



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

Theresa Billington, Assistant Commissioner
Office of Accountability and
Office of Innovation and School Reform

89 Washington Ave, Room 875 EBA
Albany, NY 12234
55 Hanson Place, Room 400
Brooklyn, NY 11217

To: Superintendents

From: Theresa Billington, Assistant Commissioner
Office of Accountability & Office of Innovation and School Reform

Date: December 18, 2025

Subject: Public School Registration Timeline for the 2026–2027 School Year

This memo serves to inform you of the Public School Registration (PSR) timeline for the 2026–2027 school year. The PSR process ensures that the New York State Education Department (NYSED) maintains accurate and up-to-date information about the state’s public schools.

In accordance with section 100.21(c) of Commissioner’s Regulations, NYSED requires school districts to submit the necessary forms no later than March 1st of the year prior to the school year for which the registration applies, for any of the following circumstances:

- Opening a new public school in September of the next school year (elementary, intermediate, middle, junior high school, or high school)
- Modifying the grade organization of an existing public school, including the addition of PreK programming, temporary grade configuration changes, or contracting specific grade levels to another district
- Changing the name or location of an existing public school, including temporary changes of location
- Closing an existing public school

If your district is planning for or anticipating closing, opening, or otherwise modifying a public school’s registration, please contact SchoolRegistration@nysed.gov with a summary of the proposed changes. Since March 1st falls on a Sunday, PSR forms for the 2026–2027 school year are due by Monday, March 2nd. For more information, please visit the [Public School Registration website](#).

Additionally, coordination with the Office of Facilities Planning (OFP) may be necessary for the circumstances mentioned above. Please reach out to EMSCFP@nysed.gov to determine the specific requirements.

cc: Jeffrey Matteson
Jason Harmon
Angelique Johnson-Dingle
Yufan Huang
David Elliot
Erik Sweet
Stephen Early
Sara Madison
Erica Meaker
Michele Shahen
Jennifer Todd