender'. A red rectangle highlights the 'SSD ID' field, which contains the number '7738675309'. Other fields include 'Accommodation' and a 'Home School' checkbox.

Getting Help

College Board's Colorado Customer Service

866-917-9030

ColoradoSchoolDaySupport@collegeboard.org

Visit the [Colorado Resource Repository](#)

Visit the Colorado Website

www.collegeboard.org/colorado

Contact CDE

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