



The New York State Education Department

Request to Modify an Existing Public School or to Register for a Public School

In accordance with section 100.2(p) of Commissioner’s Regulations, a school district that seeks to create a new public elementary, intermediate, middle, junior high school or high school must submit a petition for registration to the Board of Regents. In addition, the Department requires that any school district, which intends to close or modify the grade organization of an existing public school, must submit the appropriate addenda to the New York State Education Department (SED or “the Department”) no later than June 15th for schools opening or modifying its configuration in September of the following school year. For any school opening or modifying its configuration during the school year, the district must submit the appropriate addenda at least 90 days prior to opening or modifying the configuration of the school. The responses below will assist the school district with determining the required documentation needed for its intended actions.

School Name _____ School District _____

I. This is a request to:

	Request	Required Information	Next Steps						
<input type="checkbox"/>	Create a new school that must be issued a new BEDS code.	Complete and attach the Petition Request to Register a New Public School and Form A .	SKIP TO QUESTION 2.						
<input type="checkbox"/>	Modify the grade configuration of an existing public school with the addition or removal of grades.	BEDS Code: _____ Complete and attach Form B and the School Impact Form .	SKIP TO QUESTION 4.						
<input type="checkbox"/>	Change the name of an existing public school.	BEDS Code: _____ Complete and attach Form C .	SKIP TO QUESTION 4.						
<input type="checkbox"/>	Change the accountability status of a current school due to the SURR/PLA (Schools Under Registration Review / Persistently Lowest Achieving) identification.	BEDS Code: _____	SKIP TO QUESTION 4.						
<input type="checkbox"/>	Inform the Commissioner of the intent to close an existing public school.	<p>Provide the closing school’s information below.</p> <p>School Name: _____</p> <p>BEDS Code: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Current Accountability Status</th> <th style="width: 33%;">Previous Year’s Accountability Status</th> <th style="width: 33%;">Projected Closure Date</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Complete and attach Form D.</p>	Current Accountability Status	Previous Year’s Accountability Status	Projected Closure Date				SKIP TO QUESTION 4.
Current Accountability Status	Previous Year’s Accountability Status	Projected Closure Date							

2. The new school seeking registration is the result of a phase-out or a closure.

Yes No, **SKIP TO QUESTION 4.**

If yes, complete and attach Form D for Phase-Out/Phase-In/School-Closure for the closing school, and provide its information in the table below. ANSWER QUESTION 3.

School Name	BEDS Code	Current Accountability Status	Previous Year's Accountability Status	Projected Closure Date

3. The district is seeking to change the accountability status of the phase-in school from the current accountability status of the closing school.

Yes No

4. Is there any additional information for the Commissioner to consider when determining the accountability status of the public school?

For example, you may include the proposed school's mission, key design elements of the educational program, and other unique characteristics of the program. If yes, please attach a separate sheet and include with submission.

Yes No

District Contact Person Name _____ Title _____

E-Mail Address _____ Phone Number _____ Fax Number _____

Email to accountinfo@mail.nysed.gov or Fax to: 718-722-2215.

Please use the following checklist to ensure that all necessary attachments are included:

[District Summary Form](#) (only required for two or more school requests)

[Petition](#) and [Form A for New School Registration](#) (only required for all New School applications)

[Form B for New Grade Configuration](#) and [School Impact Form](#) (only required for all New Grade Configuration applications)

(For NYC Only – If an Educational Impact Summary has been published, please submit it in lieu of the School Impact Form. If an Educational Impact Summary has not been published, then a School Impact Form must be completed.)

School Principal's Resume (required for all New School and/or New Grade Configuration applications)

[Form C for Change of an Existing School Name](#) (required if the current school's name will be changed)

[Form D for Phase Out/Phase In/Closure](#) (required for all Phase-Out/Phase-In/School Closure applications)

School Board of Education Resolution (required for all requests)

Certificate of Occupancy (**required for NYC only**)

Other (Any additional information the district would like the Commissioner to consider.)