



BUREAU CHIEF  
Office of State Assessment

June 2023

TO: Principals of Secondary Schools

FROM: Clara DeSorbo Clara DeSorbo

SUBJECT: Procedures for Requesting and Storing the August 2023 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the August 2023 Regents Examinations. In addition, all persons coordinating the administration of State examinations should be familiar with the [School Administrator's Manual](#), which is available on the Department's website.

Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on the last page of this memorandum.

This memorandum is accompanied by the School Record of Examinations Requested





## CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of Regents Examinations, contact the OSA Operations Group at 518-474-8220 or via e-mail at [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

For other questions regarding Regents Examinations, contact OSA at 518-474-5902 or via 8220