

NYSESLAT

ESBOCES – Student Data Services
February, 2019

NYSESLAT

Levels 1 and 2-6

Level 1

Individual Modalities

Speaking

Listening

Reading

Writing

Levels 2-6

Sessions 1,2,3 each Contain

Listening

Reading

Writing

Speaking is separate

Grade Bands

GRADE	LEVEL
Kindergarten - K	Level 1
Grades 1-2	Level 2
Grades 3-4	Level 3
Grades 5-6	Level 4
Grades 7-8	Level 5
Grades 9-12	Level 6

Performance Levels

Performance Level & Codes	Description
Entering 31	Beginning
Emerging 32	Low Intermediate
Transitioning 33	Intermediate
Expanding 34	Advanced
Commanding 35	Proficient
Medically Excused 93	Loaded to Level 2
Administrator Error 97	Loaded to Level 2

Ordering Information

REQUESTING INFORMATION

Please note: All NYSESLAT test materials will be requested through the online ordering system of the NYSESLAT contractor, MetriTech, Inc., at NYSESLAT@metritech.com or 1-800-747-4868

Please see the link below for information about ordering NYSESLAT, shipping and storing of materials

www.p12.nysed.gov/assessment/nyseslat/2019/1900-19.pdf

Level 0

In order for a student to receive a preprinted answer sheet, the student must have the following information in their Level 0.

- Demographics-All students
- Enrollment-All students
- Program Services

- **Note:** NYSESLAT Students must have:
 - A LEP Eligible code of 0231 **and**
 - A LEP Program code **and**
 - LEP Duration of 1 (year) or more in Demographics
 - For first year LEP students only: NYSESLAT code 0242 if taking NYSESLAT in lieu of ELA

Class Roster

Tested and Not Tested

- Tested
- Not Tested – include reason not tested for sheet 1 ONLY
- Reason Codes
 - Absent for entire test
 - Refused to take entire test
 - Administrative error, no score
 - Not enrolled at time of test
 - Medically Excused

Extra Answer Sheets

- Write Student's Full Name
- Student's Actual ID #
- Student's Date of Birth
- Write answer sheet ID #s (begins with 89 Levels 1 & 2) one sheet
- Write answer sheet ID # (begins with 89 Levels 3 - 6) 3 sheets


Prior to Testing

Order testing materials from MetriTech and check when materials are received

Review materials from Eastern Suffolk BOCES and notify us of any issues; rosters, labels and answer sheets; 631-218-4195

Be sure all students without a preprinted answer sheet are in Level 0. Please contact the district DDC (District Data Coordinator) for additional information

Sample Class Roster/Student List



**Eastern Suffolk
BOCES**
2017 - 2018
Educational Services That Transform Lives

Class Roster

2017 - 2018
NYSESLAT - Level 1

1234 Sample
999 The Learning Experience

Date: 02/14/18 02:41 PM

Grade:00

Indicate "Tested" or the "Not Tested" reason (Absent, etc.). For ELA and Math, indicate the Book Form (s) used by each student. Return class rosters to your Test Scoring Coordinator .

For Students without preprinted testing materials or booklet labels, follow steps 1-3.

1. In the shaded area on the answer sheet, write the student's first name, last name and correct ID# .
2. Fill in information from the corresponding extra answer sheet on the blank lines below .
3. For students without barcode labels, write student's first name, last name, school name and correct ID# on the back of the booklet.

