

EdNA and EdNAv2 User Manual

July 2022



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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www.education.pa.gov



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Change Log

| REVISION | CHAPTER | SUBJECT | PAGE | CHANGE |
|---------------|-------------------|--------------------------|------|--|
| 2022.07.01.02 | Change Log | Change Log | 6 | Added Change Log documentation. |
| 2022.07.01.02 | Table of Contents | PDE Positions | 2 | Updated Secretary and Deputy Secretary names. |
| 2022.07.01.02 | Table of Contents | Page Numbers | 4 | Updated page numbers to include new and revised information. |
| 2022.07.01.02 | Chapter 4 | Administrator Email | 54 | Added information on Update Admin Email button. |
| 2022.07.01.02 | Chapter 5 | Commissions | 63 | Added new chapter to provide information on Commissions |
| 2022.07.01.02 | Chapter 6 | Reports and Output Files | 67 | This was previously Chapter 5. |
| 2022.07.01.02 | Chapter 7 | Security | 79 | This was previously Chapter 6. |
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Chapter 1: Getting Started

Introduction

Welcome to the Education Names and Addresses (EdNA) system, which was specifically designed to store address, contact, and other organizational information for all educational entities, such as public schools and other organizations providing educational services for Pennsylvania.

EdNA is the public web interface of the Education Names and Addresses application and, along with EdNAV2 inter- and intranet application, is the useable interface of the Institutional Characteristics (IC) database used by the Pennsylvania Department of Education (PDE) to store entity contact information. The data stored in IC is accessed by various other PDE systems. These other systems generally do not store address and contact information, but rather retrieve this data from IC when it is needed by the other system. Therefore, IC is the central PDE database for accurate, up-to-date address and contact information for educational entities.

EdNA public can be used by anyone with computer access to find name, address, administrator, and relative information about the educational entities in Pennsylvania.

EdNAV2 can only be accessed by registered users at each Local Education Agency (LEA). The user, called an EdNA Updater, is given access by the Local Security Administrator (LSA) at the LEA.

The information housed in the IC database supplies demographic data to numerous other systems. For that reason, the PDE highly recommends each educational entity have at least one staff member with knowledge of EdNA as well as access rights to make changes to the system when necessary, and to receive operational communications when needed. This will allow for effective and efficient business transactions, not just with EdNA, but all systems within PDE.

Maintenance of Entity Information

In addition to storing address and contact information for all entities, EdNA is used to edit and maintain this information for all entities except higher education entities. Address and contact information for higher education entities, such as colleges and universities, are stored in EdNA but are maintained in a separate mainframe system called Higher Education Characteristics.

Each evening a process runs to update EdNA's database with the latest higher education information from the mainframe system. Therefore, even though higher education entities' address and contact information cannot be edited within EdNA, it is always available in a read-only format and is up to date. An exception is that the website address field for higher education entities is stored in and editable in EdNA, as this field is not stored in the mainframe system.

A similar process runs each evening updating the address and contact information of all non-higher education entities in the mainframe system with the latest data from EdNA. Likewise, the address and contact information of non-higher education entities is available within the mainframe system in read-only format.

EdNAv2 Process Flow

EdNAv2 is a web-based application with both internet and intranet portions. PDE users can add or modify various institutional characteristics and administration information through the intranet portion of the system. LEA users can make changes through the internet version and submit the changes to PDE for approval.

A history of the institution changes will be maintained by the system.

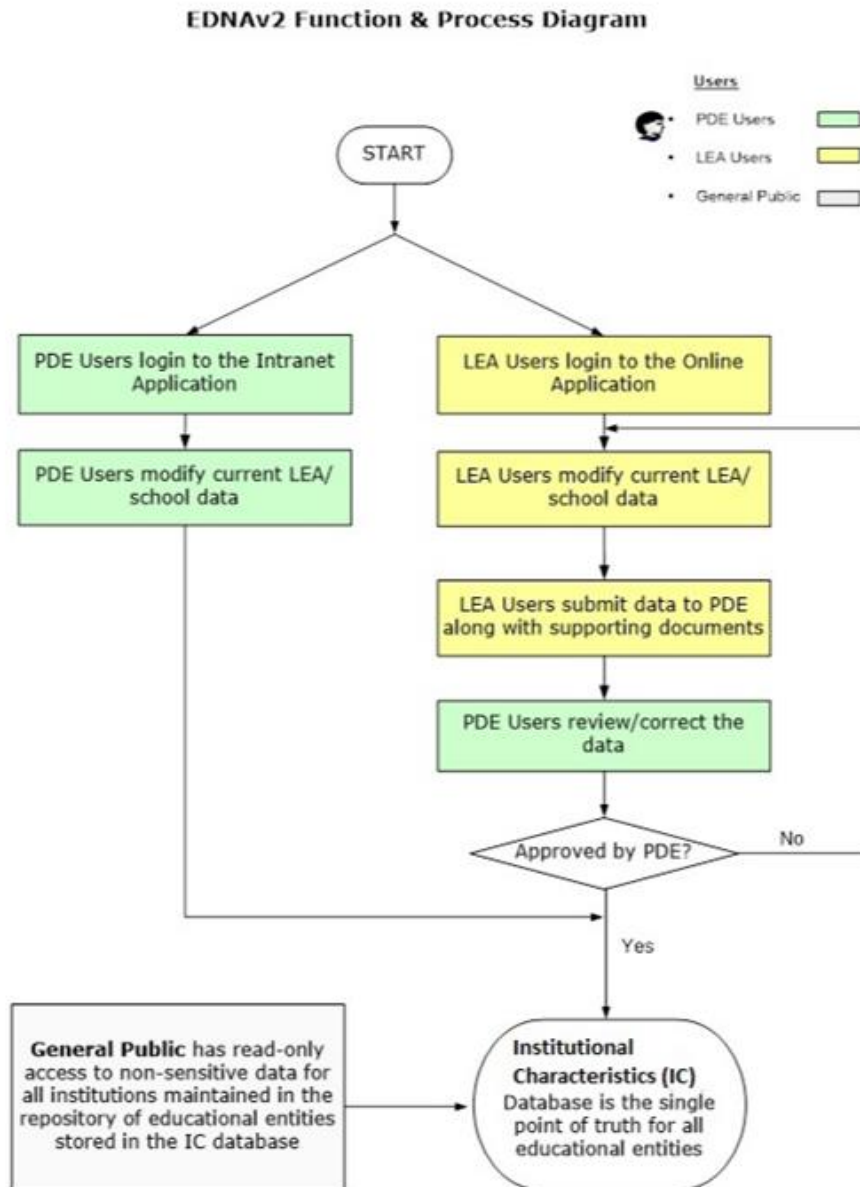


Figure 1 EdNAv2 Process Flow Diagram

Starting the EdNA Application

EdNA can be accessed through any web browser via the PDE website: www.education.pa.gov. Once on the PDE homepage, navigate to Schools, then select Directory and Maps, then select the hyperlink EdNA (Education Names and Addresses).

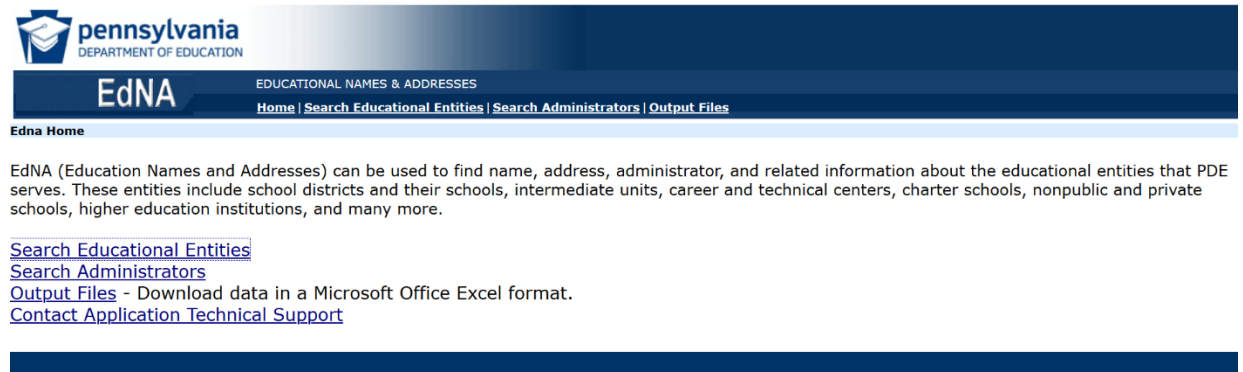


Figure 2 EdNA Online Search

- Search Educational Entities – Allows a search by AUN, School ID, or Name.
- Search Administrators – Allows a search by administrator’s last name.
- Output Files – An online list of public reports that are extracted in an Excel format.
- Contact Application Technical Support – Contact information for EdNA related questions.

Search Educational Entities Option

The ‘Search Educational Entities’ option allows public access to search for any entity listed in EdNA using their AUN, School ID, or Name. You may also use one of the many checkbox options to narrow your search to specific entity types.

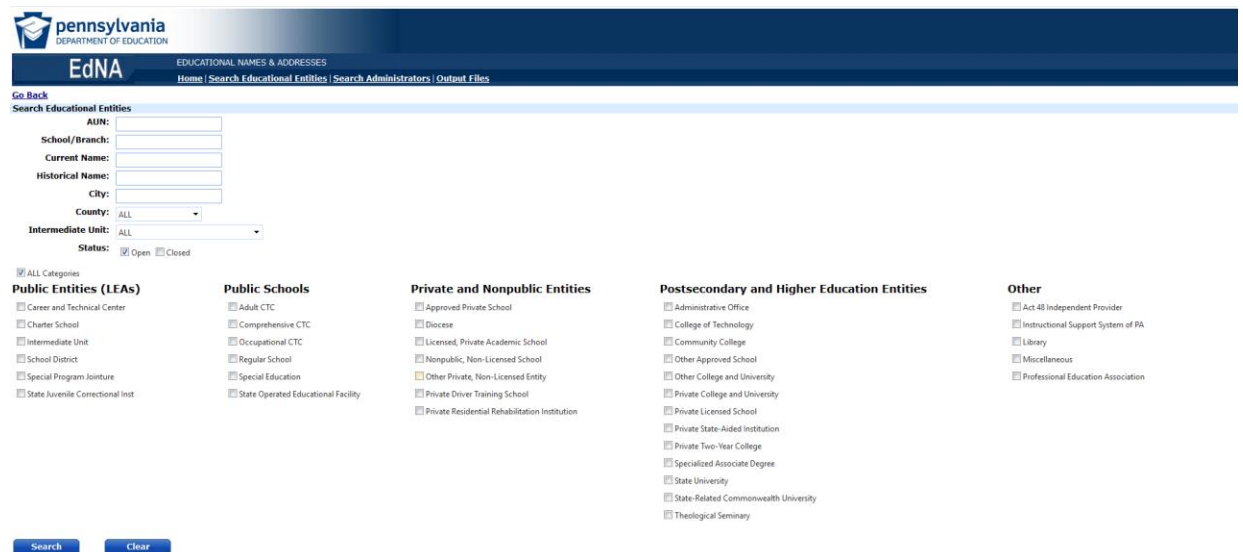
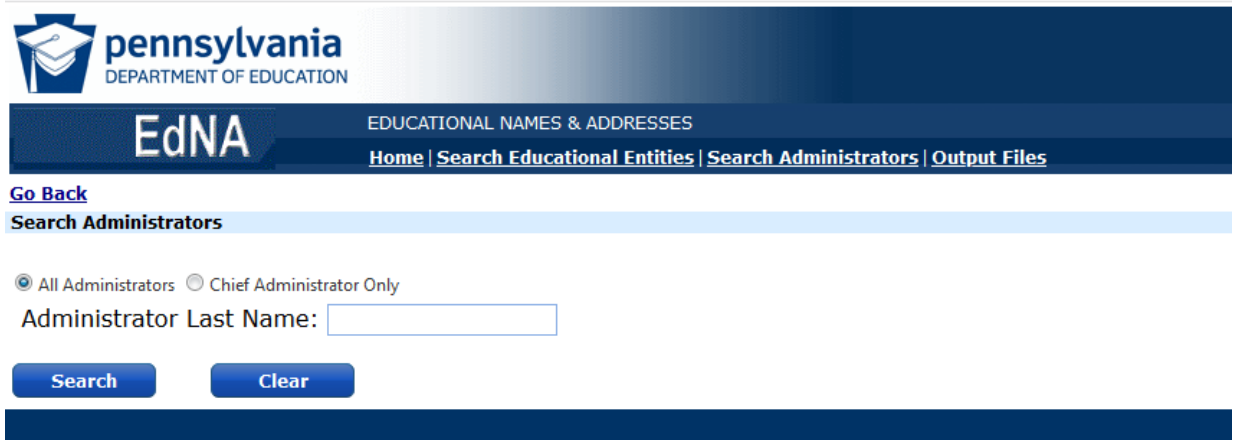


Figure 3 Search Educational Facilities

Search Administrators

The ‘Search Administrators’ option allows public access to search for any entity administrator using their last name.

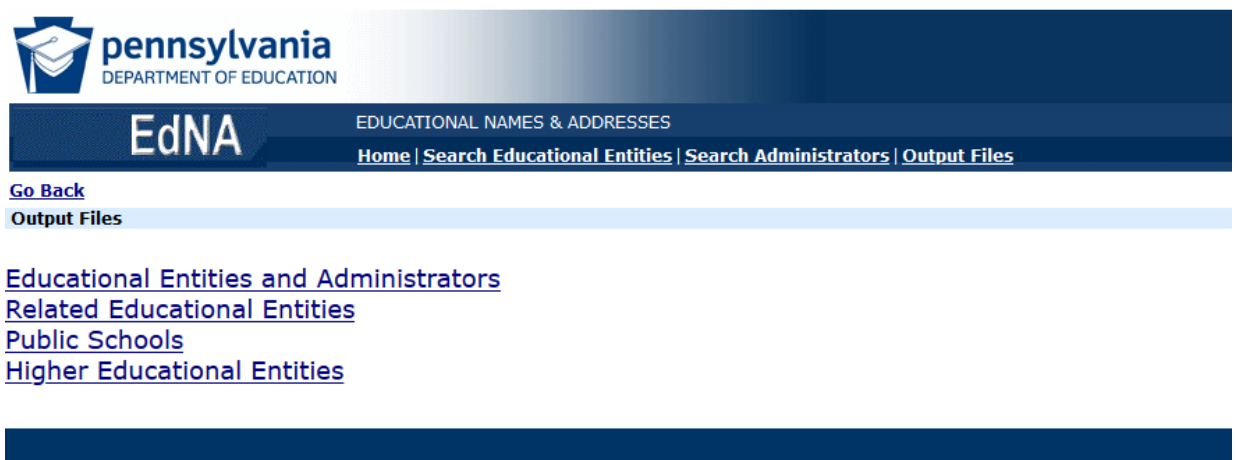


The screenshot shows the EdNA web interface. At the top left is the Pennsylvania Department of Education logo. The main header features the 'EdNA' logo and the text 'EDUCATIONAL NAMES & ADDRESSES'. Below this is a navigation bar with links for 'Home', 'Search Educational Entities', 'Search Administrators', and 'Output Files'. A 'Go Back' link is also present. The 'Search Administrators' section is highlighted. It includes two radio buttons: 'All Administrators' (selected) and 'Chief Administrator Only'. Below these is a text input field labeled 'Administrator Last Name:'. At the bottom of this section are two buttons: 'Search' and 'Clear'.

