

Maine High School Standalone Accounts (MSA) Transfer of Units Request Form

The creation of new institutional accounts, despite the existence of current standalone accounts is necessary to streamline all Maine high school ACCUPLACER accounts. For Maine high schools with available units in their standalone accounts (i.e. accounts separate from the Maine DOE), a new institutional account must be created before transferring units from the existing account to the new account. Upon completion, a request to transfer units must be made by completing and emailing this form to accuplacer@collegeboard.org. ACCUPLACER will process requests on a first-come, first-serve basis within 5-7 business days upon receipt. Forms should be completed by the Institution Administrator or Site Manager; incomplete forms or forms submitted by other personnel (e.g. proctors) will be considered invalid and will not be processed.

Note: Transfers cannot be made until a New Institutional Request** is submitted and a new, independent account is created. Once units are transferred, the old account will be available for reporting purposes, only.

Original Site Account Information— (Transfer From)

Institution Name:					
Institution ID Number :					
Total Remaining Units :			Number of Units to Transfer:		
Address:					
City:		State:		Zip:	

New Institution Account Information—(Transfer To)

Institution Name:	-MSA**				
Institution ID Number**:					
Number of Units to Add :					

Contact Information

First Name:			Last Name:		
Role (Select one):	<input type="checkbox"/> Institution Administrator		<input type="checkbox"/> Site Manager		
Username: <small>(DO NOT include password)</small>					
Email Address: <small>(Institutional Email)</small>			Phone Number:		

* To transfer units from a standalone account to a new account, please complete the additional Transfer Request form.

** Complete the New Institution Registration by completing the application located on www.accuplacer.org; **Include -MSA** after the institution name.

*** If you can't remember your Maine Site ID or your new Institution ID, contact ACCUPLACER Technical Support: info@collegeboard.org or 866-607-5223.

For Internal Use Only

Date Submitted: _____

Transfer Date: _____

Current Platform Unit Value: _____

Transfer Completed by: _____