

NASSAU RIC REGENTS TEST SCORING MEETING

(HANDS-ON FILE TRAINING)

11.12.2026

Presented by:

- **Alex Piqueira**
  Senior Manager

Supported by:

- **Stacey Clougher Battaglino**
  Test Scoring & Level 0 Reporting

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HANDS-ON FILE TRAINING

TOPICS TO BE DISCUSSED

1. Regents Examinations Schedule & Timelines



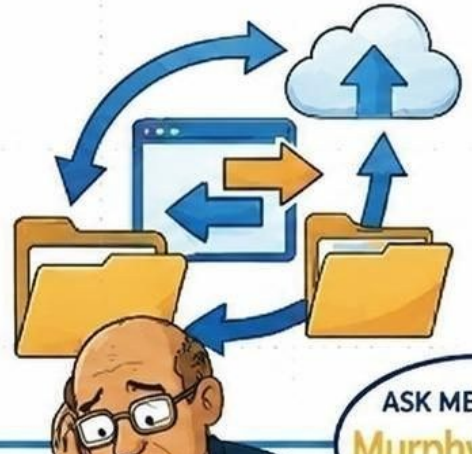
2. Where's the Data?



3. File Preparation



4. Transferring Files





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REGENTS SCHEDULES & TIMELINES

Regents Schedules and Timelines and other useful information...



JANUARY 2027 REGENTS EXAMINATION SCHEDULE

January 26 Tuesday	**January 27** Wednesday
9:15 a.m.	9:15 a.m.
➢ English Language Arts (ELA)	➢ U.S. History & Government
1:15 p.m.	1:15 p.m.
➢ Earth and Space Sciences ➢ Physical Science: Chemistry ➢ Physical Setting/Chemistry	➢ Algebra I ➢ Physical Science: Physics ➢ Physical Setting/Physics*

January 28 Thursday	**January 29** Friday
9:15 a.m.	9:15 a.m.
➢ Global History & Geography II	➢ Life Science: Biology ➢ Algebra II
1:15 p.m.	**Uniform Admission Deadlines** Morning Examinations: 10:00 am Afternoon Examinations: 2:00 pm
➢ Geometry	

*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.



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JUNE 2027 REGENTS EXAMINATION SCHEDULE

June 15 Tuesday	June 16 Wednesday	June 17 Thursday	June 18 Friday
9:15 a.m.	9:15 a.m.	9:15 a.m.	**No Testing***
➢ English Language Arts (ELA)	➢ Global History & Geography II	➢ Life Sciences: Biology	
1:15 p.m.	1:15 p.m.	1:15 p.m.	
➢ Earth and Space Sciences	➢ Algebra I	➢ Algebra II	

Uniform Admission Deadlines

Morning Examinations: 10:00 am

Afternoon Examinations: 2:00 pm

June 21 Monday	June 22 Tuesday	June 23 Wednesday	June 24 Thursday	June 25 Friday
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	**No Testing**
➢ Locally Developed Checkpoint A or B Exam**	➢ U.S. History & Government	➢ Physical Science: Chemistry ➢ Physical Setting/Chemistry	➢ Physical Science: Physics ➢ Physical Setting/Physics	
1:15 p.m.	1:15 p.m.			
➢ Locally Developed Checkpoint A or B Exam**	➢ Geometry			

*Rating Day for Schools that are open.

**World language Assessment suggested date/time.

FILE PREPARATION

*"**Know the Rules!***
Careful preparation of every file today helps every student succeed on Regents day"

Today's preparation…
tomorrow's success!



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UNDERSTANDING THE STUDENT/COURSE FILE

- **What is It?**
  A Student/Course file is sent by you to Nassau BOCES and will be used to generate and sort the answer sheets.
- A sample template file can be emailed to you by your Nassau BOCES Testing Coordinator upon request.
- Please create a **separate file** for each type of Regents exam. Save and Name it accordingly…

  YourDistrictName_Jan_2026-2027_TestName.csv
  For Example: MyBestSchool_Jan_2026-2027_ELA.csv



- ✓ Please submit separate files and not one file with multiple TABS.

STUDENT/COURSE FILE TEMPLATE SAMPLE TEMPLATE (PUBLIC DATA TEMPLATE)

DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School
NY280123	**0001**	**2027-06-30**	**Jan**	**123456789**	**Doe**	**John**	**00**		**Mrs. Smith**	**03001**		

*******PLEASE READ THE DIRECTION BELOW CAREFULLY*******

Please create a separate file for each Regents exam

Row 2 is just a sample - Delete it before you add your own records

Do not touch Row 1 - Headings - Do not reformat - some fields are formatted as text to accommodate leading zeros

All fields must be labeled *exactly* as above. Please do not add or delete (even if empty) any fields

DELETE ALL ROWS (DIRECTIONS) AFTER YOUR LAST RECORD.

Save as a .csv and Rename (your district name_Jan 2026-27_test name)

Once saved as a .csv DO NOT OPEN in Excel. You will lose your formatting and will have to reformat

Post file to the Test Scoring FTP site AND notify your coordinator

This is the Student's Home District ID	4 digit location code or 6 digit code for OOD placements	Copy and Paste this date into each record for each student	Copy and Paste Jun into each record for each student	This is the student's Local ID from their Home School or district			Actual Grade Level for the 20-21 school year	May be used if you want answer sheets sorted by CourseSection	May be used if you want answer sheets sorted by Teacher	See course code list that identifies the Regents Exam to be taken by the student	Leave Blank	Leave Blank
Must have NY before the number	4 digits use leading zeros if necessary	**DO NOT** change to exact date.	Jan	9 digits: use leading zeros			2 digits: Use leading zero			5 or 7 characters: Use leading zero and uppercase C's, F & NF		

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STUDENT/COURSE FILE TEMPLATE IN DETAIL (PUBLIC DATA TEMPLATE)

- Sample Template Columns in detail.

