

Registration will open on August 21, 2023, at 9:00 AM EST, and will close on October 26, 2023, at 11:59 PM EST. **Do not miss the deadline; there are no exceptions.**

Methods of Registration

Method 1 - Internet PREFERRED

Students, parents, guardians, or principals may register students via the Internet using the registration link,

Method 2 - Telephone

Students or their parents/guardians may register by telephone, using 1-866-61TACHS (1-866-618-2247). Telephone registration is available Monday-Friday from 8:00 AM-7:00 PM EST and Saturday-Sunday from 10:00 AM-2:00 PM EST. If English is not the native language of the caller, an operator speaking that person's language will be made available.

Please have your credit card or debit card available. Registration fee is \$71. The fee will typically be listed as "TACHS" or as a fee from Illinois on your credit card statement. Please call us to verify the fee before disputing it with your bank.

[Review Proctorio Consent Form](#)

Understand the use of Proctorio; the AI (Artificial Intelligence) system that will monitor and record your student's test session and be able to consent to the contents of the Proctorio Consent Form before beginning the registration process. There is no requirement to sign or return this form to the TACHS Examination Office or Diocese. To consent to the agreement, you will check the box on the online registration form prior to entering student information or give the Call Center representative the verbal agreement to check the box for you.

I have fully read, understand, and agree to abide by the [Remote Proctoring Consent Form](#), and consent to the use of remote proctoring features during my student's test session.

[Extended Time Accommodations-download Eligibility Form here](#)

The **only** accommodation allowed will be extended testing time of time and a half. The IEP, 504 Request and Plan, or evaluation form must be submitted along with the Eligibility Form to qualify. Forms will not be accepted after October 6, 2023. Any undelivered email or delayed forms are not the responsibility of the TACHS Examination Office or the Diocese. Approval of your extended time accommodation will be sent to you via email. If you do not receive verification of approval for extended time accommodations by October 13, 2023, contact your aligned Diocese immediately. **Absolutely no exceptions to, or extensions of, the deadline will be accepted/allowed.**

Please email the Eligibility Form and accompanying documentation to your aligned diocese as follows:

Mrs. Diane Phelan
Diocese of Brooklyn/Queens
(Brooklyn and Queens students)
rcdob.hs.exam@diobrook.org

Carmen Leon
Archdiocese of New York
(Bronx, Manhattan, Staten Island,
Westchester and Upper Counties students)
secondary.schools@adnyeducation.org

Diocese of Rockville Centre
(Long Island students)
support-a@chsee.org

Continue scrolling down for additional information...

SCHEDULING CONFLICTS

Students taking the REGIS exam should register for the TACHS exam. On the day of TACHS testing, you will be considered a no-show, and will be scheduled for the make-up exam. To be eligible for the make-up you MUST be registered by October 26, 2023. A new test session code will be available to you on November 8, 2023. You may not use the original test session code that was assigned to you for November 4, 2023.

If you have any other personal, family, or school conflicts on the days of testing, please make arrangements needed to be available for the exam.

Re-visit here for any additional conflicts that may be added.

HIGH SCHOOL CHOICES

After you register, but prior to November 4, 2023, at 11:59 EST, enter your high school choices. Your choices may be entered/changed until November 4, 2023, at 11:59 PM EST. Failure to complete this information by the deadline, will result in scores being unavailable to your high school choices. Each student may enter up to 3 choices. If you wish to apply to additional schools, you may access a copy of your Home Report online on January 19, 2024, after 5:00 PM EST, and provide a copy of your report to those additional schools.

OPEN HOUSE AND FAIRS

Still undecided on your high school choices? Attend high school Information fairs/expos and open houses if they are available (attendance is optional). The open house dates, times, and locations may be accessed using the links provided below. Open house and fair information may also be found in the [Student Handbook](#).

[Archdiocese of New York Open Houses](#)

[Diocese of Brooklyn/Queens Open Houses](#)

[Diocese of Rockville Centre \(Long Island\)](#)

[High School Fairs](#)

REFUNDS

[Use this link to request a refund](#) yourself or call 1-866-61TACHS (1-866-618-2247).

You will need to have the following information available

- TACHS id(s) that you want to cancel, was erroneously assigned, or there was a duplicate charge on your credit card. Please note that a fee may show on your statement as pending and may fall off the next day.
- student first and last name
- name and contact information of person requesting the refund
- credit card type
- last 4 digits of the credit card you used at the time of registration
- reason for refund request.

Refund requests will not be accepted after October 27, 2023, at 12:00 PM EST.

Refunds will be issued within 3 days and should appear on your bank statement 3-7 days after the refund has been processed. Please do not dispute the fee through your bank, call us at 1-866-61TACHS (1-866-618-2247) first to check the status of your refund or to discuss a duplicate charge.

