

SAT School Day

Educator Access to Scores in the K–12 Reporting Portal

Educators will be able to view SAT scores through the K–12 Reporting Portal. The K-12 Reporting Portal consists of two areas:

- **Reports:** This allows educators to configure and run online reports, apply filters for data analysis, print student reports, and find student registration information.
- **Downloads:** This provides access to downloadable .csv or .xls files of scores.

Educators need two things to access student scores in the Reporting Portal:

1. A College Board professional account. If you don't have an account, [create one](#).
2. Permission from your institution's access manager.

To find out the name of your school's access manager:

1. Log in to your College Board professional account.
2. Scroll down to **Add Additional Tools and Services > K–12 > K–12 Assessment Reporting > Request Access**.
3. You should see the name and contact information of your access manager.
4. Please note that choosing **Request Access** from the portal dashboard doesn't notify your access manager. You still need to contact your access manager directly to receive access.

For additional questions about the K–12 Reporting Portal, contact us at 888-728-4357 or k12reports@info.collegeboard.org.