Figure 4 Search Administrators

Output Files

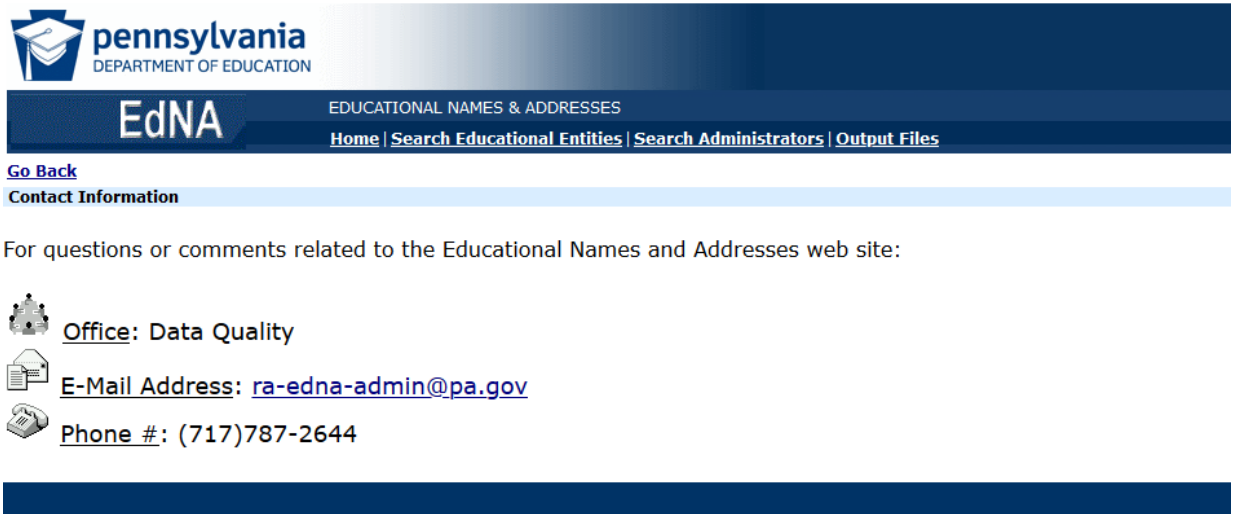
Output files contain four prewritten reports which allow access to public information in EdNA exported into an Excel format. Information contained in these reports does not include any confidential information that may be entered by the entity.



The screenshot shows the EdNA web interface for the 'Output Files' section. It features the same header and navigation bar as Figure 4. The 'Output Files' section is highlighted. Below the navigation bar, there are four links: 'Educational Entities and Administrators', 'Related Educational Entities', 'Public Schools', and 'Higher Educational Entities'. A dark blue bar is visible at the bottom of the page.

Figure 5 Output Files

Contact Technical Support



The screenshot shows the EdNA website interface. At the top left is the Pennsylvania Department of Education logo. The main header features the 'EdNA' logo and the text 'EDUCATIONAL NAMES & ADDRESSES'. A navigation bar includes links for 'Home', 'Search Educational Entities', 'Search Administrators', and 'Output Files'. Below the header, there is a 'Go Back' link and a 'Contact Information' section. The contact information includes: 'Office: Data Quality' (with a group of people icon), 'E-Mail Address: ra-edna-admin@pa.gov' (with an envelope icon), and 'Phone #: (717)787-2644' (with a telephone icon). The page ends with a solid dark blue horizontal bar.

Figure 6 Contact Technical Support

Starting the EdNAv2 Application

EdNAv2 is accessed through the MyPDESuite portal: <https://www.mypdeapps.pa.gov/>. Users must first log in via the MyPDESuite portal and then select the EdNAv2 application. If you have not done so already, you must register for a Keystone Login Account. Register for a Keystone Login: <https://keystonelogin.pa.gov/Account/Register>.

MyPDESuite

The MyPDESuite Log In Process Has Changed

CWOPA - Commonwealth of PA Employees
Commonwealth of PA (CWOPA) Employees have already been migrated to Keystone Login. You may continue to login with your existing CWOPA credentials. **Note:** You no longer need to preface your username with "cwopa\".

Educational Institution Users
Effective December 19, 2019 - a Keystone Login account is required to access MyPDESuite. Please use the links below to create a Keystone Login account and migrate your existing application roles, if applicable.

Keystone Login Registration Steps:

- CREATE KEYSTONE LOGIN ACCOUNT**
- MIGRATE EXISTING APPLICATION ROLES (Optional)**
If you have existing MyPDESuite application roles, you can migrate them to Keystone Login. If you do not migrate, you will not see your application(s) when you log in to MyPDESuite.
- Log in to MyPDESuite** - Enter your Keystone username and password below to log in to MyPDESuite.

MyPDESuite Login

User Name:

Password:

Log In

Keystone Login Support

- [How To Guide: Create Keystone Account / Migrate Roles](#)
- [Email Already In Use](#) (Keystone Registration Message)
- [Forgot Username](#)
- [Forgot Password](#)
- [Keystone Login](#)
- [Help](#)

Figure 7 The MyPDESuite Portal Screen.

Understanding System Security

Each EdNAv2 system user is assigned specific security roles. While all users can view entity information, the ability to add entities or edit entity information is limited to authorized users based on job positions and the tasks users need to perform.

Authorized users are assigned authorization to specific entity categories. Authorized users can then add or update information within their assigned entity categories and edit entities that belong to these categories. Existing entity records belonging to entity categories not within their authorization can be viewed but not edited.

All users can access all EdNA reports with two exceptions: the CTC Profile Report is only accessible to users with CTC Role security authorization, and the Commission Expiration Letters are only accessible to users with Public Entities role security authorization.

When a user works in the EdNAv2 system the security processing will be transparent to them. Their EdNA security levels and roles are assigned based on their network username. Items on the Main Menu that do not apply to the current user's security authorization, or data that is view-only, will be grayed out and inaccessible.

If a user has further questions about their security role or believes they are missing access to features or entity records that they must use, a supervisor and/or the Local Security Administrator (LSA) should be contacted.

Utilizing these access roles helps to maintain system integrity and limit the possibility for errors to be made in record creation, review, or deletion. See the *Security* chapter on page 78 for a more in-depth explanation of EdNA's security roles.

Navigating the Main Menu

Welcome ! At this site you may request updates for the demographic data and administrator data of your Local Educational Agency and the Schools/Branches therein. Based on the Login information you have provided, the following are the Local Educational Agencies (LEAs) that you are authorized to access in the EDNA Online application. Please select an LEA from the list to proceed.

PDE Test Public LEA

After you complete the updates in your LEA, please print the summary of changes you have made along with Accuracy Certification Statement (ACS), and mail the summary and duly signed ACS to Pennsylvania Department of Education (PDE).

Notice: You should be an authorized person to view/submit the institution changes through this web site. If you are not the authorized person, any use, review or modification of the information contained in this web site is strictly prohibited. If you have entered this web site unintentionally or in error, please logout from this web site immediately and notify PDE. Thank you.

Proceed **Exit**

Figure 8 EdNAv2 Main Menu

The Main Menu allows you to navigate to the main areas of the Local Education Agency (LEA).

- Click on the LEA name to select.
- Click on Proceed to enter the LEA records.

In Summary

At this point, you should have a good overview of some of the basic functions of the EdNA system. In subsequent sections of this manual, we will take a closer look at the various screens and reports, providing more in-depth training and discussion on procedures and processes the user will undertake to achieve their goals.

Chapter 2: Entities and Administrators

Entities: An Overview

The EdNA system is designed to maintain address and contact information of educational organizations that are approved to work within the Commonwealth of Pennsylvania. These educational organizations are referred to as **Entities** within the EdNA system. Entities can be school districts, colleges, childcare centers, churches, charter schools or other organizations that provide educational services.

In addition to storing address and contact information for all entities, EdNA is used to edit and maintain this information for all entities except higher education entities. Address and contact information for higher education entities, such as colleges and universities, are stored in EdNA but are maintained in a separate mainframe system called Higher Education Characteristics.

Each evening a process runs to update EdNA's database with the latest higher education entities' data from the mainframe system. Therefore, even though higher education entities' address and contact information cannot be edited within EdNA, it is always available in a read-only format and is up to date. One exception is that the website address field for higher education entities is stored in and editable in EdNA, as this field is not stored in the mainframe system.

A similar process runs each evening updating the address and contact information of all non-higher education entities in the mainframe system with the latest data from EdNA. Likewise, the address and contact information of non-higher education entities is available within the mainframe system in read-only format.

Entity Categories

All entities are marked as belonging to one or more **Entity Categories**. This marking describes the “type” of educational organization. “School District,” “Library,” and “State University” are examples of entity categories. There are three sub-divisions of entity categories shown below. A complete list can be found on pages [67](#) of this guide.

Cyber programs within the LEA are not considered independent schools and should not be entered in EdNA with their own school ID. These are considered programs within the school district; enrollment and staff should be reported at the sending school from within the district. For staff members employed by both the brick-and-mortar schools and cyber programs, their Full-Time Employment (FTE) percentage should be reported at the sending school and should not exceed 100%.

| Institutions | Schools | Higher Education |
|--|--|--|
| Description: Includes the entity categories used by the majority of EdNA entities. | Description: Includes entity categories used to mark a specific public school within a larger system. | Description: Includes entity categories for higher education entities. |
| Examples: <ul style="list-style-type: none"> • School District • Library • Career and Technical Center (CTC) • Charter School • Licensed, Private Academic School • State Juvenile Correctional Inst. | Examples: <ul style="list-style-type: none"> • Regular Elementary • Regular Elementary/Secondary • Regular Secondary • Special Education • Adult CTC • Comprehensive CTC • Occupational CTC • State Operated Educational Facility • Charter School | Examples: <ul style="list-style-type: none"> • State University • Private College and University • Theological Seminary • Community College • Trade Programs • Other College or University • Other Approved School |

Table 1 Examples of Entity Categories

Intermediate Unit (IU) Regions

Intermediate Units are regional education service agencies charged with providing programs and services to public, private, and non-public (religious) schools. Intermediate Units serve schools in geographic areas ranging in size from a single school district located in one city to serving multiple schools across six counties. Some Intermediate Units also provide special services to schools throughout the Commonwealth. All Intermediate Units provide curriculum and instructional support, professional development, and technology services and operate educational programs such as special and alternative education on a regional basis.

Pennsylvania is divided into twenty-nine Intermediate Unit regions; all schools and other entities belong to the Intermediate Unit region in which they reside. Entity records are marked with the Intermediate Unit region to which they belong.

| IU Name | IU AUN | IU Name | IU AUN |
|---------------------------|-----------|--------------------------------|-----------|
| Allegheny IU 3 | 103000000 | Lancaster-Lebanon IU 13 | 113000000 |
| Appalachia IU 8 | 108000000 | Lincoln IU 12 | 112000000 |
| ARIN IU 28 | 128000000 | Luzerne IU 18 | 118000000 |
| Beaver Valley IU 27 | 127000000 | Midwestern IU 4 | 104000000 |
| Berks County IU 14 | 114000000 | Montgomery County IU 23 | 123000000 |
| BLaST IU 17 | 117000000 | Northeastern Educational IU 19 | 119000000 |
| Bucks County IU 22 | 122000000 | Northwest Tri-County IU 5 | 105000000 |
| Capital Area IU 15 | 115000000 | Philadelphia IU 26 | 126000000 |
| Carbon-Lehigh IU 21 | 121000000 | Pittsburgh-Mt Oliver IU 2 | 102000000 |
| Central IU 10 | 110000000 | Riverview IU 6 | 106000000 |
| Central Susquehanna IU 16 | 116000000 | Schuylkill IU 29 | 129000000 |
| Chester County IU 24 | 124000000 | Seneca Highlands IU 9 | 109000000 |
| Colonial IU 20 | 120000000 | Tuscarora IU 11 | 111000000 |
| Delaware County IU 25 | 125000000 | Westmoreland IU 7 | 107000000 |
| Intermediate Unit 1 | 101000000 | | |

Table 2 Intermediate Units in Pennsylvania

Maintaining Entity Information: Edit Educational Entity Screen

The Edit Educational Entity Screen is used to view or edit educational entity information. Maintenance of all entity data—including entity addresses, administrators, categories, and relationships—is performed on, or initiated from, this screen. The Edit Educational Entity Screen is accessed by selecting an entity from the list and then clicking the proceed button.

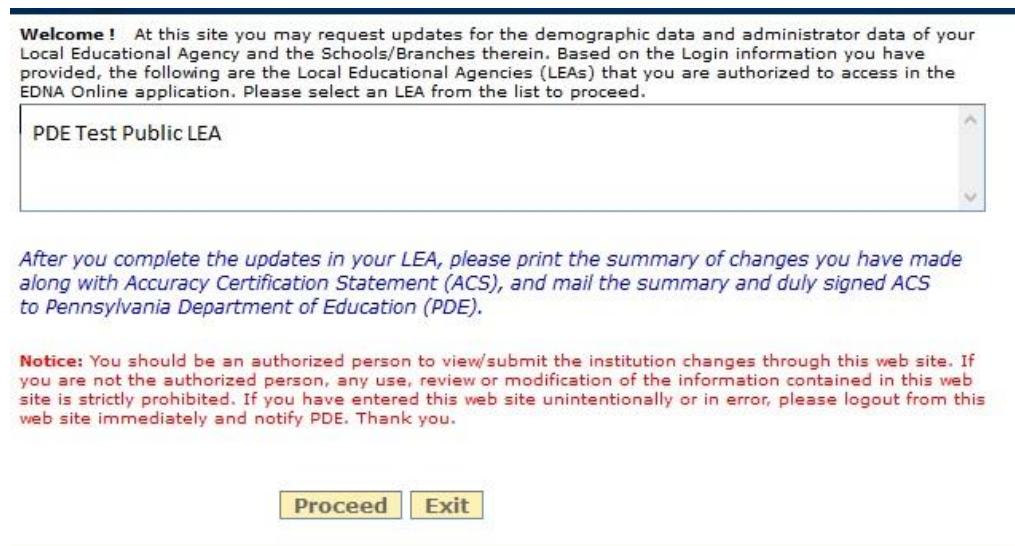


Figure 9 The Edit Educational Entity Screen.

| | |
|-----------------------------|---|
| School/Branch | Displays the individual School/Branch number of the entity, if applicable, if the entity is an individual school that is part of a larger school system. (Non-editable.) |
| Phone Number | Main phone number for the LEA or school. |
| Web URL | Website address link. |
| Mailing Address | Official mailing address for LEA or school. This address is used for mailing purposes and can be different than the location address. |
| Location Address | Address for the physical building of the LEA or school. |
| Public Email Address | A general email address which is available to the public. |
| GIS Information | This is the latitude and longitude based on the location address. This information can be automatically entered by clicking the checkbox to allow the system to determine this information based on GIS web services. |

Table 3 Basic Entity Information

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-0000

LEA Name: PDE Test Public LEA **LEA Category** : SD

Entity | **Admin**

* Indicates required information

Official Name**

Phone #** Extn

Fax #

Web URL

Public Email

Mailing Address**

-

City State Zip Code

Location Address** Same as Mailing Address

-

City State Zip Code

Based on Location Address, let the system automatically determine Latitude & Longitude information using GIS web service

Latitude

Longitude

Figure 11 LEA Entity Tab

Edit Institution

AUN : 127041903-5003
LEA Name: PDE Test Public LEA
School Name: PDE Test Public EL Sch A

[Back to InstitutionList](#)

LEA Category : SD
School Category : REGSCH

Entity | **Admin** | **Grades**

* Indicates required information

Official Name*

Phone #* Extn

Fax #

Web URL

Public Email

Is this a Magnet School? Yes No

Mailing Address*

City State Zip Code

Location Address* Same as Mailing Address

City State Zip Code

Based on Location Address, let the system automatically determine Latitude & Longitude information using GIS web service

Latitude

Longitude

Figure 12 School Entity Tab

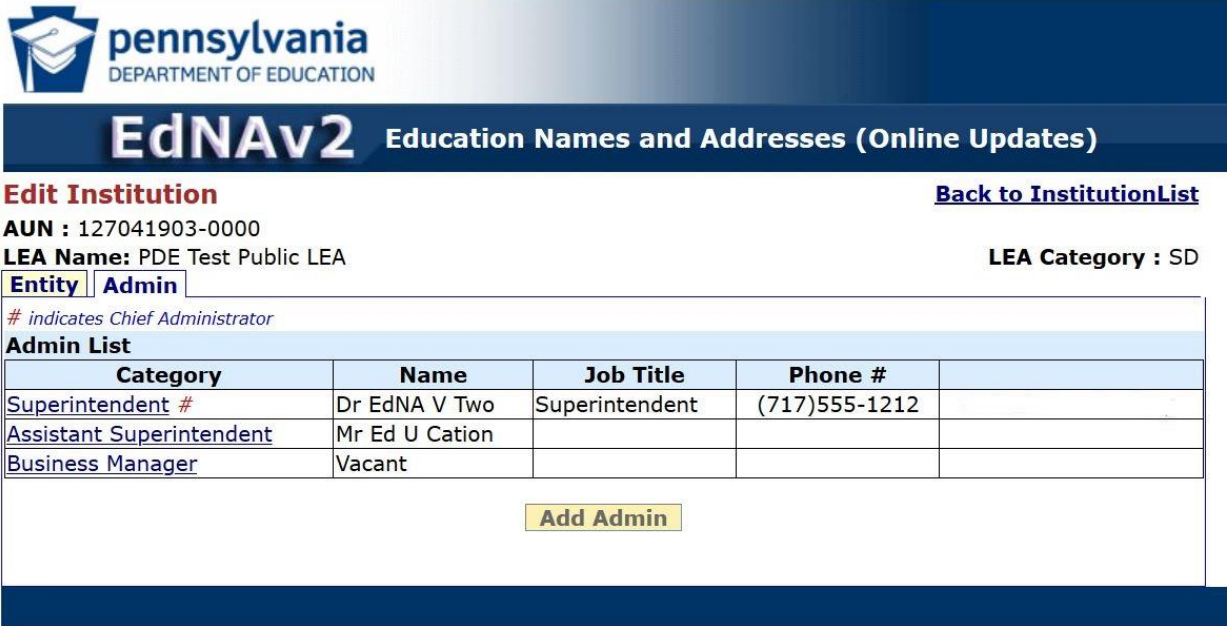
Admin Tab

The Admin Tab is the area of EdNav2 where the administration level information is stored for the LEA and school. A brief overview of the contents of the Admin Tab is provided here; however, specific details on adding and editing entity name, address, administrator, category, and relationship information is described in more detail later in this manual.

