



ADULT CAREER & CONTINUING EDUCATION SERVICES (ACCES)
ADULT EDUCATION PROGRAMS AND POLICY / HIGH SCHOOL EQUIVALENCY
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EMAIL: HSE@NYSED.GOV

WEBSITE: [HTTP://WWW.ACCES.NYSED.GOV/HSE/HIGH-SCHOOL-EQUIVALENCY-HSE](http://www.acces.nysed.gov/hse/high-school-equivalency-hse)

Talking Calculator Request Form - NYS High School Equivalency Office

Please email this completed form to HSE@NYSED.GOV.
Include "Request for Talking Calculator" in the email subject line.

Test Center Information
Today's Date:
Test Center Name:
Test Center Code (three-digits):
Test Center Address (include complete mailing address - for shipping the calculator):
Coordinator or Examiner Name:
Coordinator or Examiner Email:
Coordinator or Examiner Telephone:
*Signature of Coordinator or Examiner:
*Signature above affirms the Coordinator or Examiner's agreement to return the talking calculator within two (2) days after testing and in the same condition as when received. If using fillable form you may sign electronically.
**Date of Test - Need Talking Calculator by this date:
Number of Talking Calculators Requested:

**NYSED will acknowledge receipt of this form and the ability to provide the talking calculator requested for the test date noted. If confirmed, talking calculators will be shipped to the address noted 5 days prior to date of the test.

Talking calculators are shipped in a white, hard-shell container, closed with a zip-tie, via United Parcel Service (UPS).

Included in the container are: 1) the talking calculator; 2) power pack; 3) ear buds; 4) an instruction manual; 5) a UPS pre-paid pre-addressed shipping label (for sending back to NYSED); and 6) a zip-tie for closing the container., when returning the contents to NYSED HSE Office. Be sure to keep the shipper's copy (your copy) of the UPS mailing label for your records when you return the container.

The HSE Office has a very limited number of talking calculators. Please return within 2 days, after use in testing. Email the HSE Office when you have returned it via UPS. The email address is HSE@NYSED.GOV - include in the email subject line: "Talking Calculator Being Returned"