

Future Ready Comprehensive Planning Portal

School Reconfiguration Changes Process



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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Harrisburg, PA 17126-0333
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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>.

The screenshot shows the MyPDESuite login interface. At the top left is a 'MyPDESuite' logo. The main heading is 'The MyPDESuite Log In Process Has Changed'. Below this are two informational boxes. The first box is for 'CWOPA - Commonwealth of PA Employees' and states that users can continue to use existing credentials, but the 'cwopa\' prefix is no longer needed. The second box is for 'Educational Institution Users' and states that a Keystone Login account is required as of December 19, 2019. It provides a list of three registration steps: 1. Create Keystone Login Account, 2. Migrate Existing Application Roles (Optional), and 3. Log in to MyPDESuite. Below the text is a login form with fields for 'User Name' and 'Password', each with a 'Show/Hide' icon, and a 'Log In' button. To the right of the form is a 'Keystone Login Support' section with links for 'How To Guide: Create Keystone Account / Migrate Roles', 'Email Already In Use (Keystone Registration Message)', 'Forgot Username', 'Forgot Password', 'Keystone Login', and 'Help'.

Figure 1 MyPDESuite Login

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

The screenshot shows the navigation ribbon of the Future Ready Comprehensive Planning portal. On the left is the Pennsylvania Department of Education logo and the text 'Pennsylvania Department of Education Future Ready Comprehensive Planning PDE-School Service Office'. To the right are five navigation buttons: 'Home', 'My Plans', 'Reports', 'Resources', and 'Plan Reports and Print'.

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.

State Required Reports ⓘ

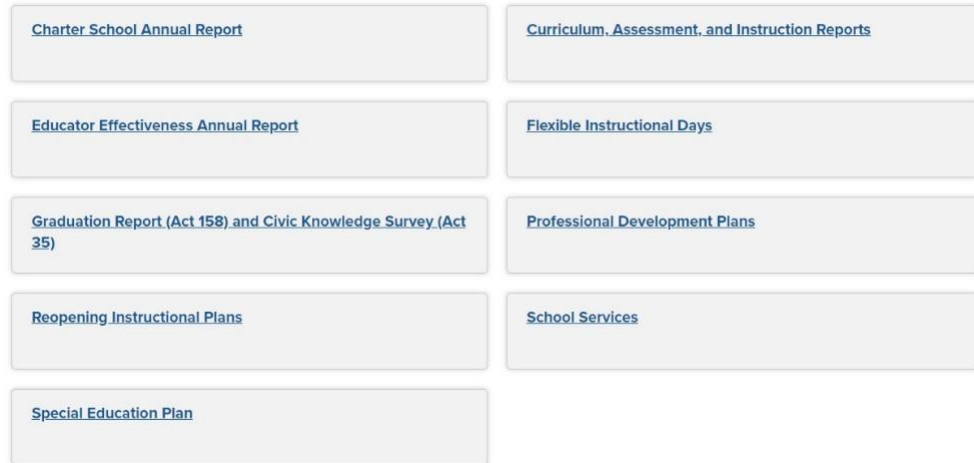


Figure 3 State Required Reports

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.

School Services

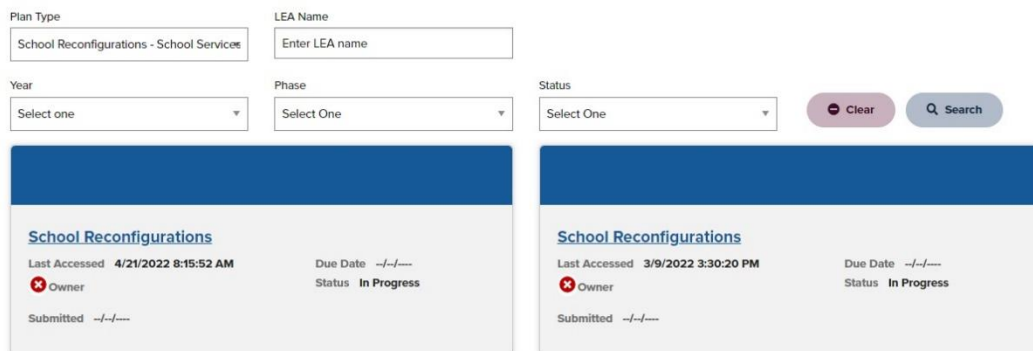


Figure 4 School Services Reports

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

School Reconfiguration Profile ¹

Special Education

When an LEA determines that it needs to reconfigure a school or schools, the LEA must submit the reconfiguration request by July 31st for the reconfiguration to be in effect the coming school year.

