



- x Principals of Religious and Independent or Charter Schools. Contact the (SEDDAS) Help Desk at [seddas@nysed.gov](mailto:seddas@nysed.gov) to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via e-mail to [datasupport@nysed.gov](mailto:datasupport@nysed.gov) that you are the new principal. This notice must be written on school letterhead and must include your school's BEDS Code, your full name, your e-mail address and phone number, the effective date of change, and the signature of the current superintendent or principal.

All questions regarding usernames and passwords must be directed as indicated above.

#### REQUESTING NYSITELL MATERIALS

All regular and large-type editions of the NYSITELL must be requested through the Department's online examination request system. Telephone requests will not be accepted. The Department will accept and enter online, on the school's behalf, only requests that are submitted by fax for the braille edition of the NYSITELL.

Initial online requests for the NYSITELL may be submitted as soon as you have received this memorandum. Request the quantity of tests that your school estimates that it will need to administer for the 2019-20 school year. It is very important that you carefully check the confirmation notice for accuracy, in order to ensure that the correct quantities of test materials will be shipped to your school. If a confirmation has not been received after three business days, please contact the Office of State Assessment's (OSA) Operations Group by fax to 518-474-2021.

Guidelines for requesting specific materials for the NYSITELL are provided below. A request must be submitted for each school building in which the tests will be administered.

- x Regular Test Booklets: Indicate the number of test booklets that you will need for each grade. Your school will be sent the number of test booklets requested, rounded up to the next multiple of 25, except Level I which is rounded up to the next multiple of 20.
- x Large-Type Test Materials: Indicate the expected number of students who will need large-type test materials at each grade for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require this accommodation. Schools may not submit requests for these special editions of the NYSITELL unless they will be needed for actual administrations. Schools may request these special editions of the NYSITELL in this manner at any time in the future, should the need arise.
- x Braille: The braille edition of the NYSITELL ~~can~~ not be requested via the online

