

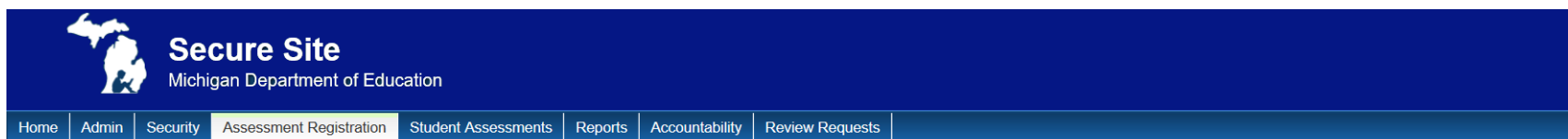
Test Center Participation

OEAA Secure Site

Each year, schools must confirm that they will be administering the SAT, WorkKeys, PSAT 8/9, and PSAT 10. College Board and ACT each have their own rules and processes for this process. Watch the Spotlight Newsletter each fall for information and instructions on this process.

The Test Center Participation page of the OEAA Secure Site can be used to verify that a school has been confirmed by College Board and/or ACT as participating in the current year's assessment. The information for the current year will be populated on the Test Center Participation page once the process has started which is approximately October/November of each year. Once it is available, the page will be updated daily based on the data that is pushed to OEAA by College Board and ACT. Schools can also find their College Board AI Code and ACT High School Code. See the end of the instructions for more information about how the AI and High School Codes are used.

1. Log in to the OEAA Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the Assessment Registration menu at the top, select Test Center Participation.
3. Select the current academic year from the Academic Year drop down.
4. Select the ISD, District, and school from the drop downs if they are not already populated. If you are a district user, you are not required to select a school.
5. To filter the search by assessment, place a check mark to the left of the assessment in the "Participating in" section. To get results back for all assessments, do not check any of the assessments.



Test Center Participation

This screen helps districts and schools to identify schools that have completed the participation process for ACT WorkKeys and established for SAT, PSAT 10 and PSAT 9 spring state assessments. This screen is not used in anyway to complete the ACT participation or SAT and PSAT establishment process. ACT WorkKeys is updated each Thursday and College Board assessments are updated daily.

[Page Instructions](#)

Search Criteria

* Indicates required field

*** Academic Year** ISD District School

Participating in SAT PSAT 8/9 for 8 PSAT 8/9 for 9 PSAT 10 ACT WorkKeys

6. Click on the *Search* button at the bottom right of the page once the selections have been made.
7. The search results will be based on the selections made.

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Search Criteria

* Indicates required field

*** Academic Year** ISD District School

Participating in SAT PSAT 8/9 for 8 PSAT 8/9 for 9 PSAT 10 ACT WorkKeys

Search Results

SCHOOL	PARTICIPATING IN SAT	SAT AI CODE/ HIGH SCHOOL CODE	SAT TEST LOCATION CODE	PARTICIPATING IN PSAT 8/9 FOR 8	PSAT 8 AI CODE/ HIGH SCHOOL CODE	PARTICIPATING IN PSAT 8/9 FOR 9	PSAT 9 AI CODE/ HIGH SCHOOL CODE	PARTICIPATING IN PSAT 10	PSAT 10 AI CODE/ HIGH SCHOOL CODE	PARTICIPATING IN ACT WORKKEYS	ACT WORKKEYS HIGH SCHOOL CODE
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Cedar Creek Christian School (04699)	Yes	230809	88309	Yes	230809	Yes	230809	Yes	230809	No	N/A
Delton-Kellogg High School (00900)	Yes	230810	81342	N/A	N/A	Yes	230810	Yes	230810	No	N/A

- If a school has completed the participation process, the "Participating in..." column will indicate Yes.
- If a school has not completed the participation process, the "Participating in..." column will indicate No.
- If the assessment is not appropriate for the school based on the grade levels of the school, the "Participating in..." column will indicate N/A.

8. Don't forget the column filters can be used to search or filter the columns as needed.

SCHOOL	PARTICIPATING IN SAT	SAT HIGH
Cedar Creek Christian School (04699)		
Delton-Kellogg High School (00900)		
Delton-Kellogg Middle School (06422)		
DK Academy (07761)		

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith

NOTE: The Test Center Participation page is for informational purposes only. No part of the participation process for either College Board or ACT is completed on this page.

AI Code – College Board

The AI (Attending Institution) code is a six-digit number that connects your students to your school in the College Board systems and is different than your Michigan-assigned building or district codes. The AI code will be used on important forms filled out by the test coordinator, student answer sheets and is required to submit accommodation requests. If you already have an AI code from administering College Board assessments in the past, your AI code will not change. If you don't have an AI code, the College Board will assign you one during establishment activities.

High School Code – ACT

The High School Code is a six-digit number that connects your students to your school in the Act systems and is different than your Michigan-assigned Building or district codes. The High School Code will be used on important forms filled out by the test coordinator, student answer sheets and should be referenced in all communications with ACT.

The SAT Test Location Code is no longer used.