Future Ready Comprehensive Planning Portal

School Reconfiguration Changes Process

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
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Annual School Reconfiguration Changes Process

Annual School Reconfiguration Changes are processed using the Future Ready Comprehensive Planning Portal (FRCPP) through the MyPDESuite. Users must first log in via the MyPDESuite portal and then select the FRCPP application. If not done already, users must register for a Keystone Login Account. Registration for Keystone Login can be found at https://keystonelogin.pa.gov/Account/Register.

Figure 1 MyPDESuite Login

After logging into FRCPP, select Reports from the ribbon on the top of the screen.

Figure 2 Ribbon

Once selected, a listing of State Required Reports is available for completion. The School Reconfigurations report resides in the School Services page. Click on the hyperlink to be redirected to the School Services page.
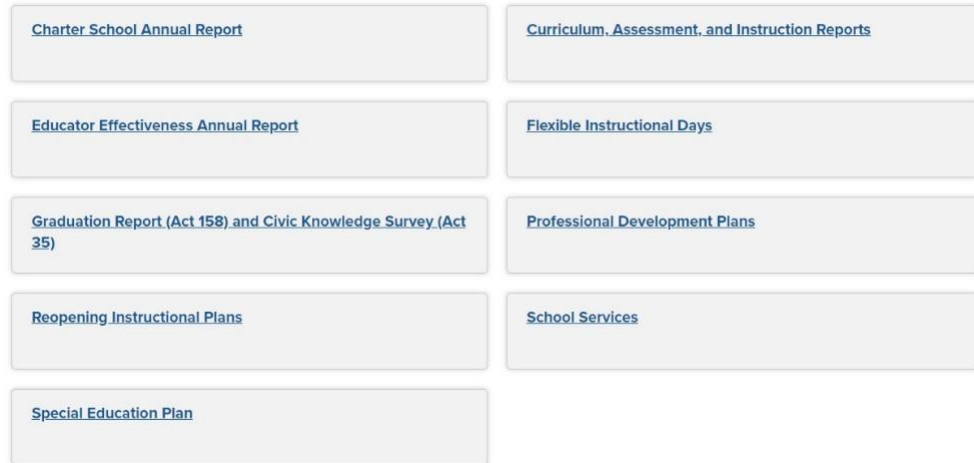

Figure 3 State Required Reports

The available School Services reports will be displayed on the page. Each report listed contains a hyperlink to the screens where the updated data must be entered and saved. The reports in the FRCPP are replacing the past practice of emailing the required documents to the Department of Education except for changing the name of the Superintendent/Chief Administrator Officer/Director. The process of changing the name of the Superintendent/Chief Administrator Officer/Director will remain the same. In the FRCPP reports, upload and save the documentation required to make all other changes in EdNA. Click on School Reconfigurations to access the report.

In the Plan Type dropdown field, select School Reconfigurations-School Services. You may also want to select the school year you would like to access by selecting it from the Year dropdown field.
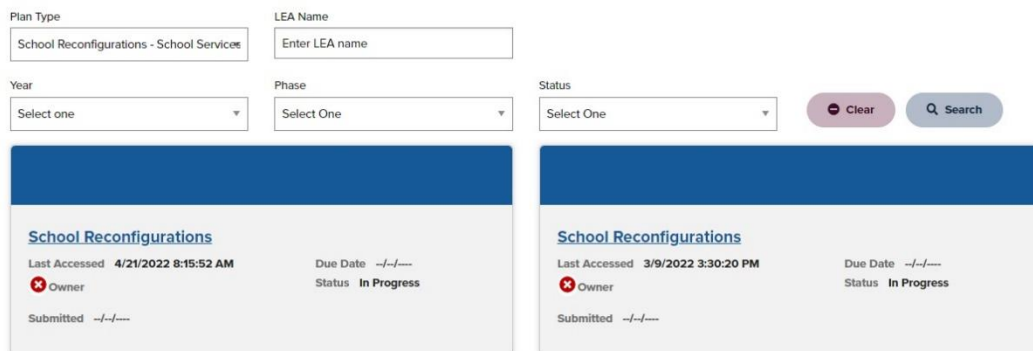

Figure 4 School Services Reports

Each section of the School Reconfiguration Profile report will contain information and instructions on completing the displayed section.

Figure 5 Reconfiguration Profile Information

The LEA Name, AUN, and Address are pulled from EdNA.

The Single Point of Contact Name information must be completed by the person completing the form for future contact. If the Superintendent/Chief Executive Officer/Director is newly hired, please click the checkbox on this page to indicate this person is new to the LEA. This information will also need to be entered into EdNAv2 by the EdNA Updater for the LEA.

Figure 6 LEA Information

After entering the information on this page, click Save or Continue to secure the entries. Clicking on Continue will also advance to the next section.