If the LEA closes a school, the LEA is required to notify PDE regarding which school building(s) within the district the students from the closed school will be assigned to once the school is closed.

Districts closing the actual school building for K-12 student enrollment purposes must include in their school reconfiguration request the reason(s) for why the building is being closed.

The Superintendent or Chief Executive Officer will submit all necessary reconfiguration information and other required documentation:

- School Board minutes (clearly supporting the decision) approving the reconfiguration or an affirmation statement signed by the School Board President;
- Superintendent/Chief Executive Officer's School Reconfiguration letter;
- Executed Charter (for Charter schools only).

Although there is no specific form letter for the Superintendent/Chief Executive Officer to use, the letter must be submitted on district letterhead and contain the proposed change(s) information.

Once the School Reconfiguration Plan is PDE approved, the effective date is July 1st of the identified school year.

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.

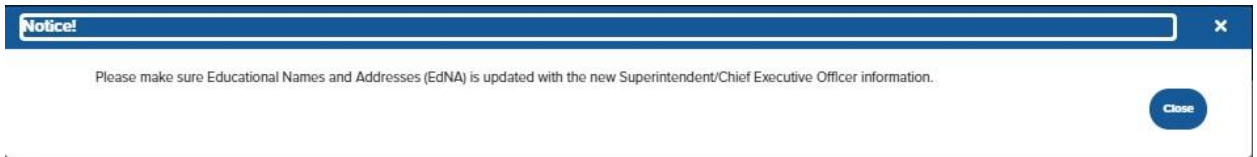


Figure 7 EdNA Reminder

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.

The screenshot shows the "Reconfiguration Detail" page. At the top, there is a "Special Education" section with a dropdown arrow. Below it, a box titled "Steps to Complete this Section:" contains four numbered instructions: 1. Enter the requested information into the space provided. Make sure to check the box if that information will be changing. 2. Enter the requested Proposed Configuration information into the space provided. 3. Ensure that the information entered in the space provided is accurate. 4. If a school building is closing, check the appropriate box and provide the additional details. Below the instructions, a note states: "PDE Approved School Reconfiguration changes will be updated in the Educational Names and Addresses (EdNA) database and become effective July 1 of the identified school year." A note below that says "Fields with asterisks (*) are required." The "School Name" field is a drop-down menu with "Select One" as the current selection. To the right of the drop-down is a "+ Create School Reconfiguration" button. At the bottom of the form, there are "Export to Excel" and "Save" buttons, and "Back" and "Continue" buttons.

Figure 8 School Selection Drop-down

Student Enrollment

Original Student Enrollment *

Proposed Student Enrollment *

Effective School Year *

Grade (one per line) *	Current count of in-person student enrollments *	Current count of virtual only student enrollments *	Proposed count of in-person student enrollments *	Proposed count of virtual only student enrollments *
PreK-Hall				

Grade (one per line) | Current count of in-person student enrollments | Current count of virtual only student enrollments | Proposed count of in-person student enrollments | Proposed count of virtual only student enrollments

School Name

School Name Change

Proposed School Name *

Effective School Year *

4-digit School/Branch Code

Original 4-Digit School/Branch Code

Proposed School/Branch Code

Effective School Year *

PDE Use Only

Figure 9 School Demographic Information

School Telephone Number

School Telephone Number Change

Original School Telephone Number *

Proposed School Telephone Number *

Effective School Year *

School Mailing Address

Original Mailing Address | Proposed Mailing Address

School Mailing Address Change

Address Line 1 *

Address Line 2 *

City *

State *

Zip Code *

Physical Location is the same as mailing address

Intermediate Unit (IU) *

County *

Figure 10 School Mailing Address

School Physical Address

Original Physical Address | Proposed Physical Address

School Physical Address Change

Address Line 1 *

Address Line 2 *

City *

State *

Zip Code *

Physical Location is the same as mailing address

Intermediate Unit (IU) *

County *

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.

