RE: ACT February 6th @ Hamilton Township High School

Dear parent/guardian,

If your child qualifies for the Free and Reduced lunch program, the ACT test opportunity will be available for your child at absolutely NO CHARGE to you. The deadline is January 6th. I will take care of sending in your financial aid form to the NUMATS program. All you need to do is register your child online. No payment of any kind is necessary.

**STEP-BY-STEP ONLINE REGISTRATION (DEADLINE** January 6th**)**

Go to www.ctd.northwestern.edu/numats/register and follow the instructions.

**STEP 1:** Enter you email address and create a password for your account.

**STEP 2:** Enter your home address and phone number.

**STEP 3:** Enter the student’s demographic information and qualifying information (state achievement test).

**STEP 4:** Select a test: ACT and select your student’s current grade and indicate any special requests.

**STEP 5:** Enter school information and choose test centers from the list provided. Hamilton High School is a test center option.

**STEP 6:** You can check that you require financial aid and then agree to terms of participation.

**E-MAIL CONFIRMATION:** You will know that your registration is successful when you receive an e-mail confirmation from NUMATS. Please read the e-mail carefully and contact them immediately if any of the information is incorrect. If you do not see the e-mail confirmation in your inbox, check your “spam” folder. If you do not receive an e-mail confirmation, call NUMATS at 847/491-3782 extension 3 as soon as possible to complete your registration.

Please contact me if you have any questions or concerns.

Sincerely,

Mrs. Brittany Smith

614-491-8044

bsmith@hamilton-local.k12.oh.us