Pre-Printed Student ID	Student Name	Book Form LTR	Session 1			Session 2		
			NT			NT		
			Tested	A	R O	Tested	A	R O
1) 260003130	Adams, John E		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) 260003340	Hamilton, Alexander		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) 260003283	Jefferson, Thomas M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) 260003022	Washington, George G		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

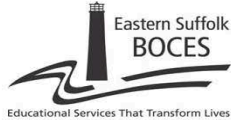
Total Number Of Students Listed	4
--	----------

*** Enter information below for students who used extra answer sheets and /or booklets (Some fields may not apply)**

1) Name _____	Actual ID _____	BK Form _____	DOB ___/___/___
Sheet 1 _____	Sheet 2 _____	Bk _____	Bk _____
2) Name _____	Actual ID _____	BK Form _____	DOB ___/___/___
Sheet 1 _____	Sheet 2 _____	Bk _____	Bk _____
3) Name _____	Actual ID _____	BK Form _____	DOB ___/___/___
Sheet 1 _____	Sheet 2 _____	Bk _____	Bk _____
4) Name _____	Actual ID _____	BK Form _____	DOB ___/___/___
Sheet 1 _____	Sheet 2 _____	Bk _____	Bk _____
5) Name _____	Actual ID _____	BK Form _____	DOB ___/___/___
Sheet 1 _____	Sheet 2 _____	Bk _____	Bk _____

Book Forms only apply to ELA and Math

NYSESLAT Answer Sheet Procedure



NYSESLAT Levels 1 - 6 Answer Sheet Procedure



- Distribute enclosed answer sheets, booklet labels and class rosters to appropriate schools.
- **Out of District Students**
 - For out of district students identified as attending Eastern or Western Suffolk BOCES facilities, answer sheets were delivered to that facility.
 - If the out of district placement is a private facility or was not identified, you must arrange delivery to the appropriate facility.
- Please instruct each teacher to return the class rosters and all answer sheets to the Test Scoring Coordinator.
- **Quality Control is CRITICAL!!** Completed student answer sheets should be carefully checked for quality control as outlined in the enclosed guidelines.
Please share the Quality Control Guidelines with your teachers
- **If you are participating in Eastern Suffolk BOCES Regional Scoring:**
 - Class roster must accompany your answer booklets
 - Contact Danielle Hudek at 631-244-4250 for instructions
- **If you are scoring locally within your own district:**
 - After extended response scoring, answer sheets and original class rosters (no test booklets) are to be hand-delivered to Student Data Services at Eastern Suffolk BOCES, 750 Waverly Avenue, Holtsville, NY 11742
 - If it is **unavoidable** and you must mail your answer sheets, use the same address and ship via a carrier that will provide tracking and a receipt
 - Delivery of answer sheets will be accepted through the close of business on **May 30, 2019**
 - Use the enclosed grade specific cover sheet to prepare answer sheets for return

PLEASE CALL Student Data Services at 631-218-4195 with any questions

Guidelines for Answer Sheets

- Bubble in Accommodations as appropriate
- #2 Pencil must be used for bubbling/scoring
- No Post-it notes, paper clips
- Erasures must be clean
- No stray marks
- No torn or damaged sheets
- Extra sheets must have student name and correct ID number written in shaded area
- If applicable, bubble Accommodations or Reason Not Tested Code
- Each session has its own Absent bubble
- Check each extended response for a score bubble (Speaking and Writing Sections)
- Submit class rosters with answer sheets with notations

NYSESLAT Answer Sheet

This shaded box is preprinted with district and student information unless using an extra answer sheet

Write in this shaded box, Student's Actual ID #, Student Name, DOB, and Grade if using an extra answer sheet

Do not write in this area; information is pre-printed

Do not write on timing marks

TS8258 District Student ID CD School Level Page 1 Form

DO NOT WRITE IN THIS AREA

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL CORRECT: INCORRECT:

IEP or 604 Plan Accommodations (Fill in as many as apply.)