The screenshot shows a form titled "Student Enrollment". It contains the following fields and sections:

- Original Student Enrollment ***: A text input field.
- Proposed Student Enrollment ***: A text input field.
- Effective School Year ***: A date input field with a calendar icon, showing "mm/dd/yyyy".
- Table of Enrollment Counts**: A table with 5 columns and 1 row of input fields.

Grade (one per line) *	Current count of in-person student enrollments *	Current count of virtual only student enrollments *	Proposed count of in person student enrollments *	Proposed count of virtual only student enrollments *
PreK-Hall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Legend**: A row of labels below the table: "Grade (one per line)", "Current count of in-person student enrollments", "Current count of virtual only student enrollments", "Proposed count of in person student enrollments", "Proposed count of virtual only student enrollments".
- Add Button**: A button with a plus sign and the text "Add".

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.



The screenshot shows a form titled "Principal" with the following fields and options:

- Hiring a New Principal?
- Current Documented Principal * (text input field)
- Newly Hired Principal * (text input field)
- Email * (text input field)
- Effective School Year * (calendar icon, mm/dd/yyyy)
- Charter School
- Upload Principal Documentation: Choose File (No file chosen)

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.



The screenshot shows a form titled "School Telephone Number" with the following fields and options:

- Original School Telephone Number (text input field)
- School Telephone Number Change
- Proposed School Telephone Number (text input field)
- Effective School Year (calendar icon, mm/dd/yyyy)

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.

The screenshot shows a web form titled "School Mailing Address". At the top, there is a section for "School Telephone Number" with a checked checkbox "School Telephone Number Change". Below this are two input fields: "Original School Telephone Number" and "Proposed School Telephone Number". To the right of the proposed number field is a date field for "Effective School Year" with a calendar icon. The main section of the form is titled "School Mailing Address" and contains two tabs: "Original Mailing Address" and "Proposed Mailing Address", with the latter being the active tab. Inside the "Proposed Mailing Address" tab, there is a checked checkbox "School Mailing Address Change". Below this are three input fields for "Address Line 1", "Address Line 2", and "City". To the right of the "City" field are two more input fields for "State" and "Zip Code". Below these fields is an unchecked checkbox "Physical Location is the same as mailing address". At the bottom of the tab are two input fields for "Intermediate Unit (IU)" and "County".

Figure 15 Original School Mailing Address

The screenshot shows a web form titled "School Mailing Address". At the top, there are two tabs: "Original Mailing Address" and "Proposed Mailing Address", with the latter being the active tab. Below the tabs are three input fields for "Address Line 1", "Address Line 2", and "City". To the right of the "City" field are two more input fields for "State" and "Zip Code". Below these fields is an input field for "Effective School Year". At the bottom of the form are two input fields for "Intermediate Unit (IU)" and "County".

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.

The screenshot shows the 'Original Physical Address' tab selected. At the top, there are two tabs: 'Original Physical Address' (active) and 'Proposed Physical Address'. Below the tabs is a checkbox labeled 'School Physical Address Change' which is checked. The form contains several input fields: 'Address Line 1 *', 'Address Line 2', 'City *', 'State *', 'Zip Code *', 'Intermediate Unit (IU)', and 'County'.

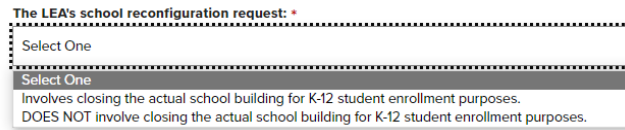
Figure 17 Original School Physical Address

The screenshot shows the 'Proposed Physical Address' tab selected. At the top, there are two tabs: 'Original Physical Address' and 'Proposed Physical Address' (active). Below the tabs is a checkbox labeled 'School Physical Address Change' which is checked. The form contains several input fields: 'Address Line 1 *', 'Address Line 2', 'City *', 'State *', 'Zip Code *', 'Effective School Year *', 'Intermediate Unit (IU) *', and 'County *'.