Data Item	Maximum Size of Field Public Schools	Sample Data Public Schools
DistrictCode	8	**NY280**###
LocationCode	4 (use leading zeros if needed)	**000**#
Version	10	**2027-06-30**
AdminMonth	3	**Jan** or **Jun**
StudentID	9 (use leading zeros if needed)	**000**123456
LastName	20	Doe
FirstName	20	Jane
GradeLevel	2 (use leading zeros if needed)	**0**9
CourseSection	20	MA301-2 (Course-Section)
TeacherName	30 (Used **only** for sorting and IDW reports)	Jane Smith or Mrs. Smith-H (for honors), Smith/Jones
StateCourseCode	5 or 7 (See Course Code Section)	03001 or 02052CC
DistrictName	30 (use to override District code)	**Leave Blank**
School	30 (use to override Location code)	**Leave Blank or School Name**

STUDENT/COURSE FILE TEMPLATE SAMPLE TEMPLATE (NON PUBLIC DATA TEMPLATE)

DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School
80000001	000001	2027-06-30	Jan	123456789	Doe	John	00		Mrs. Smith	03001		

*******PLEASE READ THE DIRECTION BELOW CAREFULLY*******

Please create a separate file for each Regents exam

Row 2 is just a sample - Delete it before you add your own records

Do not touch Row 1 - Headings - Do not reformat - some fields are formatted as text to accommodate leading zeros

All fields must be labeled *exactly* as above. Please do not add or delete any fields (even if empty)

DELETE ALL ROWS (DIRECTIONS) AFTER YOUR LAST RECORD.

Save as a .csv and Rename (your district name_Jan 2026-27_test name)

Once saved as a .csv DO NOT OPEN in Excel. You will lose your formatting and will have to reformat

Post file to the Test Scoring FTP site AND notify your coordinator

This is the Student's Home District ID	4 digit location code or 6 digit code for OOD placements	Copy and Paste this date into each record for each student	Copy and Paste Jun into each record for each student	This is the student's Local ID from their Home School or district			Actual Grade Level for the 20-21 school year	May be used if you want answer sheets sorted by CourseSection	May be used if you want answer sheets sorted by Teacher	See course code list that identifies the Regents Exam to be taken by the student	Leave Blank	Leave Blank
Must have 8 digits	6 digits. Use the last 6 digits of your District Code	**DO NOT** change to exact date.	Jan	9 digits: use leading zeros			2 digits: Use leading zero			5 or 7 characters: Use leading zero and uppercase C's, F & NF		

NASSAURIC REGIONAL INFORMATION CENTER

STUDENT/COURSE FILE TEMPLATE IN DETAIL (NON PUBLIC DATA TEMPLATE)

- Sample Template Columns in detail.

Data Item	Maximum Size of Field Public Schools	Sample Data Public Schools
DistrictCode	8	**800**#####
LocationCode	4 or 6 (use leading zeros if needed)	**000**###
Version	10	**2027-06-30**
AdminMonth	3	**Jan** or **Jun**
StudentID	9 (use leading zeros if needed)	**000**123456
LastName	20	Doe
FirstName	20	Jane
GradeLevel	2 (use leading zeros if needed)	**0**9
CourseSection	20	MA301-2 (Course-Section)
TeacherName	30 (Used **only** for sorting and IDW reports)	Jane Smith or Mrs. Smith-H (for honors), Smith/Jones
StateCourseCode	5 or 7 (See Course Code Section)	03001 or 02052CC
DistrictName	30 (use to override District code)	**Leave Blank**
School	30 (use to override Location code)	**Leave Blank or School Name**

JANUARY 2027 REGENTS COURSE CODES

Exam Date & Time	Assessment Name (ITEM_NAME)	Assessment Code	Course Code	Subtest Identifier (ITEM_DESC)
Tuesday 1/26/27 at 9:15 am	English Language Arts (ELA)	01340	01003	Regents Common Core ELA – Jan
Tuesday 1/26/27 at 1:15 pm	Earth and Space Sciences	01900	03008	Regents Earth and Space Sciences - Jan
Tuesday 1/26/27 at 1:15 pm	Physical Science: Chemistry	01220	03120	Regents Phy Science: Chemistry - Jan
Tuesday 1/26/27 at 1:15 pm	Physical Setting/Chemistry	01201	03101	Regents Phy Set/Chemistry - Jan
Wednesday 1/27/27 at 9:15 am	US History & Gov't	01072	04101	Regents US History & Gov't - Jan
Wednesday 1/27/27 at 1:15 am	Algebra I	01303	02050	Regents Algebra I - Jan
Wednesday 1/27/27 at 1:15 am	Physical Science: Physics	01230	03170	Regents Physical Science: Physics - Jan
Wednesday 1/27/27 at 1:15 am	Physical Setting/Physics*	01202	03151	Regents Phy Set/Physics - Jan
Thursday 1/28/27 at 9:15 am	Global History and Geography II	01208	04052	Regents Global History and Geography - Jan
Thursday 1/28/27 at 1:15 am	Geometry	01705	02072	Regents Geometry - Jan
Friday 1/29/27 at 9:15 am	Life Science: Biology	01159	03050	Regents Life Science: Biology - Jan
Friday 1/29/27 at 9:15 am	Algebra II	01306	02056	Regents Algebra II - Jan

* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the State Education Department at the end of the examination period.

2026-27 NYS Comprehensive Course Catalog Workbook

Test Groups for Assessments with Subtest Identifiers and Codes

Use The Course Code Column and Not the Assessment Code Column

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JUNE 2027 REGENTS COURSE CODES

Exam Date & Time	Assessment Name (ITEM_NAME)	Assessment Code	Course Code	Subtest Identifier (ITEM_DESC)
Tuesday 6/15/27 at 9:15 am	English Language Arts (ELA)	06320	01003	Regents English Language Arts - Jun
Tuesday 6/15/27 at 1:15 pm	Earth and Space Sciences	06900	03008	Regents Earth and Space Sciences - Jun
Wednesday 6/16/27 at 9:15 am	Global History and Geography II	06208	04052	Global History and Geography
Wednesday 6/16/27 at 1:15 am	Algebra I	06303	02050	Regents Algebra I - Jun
Thursday 6/17/27 at 9:15 am	Life Science: Biology	06159	03050	Regents Life Science: Biology - Jun
Thursday 6/17/27 at 1:15 am	Algebra II	06310	02056	Regents Algebra II - Jun
Friday 6/18/27	**Juneteenth Holiday Observed (Rating Day for Schools that are open)**			
Monday 6/21/27 at 9:15 am	Locally Developed A or B Exam (World Language Assessment suggested date/time)			
Monday 6/21/27 at 1:15 am	Locally Developed A or B Exam (World Language Assessment suggested date/time)l			
Tuesday 6/22/27 at 9:15 am	US History & Gov't	06072	04101	Regents US History&Gov't - Jan
Tuesday 6/22/27 at 1:15 am	Geometry	06705	02072	Regents Geometry - Jun
Wednesday 6/23/27 at 9:15 am	Physical Science: Chemistry Physical Setting/Chemistry	06201	03101	Regents Phy Set/Chemistry - Jun
Thursday 6/24/27 at 9:15 am	Physical Science: Physics Physical Setting/Physics	06202	03151	Regents Phy Set/Physics - Jun
Friday 6/25/27	**Rating Day (No Testing)**			