Basic Admin Tab Information Fields

| Field | Description |
|-------------------|--|
| Category* | Displays the administrator category. The red pound sign symbol indicates the person in that position is the Chief Administrator for the LEA or school. All institutions are required to have one administrator listed in the Chief Administrator position. |
| Name | Displays the administrator’s name. |
| Job Title* | Displays the administrator’s Job Title from EdNA. |
| Phone # | Displays the administrator’s phone number. |

* Typically, the Category and Job Title will display the same information.



The screenshot shows the EdNAv2 interface for LEA administration. At the top is the Pennsylvania Department of Education logo and the title 'EdNAv2 Education Names and Addresses (Online Updates)'. Below this, there are navigation links for 'Edit Institution' and 'Back to InstitutionList'. The main content area displays institution details: AUN: 127041903-0000, LEA Name: PDE Test Public LEA, and LEA Category: SD. There are tabs for 'Entity' and 'Admin', with 'Admin' selected. A note indicates that '#' denotes a Chief Administrator. An 'Admin List' table is shown with columns for Category, Name, Job Title, and Phone #. The table contains three rows: Superintendent # (Dr EdNA V Two, Superintendent, (717)555-1212), Assistant Superintendent (Mr Ed U Cation), and Business Manager (Vacant). An 'Add Admin' button is located below the table.

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-0000
LEA Name: PDE Test Public LEA **LEA Category :** SD

Entity | **Admin**

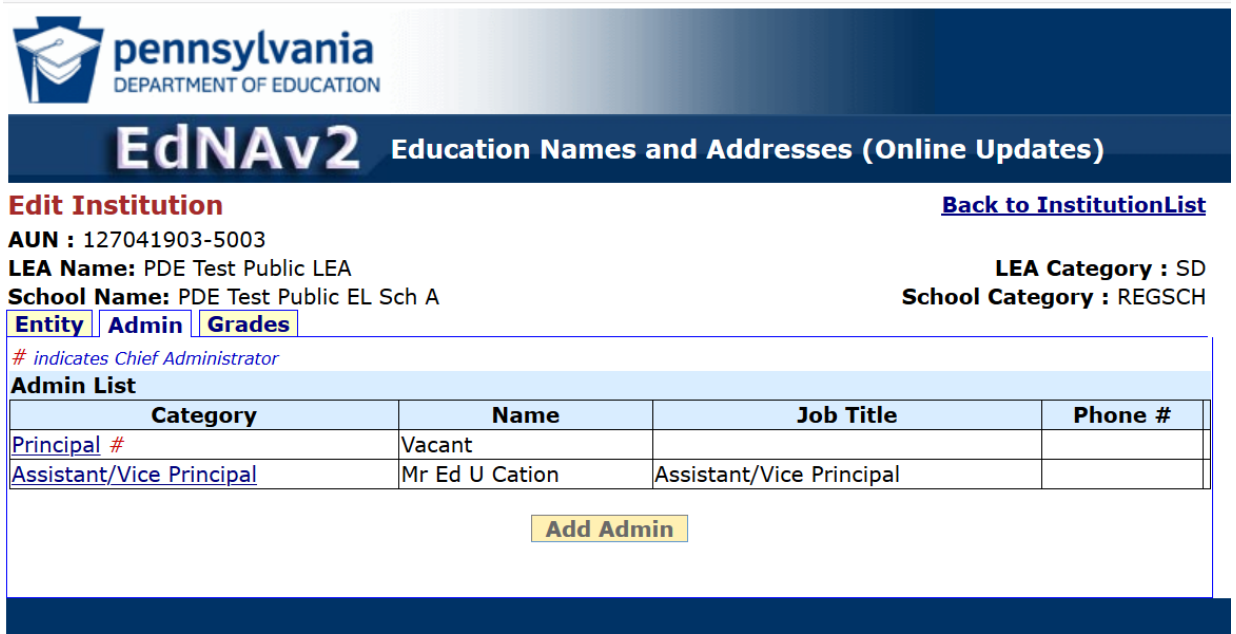
indicates Chief Administrator

Admin List

| Category | Name | Job Title | Phone # |
|--------------------------|----------------|----------------|---------------|
| Superintendent # | Dr EdNA V Two | Superintendent | (717)555-1212 |
| Assistant Superintendent | Mr Ed U Cation | | |
| Business Manager | Vacant | | |

[Add Admin](#)

Figure 13 LEA Admin Tab



The screenshot shows the EdNAv2 interface for School administration. At the top is the Pennsylvania Department of Education logo and the title 'EdNAv2 Education Names and Addresses (Online Updates)'. Below this, there are navigation links for 'Edit Institution' and 'Back to InstitutionList'. The main content area displays institution details: AUN: 127041903-5003, LEA Name: PDE Test Public LEA, School Name: PDE Test Public EL Sch A, LEA Category: SD, and School Category: REGSCH. There are tabs for 'Entity', 'Admin', and 'Grades', with 'Admin' selected. A note indicates that '#' denotes a Chief Administrator. An 'Admin List' table is shown with columns for Category, Name, Job Title, and Phone #. The table contains two rows: Principal # (Vacant) and Assistant/Vice Principal (Mr Ed U Cation, Assistant/Vice Principal). An 'Add Admin' button is located below the table.

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-5003
LEA Name: PDE Test Public LEA **LEA Category :** SD
School Name: PDE Test Public EL Sch A **School Category :** REGSCH

Entity | **Admin** | **Grades**

indicates Chief Administrator

Admin List

| Category | Name | Job Title | Phone # |
|--------------------------|----------------|--------------------------|---------|
| Principal # | Vacant | | |
| Assistant/Vice Principal | Mr Ed U Cation | Assistant/Vice Principal | |

[Add Admin](#)

Figure 14 School Admin Tab

Grades Tab

The Grades Tab is the area of EdNAv2 that displays the grades offered at the selected institution. This tab is only available for schools and not on an LEA level. Even though the grades tab will allow you to view the grades offered, you cannot make changes to grades in EdNAv2.

Changes to a school's grade configuration can only be made during the Grade Configuration Changes window after the school has closed for the current school year. The window for changes opens in April and must be submitted by the last business day in July. Most configuration changes are approved and processed by PDE by August 15.

If your PIMS Administrator receives the error Code:8450 - Grade level not in the EdNA grade configuration for this school when submitting the October 1 Student Snapshot, please refer to your EdNA Grades Tab to verify the grades offered in the institution in which you are receiving the error.

Basic Grade Tab Information Fields

| Field | Description |
|-----------------------|---|
| School Year | Displays a listing of the current and four subsequent school years for the selected institution. Clicking on View will allow you to view the grades offered for the selected school year. |
| Grades Offered | Displays the grades which are offered during the respective school year. |



EdNAv2 Education Names and Addresses (Online Updates)

Edit Institution

[Back to InstitutionList](#)

AUN : 127041903-5003

LEA Name: PDE Test Public LEA

LEA Category : SD

School Name: PDE Test Public EL Sch A

School Category : REGSCH

Entity | **Admin** | **Grades**

** Indicates required information*

Requests for changing grade configuration, renaming a school or opening/closing a school cannot be processed online. To request one of these configuration changes, a letter signed by your Chief School Administrator and Board Minutes reflecting authority for those changes must be sent to the School Services Office at RA-school-configs@pa.gov. Details on this process can be found on PDE's School Reconfigurations webpage.

Changes are processed between April and the last business day in July but requests may be sent at any time until the July deadline. Requests are processed in the order sent and only electronic submission will be accepted."

| | School Year | Grades Offered |
|----------------------|-------------|----------------|
| View | 2019-2020 | PreKH-6 |
| View | 2020-2021 | PreKH-6 |
| View | 2021-2022 | PreKH-6 |
| View | 2022-2023 | PreKH-6 |
| View | 2023-2024 | PreKH-6 |

Edit Grades for School Year 2019*

Notes:

1. Select K5 Full if the school offers Kindergarten but does not have separate instructional grades K4 and K5.
2. If a grade is added for a school year, by default, it will be carried forward to the following school years.
3. If a grade is removed from a school year, by default, it will be removed from the following school years.

- PreK Half
 K5 Half
 Grade 3
 Elementary Ungraded
 Grade 10
 PreK Full
 K5 Full
 Grade 4
 Grade 7
 Grade 11
 K4 Half
 Grade 1
 Grade 5
 Grade 8
 Grade 12
 K4 Full
 Grade 2
 Grade 6
 Grade 9
 Secondary Ungraded

Figure 15 Grades Tab

Chapter 3: Configuration Changes, Opening or Closing a School

This section discusses the opening, closing, or reconfiguring of a school along with changing the grade structure for a school building. You may refer to the laws and regulations as displayed on the School Reconfigurations website: <https://www.education.pa.gov/Teachers - Administrators/School Services/Pages/School-Reconfigurations.aspx>.

Laws and Regulations for School Closings and Reconfigurations

- 22 Pa. Code § 349.28: Closing of school buildings to K-12 educational use.
- Article V, 24 PS § 5-524: Closing school or department; notice to, and suspending employees; other employment.
- Article VII, 24 PS § 7-780: Public hearing prior to closing school.
- Article XIII, 24 PS § 13-1311: Closing schools.
- 22 Pa. Code § 4.41(c): Scheduling [approval of the Department for changes]

Annual School Reconfiguration Changes Process

PDE opens the School Configuration Changes window annually on May 15 with the initial email to the LEA Chief Administrator of record in EdNA as well as the EdNA Updaters. This email details the proper procedure for making changes to the LEA and schools for the upcoming school year and must be received by PDE no later than the last business day of July. Once received, PDE will begin making the changes in EdNA; however, changes will not be processed prior to June 14 to allow sufficient time for the current school year to end. No changes will be accepted after July 31 with the exception of PreK and Kindergarten programs based on possible funding changes.

The process for reviewing and approving these changes requires the LEA to submit the following electronic documentation: (1) a signed letter from the chief school administrator including a summary of the proposed change(s) along with the current school configuration, and the number of students in the current and proposed configurations; (2) board minutes documenting the governing board's approval of those changes; and (3) evidence of the required public hearing, if closing a building to K-12 educational use for the school year.

Important Notes Regarding School Configuration Changes

1. All changes must be submitted to and received by PDE by July 31 or the last business day of July to be effective for the coming school year. PDE will not authorize changes for the coming school year before June 14, regardless of the date sent.
2. The effective date of approved school organization changes will be July 1 of the new school year, regardless of the date received and processed.
3. Once configuration changes are approved, the Data Quality Office will update EdNA. You will not need to update EdNA for these changes.
4. PDE will contact the Chief Administrator when their work is complete and will supply the branch codes for new schools or with changes to the school's four-digit branch code, where necessary.
5. Approved configuration changes do not imply approval for curtailments or furloughs.

| Tasks | Completed | Date |
|--|-----------|------|
| Review appropriate laws and regulations | | |
| Board approval of reconfiguration | | |
| Submit signed Chief Administrator letter on LEA letterhead (including the current and proposed configuration in the affected schools and change in student population to affected building(s) to PDE (ra-school-configs@pa.gov) in a PDF format (see Table 7 in this document as an example) by July 31 or the last business day of July to be effective for the coming school year. | | |
| Submit Board minutes to PDE, which clearly articulate support the decision to configuration changes. Minutes must be sent to ra-school-configs@pa.gov by July 31 (or the last Friday before July 31, if July 31 falls on a weekend) to be effective for the upcoming school year. | | |
| Effective date of approved organization change | | |
| EdNA v.2 Update completed by PDE Office of Data Quality (ODQ) | | |
| (If applicable) ODQ supplies branch codes | | |
| Upload and archive documents to Comprehensive Planning Portal. For information on the Comprehensive Planning Portal, please visit https://www.education.pa.gov/Teachers%20-%20Administrators/Comprehensive%20Planning/Pages/default.aspx . | | |

Table 4 Reconfiguration Process Checklist

Future Ready Comprehensive Planning Portal (FRCPP)

Annual School Reconfiguration Changes are processed using the Future Ready Comprehensive Planning Portal (FRCPP) through 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. Register for a Keystone Login: <https://keystonelogin.pa.gov/Account/Register>.

The screenshot shows the MyPDESuite login interface. At the top, there is a dark blue header with the MyPDESuite logo. Below the header, a large heading reads "The MyPDESuite Log In Process Has Changed". Underneath, there are two main sections: "CWOPA - Commonwealth of PA Employees" and "Educational Institution Users". The CWOPA section states that employees have been migrated to Keystone Login and can use existing credentials. The Educational Institution Users section states that a Keystone Login account is required as of December 19, 2019, and provides a list of registration steps: 1. CREATE KEYSTONE LOGIN ACCOUNT, 2. MIGRATE EXISTING APPLICATION ROLES (Optional), and 3. Log in to MyPDESuite. Below the text, there is a "MyPDESuite Login" form with fields for "User Name" and "Password", 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 16 MyPDESuite Login

After logging into the FRCPP, select Reports from the ribbon at the top of the webpage.

The screenshot shows the navigation ribbon of the FRCPP. It features the Pennsylvania Department of Education logo and the text "Future Ready Comprehensive Planning" on the left. To the right, there are five navigation buttons: "Home", "My Plans", "Reports", "Resources", and "Plan Reports and Print". Below the ribbon, the text "PDE School Service Office" is visible.

Figure 17 Ribbon

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

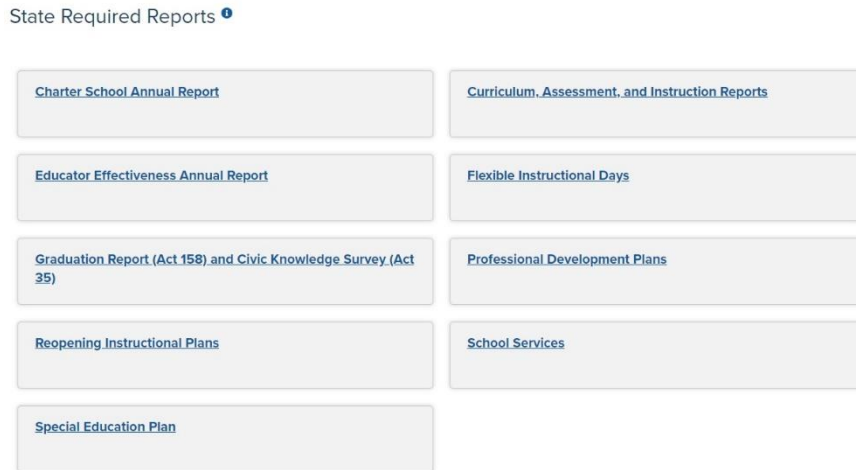


Figure 18 State Required Reports

The available School Services reports will be displayed on the webpage. 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 PDE 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. Select School Reconfigurations to access the report.

