



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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Division of Teaching and Learning

52 Chambers St., NY 10007

UPDATED FOR CHARTER SCHOOLS - MEMORANDUM #3, 2017-2018

DATE: October 2, 2017

TO: PRINCIPALS OF SCHOOLS ADMINISTERING REGENTS EXAMS (including 6-8 and K-8 schools with students in accelerated courses)

FROM: Charter Schools Office
Office of School Design and Charter Partnerships

SUBJECT: New York State January 2018 Regents Exams

The procedures in this memorandum are an updated version of **MEMORANDUM #3, 2017-2018** sent from the NYCDOE Director of State Assessments, Jackie Gurrieri.

The information presented in this memo only includes directions and attachments that are applicable to Charter Schools to lessen the confusion of our charter partners on the protocols to be followed for January Regents Administration.

For help with common assessment questions, refer to the following resources:

- > **The Charter Schools Office at the NYCDOE**
 - Primary point of contact for assistance.
 - Test administration and security.
 - Printing and scanning answer documents
 - Missing scores
- > **Borough Assessment Implementation Directors (BAIDs)**
 - Exam ordering/need more exams
- > **[Charter Schools Wiki - Assessments Page:](#)**
 - Links to testing memos, FAQs, TC presentations, and updates.
- > ***Charter Schools Weekly & Test Coordinators' News***
 - Timely updates, links to testing memos and informational resources.
- > **NYSED Office of Assessment Website**
 - Links to test manuals, ordering instructions and updates.

This memo is not meant to supersede any information from the NY State Education Department or the [NYS School Administrator's Manual 2015](#).

This memo is available online: <https://nycdoe.sharepoint.com/sites/NYCCharters/KnowledgeBase/Assessments.aspx>

PRIOR TO EXAM ADMINISTRATION

Assign Staff for Scoring

Please note: Charter Schools are not eligible to participate in the district's Regent's Scoring Administration program. The guidance below encompasses guidance from NYSED on staffing assignments for scoring.

"The principal is responsible for establishing rating procedures that will ensure reasonable confidence in the accuracy of the scores assigned to the answer papers by individual teachers or by committees of teachers.

Teachers are not permitted to score their own students' answer papers. This means that teachers currently instructing students in the coursework associated with a particular Regents Exam or RCT may not score those students' answer papers for that exam. This prohibition includes special education and academic intervention services (AIS) teachers.

The principal is responsible for making the final determination as to whether or not a teacher may score specific students' exam papers based on this scoring policy. A principal may establish rules that are more prohibitive than the illustrations above suggest.

To maintain uniform rating standards, all teachers involved in rating State exams must be thoroughly familiar with the rating instructions provided by the Department. Each exam has a scoring key for multiple-choice questions and guidelines for rating the open-ended questions.

The teachers rating each answer paper must write their names or initials clearly on the answer paper or scoring record, as required. Teachers must rate strictly according to the scoring materials provided by the Department. They may allow credit for other answers to open-ended questions only if those answers are clearly equivalent to that indicated in the scoring material. A teacher may not give credit for answers that the teacher considers merely "possible" or "reasonable."

- Excerpt from the [NYS School Administrator's Manual 2015](#), page 30 (Section 3-1).

Receive and Store Materials

Please note: In January, the [Regents Examination in Physical Setting/Physics is administered in restricted form](#). Per NYSED: *All examination booklets (both used and unused), all scoring keys and rating guides (both used and unused), all answer booklets (both used and unused), and all reference tables and scrap paper must be returned to the Department. Photocopying and/or retaining copies of any examination materials and/or notes pertaining to any of their contents are strictly prohibited.*

Secure and non-secure test materials from NYSED will arrive separately. Secure materials, including exams, may arrive over multiple dates. If you review the exam order your school placed through the NYSED portal and determine that you need additional copies of Regents and RCT exams (including translations or large-print editions) call the NYSED Operations Group at 518-474-8220.

Approximately **one month prior** to exam administration, school administrators will be informed by SED of the date(s) on which the shipment(s) of non-secure test materials should arrive at schools.

The secure exam materials will be shipped in locked Regents boxes to the location designated in the online examination request system. School administrators may receive one shipment (Single Shipment) comprising the secure exam materials for the entire exam period, or multiple shipments (Daily Delivery) consisting of one shipment

for each day of the exam period. About three weeks prior to the delivery of the secure exam materials, school administrators will be informed via e-mail of the type of shipment they will receive and the date(s) on which the shipment(s) are scheduled to arrive at schools. The padlock keys will be sent to principals by first-class mail or UPS and will arrive one to four school days before the Regents boxes are to be delivered.

