



Information and Reporting Services
Room 863 EBA
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June 2019

TO: Public School Superintendents
FROM: Ellen Martin
SUBJECT: Updating of Public School Listing

Each summer the Department updates its public school directory information. This process updates the SED Reference File (SEDREF) which serves as the authoritative guide for processing information for the student data warehouse, the Basic Educational Data System, the exam ordering system and a host of other SED applications.

The attached listing shows the name, address, web address, telephone number and fax number for your district and schools as well as contact information for the superintendent, central office staff and key staff of each school within your district. Please update this information so we may keep our records as accurate as possible.

Please note: If any school is closing or changing grade configuration, your district will need the forms and information located at the following website: [Modify the Registration of a Public School](#).

Incorrect information should be lined out and the correct information written in immediately to the right. All districts and schools are allowed to have one "Additional Contact" on SEDREF. This staff member will receive all of the same communications from the Education Department that the Chief Executive Officer receives. If you would like to add an additional contact and one is currently not listed, there is a space for you to add one.

Please note: The bold Title for each position is an official Education Department designation and cannot be edited.

Because we may use United Parcel Service (UPS) to send out information, we need a street address if your postal address is a PO Box. UPS will not deliver packages to post office boxes. We will carry both addresses in our file.

Please return this document (**even if no changes were made**) as soon as possible, but no later than **July 12, 2019**. You can return this information by the following means:

- Upload to the IRSP – [IRS Portal](#)
- Scan and return to datasupport@nysed.gov with the subject as "SEDREF Summer Update"
- Fax to 518-474-4351
- Mail to NYS Education Department, Information and Reporting Services, Rm. 860 EBA, Washington Avenue, Albany, NY 12234.

If you have any questions please visit the Help Center at [Datasupport](#). Thank you for your continued cooperation.