



BUREAU CHIEF  
Office of State Assessment

September 2023

TO: Principals of Secondary Schools

FROM: Clara DeSorbo Clara DeSorbo

SUBJECT: Procedures for Requesting and Storing the January 2024 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the January 2024 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 (DET 501), the

Check all confirmation notices as soon as you receive them so that supplemental requests, if needed, may be placed no later than November 10. Administrators who determine a need for additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

REQUESTING MATERIALS FOR CURRENT AND ELIGIBLE FORM EE LI