

## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

### Introduction - Introduction

---

#### Introduction

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

--Mailing Address Line 1--

--Mailing Address Line 2--

Public School Registration (PSR) is the process by which school districts request approval for registration changes to one or more public schools. These changes include:

- Opening a new public school
- Modifying grade configuration of one or more schools
- Changing a school's name or location
- Closing a school
- Making a temporary change or an emergency change to registration during the school year

The PSR process helps the Department maintain accurate data collection and reporting for the state's public schools, ensuring the schools receive essential targeted support and resources. In accordance with Commissioner's Regulation 100.21(c), districts seeking to close an existing public school, open a new public school, or request changes in grade configuration, name, or location of a school, are required to submit a Public School Registration form in the NYSED Application Business Portal no later than March 1st for changes occurring in the next successive school year.

#### Timeline

Submission Window Opens	Recommended Initial Submission	Submission Window Closes
Early January	Mid-February	March 1*

Superintendents are asked to submit the completed form(s) online in the Portal by the recommended initial submission due date. NYSED will review the form(s) and may request additional information or clarification to ensure completeness before the application window closes on March 1st.

\* Since March 1st falls on a Sunday, PSR forms for the 20XX-20XX school year are due by Monday, March 2nd.

To be approved, completed PSR Request Forms must include:

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

If it is satisfactorily demonstrated that the school will be operated in an educationally sound manner; follows applicable statutes, rules, and regulations related to public schools; and will operate in accordance with applicable building codes and pursuant to a certificate of occupancy, the Commissioner may approve the Public School Registration request. Requests to open a new school must be approved by the Board of Regents, which is typically done at the June meeting.

#### DISTRICT INFORMATION

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

--CEO Name-- - --CEO Title--

--Physical Address Line 1--

--Physical Address Line 2--

--Physical City--, --Physical State-- --Physical Zip Code--

SAMPLE

## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

Contact Information - Contact Information

---

### Contact Information

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

--Mailing Address Line 1--

--Mailing Address Line 2--

1. Provide in the chart below contact information for the staff member overseeing the school closure.

	Name	Phone Number	Email
Point of Contact			

SAMPLE

## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

### Public School Registration - CLOSURE - General Information

---

#### General Information

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

--Mailing Address Line 1--

--Mailing Address Line 2--

**1. Will the proposed closure impact any programs listed below? Check all that apply.**

- ☐ Bilingual Education and/or English as a New Language (ENL) Program
- ☐ Prekindergarten (PK) or Universal Prekindergarten (UPK)
- ☐ Special Education
- ☐ None of the above

**2. Are any new or phase-in schools being opened as a result of this school closure?**

- ☐ Yes
- ☐ No

SAMPLE

## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

### Public School Registration - CLOSURE - Closure Plan

---

#### Closure Plan

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

--Mailing Address Line 1--

--Mailing Address Line 2--

**1. Closure Plan**

Provide a brief description of the plan for closing the existing school, including the reason(s) for the school closure. If the school will be phased out rather than closed at the end of the school year, include information on the phase out process as well.

**2. Closure Timeline**

Provide an overall timeline for closing the existing school. Include activities such as, but not limited to, consultation with stakeholders; notification of staff, parents/guardians, and community; enrollment/transfer processes; staffing reassignments, and district support during the closing period. Specify the office and title of the person responsible for each activity listed.

**3. Parental Involvement**

Describe the roles of parents/guardians in the formal process of closing the school, including how parents/guardians will be informed of the closure plan and options for student transfers.

**4. Community and District Involvement**

Describe the roles of community stakeholders, the district office, and the board of education in the formal process of the school closure or the phase out of the school.

**5. Leadership and Staff**

Describe the process the district will follow to downsize the existing leadership and staff.

## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

### Public School Registration - CLOSURE - Closure Tables

#### Closure Tables

##### 1. Grade Level Enrollment

Provide student enrollment information by grade level for the closing school. Indicate the current student enrollment, as well as anticipated student enrollment for the three (3) upcoming school years if the school is phasing out.

**NOTE:** If the school is closing at the end of the 20XX-XX SY, complete only the 20XX-XX SY Enrollment column. Schools that are phasing out must not admit new students.