- Flexibility in scheduling (Timing N/A)
- Flexibility in setting
- Method of presentation (excluding Braille/Large type/Test read)
- Method of response
- Other
- Braille
- Large type
- Test read

Reason Not Tested

- Absent for entire test
- Refused to take entire test
- Administrative error, no score
- Not enrolled at time of test
- Medically excused

**NYS English as a Second Language Achievement Test
2018 NYSESLAT Grade K**

For Scanning Center Use Only

Listening			Reading		
PRINT Transcriber's Name	Session Code		PRINT Transcriber's Name	Session Code	
	<input type="checkbox"/> Absent Listening <input type="checkbox"/> Unable to respond			<input type="checkbox"/> Absent Reading <input type="checkbox"/> Unable to respond	
1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	11	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	11	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	12	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	12	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	13	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	13	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
4	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	14	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	14	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
5	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	15	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	15	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
6	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	16	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	16	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
7	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	17	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	17	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
8	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	18	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	18	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
9	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	19	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C		
10	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C		

K

Unable to Respond only applies to Level 1 Kindergarten

If using an extra answer sheet, write student's first and last name, date of birth and grade

Print Transcriber's Name Only for Grades K, 1 and 2 Listening and Reading

Back of Page 1

Regardless of scanning method bubble in absent if applicable.

Each session has its own Absent bubble

TS8258 Page 2

NYSESLAT Grade K

FOR TEACHER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL CORRECT: ● INCORRECT: ✗/✕/○

Speaking				Writing			
Scorer's Code Letter		Session Codes		Session Codes			
		Absent Speaking					Absent Writing
Question	Score Points	Skipped		Question	Score Points	No Response	Scorer's Code Letters
1	0 0			1	0 0	0	
2	0 0 0			2	0 0	0	
3	0 0 0	0		3	0 0	0	
4	0 0 0	0		4	0 0	0	
5	0 0			5	0 0 0	0	
6	0 0 0			6	0 0 0	0	
7	0 0 0	0		7	0 0 0	0	
8	0 0 0	0		8	0 0 0 0 0	0	
9	0 0						
10	0 0 0						
11	0 0 0	0					
12	0 0 0	0					

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Modal Code

① Regional scoring
 ② Schools from two districts
 ③ Three or more schools within a district
 ④ Two schools within a district
 ⑤ One school
 ⑥ Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

K

Please be sure each item for Speaking and Writing has a score bubble

Bubble Model Code

- Skipping Rule (SIRS)
- No Response bubble is not available for speaking.

Print Scorer's Code Letters

Print Scorer's Names in box

Sample-Level 3

TS8262 Page 6

NYSESLAT Grades 3 - 4

FOR TEACHER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL CORRECT: ● INCORRECT: ✓ ✗ ⊕

Speaking			Writing				
Scorer's Code Letter		Session Codes					
Absent Speaking							
Question	Score Points	Skipped	Question	Score Points	No Response	Scorer's Code Letters	
1	0 0						
2	0 0 0		17	0 0 0 0 0 0			
3	0 0 0	0	Session 2				
4	0 0 0	0	34	0 0 0 0 0 0			
5	0 0		Session 3				
6	0 0 0		54	0 0 0 0 0 0			
7	0 0 0	0					
8	0 0 0	0					
9	0 0						
10	0 0 0						
11	0 0 0	0					
12	0 0 0	0					

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Model Code

- Ⓐ Regional scoring
- Ⓑ Schools from two districts
- Ⓒ Three or more schools within a district
- Ⓓ Two schools within a district
- Ⓔ One school
- Ⓕ Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

3-4

Model Codes

Print Scorer's Code Letter

Enter Scorer's Name as required

Not needed if Regionally Scoring

Sample Page 2

Print Transcribers' name in box

Writing has a column titled

NO RESPONSE

Please be sure each item for Speaking and Writing has a score bubble

Each session has its own Absent bubble

Print Scorers' Code Letters

Print Scorers' Name is also on Page 2 for Grades K, 1 and 2

Bubble Model Code

TS9259 ■ ■ Page 2

NYSESLAT Grades 1 - 2

Session 3

PRINT Transcriber's Name										Session Codes															
										Absent Session 3															
Listening										Reading															
35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	55	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	51	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
38	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						46	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	52	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
39	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						47	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	53	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						48	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

