



BUREAU CHIEF, TEST ADMINISTRATION AND OPERATIONS
Office of Assessment Policy, Development and Administration

January 2011

TO: Principals of Secondary Schools in New York City

FROM: Barbara M. Wallis

SUBJECT: Regional Centers for the January 2011 Regents Examination Period

Emergency supplies of test booklets will be located at the regional centers listed below. These centers are intended to provide test booklets for last-minute emergencies, when copies can no longer be obtained from the Department. The officials in charge are authorized to release examination booklets only on the day of the examination. Only materials for morning examinations will be released in the morning; materials for afternoon examinations may be released any time after 11:00 a.m. Scoring materials for the Regents Competency Tests (RCTs) and for the restricted Regents Examinations in Comprehensive French and Physical Setting/Physics will not be released until after the Uniform Statewide Admission Deadline (10:00 a.m. for morning examinations; 2:00 p.m. for afternoon examinations).

Please contact the official in charge of the regional center before sending a representative to pick up test materials. The person sent to pick up an emergency supply of test materials must present authorization written on school letterhead stationery and signed by the principal. The authorization must identify the person picking up the materials and list the specific materials requested. The school representative obtaining examination materials must provide identification with a photograph, countersign the authorization letter, and leave it with the official in charge of the regional center.

Please note that due to severe fiscal constraints only limited quantities of examination booklets are being provided to regional centers. We ask your cooperation in only asking the regional center to provide the exact number of test booklets that your school will be administering and to understand if the regional center is not able to provide as many test booklets as your school requests.

80. MANHATTAN

Sam Abbassi
Manhattan/Hunter Science HS
122 Amsterdam Avenue, Room 205E
212-501-1274
212-501-1171 (fax)
sabbassi@schools.nyc.gov

81. BRONX

Al Davino
Herbert H. Lehman High School
3000 E. Tremont Avenue
718-904-4287
718-904-4285 (fax)
adavino@schools.nyc.gov

83. BROOKLYN

Alan Palmer
Brooklyn Technical High School
29 Fort Greene Place Room. B. W18
718-804-6412
718-804-6525 (fax)
apalmer2@schools.nyc.gov

84. QUEENS

Rehana Parker
Francis Lewis High School
58-20 Utopia Parkway
718-281-8207
718-357-5903 (fax)
rparker12@schools.nyc.gov

85. STATEN ISLAND

Judy Cohen
Staten Island ISC
715 Ocean Terrace, Bldg A, Rm. A 127
718-390-1578
718-420-5665 (fax)
jcohen32@schools.nyc.gov

c: David Abrams