Beginning with the January 2024 Regents Administration, all completed *Assurance of Multiple Day Administration of State Assessments* forms must be e-mailed to the Office of State Assessment (OSA) at MultipleDayTesting@nysed.gov no later than the day before the administration of the affected State assessment. Please include "Multiple Day Administration," followed by the school's BEDS Code (e.g., Multiple Day Administration – 010002345678) in the subject line. The chief school officer (or their designee) will receive a confirmation e-mail that the form was submitted. If the school has e-mailed the *Assurance* form by the deadline, the school may provide the multiple day testing accommodation to the named students.

A copy of each completed *Assurance* form must be retained by the school for the purposes of data collection and/or monitoring. This *Assurance* form for multiple day administrations will apply to all subsequent State assessments for that student administered in that school without the submission of additional *Assurance* forms to OSA. If the student's current school submitted an *Assurance* form for multiple day administrations under the previous procedure, the school is not required to submit additional *Assurance* forms to OSA either. However, if a student for whom a school was authorized to administer State assessments over multiple days transfers to another school, the student's new school would need to submit an *Assurance of Multiple Day Administration of State Assessments* form if the student is recommended for multiple day testing in accordance with their IEP or 504 plan.

Additionally, schools must ensure that the attached *Multiple Day Administration Security Certificate for Chief School Officers (Or Their Designees)* (Attachment 2) and the *Multiple Day Administration Security Certificate for Parents/Guardians* (Attachment 3) are completed and signed by the chief school officer (or their designee) and the student's parent/guardian, respectively, for each student receiving multiple day testing. These certif