Enter 0 (zero) for grades with no enrollment.

	20XX-XX SY Enrollment	20XX-XX SY Phase Out Enrollment (if applicable)	20XX-XX SY Phase Out Enrollment (if applicable)	20XX-XX SY Phase Out Enrollment (if applicable)
PK				
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Ungraded Elementary				
Ungraded Secondary				
Totals:	0	0	0	0

##### 2. Subgroup Enrollment

Provide subgroup enrollment for the closing school.

	Enrollment (#)	Percentage (%)	Compared to District Average
Students with Disabilities			<input type="checkbox"/> Higher <input type="checkbox"/> Lower <input type="checkbox"/> Comparable
English Language Learners			<input type="checkbox"/> Higher <input type="checkbox"/> Lower <input type="checkbox"/> Comparable
Economically Disadvantaged			<input type="checkbox"/> Higher <input type="checkbox"/> Lower <input type="checkbox"/> Comparable
Homeless			<input type="checkbox"/> Higher <input type="checkbox"/> Lower <input type="checkbox"/> Comparable

**20XX-XX Public School Registration (PSR) - CLOSURE FORM**

## Public School Registration - CLOSURE - Closure Tables

	Enrollment (#)	Percentage (%)	Compared to District Average
Migrant			<input type="checkbox"/> Higher <input type="checkbox"/> Lower <input type="checkbox"/> Comparable
Totals:	0	0.00	

**3. Impacted Schools**

In the table below, please identify each school that will be impacted by the closing school.

*This list should identify schools that will be directly impacted and will receive students from the closing school, including:*

- *School(s) that will alter grade configuration by adding or removing grades due to the closing school.*
- *School(s) that will gain additional students due to the closing school.*

School Name	BEDS Code	Total number of students transferring TO each school (#)
		0

## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

### Public School Registration - CLOSURE - Transfer Plan

---

#### Transfer Plan

1. **Student Transfer Plan**

Describe the process the district will follow to place students from the closing school into other schools.

Specifically, the district must identify the schools it expects to be most impacted and provide estimates on how this will affect:

- class sizes
- building utilization
- zoning or admissions policy changes
- the percentage of students enrolled in the closing school who are Students with Disabilities (SWD), English Language Learners (ELL), Multilingual Learners (ML), or in need of Academic Intervention Services (AIS)
- the percentages of SWD, ELL/ML, or AIS students at the schools most impacted by the school closure
- PK programs

2. **Student Placement Plan**

If a new school is opening or phasing in as a result of the school closure, describe the district's approach to assigning students so that the new school will be primarily composed of different or new students compared to the closing school.

3. **Parent/Guardian Transfer Choice**

Provide the number of students whose parents/guardians have been informed of the need to transfer as well as the number of responses received. If the school is phasing out, provide the number of students whose parents/guardians have requested that they remain in the Phase Out school, the number who have requested to be reassigned to a different school, and the number who have not indicated a preference.

	Number (#)
Students for whom transfer choice letters have been sent	
Students requesting to remain in a Phase Out school	
Students requesting to be reassigned to a different school	
Students indicating no preference	
Students not submitting a response	

4. **District Support**

Describe how the district will support schools receiving additional students as a result of the school closure.



## 20XX-XX Public School Registration (PSR) - CLOSURE FORM

### Board Resolution and Supporting Documents - Documents

---

#### Board Resolution and Supporting Documents

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

--Mailing Address Line 1--

--Mailing Address Line 2--

1. Upload the **SIGNED** Board of Education Resolution or Panel for Educational Policy (PEP) Vote, which explicitly outlines the specifics regarding the closure of the school.

**NOTE: Attaching the signed Board Resolution serves as approval of this application by the Superintendent of the district.**

2. The attached Board of Education Resolution or PEP Vote has been signed by the Superintendent or the Board Clerk.

**NOTE: The PSR request cannot be approved unless it has been signed.**

☐ Yes

☐ No

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

- Copy of Public Meeting Notice
- New Zoning Plan (if applicable)

Additional documents include but are not limited to:

- Consultant Studies
- Copies of communications sent to families and/or the community
- District/School plans
- Student transfer information (if needed)
- Educational Impact Summary/Plan (for New York City only)