



Office of P-12
Information and Reporting Services
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**Directions for Completing Nonpublic
Regents Examinations Report – August, 2011, January 2012, and June 2012
And
Regents Competency Test Report – August 2011, January 2012, and June 2012**

General Instructions for completing these forms are provided below. Additional instructions are provided in the enclosed memorandum.

- **Include results for students who took an examination in August 2011 or January 2012 but left your school (dropped out, graduated, transferred, etc.) prior to the June 2012 examination period. *Please note: If you have 8th grade students taking any Regents exam, they must also be reported on these forms.***
- **Do not report results for students who are enrolled in other schools who attend classes and/or took the test in your school. Do not report results for students who are enrolled in public school districts and have been placed in your school by district officials.**
- **When reporting Regents examination counts, include counts of students who took an alternative language edition of the examination. When reporting Regents competency test counts, *do not* include counts of students who took an alternative language edition of the test.**
- **When completing the Regents report, the highest score earned on each Regents examination written between August 2011 and June 2012 must be reported, even if a student took the same test more than once during that time period.**
- **Nonpublic schools must contract with a Regional Information Center (RIC) for the reporting of all RCT and Regent examination results. The RIC will send these results to the department via the Student Information Repository System (SIRS). Please record the results for these exams on the paper form as well.**