2026-27 NYS Comprehensive Course Catalog Workbook

Test Groups for Assessments with Subtest Identifiers and Codes

Use The Course Code Column and Not the Assessment Code Column

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STUDENT/COURSE FILE – QUICK REVIEW

- Who should be in these files?
  - ✓ Students **currently enrolled** in a course ending in a Regents exam.
  - ✓ Students who need to **retake** a Regents exam for graduation or for a **higher score**.



- Question you should ask yourself?
  - ✓ *How does your district **identify** these students?*
  - ✓ Who provides the information for this file and who places the order for the student answer sheets?
  - ✓ Guidance Counselors? Chairpersons?
  - ✓ What processes are in place to confirm the child intends to sit and has the requirements to take the exam?



Do you know your answer sheet counts? Additional charges will be applied for excessive "extra" answer sheets.

STUDENT/COURSE FILE – QUICK REVIEW

Some Basic Rules

- Do not assign "**PRETEND ID's**" for students. The student ID ***must be*** the student's home school ID!!!
- Create a **separate file** for each type of Regents exam. Save and Name it accordingly…**YourDistrictName_Jan_2025-2026_TestName.csv**
  - ✓ Separate files and not one file with multiple TABS.



- Make sure you are using the current school year for the date. Especially if you are using a prior year as the template.
- If a student is taking more than one Regents exam, the student will be listed on separate files for each exam.
- **DistrictCode: NY280**### (Pubs) or **800**##### (Non-Pubs)

STUDENT/COURSE FILE – QUICK REVIEW

Some Basic Rules

- If a student's or teacher's name contains a **comma** (Doe, Jr.), the name must be in **quotes**. Example: "Doe, Jr."



- Grade Level must be 2 digits. **Example: 09**
- ***Do not*** change the file headings. They should be EXACTLY as in the sample. ***No Touchy…***
- If you have co-teachers, both names can be listed in the teacher field (Smith/Jones). Do not exceed 30 characters. Do not use a comma to separate names.
- The **StateCourseCode** identifies the test to be printed within the printing program. It must have the leading 0 or it will not print.

STUDENT/COURSE FILE – QUICK REVIEW

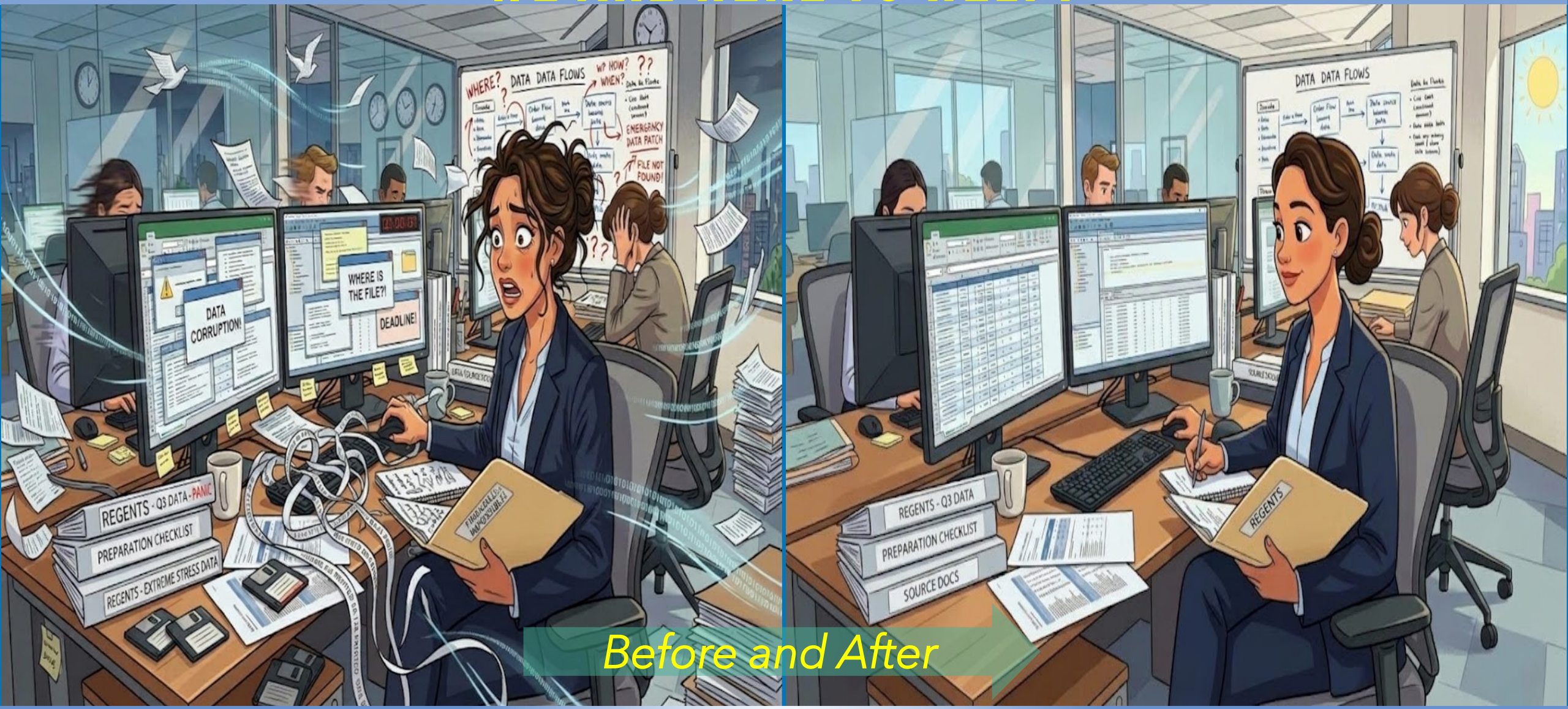
LITTLE ALEX'S REGENTS PET PEEVES!



