



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

CHARTER SCHOOL OFFICE
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To: School Leaders and Board Chairs of Charter Schools

From: David Frank, Executive Director

Date: April 29, 2021

Subject: Updating Charter School Information in SEDREF

Key institutional data for every charter school is maintained in the State Education Department Reference File (SEDREF). In addition to basic contact information such as physical and mailing addresses, each school's record includes a list of administrative positions, the individuals in those positions, and contact information for each of the individuals. The Department and the Charter School Office use the information in SEDREF to send payments, communicate with school administrators via e-mail, phone and mail; therefore, **all charter schools are responsible for keeping their school's SEDREF information up to date and should routinely review your school's SEDREF record.**

To view the contents of your charter school's record in SEDREF, go to the Charter Schools Directory at <http://www.p12.nysed.gov/psc/csdirectory/CSLaunchPage.html>, click on the school name, then click on institution data. To update the school's mailing address, phone and fax numbers, and website address and to add or update personnel in key administrative positions listed in SEDREF, please contact the Department's Office of Information and Reporting Services at datasupport@nysed.gov, being sure to include the school's full name and BEDS code.

Changes in a school's name and/or physical address must be approved by your school's charter authorizer. Upon approval by the school's authorizer, the school should request a change to these SEDREF fields by e-mailing datasupport@nysed.gov. A change in school name or school district (or community school district in New York City) must be approved by the Board of Regents or go into effect by operation of law before the school can update SEDREF. In addition, a change in school district or CSD will result in a change to your school's BEDS code.

If needed by newly-hired key personnel to update administrative access to the Department's TEACH system, please go to <http://www.highered.nysed.gov/tcert/teach/teachadmin.html>.

To update Statewide Financial System vendor information and access, please go to http://www.osc.state.ny.us/vendor_management/forms.htm.

Thank you for your cooperation. Questions may be directed to the NYSED Charter School Office at charterschools@nysed.gov or (518) 474-1762.