

# NEW YORK STATE EDUCATION DEPARTMENT

## PUBLIC SCHOOL REGISTRATION TEMPORARY CHANGES IN LOCATION FOR SOCIAL DISTANCING DUE TO THE COVID-19 PANDEMIC AND OTHER EXTENUATING CIRCUMSTANCES

This form is to be used by school districts to notify the New York State Education Department of any temporary changes in location that are being made to provide safer environments and allow students to maintain social distance to help prevent the spread of COVID-19 or any other extenuating circumstances. Please complete and submit this form via e-mail to [schoolregistration@nysed.gov](mailto:schoolregistration@nysed.gov). In addition, please note the following:

- All location changes submitted on this form are **temporary**.
- Students who are temporarily relocated must receive instruction from teachers from the originating school and will be reported under the BEDS Code of the originating school for the school year in which they are temporarily relocated.
- Each request

