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#### There are Two Types of Registration

Registration and

Registration

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## Pending Registration Status

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

The school should be working toward fulfilling the requirements needed to obtain full registration status

#### Full Registration Status

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.

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Be eligible to select Substantial Equivalency.

# Additional Facts about Registration

Diplomasmay not be given out retroactively to previous years. Diplomasmay only be issued to students who meet the requirements set forth in CR §100.5.

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.

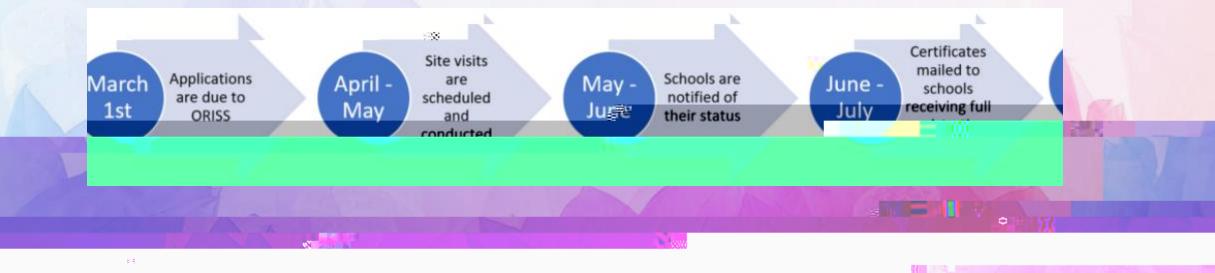
If a school changesits address and it is already registered, it must complete a BEDS change of address form in order to receive a new high school registration certificate and have institutions recognize that site as registered.

#### **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

## Timeline



# Anatomy of a New Application

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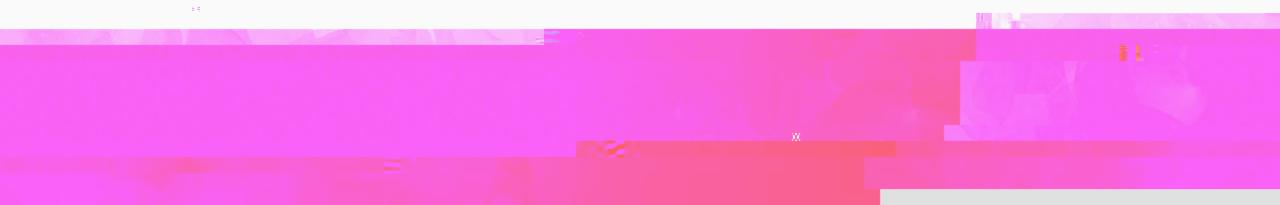
#### High School Registration Application

Part ADescription of the SchoolPart BCompliance with Applicable LawsPart CStudent Competency & RetentionContact Person





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Finalizing Registration Person for questions and setting up the site visit.

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?

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#### Email: ORISS@nysed.gov Phone: 518-473-8202