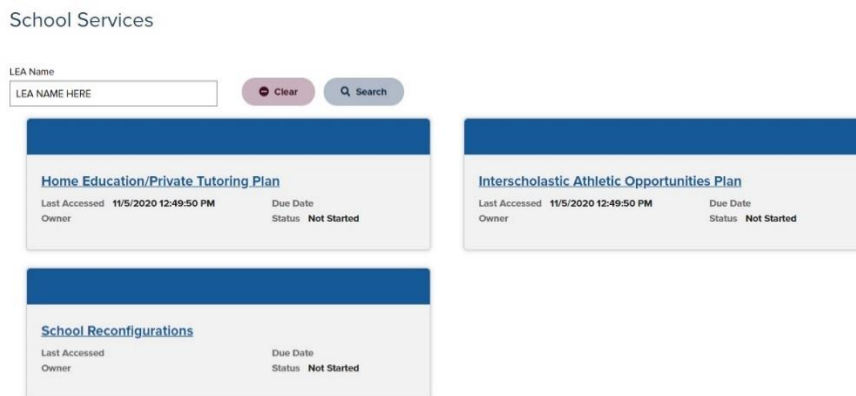


Figure 19 School Services Reports

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 20 Reconfiguration Profile Information

The LEA Name, AUN, and Address are pulled from EdNA. The Superintendent/Chief Executive Officer/Director name and email address must be manually entered by the person completing the form. If the Superintendent/Chief Executive Officer/Director is newly hired, please select 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.

Steps to Complete this Section:

1. Enter the requested demographic information into the space provided.
2. Enter the Superintendent's or Chief Executive Officer's name and contact information. Select the check box if this is a newly hired Superintendent or Chief Executive Officer.
3. This report does not make changes to Educational Names and Addresses [\(EdNA\)](#). Ensure the accuracy of EdNA by making any required changes in EdNA.

Fields with asterisks (*) are required.

LEA Name * AUN *

Address 1 *

Address 2

City * State * Zip Code *

Salutation Superintendent/Chief Executive Officer Name *

Superintendent/Chief Executive Officer Email *

Newly Hired Superintendent/Chief Executive Officer

Figure 21 LEA Information

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

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

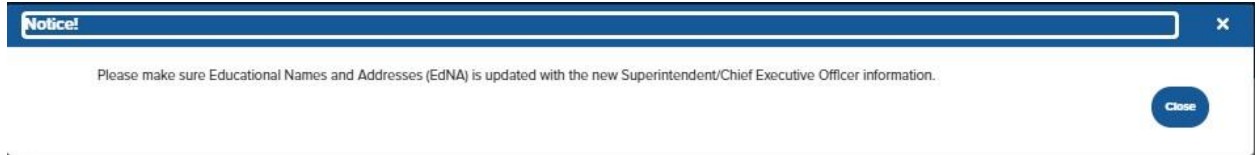


Figure 22 EdNA Reminder

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 this, there are "Steps to Complete this Section:" with four numbered instructions. A note below the steps 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." Below the instructions, it says "Fields with asterisks (*) are required." There is a "School Name" label above a dropdown menu that currently shows "Select One". To the right of the dropdown is a button labeled "+ Create School Reconfiguration". At the bottom of the page, there are four buttons: "Export to Excel", "Save", "Back", and "Continue".

Figure 23 School Selection Drop-down

This screenshot shows the 'School Demographic Information' form. It includes sections for: School Name (with a 'School Name Change' checkbox); 4-digit School/Branch Code (with an 'Original 4 Digit School/Branch Code' field); Proposed School/Branch Code and Effective School Year (with a date picker and 'FDE Use Only' label); School Grade Configuration (with 'Original School Grade Configuration' and 'School Grade Configuration Change' checkboxes); Student Enrollment (with 'Original Student Enrollment' and 'Student Enrollment Change' checkboxes); and Principal information (with 'Current Documented Principal' and 'Hiring a New Principal?' checkboxes).

Figure 24 School Demographic Information

This screenshot shows the 'School Mailing Address' form. It includes: 'School Telephone Number' section with 'Original School Telephone Number' and 'School Telephone Number Change' checkbox; 'School Mailing Address' section with 'Original Mailing Address' and 'Physical Location is the same as mailing address' checkbox; address fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'; 'School Mailing Address Change' checkbox; 'Add a Mailing Address' button; and 'Intermediate Unit (IU)' and 'County' dropdown menus.

Figure 25 School Mailing Address

This screenshot shows the 'School Physical Address' form. It includes: 'Original Physical Address' section with 'Address Line 1*', 'Address Line 2*', 'City*', 'State*', and 'Zip Code*' fields; 'School Physical Address Change*' checkbox; 'Add a Physical Address' button; and 'Intermediate Unit (IU)*' and 'County*' dropdown menus. At the bottom, there are 'Export to Excel', 'Save', 'Back', and 'Continue' buttons.

Figure 26 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 select Save or Continue to secure the data entered.

School Name Changes

If the school's name needs to be changed, select 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

School Name

School Name Change

Proposed School Name

Effective School Year

mm/dd/yyyy

Figure 27 School Name Change

School Grade Configuration

If the school grade configuration is incorrect, please select 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

The screenshot shows the 'School Grade Configuration' form. It has a title 'School Grade Configuration' and a section for 'Original School Grade Configuration' with a text input field. Below that is a checked checkbox labeled 'School Grade Configuration Change'. A dashed horizontal line separates this from the next section. The second section has a 'Proposed School Grade Configuration' text input field and an 'Effective Year' date picker set to 'mm/dd/yyyy'. Below these is an unchecked checkbox for 'Multiyear Grade Configuration Change (Charter Schools Only)'. There is a blue link to 'Download Multiyear Grade Configuration Change Document (word)'. At the bottom, there is an 'Upload Multiyear Grade Configuration Change' section with a 'Choose File' button and the text 'No file chosen'.

Figure 28 Grade Configurations

Student Enrollment Changes

If the student enrollment will change for the upcoming school year, please select the Student Enrollment Change checkbox, and enter the current student enrollment in the Original Student Enrollment field. In the Proposed Student Enrollment field, enter the new enrollment and the effective data 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

The screenshot shows the 'Student Enrollment' form. It has a title 'Student Enrollment' and a section for 'Original Student Enrollment' with a text input field. Below that is a checked checkbox labeled 'Student Enrollment Change'. A dashed horizontal line separates this from the next section. The second section has a 'Proposed Student Enrollment' text input field and an 'Effective School Year' date picker set to 'mm/dd/yyyy'.

Figure 29 Student Enrollment

Principal Information Changes

If a new principal is hired, select 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

Principal

Current Documented Principal

 Hiring a New Principal?

Newly Hired Principal

Salutation

Email

Effective School Year

Figure 30 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

School Telephone Number

Original School Telephone Number

 School Telephone Number Change

Proposed School Telephone Number

Effective School Year

Figure 31 School Telephone Number

School Mailing Address Changes

If the school’s mailing address is incorrect, select 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 select 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

The screenshot shows the 'Original Mailing Address' tab selected. It contains a checkbox for 'Physical Location is the same as mailing address' and another for 'School Mailing Address Change'. Below these are input fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'. At the bottom, there are fields for 'Intermediate Unit (IU)' and 'County', and a button labeled 'Add a Mailing Address'.

Figure 32 Original School Mailing Address

The screenshot shows the 'Proposed Mailing Address' tab selected, indicated by a dashed border. It contains input fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'. Below these is an 'Effective School Year' field. At the bottom, there are fields for 'Intermediate Unit (IU)' and 'County', and a button labeled 'Add a Mailing Address'.

Figure 33 Proposed School Mailing Address

School Physical Address Change

If the school's physical address information is incorrect, select 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, select Save or Continue to secure the entries. Selecting Continue will advance the page.

The screenshot shows a web form with two tabs: 'Original Physical Address' (active) and 'Proposed Physical Address'. The form includes the following fields and elements:

- Address Line 1 *
- Address Line 2
- City *
- State *
- Zip Code *
- School Physical Address Change *
- Intermediate Unit (IU) *
- County *
- Button: Add a Physical Address

Figure 34 Original School Physical Address

The screenshot shows the same web form as Figure 34, but with the 'Proposed Physical Address' tab active. The 'Original Physical Address' tab is now inactive and has a dashed border. The form includes the following fields and elements:

- Address Line 1 *
- Address Line 2
- City *
- State *
- Zip Code *
- Effective School Year *
- Intermediate Unit (IU) *
- County *
- Button: Add a Physical Address

Figure 35 Proposed School Physical Address

School Closure Configurations

If a school in the LEA has closed, choose the school from the Name of School dropdown list, and select 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.

On the top of this screen, select the checkbox, “The LEA’s school reconfiguration request involves closing the actual school building for K-12 student enrollment purposes.” Once the checkbox is selected, 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 selecting the radio button next to Yes or No. After entering the information on this page, select Save or Continue to secure the entries. Selecting Continue will advance the page.

The screenshot shows a web form titled "School Reconfiguration School Closure" with a help icon. At the top, there is a dropdown menu set to "Special Education". Below this is a section titled "Steps to Complete this Section:" containing two numbered instructions: 1. "If a school building is closing, check the appropriate box and provide the additional details . The LEA must also notify PDE's School Facilities Office directly that the building is closing for student enrollment purposes. Enter the requested information into the space provided." 2. "Ensure that the information entered in the space provided is accurate." Below the instructions, it states "Fields with asterisks (*) are required." There is a checkbox labeled "The LEA's school reconfiguration request involves closing the actual school building for K-12 student enrollment purposes." which is currently unchecked. Below this is a "Name of School" dropdown menu and a "Create Building Closure" button. A blue dashed border separates the top section from the bottom section. The bottom section starts with a "4-digit school/branch code" input field. Below that is a large text area with the instruction "Clearly explain the reason(s) for closing the school for K-12 student enrollment." At the bottom of this section are two radio buttons: "Yes" and "No", with "No" selected. Below the radio buttons is the text "Upload of Additional School Closing Documentation" and a "Choose File" button next to the text "No file chosen". At the bottom of the form are two buttons: "Export to Excel" and "Save". At the very bottom of the page are two large buttons: "Back" and "Continue".

Figure 36 School Closure

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 then be scanned and saved as a PDF file and 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.

| | |
|--|--|
| <p>LEA Name Address 123 Street, City Town, PA 12345</p> |  |
|--|--|

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 37 Board Affirmation Statement

Click inside the Superintendent/Chief Executive Officer/Director field and type the name of the Superintendent, Chief Executive Officer, or Director. Enter the current date in the date field.

Signature & Assurance ¹

Special Education

Steps to Complete this Section:

1. Upload the required documentation based upon your LEA type.
If your LEA is a School District or CTC:
School Board Minutes or Affirmation Statement
LEA Reconfiguration Letter
If your LEA is a Charter School
Executed Charter
School Board Minutes or Affirmation Statement
LEA Reconfiguration Letter
2. Signature of Superintendent/Chief Executive Officer and electronic date signed.

Fields with asterisks (*) are required.

[Download Affirmation Statement \(Word\)](#)

Upload of School Board Statement, Executed Charter, or Affirmation Statement
 No file chosen

Upload of LEA Reconfiguration Letter
 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 my knowledge, it is correct.

Superintendent/Chief Executive Officer *

Date *

Figure 38 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 select 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 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.

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.

Profile and Plan Essentials

Reconfiguration Details

School Building Closure

Signature & Assurance

Figure 39 Submission Checklist and Submit Button

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

Opening a New Public School

If your LEA finds the need to open a new school, you must follow the steps below. This should be completed prior to the School Configuration Changes window, which opens in May. New schools cannot be opened mid-year without direct approval from PDE.

| Tasks | Completed | Date |
|---|-----------|------|
| Review appropriate laws and regulations | | |
| PDE notification of opening a new building | | |
| Public notification of intention to open (15 days prior to public hearing) | | |
| Public hearing on opening | | |
| EdNA v.2 Update completed by PDE Division, Office of Data Quality (ODQ) | | |
| DDQ supplies new school or branch codes to Superintendent | | |
| Upload and archive documents to Comprehensive Plan Portal. For information on the Comprehensive Plan Portal, please visit https://www.education.pa.gov/Teachers%20-%20Administrators/Comprehensive%20Planning/Pages/default.aspx . | | |

Table 5 Opening a New School Checklist

Closing an Existing Public School

LEAs may close an existing school for numerous reasons. All school closings must happen after the completion of the academic year and must be submitted to PDE during the School Configuration Changes window which opens in May. Schools may not be closed mid-year without direct approval from PDE.

Please refer to the table below for the steps necessary to permanently close a school. Once a school is closed, it cannot be re-opened using the same School ID number. In cases where a school is closed and re-opened, a new School ID number will be issued.

| Tasks | Completed | Date |
|--|-----------|------|
| Review appropriate laws and regulations | | |
| PDE notification of closing and reasons for closing along with a description of how closing contributes to orderly development of attendance areas | | |
| Public notification of intention to close (15 days prior to public hearing) | | |
| Public hearing on closure (No less than three months prior to proposed closing date) | | |
| Upload and archive documents to Comprehensive Plan Portal | | |

Table 6 Closing a School Checklist

Regardless of the changes to be made to an LEA or school, the Chief Administrator must complete the following information and email it, along with required documentation, to PDE for approval and processing.

| (Info) | Original Configuration | Proposed Configuration (Where Different) |
|--------------------------------|------------------------|---|
| School name | - | - |
| 4-digit school/branch code | - | [provided by PDE] |
| Grades | - | - |
| Student enrollment | - | - |
| Principal | - | - |
| School address | - | - |
| School telephone number | - | - |
| Mailing address (if different) | - | - |
| Effective change date | - | - |

Table 7 Required for Configuration Change

Opening or Closing a Charter School or Cyber Charter School

The process for opening or closing a Charter School or a Cyber Charter School is slightly different than a school associated with another LEA type. Please contact PDE’s Division of Charter Schools for assistance with these entities.

Opening or Closing a Career Technical Education Center

The process for opening or closing a Career and Technical Education Center is slightly different than a school associated with another LEA type. Please contact PDE’s Bureau of Career and Technical Education for assistance with these entities.

Chapter 4: Maintaining Information

LEA and school information can be updated through EdNAv2, but some updates will require additional documentation to be submitted for final approval by PDE. Information in this chapter will demonstrate the data elements which can be updated in EdNAv2 and detail updates which require additional information to be submitted. Some information, such as grades offered, show the information but updates cannot be made in EdNAv2. Grade configuration changes can only be made once the current school year has ended and require several forms of additional information. Due to this reason, PDE will only process grade changes during the Grade Configuration Change window in June-August, prior to the beginning of the new school year. Exceptions can be made for Pre-K and Kindergarten classes based on funding that is not allocated until after the school year has commenced.

Additionally, it is not possible to add a new or close an existing entity using EdNAv2. The changes must have PDE approval and require additional information which cannot be loaded outside of the EdNA system.

Please refer to the next page for a complete list of changes which require additional documentation. Under the column Automatic Approval, a 'NO' indicates the changes will need PDE approval while a 'YES' indicates the changes will be made in EdNA without appearing in the Request List for PDE approval.

