

Director of Test Administration  
Office of State Assessment

January 2025

**TO:** Principals of Secondary Schools in New York City  
**FROM:** Clara DeSorbo Clara DeSorbo  
**SUBJECT:** Regional Centers for the January 2025 Regents Examination Period

Emergency supplies of examination booklets will be located at the regional centers listed below. These centers are intended to provide examination booklets for last-minute emergencies when copies cannot be obtained from the Department. The officials in charge are authorized to release examination booklets only on the day of the examination. Only materials for morning examinations will be released in the morning; materials for afternoon examinations may be released any time after 11:00 a.m. Scoring materials for the restricted Regents Examination in Physical Setting/Physics will not be released until after the Uniform Statewide Admission Deadline (10:00 a.m. for morning examinations; 2:00 p.m. for afternoon examinations). Scoring materials for all other examinations will be made available on the Department's website at approximately 11:00 a.m. for morning examinations and at approximately 3:00 p.m. for afternoon examinations on the scheduled administration date.

Please contact the official in charge of the center before sending a representative to pick up examination materials. The person sent to pick up an emergency supply of examination materials must present authorization written on school letterhead stationery and signed by the principal. The authorization must identify the person picking up the materials and list the specific materials requested. The school representative obtaining examination materials must provide identification with a photograph and must countersign the authorization letter and leave it with the official in charge of the center.

**MANHATTAN**

**80.** Jonathan Ortiz  
MLK, Jr. Educational Campus  
122 Amsterdam Avenue, Rm. 205E  
[jortiz23@schools.nyc.gov](mailto:jortiz23@schools.nyc.gov)

**BRONX**

**81.** Yuk Fung Lam  
Herbert Lehman HS  
3000 East Tremont Avenue  
[ylam2@schools.nyc.gov](mailto:ylam2@schools.nyc.gov)

**BROOKLYN**

**82.** Laura Dalla Betta  
Sunset Park HS  
153 35th Street/Rm. B08A  
[ldallabetta@schools.nyc.gov](mailto:ldallabetta@schools.nyc.gov)

**QUEENS**

**84.** Barbara Marcisak  
Francis Lewis High School  
58-20 Utopia Parkway  
[bmarcis@schools.nyc.gov](mailto:bmarcis@schools.nyc.gov)  
**86.** Office of Assessment  
44-36 Vernon Blvd., Room 209  
[regents@schools.nyc.gov](mailto:regents@schools.nyc.gov)

**STATEN ISLAND**

**85.** Ed Lam  
Petrides Educational Complex  
715 Ocean Terrace  
Bldg. A, Rm. A114  
[elam2@schools.nyc.gov](mailto:elam2@schools.nyc.gov)