

## How to...

### Update the NYSED Reference File (SEDREF)

Please review the school's listing in SEDREF to ensure that all NYSED Offices can reach the correct person at your school with important announcements and time sensitive communications:

[https://portal.nysed.gov/pls/sedrefpublic/SED.sed\\_inst\\_qry\\_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)

Update as needed SEDREF:

- Compose a notification to NYSED on the charter school's letterhead, signed by the principal or CEO, listing the following information:
  - The school's name
  - BEDs code,
  - For each SED contact role/title to be updated list
    - name of the individual with that role at your school
    - their title at your school
    - their business email address and
    - business phone number
- Open the NYSED Office of Information and Reporting Services Web Applications  
<https://datasupport.nysed.gov/hc/en-us>
  - Click on the blue Help button at the lower right-hand of the screen
  - Complete the form: full name and Email address, in the How can we help you? section enter "SEDREF Update"
  - Scroll down in the Help button request form to attach an official request document, outlined above.

SEDREF updates are processed nightly. After CEO information is processed in SEDREF, changes will appear the following business day. An email will be sent (from no-reply@nysed.gov) to the email address on the updated CEO account, confirming any new account information.

Review the full list of SEDREF titles at

<https://www.oms.nysed.gov/sedref/documents/ADMINPositionTypecodeDescriptions.pdf>

Important titles to maintain include:

- Chief Executive Officer
- Chief Financial Officer
- Additional Contact
- Board of Education President
- Information Officer
- School Administrator
- NYSAA Testing Coordinator
- 3-8 Testing Coordinator
- Director of Operations
- Data Protection Officer
- HR Administrator