The following table outlines some shipments that schools can expect to receive for the January 2018 Regents administration.

Sender	Courier	Contents
NYCDOE	Deluxe	January 2-5 Boxes, Paper January 2-19 Polybags, Exam-Specific Labels (Attachment # 6), Physical Setting reference tables, and essay booklets (for English and History exams ONLY).
NYSED	First-Class Mail/Courier	Padlock keys will be sent to the principals on the day preceding administration.

Print Regents Answer Documents

Please Note: Charter Schools do not use STARS to schedule students for exams.

All exams will have two-page answer documents in January *except for [Physics](#), which is a restricted exam in January and therefore will only have a one-page answer document for multiple choice responses and constructed response scores.* For all other exams, the first page will be for students' multiple choice responses, and the second page will be for scorer use when rating students' constructed responses and for bubbling in testing accommodations.

All answer documents must be printed on 24lb paper. While paper is supplied by the NYCDOE and will arrive during the week of **January 2**, schools are responsible for ensuring that they have sufficient paper to administer their exams, should there be an issue with delivery. Schools may begin printing answer documents in ATS on **January 8**. Schools that encounter printing issues can reference the [Regents Scanning Handbook](#) or e-mail CharterSchools@schools.nyc.gov.

Note: Schools administering RCT exams to eligible students should note that the DOE Scan Center no longer provides pre-slugged answer documents to schools. Eligible students must respond to multiple choice RCT questions using the answer document provided in the back of the SED test booklet. RCT exams will continue to be scored by the schools where they are administered. Schools should ensure that teachers do not score their own students' exams.

Develop Proctoring Assignments and Train Proctors

Develop proctoring assignments that account for the availability of staff who will be involved in scoring. Staff assigned to score Regents exams during the day (day scoring) cannot be utilized as proctors on the days they are assigned to participate, and creators of proctoring assignments should reference day scoring assignments before finalizing the school's proctoring schedule. Schools must maintain a copy of proctoring assignments for one year as they may be requested by the Office of Assessment.

Review the contents of the NYCDOE Test Administration Handbook with school staff who are involved in testing. For

the elementary and middle school version of the handbook, click [here](#); for the high school version, click [here](#). The NYCDOE Test Administration Handbooks are a distillation of the broader NYSED guidelines, created with the intent to make it easier for schools to receive all of the required information. It is not meant to supersede any information from the NY State Education Department or the [NYS School Administrator's Manual 2015](#).

Charter Schools can use the NYCDOE's Section Attendance Rosters ([Attachment # 1](#)) as a template. The Regents Proctoring Checklist ([Attachment # 2](#)) is also available and can be used by charter schools for testing. Each Section Attendance Roster and each proctoring checklist should be pre-populated with testing cohort information, and should be provided to the proctor(s) responsible for proctoring that specific section. Completed Regents Proctoring Checklists should be retained by schools for one year following exam administration as they may be requested by the Office of Assessment/NYSED.

Please Note: Charter Schools do not use STARS to schedule students for exams. As such, RGRA will not work to print the Section Attendance Rosters provided in the example.

Plan for Secure Storage and Distribution of Test Materials

Test materials must be secured in a locked facility when they are first received as well as after the completion of the day's testing. The security of test materials in the school is the responsibility of the principal.

Regents Box Keys

The Regents box key(s) and the combination or key to the vault or safe must be maintained under strict security conditions to prevent access to the examination materials by students and other unauthorized persons.

Test Booklets

Upon receipt of the Regents boxes, principals or designees may open the locked boxes from NYSED and inspect the contents to verify that appropriate exams and quantities have been received. **Do not open shrink-wrapped packages.** Materials have been packaged according to orders submitted by schools. After inspection, the locks must be replaced and the boxes securely stored.

If you determine that you need additional copies of Regents and RCT exams (including translations or large-print editions), you should complete a Test Request Form, which can be found at NYCDOEAssessment.com, and fax it to NYSED at 518-474-2021 immediately. After faxing the request form, you should: 1) Call the NYSED Operations Group at 518-474-8220 one day after faxing the request to confirm that your fax was received and processed. 2) E-mail a copy of the completed request form to your Borough Assessment Implementation Director (BAID).

