



# Change of Registration Request Form

For All Tests Except ATS-P

**Mail to:**

**NYSTCE  
Evaluation Systems  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008**

**IMPORTANT INFORMATION**

- Use this form if you have already registered for the NYSTCE® and you wish to **change the test date, the test area, and/or the test(s)** for which you originally registered.
- You may also change your registration on the Internet at **www.nystce.nesinc.com**. See "Changing Your Registration."
- Accommodating a request to change your test area is dependent on available space.
- If you wish to change the test date for one, but not both, of the tests for which you are registered, you must first submit a Withdrawal/Refund Request Form so that it is received by the late registration deadline of your original test date in order to withdraw from the one test; then you must submit a new registration for the new test and test date of your choice.

**NOTE:** To change or correct your name, address, telephone number, or social security number, submit a letter to Evaluation Systems requesting the change. There are no fees for these changes.

**FEE**

Change of registration fee..... \$20

**Make check or money order payable to Evaluation Systems in U.S. dollars. This form must be received by the late registration deadline (see the second note after section 8 of this form). DO NOT SEND CASH.**

**1. Name**

Last	First	Middle Initial

**2. Address**  Check here if address is different from address on original registration.

P.O. Box or Street Address									
City or Town						State	ZIP Code		

**3. Social Security Number**

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**4. Date of Birth**

Month	Day	Year			

**5. Telephone Numbers** Daytime

Area Code									

Evening

Area Code									

**Complete sections 6A, 7A, and 8A regardless of the changes you wish to make.**

**6A. Test date** for which you **originally** registered (check one):

- August 29, 2009
- October 17, 2009
- December 12, 2009
- February 20, 2010
- April 10, 2010
- June 12, 2010
- July 17, 2010

**For sections 6B, 7B, and 8B, complete only the change(s) in registration you wish to make.**

**6B. New test date:** If you are changing your test date, check **one new date** on which you wish to take the test(s). This will change the date for all tests for which you are registered. Refer to "Test Sites" to see if the test area for which you are registered is available on your new selected date.

- August 29, 2009\*
- October 17, 2009
- December 12, 2009\*
- February 20, 2010
- April 10, 2010\*
- June 12, 2010
- July 17, 2010
- 2010–2011 program year (A voucher will be sent to you that may be used for a future test date.)

\* Not all tests are available on these dates. See "Test Selection" to determine if the test for which you are registered is available on your new selected date.

7A. Test area for which you **originally** registered (see "Test Sites"):

\_\_\_\_\_  
Code Area

8A. Test(s) for which you **originally** registered (see "Test Selection" for test codes):

1.    \_\_\_\_\_  
Test Code Test

2.    \_\_\_\_\_  
Test Code Test

7B. **New test area:** If you are changing your test area, enter the new area in which you wish to take the test(s). Refer to "Test Sites" to be sure that the test area is available on the test date for which you are registered.

\_\_\_\_\_  
Code Area

**NOTE:** Bilingual Education Assessments (BEAs) and language Content Specialty Tests (CSTs), including the American Sign Language CST, are not available at all test sites. Please see "Test Selection" and "Test Sites."

8B. **New test(s):** Indicate **all** tests for which you now wish to be registered.

**NOTE:** Do not use this form to register for an additional test; use the Test-Add Request Form to register for a second test.

1.    \_\_\_\_\_  
Test Code Test

2.    \_\_\_\_\_  
Test Code Test

- Certain tests are not available at all test areas or on all test dates; refer to "Test Selection" and "Test Sites" to be sure that the changes you are requesting in test date, test area, and/or test(s) can be accommodated.
- If you are changing your registration to include a BEA other than Spanish, this form must be postmarked by the regular registration deadline.

9. Total payment enclosed: \$

10. I have read the 2009-2010 NYSTCE Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. Also, I understand that this Change of Registration Request Form must be **received** by Evaluation Systems by the late registration deadline.\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IF THIS FORM IS RECEIVED AFTER THE LATE REGISTRATION DEADLINE\* FOR THE EARLIER TEST DATE INDICATED IN SECTION 6, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE CORRECT PAYMENT, IT WILL BE RETURNED TO YOU UNPROCESSED.**

\* If you are changing your registration to include a BEA other than Spanish, this form must be postmarked by the regular registration deadline.