What is a Supplement Form?

A Supplement Form is an electronic form that allows schools to add custom questions not included in the Standard Forms for applicant-families only. Please keep in mind that the Supplement Form is completed by a student or parent/guardian; do not ask questions that have to be completed by School Officials (teachers, counselors, deans, registrars, heads of school, etc.).

EMA strongly recommends reviewing closely each Standard Form to eliminate redundancy for applicant-families completing the SAO.
More About the Supplement Form

In compliance with the Americans with Disabilities Act (ADA) and to reduce bias in the admission process, please consider these *Principles of Good Practices in Admissions* when creating the Supplement Form.

Unless your school’s mission is specialized to serve students with disabilities, it is impermissible to request the following items or information in the Supplement Form:

- Neuropsych assessments, IEPs, existing accommodations, and/or information related to physical or mental disabilities;
- Records or details of counseling, psychiatric evaluation, or treatment for emotional or mental health issues; and
- Medications or medical conditions.

*Please reach out to members@enrollment.org if you have further questions.*
Log Into Your Member Access Portal (MAP)

- Go to portal.ssat.org and enter your Username and Password.
- Your Username is your work email address.
- If you forgot your password, please click on “Forgot Password” to reset. An email from the “EMA Team” will land in your inbox. Check the spam folder if you do not receive an email within 2-3 minutes.
Applications

- Click on either the **Applicants tile** or **Applicants tab** > **SAO Setup** to get started.
New Applications

- If you have not created an application, click **New Application**. Please review the tutorial on how to create a new application: **SAO Setup**.
Existing Applications

- If you have an existing application, click **Edit** to access your application and Supplement Form.
Required Forms

- In the **Required Forms** section, you will find the Supplement Form at the bottom of the page. Supplement Forms are optional for schools.

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**STEP 2 - Select your Required Forms**

Which standard application forms do you require? (Select all that apply)

<table>
<thead>
<tr>
<th>Standard Application Online Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on a form name to see a preview or the ? icon to read a description.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Required, Optional or Not</th>
<th>Specify by Grade 9, 10, 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Biographic Profile</td>
<td>Required</td>
<td>Required for Grade 9, 10, 11</td>
</tr>
</tbody>
</table>

**What school specific supplement forms would you like to include?** (Select all that apply)

- Supplement Form Standard Template

**Note:** Editing school specific supplement form requirements will affect submitted and future applications.

**Supplement Forms**

Select from a stock template

- Supplement Form Standard Template

If there is additional information you need for your admission process that is not already asked of applicants as a part of the SAO, please create a new supplement form or select from your existing forms below.

Recommended: To create a supplement form from a previous year template (if shown below), please Copy the original supplement form. You can then edit the copied version to include with the current application setup.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Required, Optional or Not</th>
<th>Specify by Grade 9, 10, 11</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Supplement Form Standard Template</td>
<td>Not Required</td>
<td>Not Required for Grade(s) 9, 10, 11</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Copy the Supplement Form

- If you are using a previously created Supplement Form, **COPY** before editing, if needed. We recommend that schools review the form every year to ensure relevant content and questions.
Create the Supplement Form

- To create a new form, click on **Create New Supplement Form**.
Create the Supplement Form

- Name the Supplement Form to be seen by applicant-families and write a brief description.
Design the Supplement Form

- **Presentation/Layout** fields are for design and **Input** fields are for your applicant-families to share their answers.
Design the Supplement Form

- Examples of the different types of fields you can use in your form

- Heading and Section
  - This is what you get when you drag the Heading and Section Presentation field.

- Text
  - This is what you get when you drag the Text field.

- Other Text or Content - you can add a paragraph if you want, and change the font, etc.
Design the Supplement Form

- Examples of the different types of fields you can use in your form
Design the Supplement Form

- Examples of the different types of fields you can use in your form

<table>
<thead>
<tr>
<th>Options Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Bunk</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Dorm A</td>
</tr>
<tr>
<td>Dorm B</td>
</tr>
</tbody>
</table>

- Date
  - MM/DD/YYYY

- File Upload
  - You can ask the applicant to upload a file.
Design the Supplement Form

- Examples of the different types of fields you can use in your form
Design the Supplement Form

- Edit, Copy, or Delete by hovering over the field.
Preview the Supplement Form

- To preview the Supplement Form, click **Preview**.
Print Preview the Supplement Form

- To print the Supplement Form, click **Print Preview > Print as a PDF.**
Save the Supplement Form

- Click **Save** and when you are done with the Supplement Form, click **Done**.
For Frequently Asked Questions visit the **SAO Help Center**

Contact: members@enrollment.org