



Updating SEDREF



Attn: DDC

Due Date: When Changes are made

District Data Help: DWTShelp@esboces.org
SEDREF Help: datasupport@nysed.gov


Districts should conduct an annual audit of their information in the State Education Department Reference system (SEDREF) to ensure accuracy. This process is essential for receiving entitlements and maintaining communication with the Department's program offices.

- **Review Process:** Use the provided public query link to review institutional details, including names and contact information (emails or phone numbers) for each leadership title, ensuring there are no inaccuracies. This data is used in the Department's communication systems.
- **Updating Information:**
 - Submit change requests to Datasupport if updates or corrections are necessary.
 - The request must be on the institution's letterhead and include the school's BEDES Code, new contact details, the effective date of the change, and the signature of the current superintendent or CEO.
- **Nonpublic School Changes:**
 - Address changes for Religious and Independent schools require a BEDS Change of Address form.
 - CFO changes should be submitted using the CFO form, sent via email to Datasupport.

- Navigate to the [SEDREF Page](#)
 - In the *Name (Popular or Legal)* box, enter your institution name Use at least 5 letters of the name (EX. smith for Smithtown)
 - Follow the name with the “%”
- Click the Find Button

Use this screen to search for institutions in SEDREF
Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal): 

Institution ID:

SED Code:

Level2 Tracking Code:

SORIS Inst ID:

OSE Reporting INST ID:

Address Type: [List](#)

Addr Line 1:

City:

School Dist Loc Code: [List](#)

County Code: [List](#)

State Code: [List](#)

Inst Sub Type Code: [List](#)

Inst Type Code: [List](#)

Inactive Ind:

If you need to make changes to your SEDREF entries

- On district or building letterhead include the following
 - Request to have SEDREF updated
 - Include the District or School BEDS code
- Name and title of individual being added
- Email Address of individual being added
- Effective date of the change
- Signature of the current Superintendent or Principal
- Use “SEDREF Update” in the Subject Line
- Email completed letter to datasupport@nysed.gov