Figure 18 Proposed School Physical Address

School Closure Configurations

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



The LEA's school reconfiguration request: *

Select One

Select One

Involves closing the actual school building for K-12 student enrollment purposes.

DOES NOT involve closing the actual school building for K-12 student enrollment purposes.

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

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 ¹

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



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.

Signature & Assurance ?

School Reconfigurations

Steps to Complete this Section:

- Upload the required documentation based upon your LEA type.
 - If your LEA is a School District or CTC:
 - Board Minutes or Affirmation Statement
 - LEA Reconfiguration Letter
 - If your LEA is a Charter School:
 - Executed Charter
 - Board Minutes or Affirmation Statement
 - LEA Reconfiguration Letter
 - Authorizing School District Minutes

- Save the page to view or delete uploaded documentation.
- Signature of Chief School Administrator and electronic date signed.

Fields with asterisks (*) are required.

Upload of Board Statement or Affirmation Statement *
 No file chosen

Upload of LEA Reconfiguration Letter *
 No file chosen

Upload Accuracy Certification Statement (ACS) (Optional)
 No file chosen

Charter School

Upload of Executed Charter
 No file chosen

Upload of Authorizing School District Minutes
 No file chosen

Assurance of Quality

As Chief School Administrator, I affirm that the contents of this Reconfiguration Plan are true and correct. I also affirm that the governing board reviewed the Reconfiguration Plan, as indicated in the attached official Board minutes or affirmation statement.

I <insert name below> certify that I have reviewed the submitted information, and to the best of my knowledge, it is correct.

Chief Administrator *

Date *

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.

Summary Checklist & Submission [?]

School Reconfigurations

When an LEA determines that it needs to reconfigure a school or schools, the LEA must submit the reconfiguration request by July 31st for the reconfiguration to be in effect the coming school year.

If the LEA closes a school, the LEA is required to notify PDE regarding which school building(s) within the district the students from the closed school will be assigned to once the school is closed.

Districts closing the actual school building for K-12 student enrollment purposes must include in their school reconfiguration request the reason(s) for why the building is being closed.

The Superintendent or Chief Executive Officer will submit all necessary reconfiguration information and other required documentation:

- School Board minutes (clearly supporting the decision) approving the reconfiguration or an affirmation statement signed by the School Board President;
- Superintendent/Chief Executive Officer's School Reconfiguration letter;
- Executed Charter (for Charter schools only).

Although there is no specific form letter for the Superintendent/Chief Executive Officer to use, the letter must be submitted on district letterhead and contain the proposed change(s) information.

Once the School Reconfiguration Plan is PDE approved, the effective date is July 1st of the identified school year.

When an LEA determines that it needs to reconfigure a school or schools, the LEA must submit the reconfiguration request by July 31st for the reconfiguration to be in effect the coming school year.

If the LEA closes a school, the LEA is required to notify PDE regarding which school building(s) within the LEA the students from the closed school will be assigned to once the school is closed.

LEAs closing the actual school building for K-12 student enrollment purposes must include in their school reconfiguration request the reason(s) for why the building is being closed.

The Chief Administrator will submit all necessary reconfiguration information and other required documentation:

- Board minutes (clearly supporting the decision) approving the reconfiguration or an affirmation statement signed by the Board President;
- Chief Administrator's School Reconfiguration letter;
- Executed Charter (for Charter schools only).

Although there is no specific form letter for the Chief Administrator to use, the letter must be submitted on LEA letterhead and contain the proposed change(s) information.

Once the School Reconfiguration Plan is PDE approved, the effective date is July 1st of the identified school year.

This summary checklist provides a quick snapshot of what is needed before submitting the Reconfiguration Plan. Once all the items show green checks, the submit button will be available.

Steps to Complete this Section:

1. Go back and complete any section that does not have a green check in front of the page title.
2. Once all the sections are marked with a green check, the Submit button will be available.
3. Click the Submit button to submit the Reconfiguration Plan.

School Reconfigurations
[Profile and Plan Essentials](#)

School Reconfigurations
[Reconfiguration Details](#)

School Reconfigurations
[School Building Closure](#)

School Reconfigurations
[Signature & Assurance](#)

Back Submit

Figure 29 Submission Checklist and Submit Button

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