



# Setup Form - *HSPT® Online Registration*

Scholastic Testing Service, Inc. • 4320 Green Ash Drive • Earth City, Missouri 63045

## CONTACT INFORMATION

School Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Email Address \_\_\_\_\_

## TESTING INFORMATION Complete testing information and indicate report preferences.

**A Testing Materials & Scoring Service:**  I understand this form is solely for setting up my online registration and is *not* an order for testing materials. If I have not already done so, I will contact STS to separately place my order for testing materials and scoring service.

**B Test:** Select the test for which online registration will be used.  HSPT (8th grade test) or...  Pre-HSPT (7th grade test)

**C** Enter your testing dates and the dates you would like online registration to open and close for students.

Test Date:	Registration opens:	Registration closes (end of day):
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**D Student Score Reports:** Would you like to order Student Score Reports? Choose one:  
*Additional charges apply for these services.*

YES – I want STS to send Student Score Reports directly to students. These will be sent a few days after school reports are sent, unless you specify otherwise.  
 YES – I want Student Score Reports sent to me instead of to students.  
 NO – I do not want Student Score Reports at all.

**E School Report Format:** How would you like to receive your school's reports? Choose only one format. (Reports posted online must be printed by the school; paper copies will not be sent by STS.)

Paper shipped to school  
 Posted online

## ONLINE REGISTRATION FEATURES Answer the following items regarding available features.

**F Credit Card Feature:** Will you be using the credit card payment feature?  YES, the cost to students is: \_\_\_\_\_  
 If so, what is the cost for students? *Additional charges apply for this feature.*  NO

**G Accommodations Question:** Do you want the following question to appear on the student registration form... "Do you require testing accommodations? Students requiring accommodations must contact the test center for more information." This is a yes or no question and is not customizable.  YES  
 NO

**H Ethnicity & Race Question:** Do you want students to indicate their ethnicity and race on the student registration form?  YES  
 NO

## SPECIAL NOTES

- Certain text is customizable for your school. This includes the "General" section of the landing page and the bottom of the confirmation email. Topics you may wish to address here could include such things as test times, what time students should arrive, whether or not you accept cash or check payments on the day of testing, or any other special instructions.
- If you wish to order any special reports based on students' elementary/middle schools, a list of schools must be provided to STS to be included on the online registration form.

Please email [support@ststesting.com](mailto:support@ststesting.com) if you have special text to include or wish to provide a list of elementary/middle schools.