FOR TEACHER USE ONLY

Speaking					Writing				
Scorer's Code Letter					Session Codes				
					Absent Speaking				
Question	Score Points	Skipped	No Response	Scorer's Code Letters	Question	Score Points	No Response	Scorer's Code Letters	
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Session 1				
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Session 2				
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		34	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Session 3				
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		64	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Model Code

- Regional scoring
- Schools from two districts
- Three or more schools within a district
- Two schools within a district
- One school
- Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

1-2

Labels for NYSESLAT Test Booklets

- Labels will be sent from Student Data Services with the answer sheets and rosters
- Labels will **ALSO** be sent from MetriTech with the actual test booklets
- Both sets of labels have bar codes
- It is very important labels are placed on the test booklets

Label Instructions



NYSESLAT 2019 Label Instructions



Included in this package are the following:

- Class roster
- 1 answer sheet 1 Grades K, 1 and 2
- 3 answer sheets for grades 3-12
- Booklet labels
 - *Booklet labels MUST have a Barcode if you are participating in regional scoring with Danielle Hudek*



Do not put any labels on the answer sheets

The labels are to be placed on the test booklets that the students write in

NYSESLAT Level 1 (Kindergarten) has only one label
NYSESLAT Levels 2-6 have 3 labels

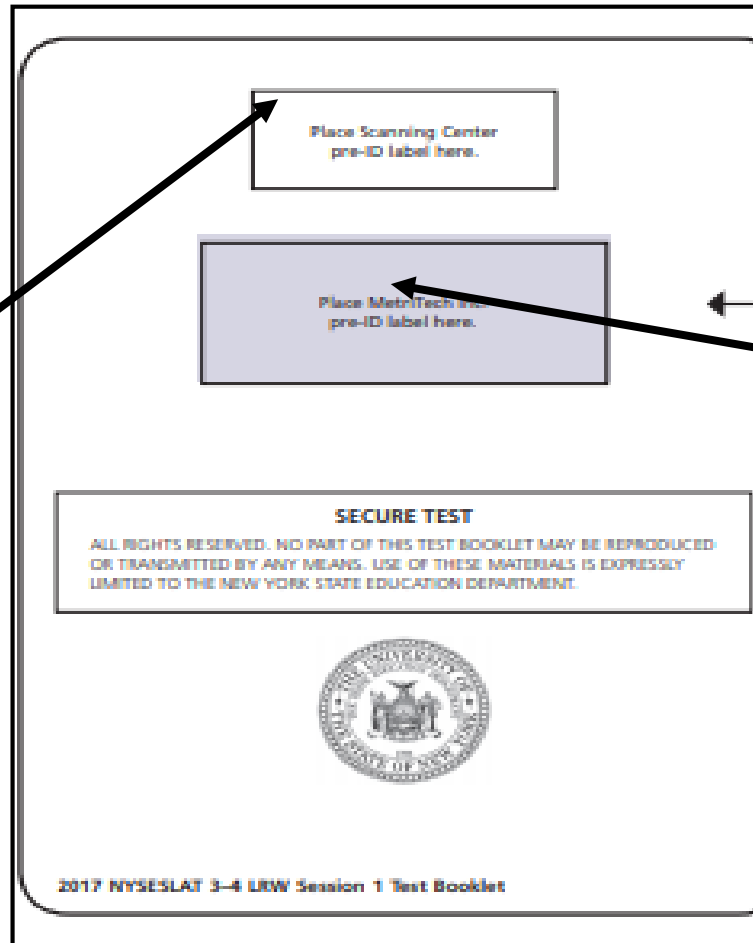
IMPORTANT

SED's vendor, MetriTech, will ship NYSESLAT barcode labels for the test booklets. These vendor barcode labels are to be placed on the back booklet cover in the space provided.

