

# Public School Registration Frequently Asked Questions



New York State Education Department

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## Introduction

In accordance with Commissioner's Regulations 100.21(c), school districts planning to open a new school, close an existing school, or make changes to a school's grade configuration, location, or name must complete the PSR process. To implement these changes in the following school year, districts must submit a completed application in the NYSED Business Portal by March 1.

This document provides answers to questions about the New York State Public School Registration process pertaining to public school districts.

## Public School Registration Process

### 1. What is the PSR application timeline?

Applications to open a new school or modify an existing school for the following school year are made available in the NYSED Business Portal in January. Superintendents are encouraged to submit the completed application form(s) before the March 1 submission due date to allow the Department time to review applications and determine if additional information or clarification is necessary.

As part of the application process, proposed changes are reviewed to ensure appropriate staffing, alignment of the instructional program with federal statutes and Commissioner's Regulations, and that the needs of students are met. This review involves consultation with the Offices of Special Education, Bilingual Education and World Languages, Standards and Instruction, and Innovation and School Reform. Additionally, the process verifies that stakeholders have been notified and that the Board of Education has approved the proposed changes.

Once all district applications are reviewed and approved by the Commissioner, the Office of Accountability will send the Superintendent a formal notification. Districts that submit applications to close or modify existing schools will typically receive approval notifications in late spring. Applications to open new schools are reviewed by the Commissioner before being recommended for approval at the June Board of Regents meeting. As a result, districts submitting new school applications will receive notification by July.

School closures take effect on June 30, following approval of the form. All other PSR changes are effective as of July 1 following formal approval. PSR changes will not appear in SEDREF until July or August.

**Note:** The March 1 timeline may be waived only if the Commissioner determines there to be extenuating circumstances.

## 2. When is a district required to complete the PSR process?

Districts are required to complete the PSR process if planning to make any of the following types of changes:

- Opening a new school
- Closing a school
- Changing the name, location, or grade configuration of an existing school
- Temporarily relocating students to a different site to an existing school that already serves students in any of the grades K-12.

**Note:** Reopening a previously closed school requires completing the new school application. Once approved, the new school will be assigned a new BEDS code and Institution ID.

## 3. Are districts required to complete the PSR process to add a program (e.g., At-Risk or Credit Recovery)?

In most cases where students are attending a day program but reported to their home school, a PSR form is not needed. Instead, if appropriate, the district should request an Institution ID through SEDREF.

If students are removed from the home school roster to be enrolled and reported through the program, it is considered opening a new school and a PSR New School form should be submitted.

Districts planning to add a program are encouraged to contact School Registration to determine if the PSR process is required.

## 4. When is a district not required to complete the PSR process?

**Districts are not required to complete the PSR process for the following types of changes:**

- If seeking to open a building that serves only a Pre-K program, contact the Office of Early Learning.
- If seeking to add a privately operated Pre-K program, contact the Office of Early Learning.

**Note:** Contact the Charter School Office if seeking to open a new charter school or modify an existing charter school.

## 5. What if a district needs to relocate students as a result of an emergency?

For emergency PSR changes due to unforeseen circumstances, contact [SchoolRegistration@nysed.gov](mailto:SchoolRegistration@nysed.gov).

## 6. What is required for an application to be approved?

Once all proposed changes are confirmed, a PSR form will be assigned for each school. In addition to providing the information requested in the application form, districts must also include the following:

- Signed Board of Education Resolution showing approval of the requested Public School Registration changes
- Copy of Public Meeting Notice
- Sample of Parent Transfer Option Letter (if applicable)
- New Zoning Plan (if applicable)

Applications may also include additional supporting documentation, such as:

- New principal's resume or job posting (if the principal has fewer than five years of experience, or if the position has not yet been filled)
- Consultant studies
- School plans
- Letters sent to parents and/or the community
- Educational Impact Summary/Plan (New York City only)

## 7. Where can I find the PSR forms?

PSR Forms are initially requested by emailing School Registration with the school name(s), BEDS code(s), and a brief description of the proposed changes. The superintendent is notified when the appropriate form has been assigned in the NYSED Business Portal. The superintendent has primary access but can also assign access to others for assistance in completing the form(s).

## 8. What is required for the BOE resolution?

The resolution should match the information in the form. For example, if adding a pre-K program, the resolution should include this. The resolution must be signed by the Superintendent or the BOE Clerk. PSR forms cannot be approved without a signed Board resolution.

## 9. What if the changes are pending budget approval or a BOE meeting that will take place after the March 1 deadline?

The form should be completed as much as possible and submitted by the March 1 deadline so NYSED may begin the review. A placeholder document (e.g., a Board agenda listing the item or the anticipated date of the meeting) may be submitted with the form. Once the Board has met, the form may be resubmitted with the SIGNED BOE resolution.

## 10. What does it mean when a form is unsubmitted?

PSR forms are unsubmitted in the Business Portal if additional information or explanation is needed, or if a form is incomplete. The reviewer will leave comments in the form as to what is needed. When the additional information has been provided, the superintendent may resubmit the form in the NYSED Business Portal.

## 11. What if a district decides not to move forward with proposed changes after beginning the PSR process?

If a district decides to not move forward with a PSR change, please notify School Registration to update the status of the form.

## Contact Information

For general PSR questions, email [SchoolRegistration@nysed.gov](mailto:SchoolRegistration@nysed.gov).

Proposed Public School Registration changes may also require coordination with the [Office of Facilities Planning](#). Contact [emscfp@nysed.gov](mailto:emscfp@nysed.gov) for new school construction or physical changes to school buildings.

For assistance regarding a specific program office see:

- [Charter School Office](#)
- [Religious and Independent School Support](#)
- [Office of Early Learning](#)
- [Office of Special Education](#) for changes involving an Approved Special Education Program (853 School) or an Approved Preschool Special Education Program (4410 Program)
- [Office of Child Nutrition](#) for information related to feeding sites