- **DUPLICATE RECORDS**
  One record per student per exam. No duplicates!
- **INVALID CODES**
  Use only NYSED-approved codes.
- **STUDENT INFO MISMATCH**
  Use correct match and local 9 digit student ID's.
  They must match NYSED records exactly!
- **INCORRECT COURSE CODES**
  Report the correct course code that aligns to the exam taken.
- **EXTRA SPACES & SPECIAL CHARACTERS**
  Follow the file layout exactly. Keep it clean!
- **INCOMPLETE OR INACCURATE FILES**
  Errors & delays in printing and receiving your answer sheets.
  Take the extra minute now. Save days later!
- **FOLLOW DIRECTIONS & DEADLINES**
  Read all instructions carefully and submit files by the due date. We accept files early!
- **Separate any Suffolk and/or Yeshiva Schools Students into their own files.**

WHERE'S THE DATA...AND...FORMAT WHAT?

WE ARE HERE TO HELP!



Before and After

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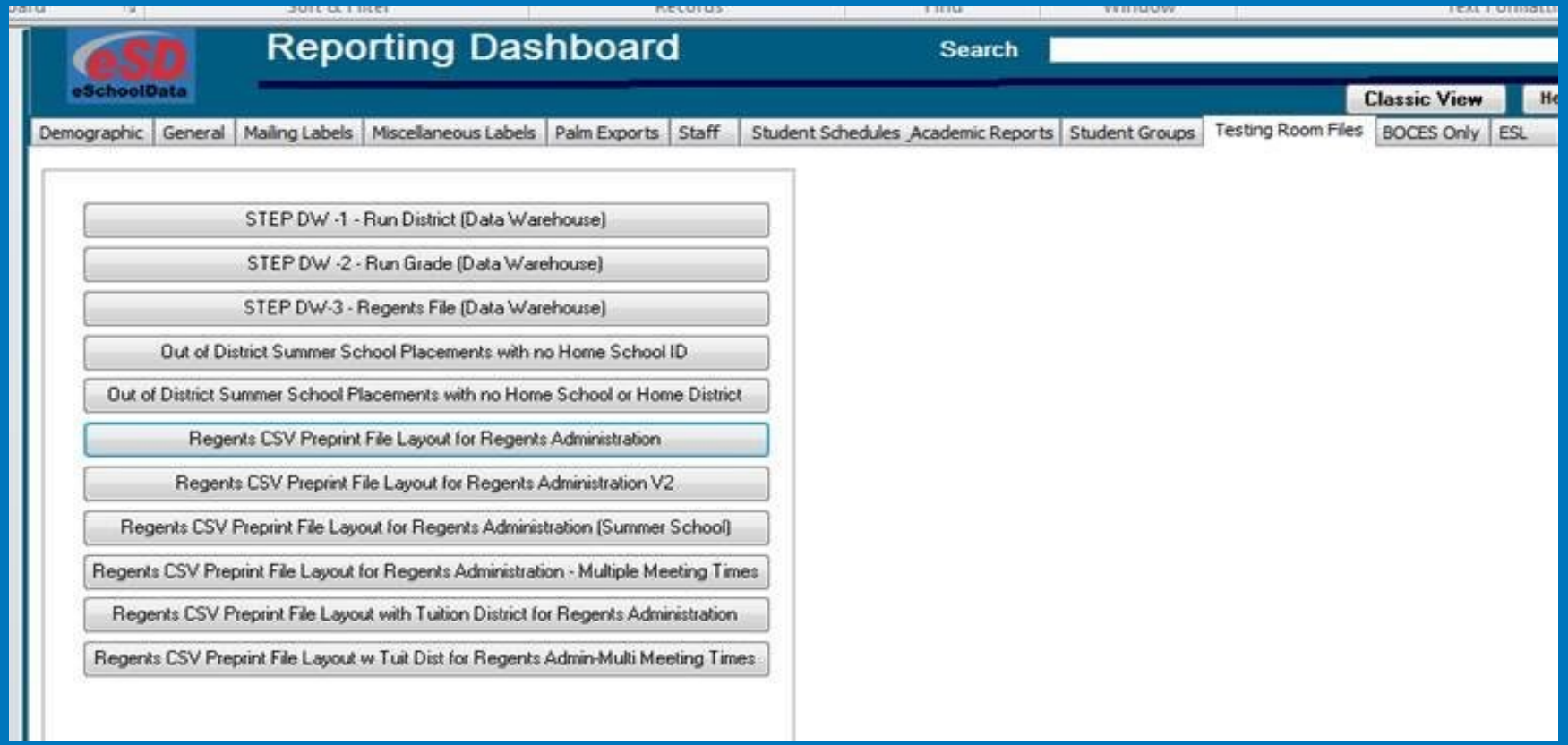
STUDENT INFORMATION SYSTEM (PULLING THE DATA FILES)

Your Student Information System (SIS) Will Have the Ability to Export this Data



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schooltool™

Infinite Campus

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EXCEL OVERVIEW – PREPPING YOUR FILE

- Gather your Data. Enter all student information within each column, row, cell of the supplied data template.
- **Format your columns**: You can either format cells before you start or custom format the columns later, it is up to you.
  - ✓ **If you want to custom format your columns, you do not have to worry about formatting column B, C, E, H, and K until the very last time you modify the file and are ready to send it to Nassau BOCES.**



- Use the instructions provided within on how to insert the leading 0's.



If you want to see what the file looks like after formatting and saving, open the file in notepad.