Boxes of materials received at schools that are labeled "DO NOT OPEN UNTIL..." must not be opened until the specified date. Monitors may inspect these boxes during unannounced visits to ensure that seals have not been broken before the appropriate date and time.

Cartons marked "Non-Secure Materials" may be opened immediately.

The shrink-wrapped packages may **NOT** be opened until the day of the exam, and no earlier than necessary to permit the distribution of materials prior to the scheduled starting time of the exam.

DURING TESTING

January 2018 Regents Administration Schedule

JANUARY 22 MONDAY	JANUARY 23 TUESDAY	JANUARY 24 WEDNESDAY	JANUARY 25 THURSDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts RCT in Mathematics*	RE in U.S. History & Government Geometry	RE in Global History and Geography Physical Setting/Physics* RCT in Reading*	Physical Setting/Earth Science Physical Setting/Chemistry RCT in Global Studies*
1:15 p.m.	1:15 p.m.	1:15 p.m.	
Living environment RCT in U.S. History & Government*	Algebra I RCT in Writing	Algebra II RCT in Science*	

*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

Note: Test administration **MAY NOT BE STARTED** for any student after the Uniform Admission Deadlines. No student may leave the testing room until after the Universal Admission Deadline has passed.

Organizing the Pick-up of Materials by Proctors

Shrink-wraps may not be broken until the day of the exam, and no earlier than is necessary to permit the distribution of materials prior to the scheduled starting time of the exam.

Ensure that a system is in place for the orderly pickup and return of exams. Teachers must sign test security forms when picking up and returning tests.

NOTE: Students should never pick up, distribute, collect or return tests!

Use of Communications Devices

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration.

Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it. **At the beginning of each test administration, proctors must read the communication policy script to all students taking secondary-level State exams.**

Please see page 2-11 of the [NYS School Administrator's Manual 2015](#) for the full script, and the [January 2018 Regents Examinations and Regents Competency Tests Memo](#) for an updated list of prohibited devices.

Proctors Checking Exam Materials before the Exam Begins

Proctors should ensure that they have a sufficient number of each of the following items to accommodate the roster of students programmed in their testing rooms: test booklets, answer and/or essay Booklets, pre-slugged answer documents, labels, and other materials necessary for completing the exam. NOTE: permitted materials for each exam are listed on the front of the exam booklet.

Proctors should also ensure that they have a Section Attendance Roster and an exam and section specific Regents Proctoring Checklist.

Track Attendance

Proctors should track student attendance using a Section Attendance Roster (see NYCDOE example [Attachment # 1](#)). The Section Attendance Roster can include the testing school's DBN, name of the exam, section and room number, each student's full name and NYC Student ID number, and a line for each student's signature when signing in and signing out. Proctors should use the Section Attendance Roster to document attendance (absent or present) and to track invalidated exams. If any students in the room wrote their responses in a language other than English, specify which language on the line at the bottom of the Section Attendance Roster.

Label Student Test and Essay Booklets

For all exams, proctors should ask all students to clearly write the following on the cover of their test and/or essay booklets:

- First and last name
- School name and DBN (district, borough, school number; for example: 01M123)
- Student ID number (can be found at the top of printed answer documents; student should write the Student ID number ABOVE his/her name on test/essay booklet).

Label Placement		
Exam	Location	Booklet
English Language Arts Global History and Geography US History and Government	Upper left corner	Test Booklet and Essay Booklet
Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics	Upper left corner	Test Booklet and Answer Booklet
Algebra I Algebra II Geometry Living Environment	Upper left corner	Test Booklet

Note: Labels are never placed on pre-slugged answer documents.

Ensure Students Use Appropriate Writing Utensil

Proctors should also ensure that students complete the exam using the appropriate writing utensil.

	English	Math	Science	History
Pencil	Multiple Choice Student Declaration*	Multiple Choice Student Declaration* Graphs and Drawings	Multiple Choice Student Declaration* Diagrams and Drawings	Multiple Choice Student Declaration*
Pen	Short-Constructed Response and Essay	All responses written in test booklet except, graphs and drawings	All responses written in test booklet except diagrams and drawings	DBQ Essay

*Students are also permitted to sign the declaration in pen.

Ensure Students Sign Declaration

Proctors should ensure that students sign the declaration, in either pen or pencil, on the answer document before they leave the testing room.

