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**TO:** Principals of Public, Religious, and Independent Schools  
Leaders of Charter Schools

**FROM:** Elisa Alvarez   
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**SUBJECT:** Procedures for Requesting, Shipping, and Storing the New York State Identification Test for English Language Learners (NYSITELL) for Regular and Special Administrations

Essential information is provided in this memorandum concerning requesting the New York State Identification Test for English Language Learners (NYSITELL) for routine and special administration to students in the 2021-22 school year. system are included in this memorandum, as well as in the Instructions for Submitting NYSITELL Examination Requests Online (DET 1363), and the NYSITELL Worksheet for Developing Online Requests (DET 1362), both accompanying this memorandum.

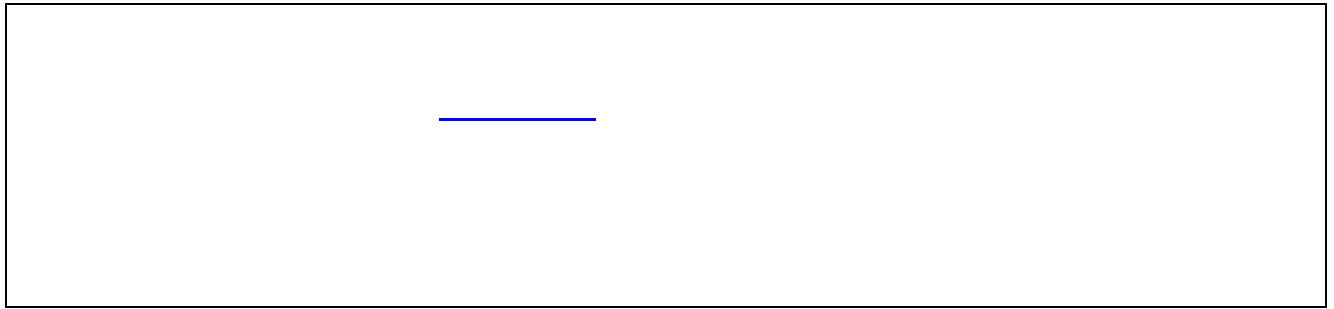
The Department and the Board of Regents continue to make our primary focus the physical and mental health, safety, and well-being of the children and adults in our schools. Throughout this school year the Department has been mindful of the many uncertainties faced statewide and offered as much flexibility as permitted by state and federal law and regulations in the administration of State examinations, including the New York State English as a Second Language Achievement Test (NYSESLAT) and the NYSITELL.

**COVID-**









The materials for the NYSITELL remain secure after test administration and should be retained in a secure location in the school for administration to new entrants who enroll in the school later in the school year. The NYSITELL test materials should not be returned to the Department if no longer needed. They should be securely destroyed.

If you have questions concerning the requesting of test materials, or about any of the other information in

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