- For the final Save, Name your file accordingly as a **CSV (Comma delimited) (*.csv)** file.
  Example: **YourDistrictName_Jan_2026-2027_TestName.csv**
- If you click the csv file to re-open it again, it will open within Excel. Opening the .csv file in Excel allows you to make modifications, but you will lose the "custom" formatting that you added like your leading 0"s. **Just format the columns again.**

ALEX'S TIPS

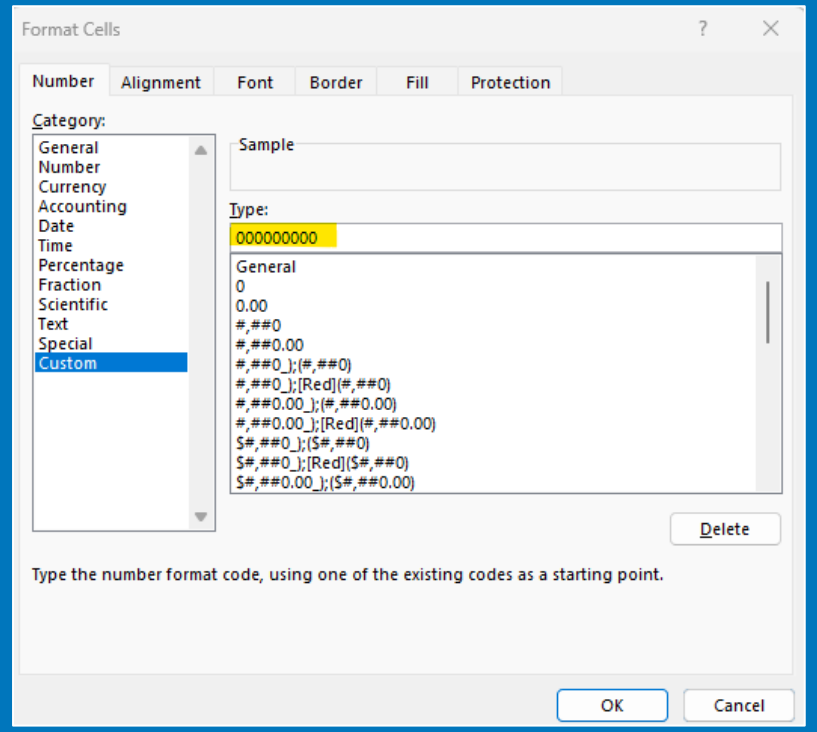
- Create a master Excel work file and save it as an Excel Workbook .xlsx. Name it accordingly. For example: **January_Regents_26-27_Workfile.xlsx**
- Within this master spreadsheet, create a separate tab for each exam. ELA, Algebra I….etc. Copy and paste the Header Row within each tab for each exam.
- Copy all the student information you exported from your SIS system, the appropriate student data, within each column, row, and cell for each exam tab that student is taking.
- **Format your columns**: You can either format cells before you start or custom format the columns later, it is up to you.
- Save each tab…Name your file accordingly as a **CSV (Comma delimited) (*.csv)** file. **Repeat the save process for each exam for each tab.** Example: **YourDistrictName_Jan_2026-2027_ELA.csv**
- Please Note: If you click the .csv file to re-open it again, it will open within Excel and you will loose the formatting. **Make any changes to the original master work file. Repeat saving each tab as a csv file.**



FORMATTING - HOW DO I DO THIS?

How to Insert Leading 0's

- Select and Highlight a specific Excel Column.
- **Right Click** and choose **Format Cell**.
- Select **Custom**.
- Select and replace "**General**" in the "**Type**" box.
- Type in nine zeros – **000000000** - for student ID, **four or six zeros** for the location code, **five zeros** for state course code. Based on the specific column selected. Click **OK**.

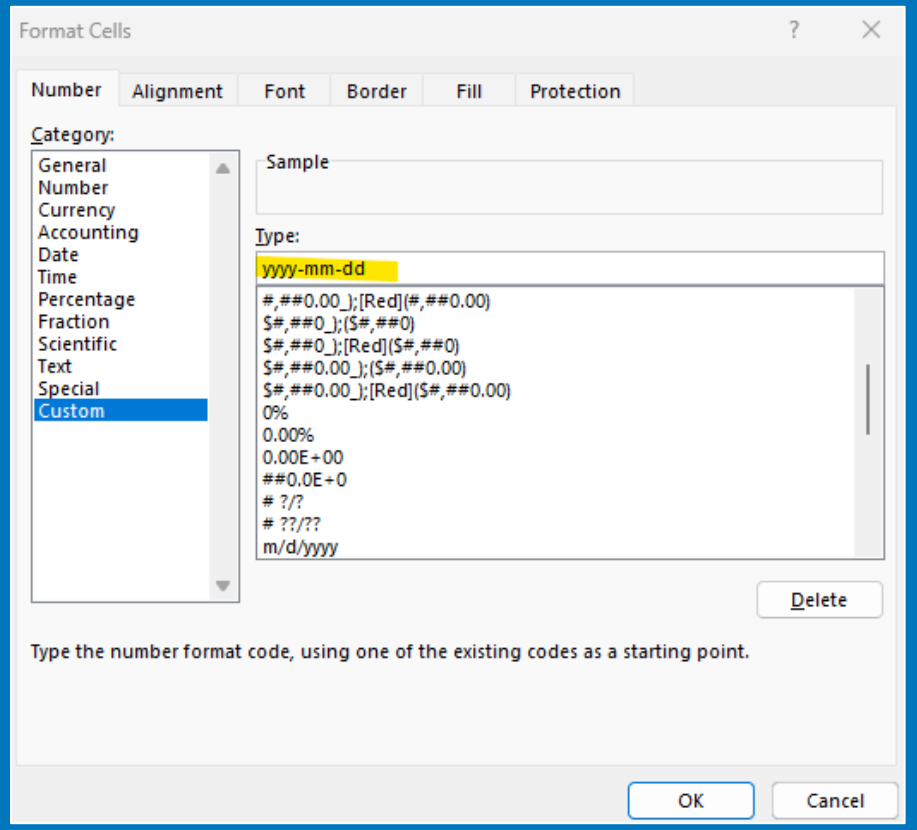




FORMATTING - HOW DO I DO THIS?