Report and Investigate Fraud

Under Section 8.5 of the Rules of the Board of Regents, fraud includes the use of unfair means in taking an examination; giving aid to or obtaining aid from another person during an examination; alteration of any Regents credential; and intentional misrepresentation in connection with examinations or credentials. [Section 225 of the Education Law](#) makes fraud in examinations a misdemeanor, whether perpetrated by a student, by a teacher or administrator, or by any other person.

School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. In **cases of adult misconduct**, security violations must be reported immediately to the Testing Security Unit by completing a [Test Security Incident Report Form](#).

Upon receiving any information of **suspected/observed student cheating** or the presence or use of a cell phone/prohibited electronic device, the principal must immediately send an incident report detailing the observed misconduct by the student(s) and testing irregularities in writing on school letterhead to OSA via fax to 518-474-1989 or by e-mail to emscassessinfo@nysed.gov:

The following is the order in which these events should happen:

- Allow the student the opportunity to finish the exam (in the case of cell phone cheating, remove the device).
- Conduct an investigation, in alignment with NYSED, NYCDOE, and school policy for any incident of suspected/observed student misconduct, to determine whether the incident is substantiated or unsubstantiated:
 - If the principal determines that the incident is unsubstantiated, no further action is necessary.
 - If the principal determines that the incident is substantiated, the principal must immediately:
- Invalidate the student's test results (for assistance, contact charterschools@schools.nyc.gov).
- Submit an incident report to OSA via fax or email that includes:
 - The school's name and BEDS code
 - The student's name and NYC ID number (i.e. OSIS)
 - Grade level and subject of the impacted test(s)
 - A brief description of incident and the final action taken
 - Confirmation that the student's exam(s) have been/will be invalidated.
- Notify the student and his/her parents/guardians of the invalidation of the exam, and of any other

consequences for the student, in accordance with the school's discipline policy.

Please note: Students who are caught cheating should be allowed to finish their exam. If they have been caught using a prohibited device, it should be confiscated before they are allowed to resume the exam.

A final score will not be assigned until the principal logs into ATS and uses the RGTU function to confirm or refute the suspected cheating.

Regents Walk In

In some cases, students who are not enrolled at a testing school may report to a testing school during the Regents administration. These students are commonly referred to as "walk-in" students, and testing schools can administer Regents exams to them. Walk-in students may be NYC DOE students currently registered at other NYC DOE schools, former NYC DOE students, or students currently enrolled in non-DOE schools.

According to Section I of NYSED's [School Administrators Manual](#), in order for a testing school to administer Regents exams to walk-in students, the walk-in students must provide the test site with:

- adequate prior notice to allow the testing school to accommodate them
- written permission, on school letterhead, signed by their home school principal
 - **please note** that the testing school must retain the written permission from the home school administrator for one year from the date of testing
- satisfactory personal identification, preferably a photo ID

Some walk-in students may provide the testing school with a scannable NYC DOE Regents answer document. However, answer documents for walk-in students can be generated using either the students' actual OSIS numbers, or using walk-in IDs. It is always preferable to generate an answer document using a student's actual OSIS number, if one exist.

The testing school is responsible for maintaining a record of the test results for all students taking State exams at that test site, including those of students enrolled in other schools. Following scoring, when the testing school receives scored test materials, the testing school must return walk-in students' scannable answer documents to the home schools upon request.

AFTER TESTING

Scan Answer Documents

Because the [Physics Regents exam is restricted in January](#), no exams are retained by the testing school. For all other Regents exams, schools will retain the multiple-choice page (page 1) of all answer documents. All page 1 answer documents must be scanned into ATS by **noon** on the day following exam administration. Schools should continue to make necessary RGTU submissions to the multiple-choice section of the answer document in order to resolve any data capture issues.

Note: Schools should retain the answer documents and booklets of all absent students and store them according to NYSED guidelines. Schools must also scan page 1 answer documents for all absent students, assuring that "Student absent" is bubbled in before scanning.

View Final Scores

Per SED scoring protocols, when the teacher scoring committee completes the scoring process, test scores must be considered final and will be entered onto students' permanent records. Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures outlined in the scoring materials provided by SED.

Once a student's exam has been completely scored and entered into ATS, schools will continue to be able to access a number of reports in ATS to review student results, including the Regents Exam Document Status report (REDS) and the Item Distribution Report (RADI). For more information on those reports, see the [ATS Wiki](#).