If the Newly Hired checkbox is clicked, a pop-up message below is displayed reminding users to have EdNA updated with the new information.
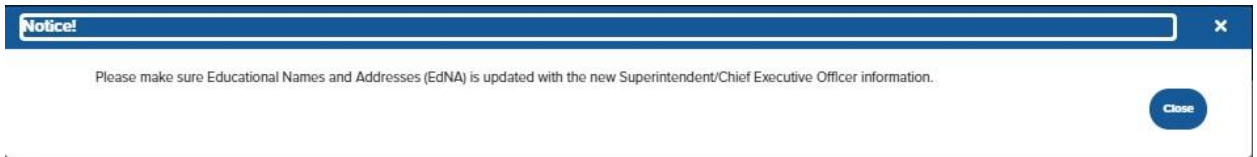

Figure 7 EdNA Reminder

Entering Reconfiguration Information

On the Reconfiguration Detail page, please select the school from the School Name drop-down box. Schools found in this field are pulled from EdNA and are based on active and open schools. Once a school from the list is selected, click on +Create School Reconfiguration to access the updatable configuration screens.

Figure 8 School Selection Drop-down

Figure 9 School Demographic Information

Figure 10 School Mailing Address

Figure 11 School Physical Address

Please use the information in EdNA to complete the required information in the following screens. It is vital the information entered is correct to avoid delays in processing.

Once the updates to this screen have been completed, please click Save or Continue to secure the data entered.

Student Enrollment Changes

Student enrollment *must* be entered for the upcoming school year if changes are being made to the building. Please enter the current student enrollment in the Original Student Enrollment field and in the Proposed Student Enrollment field, enter the new enrollment and the effective date for the change in the Effective School Year field. Annual enrollment changes are effective 07/01/XXXX. Replace the XXXX with the current year. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

Figure 122 Student Enrollment

School Name Changes

If the school's name needs to be changed, click the School Name Change checkbox. The current school's name will automatically be retrieved from EdNA and used to populate the School Name field in the header information of this screen. In the Proposed School Name field, enter the new name information. School Name changes are effective 07/01/XXXX. Replace the XXXX with the current year. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

Figure 13 School Name Change

School Grade Configuration

If the school grade configuration is incorrect, please click the checkbox for School Grade Configuration Change, and then enter the current grade configuration from EdNA. In the Proposed School Grade Configuration box, enter the new information and enter the effective date for the change in the Effective School Year field. Annual grade configuration changes are effective 07/01/XXXX. Replace the XXXX with the current year. Charter Schools may also check a multiyear grade configuration box and upload the multiyear grade configuration change document. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

Figure 14 Grade Configurations

Principal Information Changes

If a new principal is hired, click the Hiring a New Principal checkbox, and enter the current principal information in the Current Documented Principal field. In the fields provided, enter the information for the new principal. Please complete the information as thoroughly as possible. Annual principal changes are effective 07/01/XXXX. Replace the XXXX with the current year.

If the principal position is currently vacant, enter the word Vacant in the Current Documented Principal field. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

Figure 13 Principal Information

School Telephone Number Changes

If the telephone number is incorrect, please check the School Telephone Number Change checkbox, and, enter the current school phone number in the Original School Telephone Number field. In the Proposed School Telephone Number field, please enter the correct phone number and include the extension. The format should be input as (XXX)XXX-XXXX extn. XXXX. Annual telephone number changes are effective 07/01/XXXX. Replace the XXXX with the current year. After entering the information on this page, click on Save or Continue to secure the entries. Clicking Continue will advance the page.

Figure 14 School Telephone Number

School Mailing Address Changes

If the school's mailing address is incorrect, click the School Mailing Address Change checkbox to open a second tab which will allow users to enter the updated address information. Begin by entering the current mailing address in the respective fields using the address information found in EdNA. Users may also click the Physical Location is the same as mailing address checkbox to automatically populate the mailing address information with the same address information as the physical address. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

Figure 15 Original School Mailing Address

Figure 16 Proposed School Mailing Address

School Physical Address Change

If the school's physical address information is incorrect, click the School Physical Address Change checkbox to open a second tab which will allow users to enter the updated address information. Begin by entering the current physical address in the respective fields using the address information found in EdNA. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.
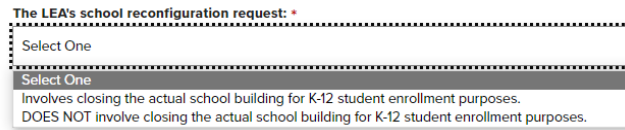
Figure 17 Original School Physical Address

Figure 18 Proposed School Physical Address

School Closure Configurations

Choose from the drop-down menu if the reconfiguration includes a school closure.

Figure 21 School Closure Reconfiguration

If there isn't a school closure, click save at the bottom of the page, and the page is complete.

If a school in the LEA has closed, choose the school from the Name of School dropdown list, and click the +Create Building Closure button. This will create a new section to enter the school information and upload the required documents into the system for review.

Once the closure screen is initiated, the 4-digit school/branch code and the reason(s) for closing the school for K-12 student enrollment are required. Please indicate if PDE's School Facilities Office was notified of the closure by clicking the radio button next to Yes or No. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

School Reconfiguration School Closure

School Reconfigurations

Steps to Complete this Section:

1. Select the appropriate statement about closing the actual school building.
2. If a school building is closing, select the appropriate school and Create the Building Closure details section. Enter the requested information into the space provided.
3. The LEA must also notify PDE's School Facilities Office directly that the building is closing for student enrollment purposes.
4. Ensure that the information entered in the space provided is accurate.

