

SPECIAL INSTRUCTIONS FOR REGISTERING FOR THE ACT or SAT

SAVE THIS SHEET FOR FUTURE REFERENCE

The SAT Test will be on Saturday, **Dec 1, 2018** at **Minnetonka Middle School EAST**. The **ACT Test** will be on **Sat, Feb. 9, 2019**. Please drop your child off at the **main or cafeteria entrance** between **7:30** and **8:00 AM**. No student will be admitted after 8:15 a.m. Students should report to the cafeteria to check in and receive a testing room assignment. Bring a calculator and pencils! Students may bring a snack and beverage to have during break time. Students may be picked up at approximately 1:00 PM the drop-off entrance.

Registration should be completed on-line at <http://www.ctd.northwestern.edu/program/numats>
Click on the box: **register now** (located in right side of page).

You will need the school's NUMATS #, test center code (all found below), credit card # and expiration date.

Please REGISTER: **BEFORE Oct. 24, 2018 for SAT.** No registrations will be accepted after **Oct. 30, 2018.**
Jan. 11 2019 for ACT. Late fees from **Jan. 12-18 2019.** Fee. \$29.50

Complete each STEP as directed below. Take note the starred items on the website form * are required fields.

My CTD Toolbox

If **NEW**: **CREATE** an account: Email Address, Name, Password information or

If a **RETURNING Customer**: **LOG-IN** with email/password if returning

Click Apply Now

Choose a Program: Select NUMATS

STEP #1 Parent Information: Name, Mailing Address, Phone Number

Choose an existing student or add new student

#2 Student Information: Student Name, Birth Date, Gender

Student Qualifying Information: check one of these three boxes, five are listed

Qualifies for school's gifted program (only WINGS/HP, HONORS, ADV.MATH or ACCEL SCI)

Nominated by parent or teacher (not HONORS or WINGS or past participant)

Past participation in NUMATS (ONLY 8th graders if the student took SAT last year in 7th grade)

#3 Test Choice: select SAT or ACT **Grade:** 7th or 8th

Special Requests: check any that apply (late registration, **documented disability**,

or a non-Saturday test date for religious reasons (Mtka does not have a Sunday test center)

#4 School: Box: **Find my school**-Enter ID Number: **8300599** City: Minnetonka State: MN Click: Search

Click: Minnetonka Middle School East/West

Find a Test Center: right hand side: enter **SAT** test site code: **24189** **SAT** date: 12-1-18 SUBMIT

ACT test site code: **248109** **ACT** date: 2-9-19 SUBMIT

PLEASE do NOT give out these test site codes! They are for Minnetonka students ONLY.

IGNORE: Alternate test date/center

If you need an alternate date/site because you cannot test on given dates – please call

Please do not include essay – we do not recommend

NUMATS and Minnetonka does not provide score comparison

IGNORE: Additional Score Reports

#5 Other Requests: Check any that apply: **Financial Aid** – only for students who qualify for free or reduced lunch (follow process outlined in FAQ or email Zachman)

Choose Y/N is you want to receive Private School Information

Agreement to Policies (click continue to agree)

OVER

#6 **Confirmation:** Verify the information you entered is correct. Finish and Pay

Cost: ACT NUMATS fee: \$43 ACT Test fee: \$50.50 TOTAL = \$93.50

SAT NUMATS fee: \$43 SAT Test Fee: \$47.50 TOTAL = \$90.50

Please note: We do not recommend taking the essay for either exam

Register another student for same test as above student or

Register current student for another test at this point

Credit Card Information: Selecting payment method by entering credit card info.

DAY of TEST: Students should bring...

1. **TEST CENTER ADMISSION TICKET**
2. **Student ID FORM (found in your NUMATS Toolbox) or Minnetonka Middle School Website.**
3. Pencils - #2 with erasers no mechanical
4. Calculator
5. Water
6. Snacks

All prep materials (practice materials) found in NUMATS Tool box.

The later you register, the later you will receive admission ticket...some as late as the day before the test. Suggestion: Do Not DELAY

Questions? Please email Deborah Zachman, deborah.zachman@minnetonkaschools.org
Margaret McDonald, margaret.mcdonald@minnetonkaschools.org

Want to PRACTICE??

1. **SAT** <http://sat.collegeboard.org/practice/>
2. **ACT** <http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>
3. **Both** <https://www.princetonreview.com/> test prep tab – choose test
4. **Both** My CTD Tool Box: #2 Guides for both the SAT and ACT
Practice Questions for both the SAT and ACT
5. **Both** Khan Academy <https://www.khanacademy.org/>