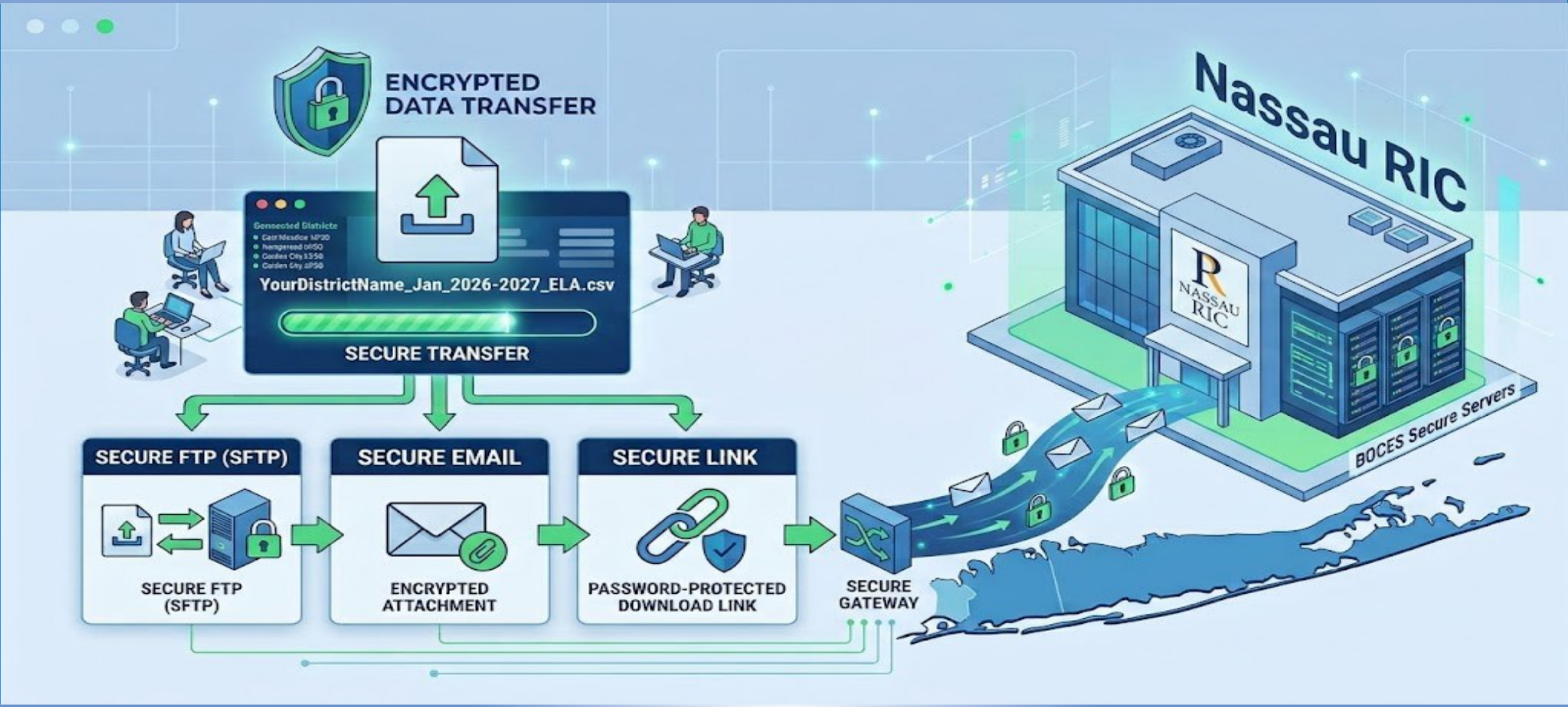
How to Fix the Date

- Select and Highlight a specific Excel Column.
- **Right Click** a choose **Format Cell**.
- Select **Custom**.
- Select and replace "**General**" in the "**Type**" box.
- Type in **yyyy-mm-dd**.
- Click **OK**.
- This will format the column.





WHAT TO DO WITH THE DATA FILE?



PUBLIC SCHOOLS (WHERE T0 SEND THE FILES?)

Posting the File if you are a Public School

- Name your file accordingly as a CSV file and save it into a properly named folder.
  YourDistrictName_Jan_2025-2026_TestName.csv
- Post the completed file to the **Test Scoring FTP Site**.
- **Post By:**
  - **December 3th 2025**
    (January Regents)
  - **March 25th, 2026**
    (June Regents)
- Email your coordinator to let them know you posted your file.









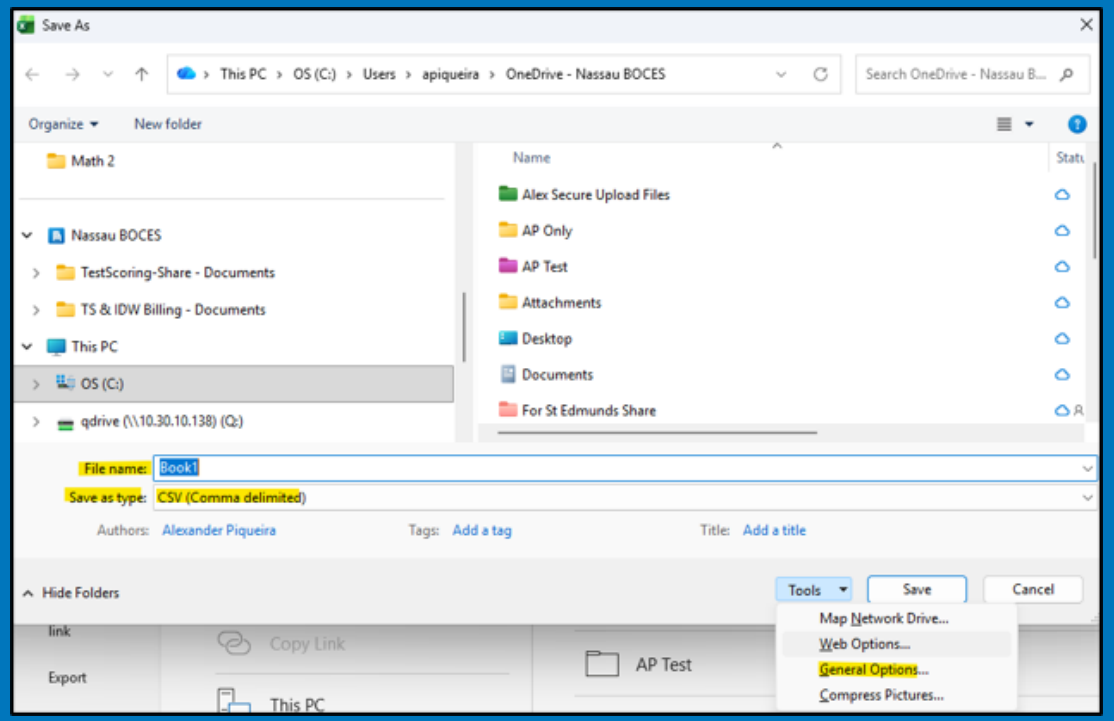
NON PUBLIC SCHOOLS (WHERE T0 SEND THE FILES?)

