



THE STATE EDUCATION DEPARTMENT

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BUREAU CHIEF  
Office of State Assessment

August 2022

**TO:** Principals of Public, Religious, and Independent Schools  
Leaders of Charter Schools

**FROM:** Clara DeSorbo **Clara DeSorbo**

**SUBJECT:** Procedures for Requesting, Shipping, and Storing the New York State Identification Test  
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If you are a **new** principal and do not have a valid username and password, determine which of the following situations applies to you.

- **Principals of New York City Public Schools**

- *Directions for Administration:* The Department will send schools quantities of the *Directions for Administration* commensurate with the number of tests requested.

*Answer Sheets:* Schools are required to contract with a Regional Information Center (RIC) or a large-city scanning center for answer sheets and examination data processing services for the NYSITELL. The complete [list of RICs](#) and large-city scanning centers is available on the Department's website. New York City religious and independent schools must contract with a

The NYSITELL is a secure test. No one may make notes of any of the questions from the test. The school principal may authorize school personnel to make photocopies of secure NYSITELL test materials should the school's supply be insufficient, but the principal must ensure that all original and photocopied NYSITELL materials are stored in the school's designated secure location.

The materials for the NYSITELL remain secure after test administration and should be retained in a secure loc