



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
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To: School Leaders and Board Chairs of Charter Schools Opening in 2016-2017 or Beyond
From: David Frank, Executive Director, Charter School Office
Date: July 25, 2016
Subject: Updating Charter School Information on SEDREF

All public contact information for charter schools, along with other public schools, is maintained in the State Education Department Reference File (SEDREF) system, along with other key institutional data. The State Education Department and the Charter School Office (CSO) rely on the information in the SEDREF system for most communications with schools via email, phone, and mail. It is important that you routinely review and update your school's public contact information according to the information provided in this memo.

SEDREF public information for each school includes school name, address, phone, fax, grades served, and URL and also the names and contact information for several key personnel titles at the school. For charter schools, although these titles might not exactly mirror what your school calls them, the titles or roles that are of most importance for information and communication purposes are:

- Board of Trustee President
- Chief Executive Officer
- Chief Financial Officer
- Director of Special Education
- Information Officer
- Title I Coordinator
- Additional Contact

Updating your school's information in SEDREF is easy and can be accomplished by following these three steps:

1. Look up your schools BEDS code at <http://www.p12.nysed.gov/psc/csdirectory/CSLaunchPage.html>. Once you find your school in the Directory:
 - a. click on your school's name
 - b. click on "Institutional data" towards the top of the screen
 - c. your school's BEDS code is listed in bold as "SED Code" in the right hand column. (If you know your BEDS Code you can skip this step.)
2. Go to [http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_gry_vw\\$.startup](http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_gry_vw$.startup), enter your BEDS code in the SED Code field, and review the Administrative Positions.
3. If an update is needed, email datasupport@nysed.gov, add your BEDS Code to the email, and the new person's information (name, email address and phone number).

Currently, the contact information for many new charter schools is not complete or up-to-date on SEDREF. At your earliest convenience, please review the SEDREF information for your school to ensure that all information is current. You should copy the CSO for all updates and changes via charterschools@nysed.gov.

Any updates that involve a school name change or a change of school district must be approved by the Board of Regents or go into effect by operation of law before you can initiate updates to SEDREF. A change in location that will result in a change in district, or Community School District (CSD) in New York City, must be approved by the school's authorizer before you can initiate updates to SEDREF. Changes in school district or CSD location will also result in a change to the school's BEDS code, which must be effected through the CSO. If these circumstances are applicable for your school, you should be working directly with your authorizer or NYSED CSO liaison. You can also address any questions to datasupport@nysed.gov or call them at 518.474.7965.

Please review your SEDREF information periodically and update it promptly to reflect changes to contact information.