

Registration will open on August 26, 2024, at 9:00 AM EST, and will close on October 30, 2024. at 10:59 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 4, 2024. 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:

TACHS Coordinator 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
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SCHEDULING CONFLICTS

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 9, 2024, at 11:59 EST, enter your high school choices [link to entering your HS choices](#). You will need your TACHS id and the email address you used at the time of registration to access the form. Your choices may be entered/changed until November 9, 2024, 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 24, 2025. 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](#)

Requesting a refund and Refund Policy

[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.

If eligible, 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.

To be eligible for a full refund amount of \$71 USD, refund requests must be submitted prior to **October 30, 2024, 5:00 PM EST**. After that timeframe, Riverside has incurred processing and documentation expenses, and will not accept refund requests.

To be eligible for a refund after October 30, 2024, 5:00 PM EST, the following circumstances MUST be proven:

- A student was unable to attend his/her original test date and all subsequent make-up offerings due to unforeseen illness/extenuating family circumstances. Refunds will be reviewed and/or approved on a case-by-case basis; refunds are not guaranteed. No refund requests due to this situation will be considered/issued after **November 26, 2024, at 5:00 PM EST.**
- If a student experiences technical issues on the original day of testing, and makes every attempt to test the make-up offerings, but is still unable to enter the test due to technical issues; refunds will be reviewed and/or approved on a case-by-case basis; refunds are not guaranteed. No refund requests due to this situation will be considered/issued after **November 26, 2023, at 5:00 PM EST.**
- Family and/or school has registered the student more than once; refund requests will be reviewed and/or approved on a case-by-case basis; refunds are not guaranteed. No refund requests due to this situation will be considered/issued after **November 26, 2023, at 5:00 PM EST.**

Refunds will not be issued/offered at any time due to the following:

- Refunds will not be offered to students that were able to access the exam and complete the majority of the questions.
- Refunds will not be offered in cases of cheating.
- Refunds will not be offered if parents choose to exclude their scores from being reported to their High School choices.

Parents are responsible for communication follow-up to confirm days of testing. Refunds will not be offered to students that missed all the communicated test dates.