Sending the Files via eMail – Password Protect

- **Don't send** the file via email unless password protected.
- To password protect your file, within Excel:
  - ✓ **File > Save As.**
  - ✓ Select **More or Browse** option based on your Excel version.
  - ✓ Select **Save as Type**: choose **.xlsx** file.
    - .CSV files can't be password protected.
  - ✓ Name your file accordingly.
  - ✓ **Choose Tools/General Options**







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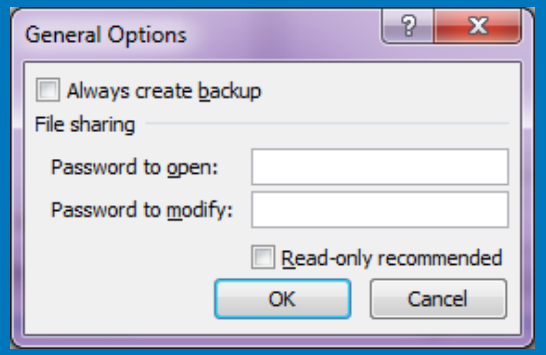
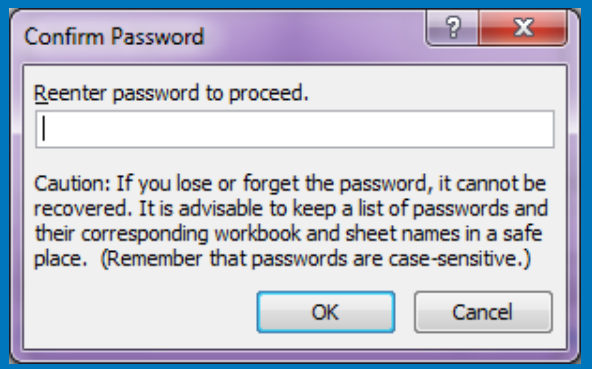
NON PUBLIC SCHOOLS (WHERE T0 SEND THE FILES?)

Sending the Files via eMail – Password Protect (Continued)

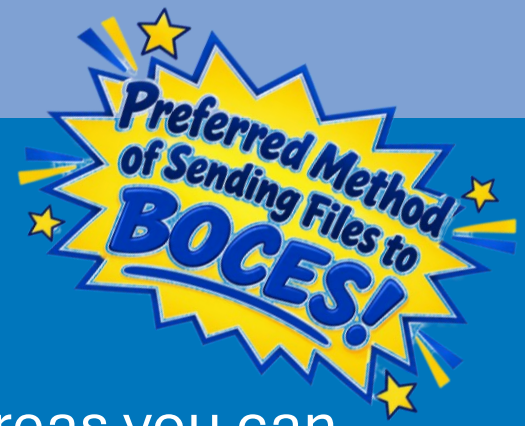
- Enter a password in the **Password to open box**. Password to modify option is not necessary.
- Press **OK** and **re-enter password**.
- Press **OK** and **Continue** to save as usual.
- E-mail your testing coordinator the password.
- In a separate email, Attach the file and send. (2 separate emails)





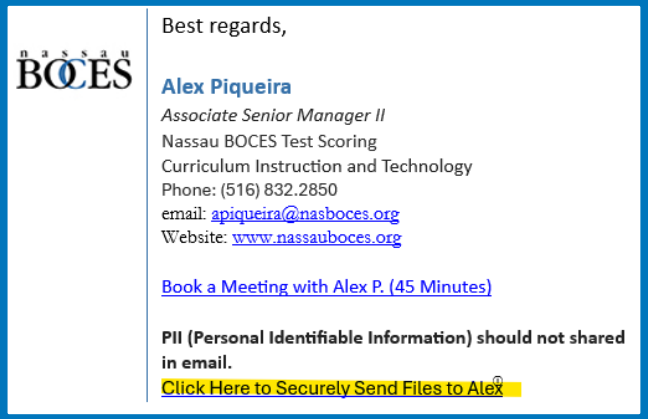


NON PUBLIC SCHOOLS (WHERE TO SEND THE FILES?)



Sending the Files via a Secure Link ***The Preferred Method***

- **Don't send** the file via email unless password protected.
- Convert your files to a .CSV file. Name the file accordingly.
- Each coordinator within their email signature has a secure link whereas you can send this file.
- **Post By:**
  - **December 3rd 2026** (January Regents)
  - **March 25th, 2027** (June Regents)
- Email your coordinator to let them know you posted your file.


Best regards,

nassau BOCES

Alex Piqueira
Associate Senior Manager II
Nassau BOCES Test Scoring
Curriculum Instruction and Technology
Phone: (516) 832.2850
email: apiqueira@nasboces.org
Website: www.nassauboces.org

Book a Meeting with Alex P. (45 Minutes)

PII (Personal Identifiable Information) should not shared in email.
Click Here to Securely Send Files to Alex



*** WATCH OUT ***

PLAN. VERIFY. REPEAT.

THE 4-PANEL DATA JOURNEY

MURPHY'S LAW STRIKES AGAIN... but can be beat with PREPARATION!

WHEN YOU LEAST EXPECT IT, IT WILL STRIKE.



CHECK. FIND. FORMAT.

KNOW YOUR DATES



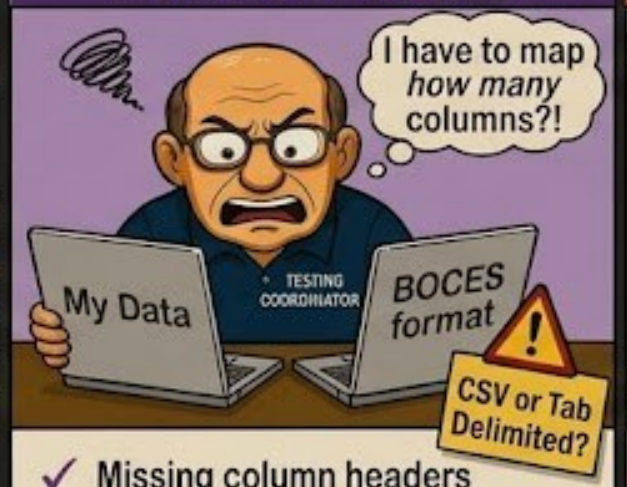
- ✓ Testing dates don't align
- ✓ Deadline is BEFORE I find the data
- ✓ Multiple calendars for same test
- ✓ The official date just changed AGAIN!