Scores should not be considered final until all scoring and scanning has been completed. All exam scores are expected to be loaded into ATS no later than the end of day on **Sunday, January 28**.

Guidance for Returning Regents Locked Boxes

Return address:
TDU
Empire State Plaza
Rm 167 CEC
Albany; 12230.

NYSED has chosen UPS as their vendor for delivery of the Regents exams. However, schools can use any vendor of their choice to return the boxes.

If you want to use UPS to ship the boxes back to NYSED, please follow the steps below:

- You will need a six digit UPS account number to ship these boxes back to Regents.
 - If you have a six digit UPS account number, is it aligned to the NYS discounts? If you do not know, contact Maureen Baer mebaer@ups.com and send her your account number and she can double check.
 - If you do **not** have a six digit UPS account number you need to complete the attached Excel spreadsheet and email it. The link to email it is on the spreadsheet. It will take a week to 14 days to receive your new UPS account number. There is no charge for having the account number.
- Once you are ready to ship you can go to UPS.com and register your account number and prepare shipments to UPS. (see attached brochure).
- UPS will bill the billing address you supply on the spreadsheet. You can pay by check or credit card by calling the number on your UPS invoice.
- If you need to get a rate quote here is the link to the NYS/OGS website that has the rate charts. <http://ogs.ny.gov/purchase/snt/awardnotes/7901122892can.htm>

Questions regarding this memorandum should be addressed to the Charter Schools Office via email CharterSchools@schools.nyc.gov or phone 212-374-5419.

This memorandum is available at:

<https://nycdoe.sharepoint.com/sites/NYCCharters/KnowledgeBase/Assessments.aspx>

ATTACHMENT # 2: Regents Proctoring Checklist

(1 per section)

Charter Schools may use the Regents Proctoring Checklist below as a template for their Regents Proctoring Checklist. To print generic copies of the Regents Proctoring Checklist, please visit: www.NYCDOEassessment.com

REGENTS PROCTORING CHECKLIST		
Exam Name_[EXAM NAME]_____	Section_[SECTION]___	Date_[TEST DATE]_____
This document must be distributed to proctors and is used to prepare test materials for shipment to scoring sites. Refer to State Education Department regulations and school policies for the administration of the Regents exams. Check off each step as it is completed. Keep the document on file for 1 year.		
Opening Proctor:		
____1. Ensure that you have the following materials before beginning the exam: a. Test booklets, pre-slugged answer document and labels for each student. b. Section Attendance Roster (SAR). c. Other materials necessary for the Regents being administered.		
____2. Students must receive a pre-slugged answer document with their own name and student ID #. a. Notify administrator immediately if a student doesn't have a pre-slugged answer document. b. DO NOT give them the answer document of another student.		
____3. Ensure that pre-printed student labels are placed on the TEST BOOKLET (All Regents) and ESSAY BOOKLET (English, US and Global History only). a. Labels are never placed on answer documents.		
____4. Take attendance on the SAR. a. Indicate if student is present (P) or absent (A). b. Note students taking a translated version of the Regents on the SAR.		
I have followed the directions above (signature) _____		

Closing Proctor:		
____1. Do not allow students to leave before the Uniform Admission Deadline. a. 10:00 AM for morning exams b. 2:00 PM for afternoon exams		
____2. Have students return the exams, one at a time. a. Check that every student has returned all materials and signed the Regents declaration. b. Ensure that the pre-slugged answer document and if appropriate, essay booklet, are placed inside the front cover of the Regents test booklet. c. Once a Regents exam has been collected, no one, including the student, may make any changes.		
____3. Alphabetize test booklets being careful to check that there is an exam, answer document and if appropriate, an essay booklet, for every student marked present on the Student Attendance Roster (SAR). a. Report discrepancies immediately to school administrators. b. Answer documents of absentees should be on the bottom of the stack.		
____4. With the Section Attendance Roster and this document on top of the stack of exams, insert all Regents test booklets with the answer documents and essay books inside in the plastic (poly) bag or envelope provided by the testing team.		
____5. Return all exams and testing materials to the test coordinator immediately after collecting and packing the exams.		
I have followed the directions above (signature) _____		

ATTACHMENT # 5: Student Labels

(1 label per student test and/or essay booklet)

Schools should place the label on the upper left corner of each test booklet and/or essay booklet (where applicable).

