

**Credit by Examination for Acceleration (CEFA)
Directions to Register Students Online**



Prior to registering students online, an application for each student must be completed and saved as a PDF file for later use.

To obtain an application you can go to the State and National Assessment website at <https://www.dallasisd.org/Page/36596>

NOTICE Please make sure you use google chrome browser to register students online.

Directions

Go to <http://www.dallasisd.org/sna> → Assessments → CEFA → Register Students.

To sign in, you will need your Dallas ISD District User ID and Password. These are the same credentials needed to log into the District's network on your computer.

1. Fill in the required student's information including:
 - Last Name
 - First Name
 - ID (make sure it is a 7 digit ID)
 - Address (Make sure it is correct)
2. Request Tests (Choose the appropriate test(s)
(Elementary Schools: Choose the grade level that students plan to skip)
3. Select a testing window:
 - Fall
 - Spring
 - Summer Session I (June)
 - Summer Session II (July)
4. Upload Application
Note: The system will not allow you to submit the order without uploading Application (reference saved file).
5. Click "Submit"
After clicking *Submit*, you will receive a confirmation email with your order details. **Any online orders without a properly completed signature Page (application form) will NOT be processed.**

For high school students only: no more than two (2) exams are recommended for each administration period. For special situations, or if a student is a senior, no more than four (4) exams may be requested.

STUDENT REVIEW SHEETS

Students can download the [CBE review sheet](#) for the exam they plan to take. The review sheet will explain how the student should study for the exam and what assignments or additional materials are due at the time of the exam. Pencils, tape recorders and blank tapes will be provided.

If you have any questions, please call our main number 972-925-6410.