



Saint Agnes School 530 Lafond Avenue, St. Paul, MN 55103



September 21, 2018
Feast of St. Matthew

Dear Parents/Guardians,

The purpose of this letter is to inform you about the **PLAN standardized test**, which will be administered to your 9th grade son/daughter on the morning of **Wednesday, October 10th** at Saint Agnes School. Please read this letter ahead of time so that you and your son/daughter are able to plan ahead and be ready for test day.

***The Test – What is it? Why do we offer it?**

To begin, the PLAN test is an excellent way to begin exposing high school freshmen to post-secondary options such as college, university, tech, and trade school. With that in mind, most post-secondary institutions require applicants to submit standardized test scores along with a GPA (grade point average) to determine the application and admission process.

The PLAN test is a great way to prepare for the ACT exam; the ACT exam is one of the most widely accepted standardized tests by colleges, universities, and other schools. The PLAN assesses the following areas: English, Mathematics, Reading, and Science (just like the ACT).

It is shown that students who take the PLAN score higher on the ACT; therefore, because Saint Agnes School is committed to helping its students prepare for college, life, and beyond, the PLAN test is offered to all of our 9th grade students.

***Test Day – Arrival – Materials – Exam Rules**

As stated above, your son/daughter will be taking the test on Wednesday, October 10th. Students should arrive at Saint Agnes School no later than 7:50 AM on the test day. Prior to October 10th, your child will be given specific directions about where to report on the test day.

MATERIALS:

- #2 pencil for the exam – it is advised that each student bring 2 or 3 pencils.
- Students also need to bring a calculator for use during the test (QWERTY is prohibited).

RULES: *All cell phones must be turned in at arrival to a test administrator; if a cell phone goes off during the test, that particular student's test will be taken and he/she will not be able to continue. Each student will be given an assigned seat. Likewise, food is not permitted during the test; however, students may have water. PLAN has very strict and specific rules for exam proctors and students are asked to follow these diligently.*

***Cost**

The exam fee is \$15.00 – due by Monday, October 8th, two days before the exam. Online payment is strongly preferred (info on page 2), or you may pay by cash or check. Please contact the main office with questions: 651-925-8700.

Thank you for your time and consideration.

Regards,

The Guidance Office:

Mr. Michael Adkins
Dean of Academics

Mrs. Rachel Kemp
Counselor

Mr. Alex Loesch
Licensed School Counselor, SPPS

ONLINE PAYMENT DIRECTIONS FOR PSAT or PLAN TESTING

Saint Agnes School website: www.SaintAgnesSchool.org

To make online payments simply go to the Saint Agnes School website and click the “Online Payments” link (scroll down) on the bottom of the homepage. Below is what is stated on the school website regarding electronic payment:

Online Payments

Saint Agnes School is pleased to offer families payment options through a secure online service. You may make payments using the links below from your checking or savings account, or with your credit or debit card.

- [Activities/Athletics/Testing Fees](#)
- [Hot Lunch Account Payment](#)
- [Make a Donation to the Capital Campaign](#)
- [Make a Donation to Saint Agnes School](#)

N.B.: The system has four payment options above (e.g. Fees, Hot Lunch, Campaign and School Donations). Users must create a profile in all four areas, but may choose to use the same log in and password in all four areas for your convenience. We suggest you take a few minutes in the initial set up to create all four profiles at once. This will only take a moment. Thank you for your understanding.

Click the “[Activities/Athletics/Testing](#)” fees link. *Once the payment page has popped up, please follow the prompts to make an online payment.*

Questions about online payments for the PSAT or PLAN?

Please contact Ms. Sandra Veal at 651-925-8815 or email at sveal@saintagnesschool.org