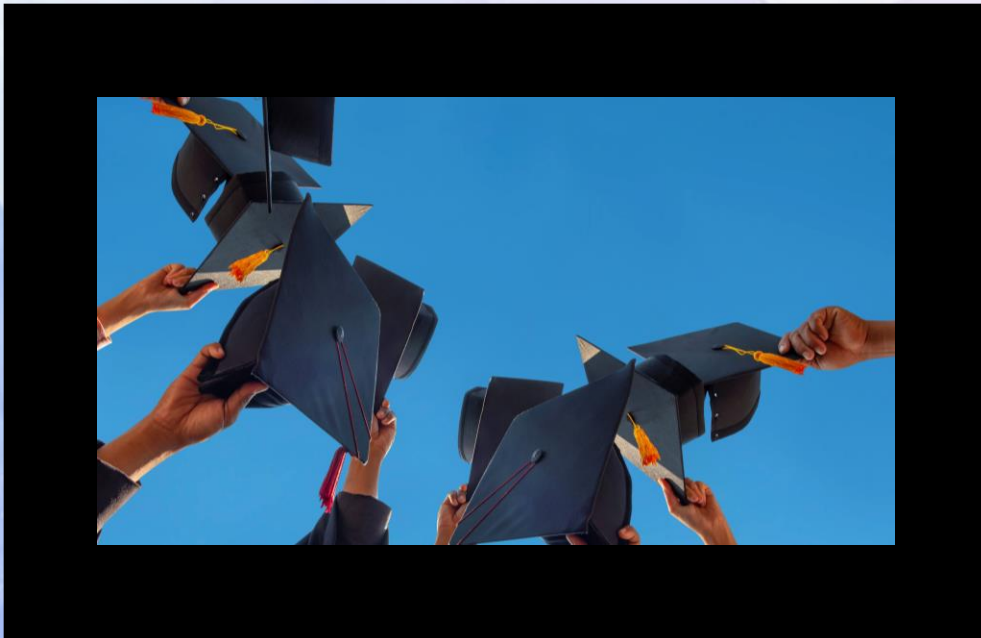


# HIGH SCHOOL REGISTRATION



*Presented by the ORISS Program  
Team*

- Althea Johnson, Director
- Nicole Henderson,  
Supervisor in Education  
Programs
- Donna Bekkering, Associate
- Druid Cohen, Associate
- Debby Pelkey, Associate
- Denise Corbett, Assistant
- E. Craig Howell, Assistant
- Lara Vazquetelles, Assistant

# What is Religious and Independent High School Registration?

High school Registration is a process that eligible high schools complete with the New York State Education Department Office of Religious and Independent Schools (ORISS) to allow them the privilege to issue valid New York State diplomas and administer Regents examinations. Schools are registered through the University of the State of New York and must be approved by the Board of Regents.

Eligible religious and independent high schools must either serve grades 9 to 11 with students anticipated to be graduating in grade 11 or serve students in grades 9 through 12. It must also have had a class of students which started at the school in grade 9 and who have been continually enrolled at the school through their graduating year.

# There are Two Types of Registration

*Pending Registration*

and

*Full Registration*

*Note: Schools with registration pending status will show as "Registration Pending" in [SEDREF](#) while fully registered schools will show as "Registered."*

# Pending Registration Status

When a high school receives a “pending” registration status, it means there are one or more items that the school is continuing to work on to receive full registration status. This status is temporary. The high school will be provided with a letter from ORISS, outlining the areas the high school needs to make changes to and a deadline by which it needs to do so.

During this time:

- The school will not be considered substantially equivalent using *Pathway 1: Registered High Schools*.
- The school should be working toward fulfilling the requirements needed to obtain full registration status.
- ORISS will provide technical assistance, guidance, and direction towards resources, as requested by the school, to help it work towards achieving full registration status.
- The school may continue to administer State exams and issue valid NYS diplomas (Regents or Local) to students who have met all of the criteria for graduation.

# Full Registration Status

A school receiving full “registered” status will:

- Be able to issue valid NYS diplomas (Regents or Local) as of the date of the letter notifying the school of its full registration status.
- Be eligible to select *Pathway 1: Registered High Schools* for Substantial Equivalency.

# Additional Facts about Registration

- Diplomas may not be given out retroactively to previous years. Diplomas may only be issued to students who meet the requirements set forth in CR §100.5.
- Each time a school adds a site that they wish to be included under the school's registration status, it must apply for registration for that site. For example, if a site location at 123 Smith Street was originally registered, but a new site is being added at 789 Main Street, the 789 Main Street site will need to apply for high school registration.
- If a school changes its address and it is already registered, it must complete a BEDS change of address form in order to receive a new high school registration certificate and have institutions recognize that site as registered.
- It is recommended that your school visit the New York State Education Department's website at least annually to review any updates on graduation requirements, school safety laws, health services and/or immunization requirements, funding opportunities, and any additional relevant laws and regulations. Below are Department resources that may assist you in your review.
  - [Office of Standards and Instruction](#)
  - [Student Support Services](#) (health and attendance related)
  - [Office of Religious and Independent School Support \(ORISS\)](#)
  - [Office of Pupil Transportation](#)
  - [Office of Child Nutrition](#)

# Registration Process

To apply for registration, a school will need to:

1. Complete and submit the Application for Religious and Independent Secondary School Registration found on the [High School Registration](#) page by the **March 1st** due date.
2. Work with ORISS to schedule and conduct a site visit to the school. During the site visit, ORISS staff will tour the school, observe instruction, meet with administrative staff, discuss the school's application, and provide technical assistance, as needed.
3. Follow-up on any requests for more information.