Fields with asterisks (*) are required.

The LEA's school reconfiguration request: *

Select One

Name of School

[⊕ Create Building Closure]

4-digit school/branch code *

Clearly explain the reason(s) for closing the school for K-12 student enrollment. *

We notified PDE's School Facilities Office that the building is closing. *   ○ Yes   ○ No

Upload of Additional School Closing Documentation
[Choose File] No file chosen

[⊖ Delete this School Closure]

[🖹 Export to Excel]   [🖫 Save]

Figure 22 School Closure

Deletions

If you accidentally enter a School Reconfiguration Change or a Building Closure, you may delete the respective entry by clicking the delete bubble located at the end of each entry section.

Figure 193 Delete School Reconfiguration

Figure 204 Delete School Closure

Opening a New School Building

Choose from the drop-down menu if the reconfiguration includes a school opening.

Fields with asterisks (*) are required.

The LEA's school reconfiguration request: *

Select One

Select One
Involves opening a new school building for K-12 student enrollment purposes.
DOES NOT involve opening a new school building for K-12 student enrollment purposes.

Figure 25 School Opening Reconfiguration

If there isn't a school opening, click Save at the bottom of the page, and the page is complete.

If your LEA is proposing a new school, click the dropdown under "The LEA's school reconfiguration request" on the Opening New School Building page and choose "Involves opening a new school building for K-12 student enrollment purposes." Enter the proposed school name in the "Name of School" field and click the "+Create Building Opening" radio button to initiate the addition. This will create a new section to enter the school information and upload the required documents into the system for review.

Please indicate if PDE's School Facilities Office was notified of the closure by clicking the radio button next to Yes or No. After entering the information on this page, click Save or Continue to secure the entries. Clicking Continue will advance the page.

Opening New School Building ⓘ

School Reconfigurations

Steps to Complete this Section:

1. Select the appropriate statement about opening a new school building for K-12 student enrollment purposes.
2. If a new school building is opening, enter the requested information into the space provided and select the Create Building Opening button.
3. The LEA must also notify PDE's School Facilities Office directly that a new school building for K-12 student enrollment purposes is opening.
4. Ensure that the information entered in the space provided is accurate.

Fields with asterisks (*) are required.

The LEA's school reconfiguration request: *

Involves opening a new school building for K-12 student enrollment purposes.   ▾

Name of School

Test HS   ⊕ Create Building Opening

⌃ Test HS

Clearly explain the reason(s) for opening the school for K-12 student enrollment. *

We notified PDE's School Facilities Office that the building is opening. *   ○ Yes   ○ No

Upload of Additional School Opening Documentation *

Choose File | No file chosen

⊖ Delete this School Opening

💾 Save

Back   Continue

Figure 216 Opening a New School

Signature and Assurance Page

Once all reconfiguration changes have been entered, complete the Signature and Assurance page to affirm the contents of the changes and submitted documentation. Begin by downloading the Affirmation Statement Microsoft Word document. This form must be updated with the LEA information and logo. Once completed print the document and collect the required signature.

The completed document must be uploaded to the Signature and Assurance page in the Upload of School Board Statement, Executed Charter, or Affirmation Statement section. Also, the reconfiguration letter from the Chief Administrator must be scanned and uploaded to the 'Upload of LEA Reconfiguration Letter" section.

LEA Name

Address 123 Street, City Town, PA 12345

SCHOOL LOGO/ICON

Board Affirmation Statement

As required by the Pennsylvania Department of Education, the Board of Education for the **(Name of LEA Entity)** _____ reviewed and approved the Reconfiguration Plan at the following Board Meeting, held on **(date)** _____. The application was approved by a vote of _____ **(yes)** and _____ **(no)**.

Affirmed on this _____ day of _____, 20_____

By: _____ (Signature of Board President)

_____ (Print Name of Board President)

_____ Board of Education

Note: Blanks for Name of LEA Entity, date, yes and no should be completed either digitally or handwritten. Signature, Print Name and Board of Education are hard copy required (Board President must actually sign and complete).

Replace the following text in header: LEA Name, Address, School Logo/Icon placeholder image.
Delete this notes section (red text) before printing and uploading.

Figure 227 Board Affirmation Statement

Click in the Chief School Administrator field and type the name of the Chief School Administrator. Enter the current date in the date field.

Figure 28 Signature and Assurance

Summary Checklist and Submission

The final step in the FRCPP School Reconfiguration Changes process is reviewing the Summary Checklist and Submission page. Ideally, this page will display green checkmarks next to each configuration step. If a checkmark is missing, users will have the ability to revisit the incomplete section to complete the process. It is important to click Save or Continue on each page and correct any indicated errors. Otherwise, the checklist will not display a green checkmark, and the submission process will not be completed.

The Submit button will not be enabled until all configuration pages display a green checkmark.

Figure 29 Submission Checklist and Submit Button

Once PDE receives the report, users will receive an email as confirmation of submission.