Required Documentation for EdNA Changes

The following table outlines the changes that are permitted in EdNAv2 Online.

| Data Element | LEA / School Level | Updated by? | Automatic Approval? | Required by EDNAv2? | History Kept? | Required by PDE? |
|--------------------------|--------------------|---------------|---------------------|---------------------|---------------|------------------|
| Entity Data | | | | | | |
| Institution Name | PDE | PDE | Yes | Yes | Yes | Yes |
| AUN | Both | Generated | N/A | Yes | Yes | Yes |
| Branch Number | Both | Generated | N/A | Yes | Yes | Yes |
| Official Name | Both | LEA | No | Yes | Yes | Yes |
| IU Name | Both | PDE | N/A | Yes | No | Yes |
| County | Both | PDE | N/A | Yes | Yes | Yes |
| Web URL | Both | LEA | Yes | No | Yes | Yes |
| Penn Link Address | LEA | PDE | N/A | No | No | Yes |
| SAP Vendor ID | LEA | PDE | N/A | No | Yes | Yes |
| Category | Both | PDE | N/A | Yes | Yes | Yes |
| Phone Number | Both | LEA | Yes | Yes | Yes | Yes |
| Phone Number Extn | Both | LEA | Yes | No | Yes | Yes |
| Fax Number | Both | LEA | Yes | No | Yes | Yes |
| NCES Number | Both | PDE | N/A | No | Yes | Yes |
| FEIN | LEA | PDE | N/A | No | Yes | Yes |
| Magnet School Indicator | School | LEA | No | No | No | Yes |
| Locale | Both | PDE | N/A | No | No | Yes |
| Planning Phase | LEA | PDE | N/A | No | No | Yes |
| Mail: Address Line 1 | Both | LEA | No | Yes | Yes | Yes |
| Mail: Address Line 2 | Both | LEA | No | No | Yes | Yes |
| Mail: City | Both | LEA | No | Yes | Yes | Yes |
| Mail: State | Both | LEA | No | Yes | Yes | Yes |
| Mail: Zip Code | Both | LEA | No | Yes | Yes | Yes |
| Mail: Zip Code Extn | Both | LEA | No | No | Yes | Yes |
| Location: Address Line 1 | Both | LEA | No | Yes | Yes | Yes |
| Location: Address Line 2 | Both | LEA | No | No | Yes | Yes |
| Location: City | Both | LEA | No | Yes | Yes | Yes |
| Location: State | Both | LEA | No | Yes | Yes | Yes |
| Location: Zip Code | Both | LEA | No | Yes | Yes | Yes |
| Location: Zip Code Extn | Both | LEA | No | No | Yes | Yes |
| Payment: Address Line 1 | Both | PDE | N/A | Yes | Yes | No |
| Payment: Address Line 2 | Both | PDE | N/A | No | Yes | No |
| Payment: City | Both | PDE | N/A | Yes | Yes | No |
| Payment: State | Both | PDE | N/A | Yes | Yes | No |
| Payment: Zip Code | Both | PDE | N/A | Yes | Yes | No |
| Payment: Zip Code Extn | Both | PDE | N/A | No | Yes | No |
| Public Email Address | Both | LEA | Yes | No | No | No |
| Latitude | Both | LEA/Generated | No | No | No | Yes |
| Longitude | Both | LEA/Generated | No | No | No | Yes |
| Audit Add Date | Both | Generated | N/A | Yes | Yes | Yes |
| Audit Change Date | Both | Generated | N/A | Yes | Yes | Yes |

Table 8 Entity Data Element Requirements

| Data Element | LEA / School Level | Updated by? | Automatic Approval? | Required by EDNAv2? | History Kept? | Required by PDE? |
|---------------------------|--------------------|-------------|---------------------|---------------------|---------------|------------------|
| Administrator Data | | | | | | |
| Salutation | Both | LEA | No | Yes | Yes | Yes |
| First Name | Both | LEA | No | Yes | Yes | Yes |
| Middle Initial | Both | LEA | No | No | Yes | Yes |
| Last Name | Both | LEA | No | Yes | Yes | Yes |
| Suffix | Both | LEA | No | No | Yes | Yes |
| Address Line 1 | Both | LEA | No | Yes | Yes | Yes |
| Address Line 2 | Both | LEA | No | No | Yes | Yes |
| City | Both | LEA | No | Yes | Yes | Yes |
| State | Both | LEA | No | Yes | Yes | Yes |
| Zip Code | Both | LEA | No | Yes | Yes | Yes |
| Zip Code Extn | Both | LEA | No | No | Yes | Yes |
| Category | Both | LEA | No | Yes | Yes | Yes |
| Job Title | Both | LEA | N/A | No | Yes | Yes |
| Phone Number | Both | LEA | Yes | No | Yes | Yes |
| Phone Number Extn | Both | LEA | Yes | No | Yes | Yes |
| Emergency Home Phone/Extn | LEA | LEA | Yes | No | No | |
| Emergency Cell Phone | LEA | LEA | Yes | No | No | |
| Emergency Fax Number | LEA | LEA | Yes | No | No | |
| Emergency Email Address | LEA | LEA | Yes | No | No | Yes |
| Email Address | Both | LEA | Yes | No | Yes | |
| Commission Type | LEA | LEA | No | Yes | Yes | Yes |
| Start Date | LEA | LEA | No | Yes | Yes | Yes |
| Expiration Date | LEA | LEA | No | Yes | Yes | Yes |
| Gender | Both | LEA | Yes | Yes | Yes | No |
| Chief Admin Indicator | Both | LEA | No | No | Yes | Yes |
| Vacant Position Indicator | Both | LEA | No | No | Yes | Yes |

Table 9 Administrator Data Element Requirements

| Data Element | LEA / School Level | Updated by? | Automatic Approval? | Required by EDNAv2? | History Kept? | Required by PDE? |
|---------------------------|--------------------|-------------|---------------------|---------------------|---------------|------------------|
| Relationships Data | | | | | | |
| Client Category | LEA | PDE | N/A | No | No | Yes |
| Client Name | LEA | PDE | N/A | No | No | Yes |

Table 10 Relationships Data Element Requirements

| Data Element | LEA / School Level | Updated by? | Automatic Approval? | Required by EDNAv2? | History Kept? | Required by PDE? |
|--------------------|--------------------|-------------|---------------------|---------------------|---------------|------------------|
| Status Data | | | | | | |
| Current Status | Both | PDE | N/A | Yes | Yes | Yes |
| Effective Date | Both | PDE | N/A | Yes | Yes | Yes |

Table 11 Status Data Element Requirements

| Data Element | LEA / School Level | Updated by? | Automatic Approval? | Required by EDNAv2? | History Kept? | Required by PDE? |
|--------------------|--------------------|-------------|---------------------|---------------------|---------------|------------------|
| Grades Data | | | | | | |
| School Year | School | LEA | No | Yes | Yes | Yes |
| Grades Offered | School | LEA | No | Yes | Yes | Yes |

Table 12 Grades Data Element Requirements

Some changes are committed automatically, while others will update pending approval by a PDE administrator; documentation may be required by PDE prior to approving a change.

The following LEA categories have access to EdNAv2 Online:

- 1: School Districts
- 2: Intermediate Units
- 3: CTCs
- 4: Charter Schools
- 5: State Owned
- 6: Special Program Jointures
- 7: State Juvenile Correctional Institutions
- 8: State Adult Correctional Institutions

The following table outlines the changes that are permitted in EdNAv2 Online - by LEA category.

| LEA Category | Description | Automatic Approval | Required Documentation |
|--------------|-------------------------|--------------------|--|
| 1,2,5,6,7,8 | Official Name | NO | Board Minutes and a letter from Chief Administrator of LEA |
| 1,2,5,6,7,8 | Phone # | YES | Not Required |
| 1,2,5,6,7,8 | Fax # | YES | Not Required |
| 1,2,5,6,7,8 | Web URL | YES | Not Required |
| 1,2,5,6,7,8 | Magnet School | NO | Not Required |
| 1,2,5,6,7,8 | Mailing Address | NO | Board Minutes |
| 1,2,5,6,7,8 | Location Address | NO | Board Minutes |
| 1,2,5,6,7,8 | Geo-Spatial Coordinates | NO | Not Required |
| 1,2,5,6,7,8 | Grades Offered | NO | Board Minutes and a letter from Chief Administrator of LEA |
| 1,2,5,6,7,8 | Public Email Address | YES | Not required |

| LEA Category | Description | Automatic Approval | Required Documentation |
|---------------------|--|---------------------------|--|
| 1,2,5,6,7,8 | Admin (not commissioned) information | NO | Not Required. Exceptions: acting/substitute superintendent; assistant superintendent; executive director; assistant executive director. |
| 5,6,7,8 | LEA Chief Admin | NO | Board Minutes and a letter from Chief Administrator of LEA |
| 1,2 | LEA Chief Admin/commissioned admin Information | NO | Application for commission, Board Minutes, and copy of credentials. (Substitutes: copy of credentials and Board Minutes. Acting: Board Minutes.) |
| 1,2 | Emergency Information of an administrator | YES | Not Required |
| 3 | Official Name | NO | Board Minutes and a letter from Chief Administrator of LEA |
| 3 | Phone # | YES | Not Required |
| 3 | Fax # | YES | Not Required |
| 3 | Web URL | YES | Not Required |
| 3 | Magnet School | NO | Not Required |
| 3 | Mailing Address | NO | Board Minutes |
| 3 | Location Address | NO | Board Minutes |
| 3 | Geo-Spatial Coordinates | NO | Not Required |
| 3 | Public Email Address | YES | Not Required |
| 3 | Grades Offered | NO | Board Minutes and a letter from Chief Administrator of LEA |
| 3 | Articles of Agreement | NO | Not Required |
| 3 | Programs Offered | NO | Not Required |
| 3 | Schedule | NO | Not Required |
| 3 | Rotations | NO | Not Required |
| 3 | Program Sequence | NO | Not Required |
| 3 | Admin of Record | NO | Not Required |
| 3 | Admin (not commissioned) information | NO | Not Required |
| 4 | Official Name | NO | Board Minutes and a letter from Chief Administrator of LEA |
| 4 | Phone # | YES | Not Required |
| 4 | Fax # | YES | Not Required |
| 4 | Web URL | YES | Not Required |
| 4 | Magnet School | NO | Not Required |
| 4 | Mailing Address | NO | Board Minutes |
| 4 | Location Address | NO | Board Minutes |
| 4 | Public Email Address | YES | Not Required |
| 4 | Geo-Spatial Coordinates | NO | Not Required |
| 4 | Grades Offered | NO | Not Required |
| 4 | Admin (not commissioned) information | NO | Not Required |
| 4 | LEA Chief Admin | NO | Board Minutes and a letter from Chief Administrator of LEA |

Table 13 Required Documentation for EdNAv2 Changes

Required Documentation for Charter and Cyber Charter School Changes

Charter Schools, including Cyber Charter Schools, have different requirements for changing their information. Please refer to the charts below for documents required to make updates and changes. All questions regarding changes for Charter Schools should be emailed to RA-CharterSchools@pa.gov.

Brick and Mortar Charter Schools

Legend:

CS = Charter Schools

SD = School District

X = Required

* = Considered a material change in the charter approval by the authorizer

| | Revised Articles of Incorporation | CS Board approved meeting minutes reflecting the CS Board motion and resolution | Request to amend delineating the purpose of/reason for change | SD Board approved meeting minutes reflecting the SD Board motion and resolution |
|--------------------------------------|-----------------------------------|---|---|---|
| School Name | X | X | X | X |
| Administrative Office Relocation | | X | X | X |
| School Relocation | | X | X | X |
| Facilities Expansion/Reduction | | X | X | X |
| Grade Level Expansion | | X | X | X |
| Student Population Reprioritization* | | X | X | X |
| Curriculum Framework Redesign | | X | X | X |
| Administrator | | X | X | |
| Phone Number | | | X | |
| Web Address | | | X | |
| Status (open/closed) | | X | X | X |
| Mailing Address | | X | X | |
| Grade Years | | X | X | |

Table 14 Required Charter School Documents

Cyber Charter Schools

Legend:

CS = Charter Schools

SD = School District

X = Required

CEO = Chief Executive Officer

* = Considered a material change in the charter approval by the authorizer

| | Revised Articles of Incorporation | CS Board approved meeting minutes reflecting the CS Board motion and resolution | Executed Lease/Purchase Agreement | Request to amend delineating the purpose of/reason for change | Verification of Ethics Compliance signed by CS Board <i>and</i> CEO OR Board-appointed negotiator |
|--------------------------------------|-----------------------------------|---|-----------------------------------|---|---|
| School Name | X* | X* | | X* | |
| Administrative Office Relocation | | X* | X* | X* | X* |
| School Relocation | | X* | X* | X* | X* |
| Facilities Expansion/Reduction | | X* | X* | X* | X* (expansion only) |
| Grade Level Expansion | | X* | | X* | |
| Student Population Reprioritization* | | X* | | X* | |
| Curriculum Framework Redesign | | X* | | X* | |
| Administrator | | X | | X | |
| Phone Number | | | | X | |
| Web Address | | | | X | |
| Status (open/closed) | | X | | X | |
| Mailing Address | | X | | X | |
| Grade Years | | X | | X | |

Table 15 Required Cyber Charter School Documents

Required Documents for Career and Technical Education Center Changes

In addition to the other documents required for changes in EdNA, Career and Technical Education Centers (CTC) require additional documentation for some of their information to be updated.

| CTC | Description | Automatic Approval | Required Documentation |
|-----|--|--------------------|--|
| CTC | Official Name | NO | Board Minutes and a letter from Chief Administrator of CTC |
| CTC | Phone # | YES | Not Required |
| CTC | Fax # | YES | Not Required |
| CTC | Web URL | YES | Not Required |
| CTC | Mailing Address | NO | Board Minutes |
| CTC | Location Address | NO | Board Minutes |
| CTC | Public Email Address | YES | Not Required |
| CTC | Penn Link Address | YES | Not Required |
| CTC | Geo-Spatial Coordinates | NO | Not Required |
| CTC | Grades 9-12 | NO | Board Minutes and a letter from Chief Administrator of LEA |
| CTC | CTC Executive Director (Chief Admin) | NO | Board Minutes and a letter from Chief Administrator of CTC |
| CTC | Chief Admin/commissioned admin Information | NO | Application for commission, Board Minutes, and copy of credentials. (Substitutes: copy of credentials and Board Minutes. Acting: Board Minutes.) |
| CTC | Emergency Information of an administrator | YES | Not Required |
| CTC | Articles of Agreement | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.1 |
| CTC | Single District CTC | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.2 |
| CTC | Administrator of Record | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.3 BSLTQ |
| CTC | Programs Offered | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.3 BSLTQ |
| CTC | Schedule | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.3 BSLTQ |
| CTC | Rotations | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.3 BSLTQ |
| CTC | Program Sequence | NO | ACT 1986-117 under Laws of Pennsylvania, Section 1803.10 |

Table 16 Required CTC Documentation

Updating Address, Phone, and Public Email Address

Once you have logged into MyPDESuite and selected the LEA you wish to update, select the Edit link next to the entity which needs the change. You can update address information for the LEA or school(s) in the entity tab of the institution. Additionally, you can make changes to the phone number and website address on this tab.

When making address changes, please use the standard address formats and abbreviations standardized by the U.S. Postal Service. A complete list of abbreviations can be found in the References section of this manual.

Public Email Address Field

The public email address field is available on the Entity tab for both the LEA and School demographics and may be populated to display an email address linked to a monitored email account for public contact. This information is displayed in EdNA reports and search options available to the public and may be distributed to entities requesting an electronic form of contact to your institution. Populating this field is not required and does not require PDE approval through EdNAv2.

