**Directions for Home-Schooled Students Participating in PSAT**

Any home-schooled student may participate in the PSAT at your school. The fee is $17 per student and should be paid to the school. This fee should be deposited into the school’s account and the school will write one check to “CMS” for all fees paid and courier it to Julie Houk at #835A.

* The total number of home-schooled students participating in the PSAT should be identified on the Coordinator’s Report
* Checks should be made payable to CMS

Include home-schooled students:

* When distributing informational materials including *Student Guides*
* In your material counts for answer sheets and test books
* In your testing schedule and room assignments

Reminders:

* Inform students of the test date, time, and location
* Tell students to bring a photo ID
* Keep home-schooled answer sheets separated when returning materials to PSAT

Home-schooled students will need to correctly identify themselves and their school in several locations:

* Cover of the test booklet - Ask home-schooled students to write their name and address on the front cover of the test book so that it can be returned to the student in January
* Field 4: School Code (pg. 56) – Ask home-schooled students to leave it blank
* Fields 9-13: Student Home Address (pg. 57) - The student’s score report will be sent to the student’s home address as provided on his/her answer sheet. Send the student’s test book to the home address provided on the front cover in January when the school receives student score reports
* Field 14: Student ID Number (pg. 57) - Ask home-schooled students to leave this blank