Once ORISS has completed the site visit and reviewed all of the information and documentation from the school, it will notify the school of its registration status by email and/or regular mail.

Schools receiving pending or full registration status will be able to request New York State diplomas starting in the year in which it receives its status. Certificates for fully registered schools will be mailed to the school.

# Timeline





The background features a soft watercolor illustration of flowers. On the left, there are blue and purple blossoms. On the right, there are pink and light red blossoms. The colors blend into each other, creating a gentle gradient across the scene. The overall style is artistic and delicate.

# *Anatomy of a New Application*

# High School Registration Application

- Part A – Description of the School
- Part B – Compliance with Applicable Laws
- Part C – Student Competency & Retention
- Contact Person

# Part A – Description of the School

- *Item 6: When submitting student transcripts, please REDACT all identifiable information*

## PART A: DESCRIPTION OF SCHOOL

Please provide a description of the school in narrative form addressing the topics listed below and attach a copy of any school brochures or catalogs. When necessary, additional pages may be used.

1. **Historical Overview:** Include place and date that the school was established; founders; philosophy/purposes; all present and past locations, incorporation documentation, and affiliated schools and corporations.
2. **Programs:** Describe **all** programs, including full-time, part-time, satellite, online, or other programs for adults and children. Only full-time programs leading to a high school diploma for students under age 21 are eligible for registration, but please submit information about all programs offered. (Note: At this time, fully online programs are not eligible for registration.)
3. **Buildings and Grounds:** Provide a brief description and diagrams of the building(s) and campus. Please include building area, floor plans (may be reduced to 8 ½ x 11 format) and scanned photographs to aid descriptions. Also include copies of the Certificate of Occupancy from a local governmental jurisdiction and the most recent fire inspection report for all buildings that are a part of the school site being registered. Note that at the time of recommendation to the Board of Regents, both the Certificates of Occupancy/Compliance and fire inspection must be current and free of violations that jeopardize the safety of students in the school.
4. **Staffing:** Include the names of all teachers and other academic and administrative staff. For each, list subjects taught, other duties such as coaching or supervision of student clubs, education, experience, and other credentials such as teacher certification, licenses, and specialized training. Resumes may be substituted for a listing of qualifications. Please note that Health Education must be taught by a NYS certified teacher.
5. **Curricular Program:** Include a list and description of all courses offered; you may attach a school brochure, highlighting any unique offerings or major programs.
6. **Transcripts:** Submit all transcripts for students the school anticipates awarding a NYS Diploma (i.e., local or Regent's diploma) to either in the current or next school year. **Redact all personally identifiable information** before submitting.
7. **School Year Calendar:** Include a school calendar for 2023-2024 showing all days of attendance, vacation, conference days, and early dismissal. Calculate the number of days students attend school each year and include that number on the calendar.
8. **Daily and Weekly Schedule:** Provide a master class schedule that includes all high school grades, showing classes taken, class times, arrival and dismissal times, science labs, recess, lunch, study halls, and passing time. Calculate the number of hours per day of direct instruction in secular and academic subjects and include that number on the calendar. If there is a difference between grade levels, please note that.
9. **Extracurricular Program:** Include a list and description of programs offered, highlighting special activities, e.g., community service programs, interscholastic athletics, or other programs.
10. **Accreditation/Memberships/Affiliations:** For awards/honors/scholarships: include dates, sources, and other relevant information.
11. **BEDS Report:** Include a copy of your 2023-2024 BEDS report.
12. **Other:** Any additional information useful in describing the school.

# Part B – Compliance with Applicable Laws

- Please check "Yes" or "No" as it relates to your school.
- A “No” answer does not mean you would not be eligible for full registration. Please explain any questions where “No” was selected. This will help us understand what is going on in your school and how we can assist you in reaching your goal of becoming fully registered.

# Part C – Student Competency & Retention

List the number of students taking each specific exam.

- *Please do not list student names, only the total number of students.*
- *If your school does not give the exams listed, please provide the names of the exams that are being given instead and the equivalent information for those exams.*

# Finalizing Registration

- Please provide a contact person for questions and setting up the site visit.
  - *Print their name, email address, and phone number.*
- Work with the Program Associate or Assistant to determine the best time for collecting documentation, scheduling the site visit, and other communication.
- After approval from ORISS, certificates go to the next available Board of Regents meeting for final approval.
- Certificates will be mailed to school (these are address specific).

# Additional Resources

- [ORISS Nonpublic High School Registration](#) page (where you can find information on the process and the application itself)
- [General Education and Diploma Requirements](#)

# Questions?

*Please contact ORISS with any additional questions at:*

- Email: [ORISS@nysed.gov](mailto:ORISS@nysed.gov)
- Phone: 518-473-8202

*Thank you for your time!*