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-5003
LEA Name: PDE Test Public LEA
School Name: PDE Test Public EL Sch A
LEA Category : SD
School Category : REGSCH

Entity Admin Grades

* Indicates required information

Official Name* PDE Test Public EL Sch A

Phone #* (717)555-1212 Extn

Fax #

Web URL

Public Email pde@pa.gov

Is this a Magnet School? Yes No

Mailing Address* 333 Market St

Harrisburg PA 17126

City State Zip Code

Location Address* Same as Mailing Address

Based on Location Address, let the system automatically determine Latitude & Longitude information using GIS web service

Latitude 40.261447

Longitude -76.880048

Save Cancel

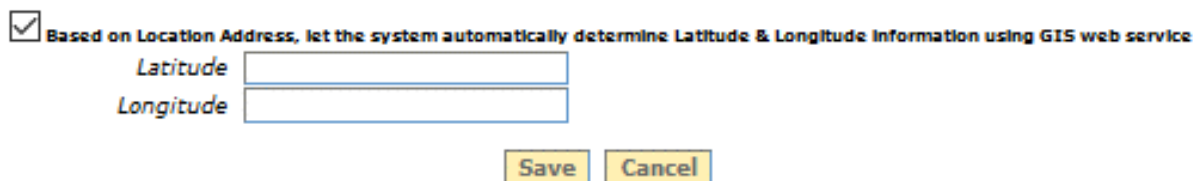
Figure 40 Updating EdNA Address

You must select Save to secure your changes for submission to PDE. Address changes require additional documentation for approval. Phone number, fax number, and web URL do not require additional documentation or PDE approval.

Geographic Information System (GIS) Data

Geographic Information System, or commonly referred to as GIS, is a system for storing geographical mapping information based on the location address of the LEA or school building. This information is translated into latitude and longitude vector lines automatically by EdNA using a GIS provider built into the system. Currently all the information has been saved into the Entity tab in EdNA based on information received from the U.S. Census Bureau. If the location address is changed in EdNA, it will be necessary to update the GIS information by selecting the box next to “Based on Location Address, let the system automatically determine Latitude and Longitude information using the GIS web service” checkbox.

Additionally, if the information is missing the system will automatically update this information by selecting Save on the Entity tab in the Edit Institution screen.



Based on Location Address, let the system automatically determine Latitude & Longitude information using GIS web service

Latitude

Longitude

Save Cancel

Figure 41 GIS Information

Editing and Adding Administrator Information

EdNA can store multiple contact persons for each entity. EdNA refers to these contact persons as Administrators. Each administrator is marked with an administrative category.

EdNA uses a predefined list of administrative categories to provide consistency across many entities. In some cases, an administrator’s title will exactly match a category in EdNA. However, when an administrator’s title is not on the list of categories, the category selected for the administrator should be the category that most closely matches the administrator’s position duties and title. For example, a Chief Financial Officer may be marked as Business Manager, and a President may be marked as Chief Executive Officer or Superintendent depending on the type of entity.

School districts may use whatever title deemed necessary within their facility. In EdNA, we do have a free-text job title box which will allow you to input the title used within your LEA for the administrator. For example, an Assistant Principal for Secondary Education in your LEA would have a job category of Assistant/Vice Principal, but you may enter their LEA level title in the Job Title text box when making an update.

It is important to maintain EdNA with the most recent administrator information for your LEA and individual schools. This information is used to create email lists used by the Secretary of Education as well as other PDE personnel to communicate with your LEA. Accurate administration information in EdNA, including a valid email address, helps ensure your LEA receives all relevant communication from PDE.

Depending on the level, you will utilize the same process as used in updating address information to update or add an Administrator in EdNA. When possible, you should overwrite existing, outdated information with updated information for the existing or new administrator. For example, if a principal is retiring and you have a new principal taking their place, select the existing principal’s information in EdNA and overwrite their information with the information for the new principal. If you enter the new principal as a new administrator, the retiring principal will need to be deleted from the building records in EdNA. Deletions can only be completed by PDE staff.

A Chief Administrator is required for all entities listed in EdNA. For the LEA level this position would be held by your superintendent.

As with the LEA, every building in your LEA is also required to have a Chief Administrator. This position would be held by the building-level principal. In the case where the building has more than one principal, your superintendent will appoint the Chief Administrator.

If you need to change the Chief Administrator flag in EdNAv2 to another administrator you may do so; however, for the LEA level this requires Board minutes and a letter from the current Chief Administrator to approve the change.

Updating Administrator Information

Once you have logged into MyPDESuite and selected the LEA you wish to update, select on the Edit link next to the entity which needs the change. You can update administrator information for the LEA or school(s) in the admin tab of the institution. When updating superintendent information, you should also verify the emergency contact information is updated and correct.

The screenshot shows the EdNAv2 interface with the following details:

- Header: **EdNAv2** Education Names and Addresses (Online Updates)
- Buttons: **Edit Institution** and [Back to InstitutionList](#)
- Metadata: **AUN** : 127041903-0000, **LEA Name**: PDE Test Public LEA, **LEA Category** : SD
- Entity Selection: **Entity** | **Admin**
- Note: # indicates Chief Administrator
- Table:

| Category | Name | Job Title | Phone # |
|--------------------------|----------------|----------------|---------------|
| Superintendent # | Dr EdNA V Two | Superintendent | (717)555-1212 |
| Assistant Superintendent | Mr Ed U Cation | | |
| Business Manager | Vacant | | |
- Buttons: **Add Admin**

Figure 42 LEA EdNA Admin Tab

EdNAv2 Education Names and Addresses (Online Updates)

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-5003
 LEA Name: PDE Test Public LEA
 School Name: PDE Test Public EL Sch A
 LEA Category : SD
 School Category : REGSCH

Entity | **Admin** | **Grades**

indicates Chief Administrator

Admin List

| Category | Name | Job Title | Phone # |
|--------------------------|----------------|--------------------------|---------|
| Principal # | Vacant | | |
| Assistant/Vice Principal | Mr Ed U Cation | Assistant/Vice Principal | |

[Add Admin](#)

Figure 43 School Admin Tab

EdNAv2 Education Names and Addresses (Online Updates)

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-0000
 LEA Name: PDE Test Public LEA
 LEA Category : SD

Entity | **Admin**

* Indicates required information [Back To Admin List](#)

Admin Info

Category* Superintendent

Vacant Position Vacant Position

Chief Administrator Chief Administrator

Name* Dr EdNA V Two

Salutation* First* MI Last* Suffix

Gender* Male Female

Same as Institution Mailing Address

Admin Address*
 City State Zip Code

Job Title Superintendent

Phone # (717)555-1212 Extn

Admin EMail* noreply@pa.gov [Update Admin Email](#) (Updates to PDE immediately)

Commission Info

Commission Type* New

Start Date* 09/03/2019

Expiration Date* 09/21/2024

Emergency Info

Home Phone #

Cell Phone #

Fax #

E-Mail

Please review Emergency Info section prior to saving.

[Save](#) [Cancel](#)

Figure 44 Updating Superintendent Information

The 'Update Admin Email' button, shown in Figure 44, may be used to immediately update the email address for any LEA-level administrator and will update EdNA without PDE approval and does not require new documentation to be submitted for approval.

Superintendent Emergency Contact Information

Maintaining emergency contact information for LEA and building level administrators in EdNA is vital. This information is used by PDE to preserve communication between the Office of the Secretary of Education and the administration of the LEA. Located at the bottom of the Admin screen in EdNA, the emergency information collects data of a more personal nature other than direct contact information collected in the Admin Info screen.

You should always verify the Emergency Contact Information for all administrators when making updates to EdNA, and on an annual basis.

Figure 45 Administrator Emergency Contact Information

Building Level Administration Information

Similar to LEA level administration information, building level information is also maintained, in the same way, in EdNA.

| Category | Name | Job Title | Phone # |
|--------------------------|----------------|--------------------------|---------|
| Principal # | Vacant | | |
| Assistant/Vice Principal | Mr Ed U Cation | Assistant/Vice Principal | |

Figure 46 Updating School Administration

EdNAv2 Education Names and Addresses (Online Updates)

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-5003
 LEA Name: PDE Test Public LEA
 School Name: PDE Test Public EL Sch A
 LEA Category : SD
 School Category : REGSCH

Entity | **Admin** | **Grades**

* Indicates required information [Back To Admin List](#)

Admin Info

Category* Assistant/Vice Principal

Vacant Position Vacant Position

Chief Administrator Chief Administrator

Name* Mr Ed U Cation
Salutation* First* MI Last* Suffix

Gender* Male Female

Same as Institution Mailing Address

Admin Address*
City State Zip Code

Job Title Assistant/Vice Principal

Phone # Extn

Admin EMail* ra-edna-admin@pa.gov

Figure 47 School Administrator Information

Changing the Official Name

You may enter a change request for the Official Name of your LEA or school in EdNAv2; however, these changes will not be approved until you have submitted the required documentation. Changes to the Official Name must be accompanied by Board minutes and a letter from the Chief Administrator of the LEA approving the change for School District schools and CTCs. Charter Schools require Board minutes, revised Articles of Incorporation, and a request to amend delineating the purpose of/reason for change.

Changes to the Official Name may only be made during the School Configuration Changes window between May and the last business day of July. Changes will be accepted outside of that timeframe; however, they will not be approved and applied in EdNA until the beginning of the new school year.

All required documentation can be scanned and emailed to PDE: ra-school-configs@pa.gov.

Grade Changes

Grades offered by the LEA or school cannot be changed in EdNAv2. If an LEA needs to change the grades offered at their facility, they must contact PDE’s School Services Office to initiate the change.

Changes to grades offered must be accompanied by a letter from the Chief Administrator as well as Board meeting minutes approving the change.

Changes to the grades offered may only be made during the School Configuration Changes window between May and the last business day of July. Changes will be accepted outside of that timeframe; however, they will not be approved and applied in EdNA until the beginning of the new school year.

All required documentation can be scanned and emailed to PDE at the department contact address.

Approval Process

Changes made in EdNAv2 will show as Submission Pending on the Entity or Admin tabs until they have been submitted and approved by PDE. If PDE approval is not required, they will show as Submission Pending until the system refresh occurs, which can take up to 48 hours.

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-0000

LEA Name: PDE Test Public LEA **LEA Category :** SD

Entity | **Admin**

indicates Chief Administrator

| Admin List | | | | |
|--|---------------|----------------|---------------|--------------------|
| Category | Name | Job Title | Phone # | |
| Superintendent # | Dr EdNA V Two | Superintendent | (717)555-1212 | Submission Pending |
| Assistant Superintendent | Vacant | | | |
| Business Manager | Vacant | | | |

[Add Admin](#)

Figure 48 Submission Pending

Once you have entered all your changes in EdNAv2, you will be directed to the main Request for Institution Changes page. On this page you will select the Proceed to Submit button located under the list of institutions in your district.

Request for Institution Changes

AUN : 127041903-0000

LEA Name: PDE Test Public LEA

LEA Category : SD

The following are the institution(s) in the selected Local Education Agency. Please select an institution from the list for which you would like to update the information. After you finish updates for all institutions, click on 'Proceed to Submit' to submit all the changes at once and to print Accuracy Certification Statement.

| | | | |
|---------|--------------------------------------|------------------|---------------------------------------|
| School# | <input type="text"/> | Institution Name | <input type="text"/> |
| Status | <input type="text" value="--All--"/> | | <input type="button" value="Search"/> |

| | | Institution Name | School # |
|----------------------|----------------------|----------------------------|---------------------------|
| View | Edit | PDE Test Public LEA | 0000 |
| View | Edit | PDE Test Public EL Sch A | 5003 |
| Page 1 of 1 | | < Prev Next > | 2 record(s) found. |

Figure 49 Proceed to Submit

Selecting the Proceed to Summit button will take you to the Submit Changes pages where you will secure the changes and submit them to PDE for final approval.

The submission page will detail all the changes you are submitting for approval, as well as any required documentation you must send to PDE. Required documentation can be scanned and emailed to expedite the process.

Submit Changes

[Back to Institution List](#)

AUN : 127041903-0000

LEA Name: PDE Test Public LEA

LEA Category : SD

*There are no more pending changes to be submitted. Changes last submitted on 03/22/2021 by c-jcowan.
 For the changes submitted, ACS Form is required to be sent to PDE duly signed along with the supporting documents as listed.*

| List of supporting documents to be attached with ACS Form: | | | |
|---|-----------------|--|--|
| Institution Name | School # | Change | Documents to send |
| PDE Test Public LEA | 0000 | Mailing Address | Board Minutes |
| PDE Test Public LEA | 0000 | Commission Info-Superintendent | Application for commission, Board Minutes, and copy of credentials |
| PDE Test Public LEA | 0000 | New LEA Chief Admin-Acting Superintendent | Application for commission, Board Minutes, and copy of credentials |
| PDE Test Public LEA | 0000 | New LEA Chief Admin-Assistant Superintendent | Application for commission, Board Minutes, and copy of credentials |

Contact Email*

Confirm Contact Email*

Please email required documentation and ACS to: ra-edna-admin@pa.gov

Or, mail to the address below:
 PA Department of Education
 Office of Data Quality
 333 Market Street, 13th Floor
 Harrisburg, PA 17126-0333
 Fax: (717) 787-1787

Figure 50 Submit Changes and Print ACS

On this screen you will enter your email address twice and select the Submit button. Once you select Submit, select the Print ACS button to generate the updated EdNA ACS, which can be emailed to PDE: ra-edna-admin@pa.gov. You should retain a copy, either paper or electronic, for your records and auditing purposes.

The EdNA ACS cannot be replicated in the system. We do not have the ability to reproduce this document for your records, so it is vital that you print or save an electronic copy of the ACS.

The preferred method of receipt for the EdNA ACS and required documents is email.

Once your submission has been approved by PDE, Submission Pending will be replaced with Approval Pending.

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-0000

LEA Name: PDE Test Public LEA LEA Category : SD

Entity Admin

indicates Chief Administrator

Admin List

| Category | Name | Job Title | Phone # | |
|--|---------------|----------------|---------------|------------------|
| Superintendent # | Dr EdNA V Two | Superintendent | (717)555-1212 | Approval Pending |
| Assistant Superintendent | Vacant | | | |
| Business Manager | Vacant | | | |

[Add Admin](#)

Figure 51 Approval Pending

Once your submission has been approved by PDE, the Approval Pending will change to Approved and your changes have been updated in EdNA. Approved changes will show in EdNA after the nightly system update process.

Edit Institution [Back to InstitutionList](#)

AUN : 127041903-0000

LEA Name: PDE Test Public LEA LEA Category : SD

Entity Admin

indicates Chief Administrator

Admin List

| Category | Name | Job Title | Phone # | |
|--|---------------|----------------|---------------|----------|
| Superintendent # | Dr EdNA V Two | Superintendent | (717)555-1212 | Approved |
| Assistant Superintendent | Vacant | | | |
| Business Manager | Vacant | | | |

[Add Admin](#)

Figure 52 Submission Approved

Signing and Submitting the ACS

SOFTCOPY SIGN AND SUBMIT – OPTION A

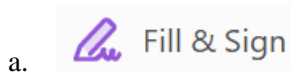
Where possible, the ACS should be submitted with real signatures. General steps are:

1. Download your ACS and save it to your PC
2. Print a hardcopy
3. Sign by hand
4. Scan completed document into PC
(Taking a picture of the completed document with your phone or another device is acceptable, as long as it is legible and clear in the photo.)
5. Email to PDE: ra-edna-admin@pa.gov.
6. As always, please be sure to retain items in your “Sent” folder in your email system as a reference and confirmation for yourself that your ACS has been submitted.

ELECTRONIC SIGN AND SUBMIT – OPTION B

For those who can access documents online but may not have the capability to print, electronically signed documents will be accepted. The following steps outline Adobe Acrobat’s Fill & Sign option, which is free to use and no installation or purchase is needed:

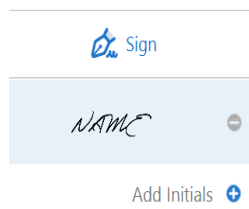
1. Download and save the PDF document, using the normal naming convention you would apply.
2. Select the “Fill & Sign” option on the right-menu pane




3. Adobe will prompt you to choose “Fill and sign” or “Request Signatures”
 - a. Choose “Fill and sign” to return to the document and sign it
4. Select the “Sign” button located at the top middle section of the page.



5. Select your signature to apply anywhere in the document. If you haven’t set up a signature, select the “Add Signature” option to create one.



- a.  Add Initials
- b. You may use the “Add Initials” option to add the Date where needed.

6. Follow the steps on-screen if you need to configure a new signature. Adobe provides three options for creating signatures: Type, Draw, Picture. These options allow you to type and select a font style, use your mouse to draw your signature, or to take a picture of your actual signature and upload it to Adobe.
7. Save the document once signed.
8. Email to anyone else who may need to sign (Chief Administrator) for review.
9. When using an electronic signature, the ACS must be submitted by attaching it to an email from the Chief School Administrator.