XXXXXX KATHERINE T 000000474 F 01/24/93
000 91 STREET OKLYN NY 11200
718-000-000
M: RES W/ = Y
FA: RES W/ = Y
E08 H=000 GRC=180 CL=F04 GR=08 B36= 000

Sample

LIVING ENVIRONMENT

The University of the State of New York
REGENTS HIGH SCHOOL EXAMINATION
LIVING ENVIRONMENT

Tuesday, June 11, 2013 — 1:15 to 4:15 p.m., only

Student Name _____
School Name _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Print your name and the name of your school on the lines above.

A separate answer sheet for multiple-choice questions in Parts A, B-1, B-2, and D has been provided to you. Follow the instructions from the proctor for completing the student information on your answer sheet.

You are to answer **all** questions in all parts of this examination. Record your answers for **all** multiple-choice questions, including those in Parts B-2 and D, on the separate answer sheet. Record your answers for **all** open-ended questions directly in this examination booklet. All answers in this examination booklet should be written in pen, except for graphs and drawings, which should be done in pencil. You may use scrap paper to work out the answers to the questions, but be sure to record **all** your answers on the answer sheet or in this examination booklet as directed.

When you have completed the examination, you must sign the declaration printed on your separate answer sheet, indicating that you had no unlawful knowledge of the questions or answers prior to the examination and that you have neither given nor received assistance in answering any of the questions during the examination. Your answer sheet cannot be accepted if you fail to sign this declaration.

Notice...
A four-function or scientific calculator must be made available for you to use while taking this examination.

DO NOT OPEN THIS EXAMINATION BOOKLET UNTIL THE SIGNAL IS GIVEN.

LIVING ENVIRONMENT

Note: Charter schools cannot use STARS to print labels. This is meant to serve as a template for your labels.

TESTING ROOM

**DO NOT ENTER
WITH CELLPHONE
OR ANY OTHER
ELECTRONIC
DEVICES**

ATTACHMENT # 9: Borough Assessment Implementation Director Contact Information

	Contact Information	
MANHATTAN DISTRICTS - 1, 2, 3, 4, 5, 6	Louise Smith – Director (212) 356-3784 (PHONE) (212) 356-7523 (FAX) LSmith2@schools.nyc.gov	333 Seventh Avenue Room 722 New York, NY 10001
BRONX DISTRICTS - 7, 8, 9, 10, 11, & 12	Sharon Cahr – Director (718) 741-5559 (PHONE) (718) 741-7971 (FAX) SCahr@schools.nyc.gov	1 Fordham Plaza Room 749 Bronx, NY 10458
BROOKLYN DISTRICTS - 13, 14, 15, 16, 19, 23 & 32	Laura Dalla Betta - Director (718) 935-5795 (718) 935-2104 FAX LDallaBetta@schools.nyc.gov	131 Livingston Street Room 310C Brooklyn, NY
QUEENS DISTRICTS - 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak – Director (718) 391-8352 (PHONE) (718) 391-6088 (FAX) BMarcis@schools.nyc.gov	28-11 Queens Plaza North Room 304 Long Island City, NY 11101
STATEN ISLAND/ BROOKLYN DISTRICTS - 17, 18, 20, 21, 22, & 31	Jose Garcia – Director (718) 390-1579 (PHONE) (718) 420-5665 (FAX) JGarcia17@schools.nyc.gov	715 Ocean Terrace Building A, Room A127 Staten Island, NY 10301
SPECIAL EDUCATION – DISTRICT 75	Nicholas Capofari (212) 802-1676 (PHONE) (718) 706-4587 (FAX) NCapofari@schools.nyc.gov	400 First Avenue Room 662C New York, NY 10010
ALTERNATIVE SCHOOLS & PROGRAMS – DISTRICT 79	Joanne Mitchell (917) 521-3635 (PHONE) (917) 521-3649 (FAX) JMitchell5@schools.nyc.gov	4360 Broadway Room 428 New York, NY 10033
CHARTER SCHOOLS – DISTRICT 84	Rosanna Castro (212) 374-5419 (PHONE) 212 374-2324 (FAX) CharterSchools@schools.nyc.gov	100 Gold Street New York, NY 10038
HOMEBOUND INSTRUCTION	Angela Velez (718) 794-7236 (PHONE) (718) 794-7237 (FAX) AVelez16@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465
HOSPITAL INSTRUCTION	Keri Kaufmann (718) 794-7266 (PHONE) (718) 794-7263 (FAX) KKaufmann@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465