



Public School Building Registration Process



Attn: DDC, District Admin

Due Date: March 1, 2025

Help Desks:

Student & Staff Data : DWTShelp@esbooces.org
Changes to Schools: SchoolRegistration@nysed.gov

- Local Education Agencies (LEAs) *who plan on* re-arranging grade levels in a building or are opening/closing a building must follow the procedure outlined below.
 - The deadline to submit applications for opening a new school and/or making changes to existing schools for the 2024 -2025 school year, is **Friday, March 1, 2025**.
 - **Public School Registration (PSR) process** in accordance with section [100.21\(c\) of Commissioner's Regulations](#).
 - **Public School Registration changes include:**
 - Opening a new public school;
 - Closing an existing public school;
 - Modifying the grade organization of an existing public school including:
 - Adding pre-K to a building
 - Changing the location of a school
 - Adding a new campus or building
- School districts making changes to the registration of schools and/or creating new schools must first notify NYSED by emailing this intent to SchoolRegistration@nysed.gov. If modifying or closing an existing school, please include the name and BEDS code.
 - The Office of Accountability will assign the appropriate forms for each change in the Business Portal under ESSA Funded Programs.
- More information about the PSR process can be found [here](#).

If you have any questions, please contact the Office of Accountability via e-mail at SchoolRegistration@nysed.gov or via phone at (718) 722-4553