Label Placement on NYSESLAT Test Booklet

(Suggested Placement)

**Test Scanning
Label**



**MetriTech
Label**

Delivery of Answer Sheets

Level 1 & 2



Cover Sheet for Returning
 NYSESLAT 2018 Answer Sheets
 to
 Eastern Suffolk BOCES



Test: NYSESLAT Level 1

District	
Date	
Test Scoring Coordinator	
Phone #	

You must keep the answer sheets separate by Test Level

Test Level	Sheet 1
Level 1 Grades K	

Please return your documents in the following order:

- Cover Sheet with Sheet 1 count filled in
- Class Rosters with notations
- Place Reason Codes and extra sheets used on top of pile

I certify that ALL students, including students who used extra answer sheets have valid demographic and enrollment records in the data warehouse or locked in Level 0.

Print Name: _____ Date: _____

Signature: _____

TURN OVER

TEST SCORING DO's AND DON'Ts

DO

- 1-Return Sheets in an orderly and neat pile
- 2-Combine all answer sheets into one pile
- 3-Include class roster when returning sheets
- 4-Make sure new students are entered into Level 0
- 5-Check all sheets for accuracy and lightly erase any stray marks
- 6-Recopy any damaged sheets and file the original

DON'T

- 1- DO NOT use post-it notes or paper clips on answer sheets
- 2- DO NOT use blank paper to separate buildings or rooms
- 3- DO NOT submit more than one set of answer sheets for each student

Delivery of Answer Sheets

Level 3 - 6



Cover Sheet for Returning
NYSESLAT 2018 Answer Sheets
to
Eastern Suffolk BOCES



Test: NYSESLAT Level 4

District	
Date	
Test Scoring Coordinator	
Phone #	

You must keep the answer sheets separate by Test Level.

Test Level	Sheet 1	Sheet 2	Sheet 3	Total
Level 4 Grades 5-6				

Please return your documents in the following order:

- Cover Sheet with Sheet 1, Sheet 2 and Sheet 3 count filled in
- Class Rosters with notations
- Place Reason Codes and extra sheets used on top of each pile

I certify that ALL students, including students who used extra answer sheets have valid demographic and enrollment records in the data warehouse or locked in Level 0.

Print Name: _____ Date: _____

Signature: _____

TURN OVER

TEST SCORING DO's AND DON'Ts

DO

- 1-Return Sheets in an orderly and neat pile
- 2-Combine all answer sheets into one pile
- 3-Include class roster when returning sheets
- 4-Make sure new students are entered into Level 0
- 5-Check all sheets for accuracy and lightly erase any stray marks
- 6-Recopy any damaged sheets and file the original

DON'T

- 1- DO NOT use post-it notes or paper clips on answer sheets
- 2- DO NOT use blank paper to separate buildings or rooms
- 3- DO NOT submit more than one set of answer sheets for each student

NYSESLAT

Packaging for Booklet Delivery

See “NYSESLAT Packaging for
ESBOCES Regional Scoring for
Delivery” instructions

<https://regionalscoring.esboces.org/>

Booklets Only

Links/Contacts

<http://www.p12.nysed.gov/irs/sirs/>

www.p12.nysed.gov/assessment/nyseslat

<https://regionalscoring.esboces.org>

Test Scoring Help Line

631-218-4195

OR

DWTShelp@esboces.org

Regional Scoring

For those district that are participating in Regional Scoring, please follow their instructions regarding the return of answer sheets and booklets.

Please contact dhudek@esboces.org for questions



Eastern Suffolk BOCES Board and Administration

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Vice President

William K. Miller

Member and Clerk

Fred Langstaff

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Catherine M. Romano
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David Wicks

Chief Operating Officer

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Associate Superintendent

Ryan J. Butts, Management Services

Associate Superintendent

Peggle Stahl, Ed.D. - Educational Services

Assistant Superintendent

R. Terri McSweeney, Ed.D. - Human Resources

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Grant Nelsen, Technology Integration
Gina Belli, Special Education
Darlene Boock, Regional Information Center

www.esbooces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esbooces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.