

	Introd	ntroduction		
	Public	c School Registration Process	3	
	1.	What is the PSR application timeline?	3	
	2.	When is a district required to complete the PSR process?	4	
	3.	Are districts required to complete the PSR process to add a program (e.g., At-Risk or Credit Recovery)?	4	
	4.	When is a district not required to complete the PSR process?	4	
	5.	What if a district needs to relocate students as a result of an emergency?	4	
	6.	What is required for an application to be approved?	5	
	7.	Where can I find the PSR forms?	5	
	8.	What is required for the BOE resolution?	5	
	9.	What if the changes are pending budget approval or a BOE meeting that will take place after the March 1 deadline?	5	
	What does it mean when a form is unsubmitted?	5		
	11.	What if a district decides not to move forward with proposed changes after beginning the PSR process?		
	Conta	act Information	6	



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:

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 Oty only)

PSR Forms are initially requested by emailing 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).

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.

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 SGNED BOE resolution.

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.

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 <a href="mailto:SchoolRegistration@nysed.gov">SchoolRegistration@nysed.gov</a>.

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

sistance regardir	ng a specific program office see:
	 for changes involving an Approved Special Education
Program (853 S	School) or an Approved Preschool Special Education Program (44
Program)	
	for information related to feeding sites