FIND YOUR DATA



- ✓ Missing student IDs
- ✓ Files with weird names
- ✓ 'Final' vs. 'Final_v2_Final'
- ✓ Data in a non-standard format
- ✓ That one student data is just GONE

FORMATTING THE DATA FILE



- ✓ Missing column headers
- ✓ Commas in text fields (aargh!)
- ✓ Date format (MM/DD or DD/MM?)
- ✓ File rejected on basic check
- ✓ It *looked* correct until upload

TRANSFERRING TO NASSAU BOCES



- ✓ User authentication fails
- ✓ SFTP server down
- ✓ 'Upload Error: Unknown'
- ✓ The file is 'Still processing...'
- ✓ Deadline is in 5 minutes!

MURPHY'S LAW IS REAL... BUT DATA PREPARATION, ATTENTION TO DETAIL, AND PATIENCE CAN BEAT IT!

NASSAU RIC REGENTS EXPERTS

NASSAU RIC REGIONAL INFORMATION CENTER

YOUR SUPPORT TEAM!

Testing Coordinators	Email	Phone
Donna Blood	dblood@nasboces.org	(516) 832-2864
Giovanni "John" Pascuzzo	gpascuzzo@nasboces.org	(516) 832-2753
Tyra Andino	tandino@nasboces.org	(516) 396-2048

Testing Manager	Email	Phone
Alex Piqueira	apiqueira@nasboces.org	(516) 832-2850

Supervisor	Email	Phone
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Scanner Support	Email	Phone
Suzzane Johnson	sjohnson@nasboces.org	(516) 832-2754

OSC World Liaison	Email	Phone
David Erlanger, Ed.D.	derlanger@nasboces.org	(516) 832-2786

*Updated Coordinator Lists has been posted on the Nassau BOCES Test Scoring website.



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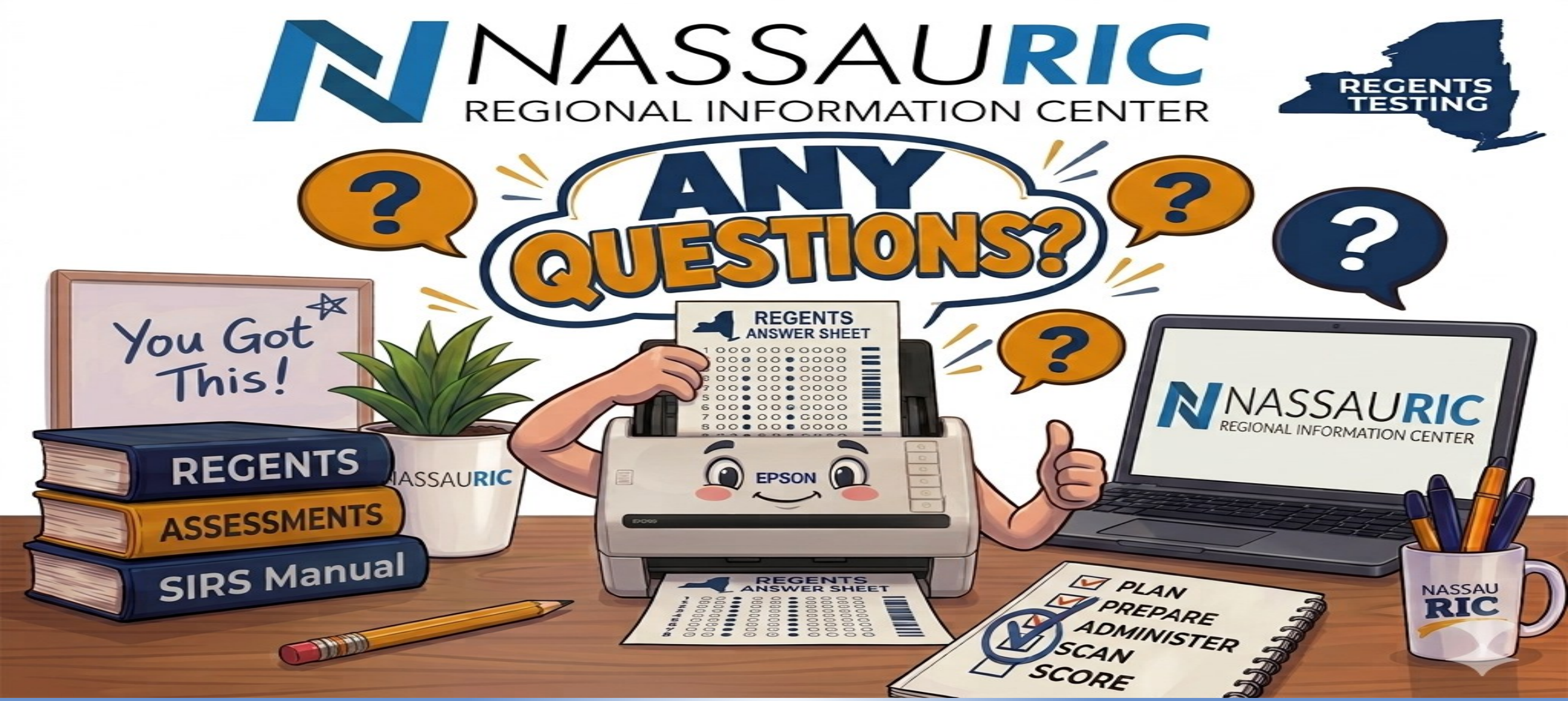
IMPORTANT WEBSITES

- Office of State Assessment (OSD)
  OSD Web Page
- NYSED SIRS Manual; Assessments Information; and much more….
  SIRS Manual and Data Elements
- NYSED Course Catalog
  Compreshensive Course Catalog
- NYSED Regents Examination Schedules
  Regents Examination Schedules
- *NYSED Business Portal*
  NYSED Business Application Portal
- *L2RPT Verification Reports*
  Level 2 Reports
- *NYSED Information and Reporting Service*
  IRS Collection and Reporting Services
- Nassau BOCES Test Scoring Web Page
  Nassau RIC Test Scoring



ANY TEAM QUESTIONS?





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