



TO: BOCES District Superintendents
School District Superintendents
Superintendents of Schools
Public School Administrators
Charter School Leaders
Religious and Independent School Administrators

FROM: Yufan Huang, Assistant Commissioner

SUBJECT: New Process for Collecting Administrative Contact Information Using the My Contacts Form in IDEx

DATE: June 18, 2026

A New Process for Collecting Administrative Contact Information

The New York State Education Department's (SED or the Department) State Education Data Reference File (SEDREF) database serves as the authoritative source of institutional information used for a wide range of applications, including the Student Information Repository System (SIRS), the Basic Educational Data System (BEDS), the exam ordering system, and official communications with educational institutions. Maintaining accurate and current information in SEDREF is essential.

While existing processes for updating institutional location data will remain unchanged, the Department has implemented a new process for collecting and maintaining administrative contact information. This new approach:

- Streamlines the management of administrative contact data
- Replaces most of the previous Annual Verification of Contact Information conducted each summer
- Enables updates throughout the year, allowing timely changes when staffing updates occur

Beginning in June 2026, the Department will collect contact information for key administrative positions directly from School Districts, BOCES, Public Schools, Charter Schools, and Religious and Independent Schools through the My Contacts form in the Information and Reporting Services (IRS) Data Exchange (IDEx) application, accessible via the Department's Business Portal. Information entered into the My Contacts form will populate and update the SEDREF database.

In addition to managing their own administrative contact information, users will be able to update the following information:

- Public schools, district-operated preschool programs and reportable programs
- BOCES virtual locations (BOVL), BOCES buildings, preschool programs, and reportable programs
- Charter Schools satellite sites
- Religious and Independent Schools' child school sites

Utilizing the My Contacts Form in IDEX

The My Contacts form is available to users with entitlement to the IDEX application through the Department’s [Business Portal](#). Please refer to the table below about viewing or changing contact information.

Action	User	Instruction
View Access	All users currently entitled to the IDEX application can view contact information. Staff without access can be granted entitlement by the Entitlement Administrator	➤ Sign into NYSED Business Portal and access IDEX. ➤ Select the “My Contacts” link (in the top right corner) to view the current contacts listed for your institution.
Edit/Update Access	<i>School District, BOCES, and Charter Schools:</i> CEOs and Information Officers listed in SEDREF can edit the My Contacts form. <i>Public Schools:</i> CEOs listed in SEDREF can edit the My Contacts form. <i>Religious and Independent Schools:</i> CEOs, CFOs, and Information Officers can edit the My Contacts form.	➤ Click the pencil icon next to the contact title. ➤ Update the information in the pop-up window and click “Save”. Important: Do not update a position with a new staff member until that individual has officially assumed the role. This is particularly important for CEO roles, as changes affect system access.
Add a New Contact (Position) Title	<i>School District, BOCES, and Charter Schools:</i> CEOs and Information Officers listed in SEDREF can edit the My Contacts form. <i>Public Schools:</i> CEOs listed in SEDREF can edit the My Contacts form. <i>Religious and Independent Schools:</i> CEOs, CFOs, and Information Officers can edit the My Contacts form.	➤ Click ‘Add Contact’ link in the right corner of the blue menu bar and a new pop-up window will appear. ➤ Choose an admin position type and a title from the drop-down lists. ➤ Enter the contact information and click “Create”. ➤ The new title will now appear in the list of contacts for your institution.
Deleting a Contact	<i>School District, BOCES, and Charter Schools:</i> CEOs and Information Officers listed in SEDREF can edit the My Contacts form. <i>Public Schools:</i> CEOs listed in SEDREF can edit the My Contacts form. <i>Religious and Independent Schools:</i> CEOs, CFOs, and Information Officers can edit the My Contacts form.	➤ Select the trash can icon next to the title. ➤ <u>Ensure the position is not required before deleting it.</u> ➤ Positions without a trash can icon are required and cannot be removed.

Action	User	Instruction
Search and Update Another Entity	<i>School District, BOCES, and Charter Schools:</i> CEOs and Information Officers listed in SEDREF can edit the My Contacts form. <i>Public Schools:</i> CEOs listed in SEDREF can edit the My Contacts form. <i>Religious and Independent Schools:</i> CEOs, CFOs, and Information Officers can edit the My Contacts form.	➤ Type entity name, Institution ID or BEDSCODE in the “Search by Institution” field at the top of the page. ➤ Select an entity from the drop-down list; only applicable options will be displayed. ➤ Add, edit, or delete a contact by following the steps outlined above.
➤ Additional guidance is available on DataSupport: ○ P-12 District and School access to IDEx forms—guide on gaining access ○ P-12 My Contacts—instruction for using the application. ➤ Most updates are reflected in SEDREF immediately. CEO and CFO updates require SED approval before they are applied to SEDREF. ➤ To review the current information on file in SEDREF, please visit the main Institution Search page. ➤ If you require additional assistance or have questions related to the new SEDREF process, please put in a datasupport ticket.		

Updating Other SEDREF Information

Changes to institution telephone number, fax number or URL should be submitted via a [datasupport](#) ticket.

Updates to other institution-related information in SEDREF, including entity names, BEDSCODES, and addresses, will continue to follow existing processes. More information is available on the [SEDREF Main Information Page](#).

Contact Information for ELL Testing Coordinators

All School Districts, BOCES, Charter Schools, and Religious and Independent Schools are required to use the My Contacts form to **submit ELL Testing Coordinator information by July 10th, 2026**.

The ELL Testing Coordinator is responsible for managing the administration of WIDA ACCESS and WIDA Alternate ACCESS assessments, including:

- Coordinating test logistics
- Managing user access in the WIDA Assessment Management System (AMS)
- Ensuring materials are ordered, secured, and returned
- Monitoring testing progress and staff training

If an ELL Testing Coordinator is not submitted, initial WIDA AMS and the WIDA administration platform access will be assigned to the CEO (District Superintendent for BOCES, Superintendent for public school districts, and Principal or Leader of Charter Schools, and Religious and Independent Schools) listed in SEDREF. The CEO will then be responsible for assigning appropriate staff roles.

More information related to the WIDA requirements can be found [here](#).

Questions related to WIDA should be directed to the [Office of State Assessment](#).