

## Public School Registration (PSR) - TEMPORARY CHANGE - PSR Temporary

### Introduction - Introduction

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#### Public School Registration - TEMPORARY CHANGE

--Entity Name-- - --Institution BEDS Code--

--Mailing Address Line 1--

--Mailing Address Line 2--

This application is to be used by school districts to notify the New York State Education Department (NYSED or "the Department") of any temporary changes in location that are being made for the health and safety of students and staff under extenuating circumstances. Please note the following:

- All location changes submitted on this form are temporary.
- Students who are temporarily relocated must receive instruction from teachers from the originating school and will be reported under the BEDS Code of the originating school for the school year in which they are temporarily relocated.
- Each request for relocation must include a resolution by the district's board of education. The resolution should include details regarding the requested changes:
- The district should notify the Department of temporary relocation changes even if its board has not yet ratified the changes officially.
- If the district is temporarily relocating students in more than one school, provide a summary of the changes for each school.

If you have questions about temporary relocation changes, please contact the Office of Accountability via email at [schoolregistration@nysed.gov](mailto:schoolregistration@nysed.gov).

SAMPLE

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Contact Information - Contact Information

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**Contact Information - TEMPORARY CHANGE**

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1. **Provide in the chart below contact information for the staff member who will be overseeing the temporary change.**

	<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
Point of Contact			

SAMPLE

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Public School Registration - TEMPORARY CHANGE - Temporary Change

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1. **In the table below, identify each school that will be impacted by the temporary change.**

**Add rows as needed to include additional schools.**

School Name	BEDS Code	Grades Served	20XX BEDS Day Enrollment (#)	Total Students Being Temporarily Relocated (#)	Teachers Being Temporarily Relocated (#)

2. **Provide details of the temporary change, including a summary of the changes for each school and a description of how students will be assigned to teachers in the temporary location(s).**

3. **Provide the expected timeline for the temporary change.**

4. **Will relocated students be taught by teachers from other schools?**

- Yes
- No

5. **Will the proposed temporary change(s) impact any programs listed below? Check all that apply.**

- PK-only or UPK-only location
- Special Education
- ELL, MLL, or Bilingual Education
- Virtual or Blended Education
- None of the above

**Board Resolution & Supporting Documents**

--Entity Name-- - --Institution BEDS Code--

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1. **Upload the SIGNED Board of Education Resolution or Panel for Educational Policy (PEP) Vote, which explicitly outlines the specifics regarding the temporary change(s) at each school.**  
**NOTE: Attaching the SIGNED Board Resolution will serve as approval of this application by the Superintendent of the district.**

2. **The attached Board of Education Resolution or Panel for Educational Policy (PEP) Vote has been signed by the Superintendent or the Board Clerk.**  
**NOTE: The PSR request cannot be approved unless the Board Resolution has been signed.**

- Yes
- No

3. **The following documents must be included with the submission:**

- **Copy of Public Meeting Notice;**
- **Sample of Parent Transfer Option Letter**
- **New Zoning Plan**

**Additional documents include but are not limited to:**

- **Consultant Studies**
- **School plans**
- **Letters sent to parents and/or the community**
- **Educational Impact Summary/Plan (for New York City only)**