



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
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To: School Leaders and Board Chairs of Charter Schools
From: David Frank, Executive Director, Charter School Office
Date: August 16, 2017
Subject: Updating Charter School Information on SEDREF

All public contact information for charter schools, along with other public schools, is maintained in the State Education Department Reference File (SEDREF) system, along with other key institutional data. The State Education Department and the Charter School Office (CSO) rely on the information in the SEDREF system for most communications with schools via email, phone, and mail. It is important that you routinely review and update your school's public contact information according to the information provided in this memo.

SEDREF public information for each school includes all contact information and key personnel. For charter schools, although the titles for key personnel might not exactly mirror these titles, the roles that are of most importance for information and communication purposes are:

- Board of Trustee President
- Chief Executive Officer
- Chief Financial Officer
- Director of Special Education
- Information Officer
- Title I Coordinator
- Additional Contact

Updating a school's information in SEDREF is easy and can be accomplished by following these three steps:

1. Find your school's BEDS code by going to the NYSED Charter Schools Directory at <http://www.p12.nysed.gov/psc/csdirectory/CSLaunchPage.html>
2. Once you find your school in the Directory:
 - a. click on your school's name
 - b. click on "Institutional data" towards the top of the screen
 - c. your school's BEDS code is listed in bold as "SED Code" in the right-hand column.
3. Go to [https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_gry_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_gry_vw$.startup), enter your BEDS code in the SED Code field, and review all information including contact information, your school's address, and administrative positions.
4. If an update is needed, email datasupport@nysed.gov, add your BEDS Code to the email, and the new person's information (name, email address and phone number).

Currently, the contact information for many new charter schools is not complete or up-to-date on SEDREF. At your earliest convenience, please review the SEDREF information for your school to ensure that all information is current. You should copy the CSO on all updates and changes via charterschools@nysed.gov.

Any updates that involve a school name change or a change of school district or, community school district (CSD) in New York City, must be approved by the Board of Regents or go into effect by operation of law before SEDREF is updated. Changes in school district or CSD location will also result in a change to the school's BEDS code. If these circumstances are applicable for your school, you should be working directly with your authorizer.

As you are updating SEDREF, if your school also needs to update administrative access to the NYSED TEACH system, you can do so by following the directions at <http://www.p12.nysed.gov/psc/documents/SEDREFnewcsmemo072216.pdf>.

Please review your SEDREF information periodically and update it promptly to reflect changes to contact information.