Chapter 5: Commissions

Purpose

This Basic Education Circular (BEC) identifies when a commission will be issued and what must be submitted to the Pennsylvania Department of Education (PDE) for commission approval. It also lists situations in which a commission will not be issued and the applicable requirements and limits. Finally, this BEC describes the process used to update the Office School File via the PDE website.

Background

24 P.S. §10-1078 states that a School District (SD) Superintendent and Assistant SD Superintendents shall be commissioned by the Secretary of Education. Section 9-913-A states that an Executive Director and Assistant Executive Directors of Intermediate Units (IUs) shall be commissioned by the Secretary of Education. A commission shall be issued to include name, SD or IU, and term of office.

Commissions

A commission will be issued under the following circumstances:

1. The election or appointment of a properly qualified person;
2. The re-election or reappointment of a properly qualified person; and
3. The extension of an incumbent Superintendent or Assistant Superintendent's term.

A Superintendent term may be for a period of three to five years. An Assistant Superintendent term may be through the end of the term of the Superintendent or from a period of three to five years. A Superintendent of a first-class school district may be appointed for a term up to six years.

IU Executive Director and Assistant IU Executive Director terms are for a four-year period.

Vacancy

Election of a Superintendent or Assistant Superintendent or appointment of an IU Executive Director or Assistant IU Executive Director may take place when a new position is established, or a vacancy exists. A resignation, dismissal, retirement, or death of the incumbent creates a vacancy.

Re-election or Re-appointment

For Superintendents or Assistant Superintendents, re-elections may be held in the last calendar year of the incumbent's term. In this situation, the board of school directors votes to retain the incumbent Superintendent or Assistant Superintendent for a further term of three to five years.

At least 90 days prior to the termination date of the incumbent's commission, the board must notify the incumbent of their intention to consider other candidates for the Superintendent or Assistant Superintendent position or re-elect the incumbent for a term of three to five years. If the board fails to take such action, the term of the incumbent shall be extended for a period of one year, after which it terminates unless the board takes action before the one-year period has ended to retain the incumbent for a further term of three to five years.

For an incumbent IU Executive Director or Assistant IU Executive Director, an IU board may re-appoint the IU Executive Director or Assistant IU Executive Director for an additional four-year term sometime prior to the end of the original four-year term.

Extension

The board of school directors may wish to extend the Superintendent's or Assistant Superintendent's term. An extension may not allow the original term to exceed five years. Example: A term is valid from July 1, 2000, to June 30, 2003. An extension would allow the term to be extended through June 30, 2005. In effect, the term is extended from a three-year term to a five-year term.

Procedures

Superintendent or IU Executive Director (New or Renewal)

When a Board of school directors elects a Superintendent or an IU board of directors appoints an IU Executive Director, the board shall promptly complete form PDE 5529, Application for Commission.

Submit the following information to PDE:

1. Completed PDE 5529 form;
2. Evidence of a vacancy if the previous officer's term has not expired (copy of signed board resolution/minutes indicating approved resignation, dismissal or retirement); and
3. Evidence that a majority of the board voted in the affirmative for this candidate (copy of signed board resolution/minutes indicating approval or vote tally).

If an applicant would like to have the Secretary of Education administer the Oath of Office, please include this request with the submission of the Application for Commission. Once the application is approved, the Secretary's Office will contact the applicant to schedule an appointment.

In the case of the renewal of a Superintendent where the board fails to take action 90 days or more before the end of a Superintendent's term, the board shall note the automatic one-year extension in their next meeting and submit written notification to PDE.

Assistant Superintendent or Assistant IU Executive Director (New/Renewal)

When a board of school directors elects an Assistant Superintendent or an IU board appoints an Assistant IU Executive Director, the Board shall complete PDE 5529, Application for Commission.

Submit the following information to PDE:

1. Completed PDE 5529;
2. Evidence of a vacancy if the previous officer's term has not expired (copy of signed board resolution/minutes indicating approved resignation, dismissal or retirement);
3. Evidence of a new position (copy of signed board resolution/minutes) if applicable; and
4. Evidence that a majority of the board voted in the affirmative for this candidate (copy of signed board resolution/minutes indicating approval or vote tally).

If an applicant would like to have the Secretary of Education administer the Oath of Office, please include this request with the submission of the Application for Commission. Once the application is approved, the Secretary's Office will contact the applicant to schedule an appointment.

In the case of renewal of an Assistant Superintendent where the board fails to take action 90 days or more before the end of an Assistant Superintendent's term, the board shall note the automatic one-year extension in their next meeting and submit written notification to PDE.

Superintendent or Assistant Superintendent (Extension)

A board of school directors may extend a Superintendent's or Assistant Superintendent's term for one or two years so the original term will extend to a five-year period.

Submit the following to PDE:

1. Evidence that a majority of the board voted in the affirmative for the extension of the term of this candidate (copy of signed board resolution/minutes indicating approval or vote tally).
2. A new commission will be issued, showing the term approved by the board.

Commissions Not Issued

24 P.S. §10-1079 allows a board of school directors to fill a vacancy with an Acting Superintendent or Acting Assistant Superintendent. In the case of a commissioned officer on leave, the board may appoint a substitute to fill the position for the period of the leave or completion of the term of the commission. A commission will not be issued in any of these circumstances.

Acting Superintendent/Acting Assistant Superintendent

When a board appoints an Acting Superintendent or Acting Assistant Superintendent, the board shall promptly forward written notification to PDE at the address below. The appointment may not extend beyond one calendar year by which time the district shall have filled the position.

Submit the follow to PDE:

1. Evidence that a majority of the board voted in the affirmative for this candidate. The evidence shall include the appointment, its effective date, its termination date, and a copy of the signed board resolution/minutes indicating approval or a vote tally; and
2. Evidence of a vacancy (copy of signed board resolution/minutes indicating approved resignation, dismissal or retirement).

Substitute Superintendent or Substitute Assistant Superintendent

When a board of school directors appoints a substitute Superintendent or substitute Assistant Superintendent, the board shall promptly forward written notification to PDE at the address below. A substitute must hold a Letter of Eligibility or Commissions Qualification Letter and may serve up to the end of the Superintendent's or Assistant Superintendent's approved leave or completion of the term of the commission.

Submit the following to PDE:

1. Evidence that a majority of the board voted in the affirmative for this candidate. This evidence shall include the appointment, its effective date, its termination date, and copy of the signed board resolution/minutes indicating approval or a vote tally;
2. Evidence of leave approved by the board (copy of signed board resolution/minutes indicating the beginning date of the Superintendent's or Assistant Superintendent's leave).

Updating the Official School File

It is the responsibility of the SD or IU to maintain the Official School File as established on the PDE website.

To update the address, phone number, or administrator(s) of a school, school district or IU, log into My PDE Suite to access Education Names and Addresses (EdNAv2). Administrators who apply for a commission will show as "Approval Pending" until the information listed above is submitted to the Division of Certification Services and is approved by PDE.

Chapter 6: Reports and Output Files

EdNA has multiple reports which can be generated with or without logging into the system. These reports, once generated, have the capability of opening in Microsoft Excel and contain only the information available to the public housed in EdNA. Direct contact information, such as an email address, for any administrator listed in EdNA will not be displayed in any report or output file.

Since the reports utilize Microsoft Excel to display the output information, the user has all of the capabilities of the program to create numerous formats such as labels, mail merged documents, and sorted or filtered lists.

In this section you will find parameters for each available report, as well as some tips on generating this information specifically for your LEA or school.

Accessing the Reports and Output files

To access the reports and output files in EdNA, visit: www.edna.pa.gov. This webpage offers a listing for two reports, which will display data directly on your screen, and an output file directory, which will allow you to open the outputted data in Excel.

Two reports are available in EdNA; Search Educational Entities and Search Administrators. Additionally, you can find contact information for Technical Support by selecting the Contact Application Technical Support link on this page

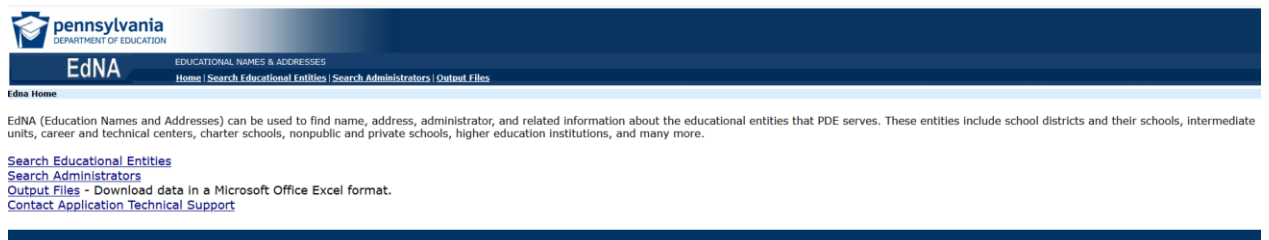


Figure 53 EdNA Reports and Output Files Main Page

Also located on this page is the link to the Output Files which will download and open with Microsoft Excel. Four output files are available in EdNA for download: Educational Entities and Administrators, Related Educational Facilities, Public Schools, and Higher Educational Entities.



Figure 54 Output Files Directory

In the next section we will take a closer look at each individual report and output file available and the process used to generate each type.

Search Educational Entities Report

The Search Educational Entities report will allow you to search EdNA information based on the criteria entered into the query boxes and display this information on the results screen after the search is initiated.

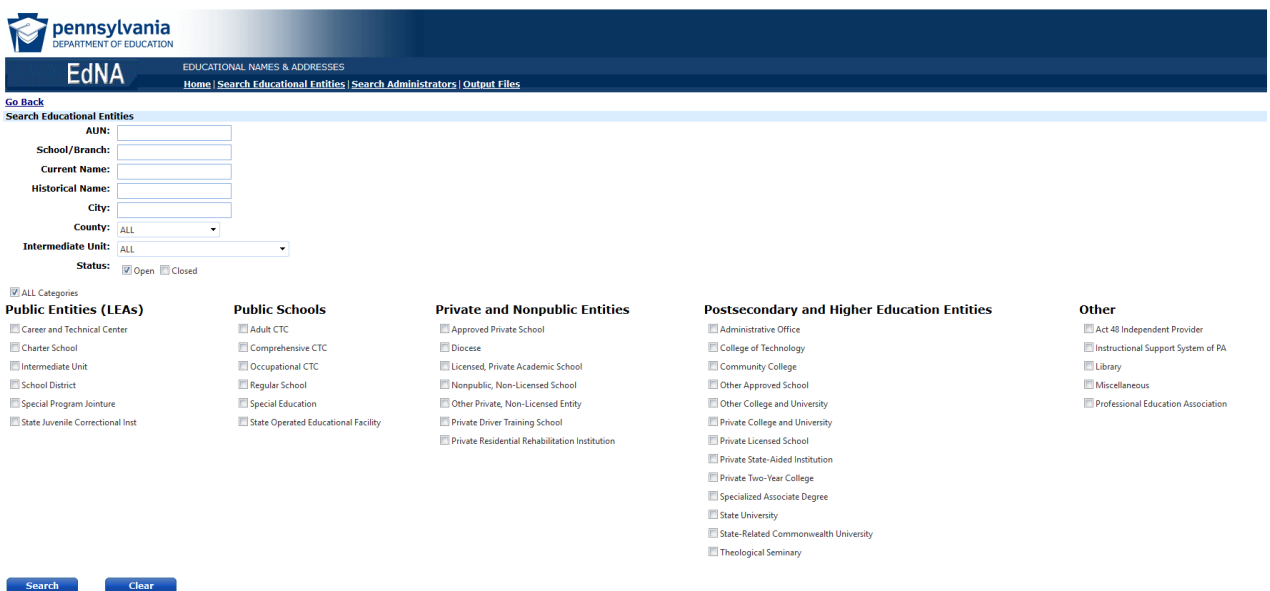


Figure 55 Search Educational Entities Report

| Criteria Section | Description |
|--------------------------|---|
| AUN | The unique nine-digit numeric code assigned to each LEA. |
| School/Branch | The unique four-digit code assigned to each school within the LEA. |
| Current Name | The name listed in EdNA for the entity. You may use the full name or any portion of the name to produce a list. You must enter at least three characters to initiate the search. |
| Historical Name | The past name used by an entity. |
| City | The current city listed for the location address of the entity. |
| County | The current county name listed for the entity. This is controlled by a drop-down box which allows you to choose the county based on name and is based on the county in which the District's Administration office is located. |
| Intermediate Unit | The Intermediate Unit in the locality of the entity. |
| Status | Checkboxes to indicate the operational status of the entity. The choices are Open and Closed. |

In addition to the text entry options, you may also generate this report based on the entity type.

| Criteria Section | Criteria |
|-------------------------------|--|
| Public Entities (LEAs) | <ul style="list-style-type: none"> • Career and Technical Education Center (CTC) • Charter School • Intermediate Unit • School District |
| Public Schools | <ul style="list-style-type: none"> • Adult CTC • Comprehensive CTC • Occupational CTC • Regular School • Special Education • State Operated Educational Facility |

| | |
|---|---|
| <p>Private and Nonpublic Entities</p> | <ul style="list-style-type: none"> • Approved Private School • Diocese • Licensed, Private Academic School • Nonpublic, Non-Licensed School • Other Private, Non-Licensed Entity • Private Driver Training School • Private Residential Rehabilitation Institution |
| <p>Postsecondary and Higher Education Entities</p> | <ul style="list-style-type: none"> • Administrative Office • College of Technology • Community College • Other Approved School • Other College and University • Private College and University • Private Licensed School • Private State-Aided Institution • Private Two-Year College • Specialized Associate Degree • State University • State-Related Commonwealth University • Theological Seminary |
| <p>Other</p> | <ul style="list-style-type: none"> • Act 48 Independent Provider • Instructional Support System of PA • Library • Miscellaneous • Professional Education Association |

Once the criteria are entered, select the Search button. If you do not enter criteria and select Search, all entities in EdNA will be displayed on your screen.

| Institution Name | Administrative Unit (AUN) | School/Branch | Category | Status | Phone | Web Address | Public Email | County | City | Primary Administrator |
|-------------------------|---------------------------|---------------|-----------------|--------|---------------------|---|--------------|--------------|---------------|---|
| 21st Century Cyber CS | 124150002 | 7691 | Regular School | Open | (484)875-5400 | http://www.21cccs.org | | Chester | West Chester | Mr. Brian Cote, Chief Executive Officer |
| 6th Grade Center | 122098403 | 8410 | Regular School | Open | (215)529-2000 | | | Bucks | Quakertown | Mr. K. Eric Thompson, Principal |
| A.J. McMullen Sch | 101268003 | 6933 | Regular School | Open | (724)329-8811 | | | Fayette | Markleysburg | Mrs. Tracy Holesapple, Principal |
| A.L. Wilson El Sch | 101260303 | 8364 | Regular School | Open | (724)564-7434 x7100 | http://www.aosad.org/ | | Fayette | Fairchance | Mrs. Krista Baker, Principal |
| Lackawanna | 119350303 | 5091 | Regular School | Open | (570)585-5300 | | | Lackawanna | Clarks Summit | Mr. Andrew Snyder, Principal |
| Abington Heights HS | 119350303 | 6839 | Regular School | Open | (570)585-4300 | | | Lackawanna | Clarks Summit | Mrs. Colleen Leonard, Principal |
| Abington Heights SD | 119350303 | 0000 | School District | Open | (570)586-2511 | http://www.ahsd.org | | Lackawanna | Clarks Summit | Mr. Michael Mahon, Superintendent |
| Abington JHS | 123403002 | 3242 | Regular School | Open | (215)884-4700 | | | Montgomery | Abington | Mr. Daniel S. Ellis, Principal |
| Abington SD | 123403002 | 0000 | School District | Open | (215)884-4700 | http://www.abington.k12.pa.us | | Montgomery | Abington | Dr. Jeffrey T. Fischer, Superintendent |
| Abington SHS | 123403002 | 3241 | Regular School | Open | (215)884-4700 | | | Montgomery | Abington | Mr. Angelo G. Berrios III, Principal |
| Abraham Lincoln El Sch | 103021252 | 4802 | Regular School | Open | (412)854-8618 | http://www.bcsd.org | | Allegheny | Pittsburgh | Mr. Jay Johnson, Principal |
| Academy at Palumbo | 126515001 | 7904 | Regular School | Open | (215)400-8130 | | | Philadelphia | Philadelphia | Ms. Kiana L. Thomason, Principal |
| Academy at Westinohouse | 102027451 | 8203 | Regular School | Open | (412)529-3940 | http://www.eos.k12.pa.us/westinohouse/site/default.asp | | Allegheny | Pittsburgh | Mr. Stephen Sereida, Principal |
| Academy Park HS | 125238402 | 6516 | Regular School | Open | (610)522-4330 x5242 | http://www.sedco.org | | Delaware | Sharon Hill | Mr. Nathaniel Robinson, Principal |
| Achievement House CS | 125230001 | 7824 | Regular School | Open | (484)615-6200 | http://www.achievementcharter.com | | Chester | Exton | Mr. Donald Asplen, Chief Administrative Officer |
| Arctonia El Sch | 103020603 | 5296 | Regular School | Open | (724)274-6500 | http://www.avsdweb.org | | Allegheny | Cheswick | Mr. Gregory Heavner, Principal |
| Ad Prima CS | 126510015 | 7825 | Regular School | Open | (215)883-0638 x304 | | | Philadelphia | Philadelphia | Ms. Niva L. Blackwell, Chief Executive Officer |
| Adaire Alexander Sch | 126515001 | 7256 | Regular School | Open | (215)400-7480 | | | Philadelphia | Philadelphia | Ms. Anna F. Jenkins, Principal |
| Adamstown El Sch | 113361303 | 2510 | Regular School | Open | (717)484-1601 | | | Lancaster | Adamstown | Dr. Susan F. Snyder, Principal |
| Aflon El Sch | 122098202 | 7519 | Regular School | Open | (215)321-8540 | | | Bucks | Yardley | Dr. Joseph Masoia, Principal |

Page size: 20

Export to Excel

Figure 56 Public Schools Output Report

The columns Institution Name and Primary Administrator contain hyperlinks that will direct you to the entity information in EdNA. The hyperlink contained in the Web Address will open a new browser link to the entity’s webpage.

Once produced, this report may be exported to Excel. The hyperlink information will not transfer to Excel.

Search Administrators Report

The Search Administrators report will allow you to access the information associated in EdNA with administrators who match the name criteria. You may also choose to list All Administrators or just those listed as the Chief Administrator in EdNA.

Figure 57 Search Administrators Report

Once generated, the report will list all administrators for open entities in the search criteria. The report will display hyperlinks on the Administrator Name and Institution Name, which will direct you to the entity information in EdNA.

| Job Title | Administrator Name | Chief Administrator | Institution Name | Administrative Unit (AU/PA) | School/Branch | Phone | Commission Start Date | Commission Expiration Date |
|-------------------------|---|---------------------|--|-----------------------------|---------------|---------------------|-----------------------|----------------------------|
| Business Manager | Ms. Darcey Brenner-Smith | No | Palmyra Area SD | 113385303 | 0000 | (717)838-3144 | | |
| Principal | Ms. Donna Bruder-Smith | Yes | Hanson Center Area El Sch | 128325203 | 7184 | (724)397-8615 | | |
| Principal | Ms. Donna Bruder-Smith | Yes | Creskaside-Washington El Sch | 128325203 | 8067 | (724)286-9615 | | |
| Principal | Ms. Donna Bruder-Smith | Yes | Canton Grant El Sch | 128325203 | 8068 | (724)397-5561 | | |
| Director | Ms. Elizabeth Clark-Smith | Yes | Victim Outreach Intervention C | 300107000 | 0000 | | | |
| Principal | Linda Goldsmith | Yes | Chelton El Sch | 105253303 | 6142 | (814)474-1333 | | |
| Chief Executive Officer | Dr. Pamela Gunter-Smith | Yes | York College of Pennsylvania | 412679704 | 0000 | (717)815-1221 | | |
| Chief Executive Officer | Dr. Alicia B. Harvey-Smith, Ph.D. | Yes | Pittsburgh Technical College | 402022047 | 0000 | (412)809-5100 | | |
| Principal | Ms. Diane Highsmith | Yes | Tobu Farms Intermediate School | 125231232 | 8249 | (610)447-3815 | | |
| Principal | Ms. Dollette Johns-Smith | No | Hotchael Morton Sch | 126515001 | 3611 | (215)400-7750 | | |
| Director | Ms. COLLEEN KLINGENSMITH | Yes | HOLY INNOCENTS EPISCOPAL CHURCH DBA HOLY INNOCENTS EPISCOPAL | 387030910 | 0000 | | | |
| Director | Martha Klinaensmith | Yes | Plum Borough Community Library | 902022673 | 0000 | (412)798-7323 | | |
| Principal | Patricia Klingensmith | Yes | Community Child Dev. Center | 203021435 | 0000 | | | |
| Principal | Eileen Kuwersmith | Yes | Tiferet Bat Israel | 223460010 | 0000 | | | |
| Principal | L. Robert Messersmith | Yes | Tulpehocken El Sch | 114068003 | 0865 | (717)933-4611 | | |
| Principal | Ms. Kecia Nesmith | Yes | West Bradford El Sch | 124152003 | 6477 | (610)384-9030 v6802 | | |
| Chief Executive Officer | Ms. Jill Shoessmith | Yes | Evergreen Community CS | 120450003 | 0000 | | | |
| Chief Executive Officer | Ms. Jill Shoessmith | Yes | Evergreen Community CS | 120450003 | 7866 | | | |
| Director | Ms. Jill L. Shoessmith | Yes | Evergreen Community School | 300451930 | 0000 | (570)595-9080 | | |
| Executive Director | Fr. Alfred J Smith | Yes | St. Vincent Senior Comm Ctr | 300518620 | 0000 | (215)438-9416 | | |

Figure 58 Search Administrators Report Output

Once produced, this report may be exported to Excel. The hyperlink information will not transfer to Excel.

Output Files

Output files are similar to reports, but they do not display on the screen once the criteria are entered. Output files are exported to Microsoft Excel where they can be sorted, filtered, or used to import into other files. Additionally, all output extracts allow the user to choose either Open or Closed status. You may query using both open and closed to retrieve complete lists.

Educational Entities and Administrators Extract

The Educational Entities and Administrators Extract lists AUN, entity name, category, Intermediate Unit Number, Intermediate Unit Name, County Name, Status, Effective Date, Phone Number with extension, Web Address, Mailing Address information, and Location Address Information. The report also lists selected administrators for each entity, including name, job category, and commission expiration (if applicable). The criteria screen is used as follows:

EdNA EDUCATIONAL NAMES & ADDRESSES
Home | Search Educational Entities | Search Administrators | Output Files

[Go Back](#)

Educational Entities and Administrators Extract

County: ALL
Intermediate Unit: ALL
Status: Open Closed

ALL Categories

Public Entities (LEAs)

- Career and Technical Center
- Charter School
- Intermediate Unit
- School District
- Special Program Jointure
- State Juvenile Correctional Inst

Private and Nonpublic Entities

- Approved Private School
- Diocese
- Licensed, Private Academic School
- Nonpublic, Non-Licensed School
- Other Private, Non-Licensed Entity
- Private Driver Training School
- Private Residential Rehabilitation Institution

Postsecondary and Higher Education Entities

- Administrative Office
- College of Technology
- Community College
- Other Approved School
- Other College and University
- Private College and University
- Private Licensed School
- Private State-Aided Institution
- Private Two-Year College
- Specialized Associate Degree
- State University
- State-Related Commonwealth University
- Theological Seminary

Other

- Act 48 Independent Provider
- Instructional Support System of PA
- Library
- Miscellaneous
- Professional Education Association

All Administrators Chief Administrator Only

Figure 59 Output File Educational Entities and Administrators Extract

Related Educational Entities Extract

The Related Educational Entities Extract allows the user to run an output of Career and Technical Centers by School District, Charter Schools by School Districts, and Diocese – Nonpublic, Non-Licensed Schools. The report specifically lists provider entity name, client entity name, and client chief administrator of selected entities.

The screenshot displays the EdNA web application interface. At the top left is the Pennsylvania Department of Education logo. The main header features the text 'EdNA EDUCATIONAL NAMES & ADDRESSES' and navigation links: 'Home | Search Educational Entities | Search Administrators | Output Files'. Below the header is a 'Go Back' link and the title 'Related Educational Entities Extract'. Underneath, there is a 'Select Relationship:' section with three radio button options: 'Career and Technical Center - School District' (selected), 'Charter School - School District', and 'Diocese - Nonpublic, Non-Licensed School'. At the bottom of this section are two buttons: 'Export' and 'Clear'.

Figure 60 Output Files Related Educational Entities Extract

Public Schools Extract

The Public Schools Extract allows the user to retrieve a list of schools within the selected LEA category. This list will include address and Chief Administrator, information as well as grades offered in EdNA. Five public entities are designated as LEA search options: Career and Technical Education Centers, Charter Schools, School Districts, Special Program Jointure, and State Juvenile Correctional Institutes.

EdNA EDUCATIONAL NAMES & ADDRESSES
[Home](#) | [Search Educational Entities](#) | [Search Administrators](#) | [Output Files](#)

[Go Back](#)

Public Schools Extract

Status:
 Open Closed

Categories:

| Public Entities (LEAs) | Public Schools |
|---|--|
| <input type="checkbox"/> ALL Public Entities | <input checked="" type="checkbox"/> ALL Public Schools |
| <input type="checkbox"/> Career and Technical Center | <input type="checkbox"/> Adult CTC |
| <input type="checkbox"/> Charter School | <input type="checkbox"/> Comprehensive CTC |
| <input checked="" type="checkbox"/> School District | <input type="checkbox"/> Occupational CTC |
| <input type="checkbox"/> Special Program Jointure | <input type="checkbox"/> Regular School |
| <input type="checkbox"/> State Juvenile Correctional Inst | <input type="checkbox"/> Special Education |
| | <input type="checkbox"/> State Operated Educational Facility |

County:

Intermediate Unit:

Figure 61 Output Files Public Schools Extract

Higher Education Entities Extract

The Higher Education Entities Extract allows the user to produce a report of all higher education facilities included in EdNA. Not all higher education entities in the commonwealth are listed in EdNA. Additionally, numerous out-of-state entities are listed in EdNA. The output file lists the entity name, address, and phone number, as well as the entity's chief administrator, county, and closed date (if applicable).

The screenshot shows the EdNA web application interface. At the top left is the Pennsylvania Department of Education logo. The main header features the EdNA logo and navigation links: Home, Search Educational Entities, Search Administrators, and Output Files. Below the header, there is a 'Go Back' link and the title 'Higher Educational Entities Extract'. The 'Status' section has radio buttons for 'Open' (checked) and 'Closed'. The 'Select Categories' section has a checked 'ALL' option. The 'Postsecondary and Higher Education Entities' section lists 13 categories with unchecked checkboxes: Administrative Office, College of Technology, Community College, Other Approved School, Other College and University, Private College and University, Private Licensed School, Private State-Aided Institution, Private Two-Year College, Specialized Associate Degree, State University, State-Related Commonwealth University, and Theological Seminary. At the bottom, there is a 'County' dropdown menu set to 'ALL' and two buttons: 'Export' and 'Clear'.

Figure 62 Output Files Higher Educational Entities Extract

Historical Names – Public Entities

The Historical Names – Public Entities Extract allows the user to produce a report of name changes to all public entities listed in EdNA. The output file lists the AUN, branch, current entity name, current official name, previous name, previous official name, Intermediate Unit, county name, address information, category, grades, and charter indicator.

The screenshot shows the EdNA web interface for the 'Historical Names Extract' report. At the top, there is a navigation bar with the Pennsylvania Department of Education logo and the text 'EdNA EDUCATIONAL NAMES & ADDRESSES'. Below this, there are links for 'Home', 'Search Educational Entities', 'Search Administrators', and 'Output Files'. A 'Go Back' link is also present. The main heading is 'Historical Names Extract'. Underneath, there is a 'Categories:' section with two columns of checkboxes. The first column, 'Public Entities (LEAs)', includes options for 'ALL Public Entities', 'Career and Technical Center', 'Charter School', 'School District' (which is checked), 'Special Program Jointure', and 'State Juvenile Correctional Inst'. The second column, 'Public Schools', includes options for 'ALL Public Schools', 'Adult CTC', 'Comprehensive CTC', 'Occupational CTC', 'Regular School' (which is checked), 'Special Education', and 'State Operated Educational Facility'. Below the categories, there are two dropdown menus: 'County:' with 'ALL' selected and 'Intermediate Unit:' with 'ALL' selected. A blue banner contains the text 'Larger reports may take time to generate.' and two buttons: 'Generating...' and 'Reset'.

Figure 63 Historical Names Extract

Public School Grades Extract

The Public School Grades Extract allows the user to produce a report of all grades offered at a public school for the current school year. The report may be filtered on county, Intermediate Unit, or for all public schools with their LEA listed. The output file lists the AUN, school district, branch, current entity name, Intermediate Unit, county, year, and individual columns for grades K4 through twelve. The extract opens in Excel to allow further sorting and filtering. Each grade offered is indicated by an 'X' in the respective cell.

| AUNumber | SchoolDistrict | BranchNumber | InstName | IU | CountyName | GradeYear | K4_Half | K4_Full | K5_Half | K5_Full | Grade_1 | Grade_2 | Grade_3 | Grade_4 | Grade_5 | Grade_6 | Elementary_Ungraded | Grade_7 | Grade_8 | Grade_9 | Grade_10 | Grade_11 | Grade_12 | Secondary_Ungraded | |
|-----------|----------------|--------------|--------------------|----|------------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------------------|---------|---------|---------|----------|----------|----------|--------------------|--|
| 123456789 | PDE Test LEA | 1234 | PDE Test School 1 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | | X | X | | |
| 123456789 | PDE Test LEA | 2345 | PDE Test School 2 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | X | X | X | X | |
| 123456789 | PDE Test LEA | 3456 | PDE Test School 3 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | | | | | |
| 123456789 | PDE Test LEA | 4567 | PDE Test School 4 | 15 | Dauphin | 2021-2022 | | | X | X | X | X | X | | X | X | | | X | X | | | | | |
| 123456789 | PDE Test LEA | 5678 | PDE Test School 5 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | | | | | |
| 123456789 | PDE Test LEA | 6789 | PDE Test School 6 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | | | | | |
| 123456789 | PDE Test LEA | 7890 | PDE Test School 7 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | | | | | |
| 123456789 | PDE Test LEA | 8901 | PDE Test School 8 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | | | | | |
| 123456789 | PDE Test LEA | 9012 | PDE Test School 9 | 15 | Dauphin | 2021-2022 | | | | | | | | X | X | X | | | | | | | | | |
| 123456789 | PDE Test LEA | 0123 | PDE Test School 10 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | X | X | X | X | |
| 123456789 | PDE Test LEA | 1111 | PDE Test School 11 | 15 | Dauphin | 2021-2022 | | | X | X | X | X | X | | | | | | | | | | | | |
| 123456789 | PDE Test LEA | 2222 | PDE Test School 12 | 15 | Dauphin | 2021-2022 | | | | | | | | | X | X | | | X | X | | | | | |
| 123456789 | PDE Test LEA | 3333 | PDE Test School 13 | 15 | Dauphin | 2021-2022 | | | | | | | | | | X | | | X | X | | | | | |
| 123456789 | PDE Test LEA | 4444 | PDE Test School 14 | 15 | Dauphin | 2021-2022 | | | X | X | X | X | X | X | X | | | | | | | | | | |
| 123456789 | PDE Test LEA | 5555 | PDE Test School 15 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | X | X | X | X | |
| 123456789 | PDE Test LEA | 6666 | PDE Test School 16 | 15 | Dauphin | 2021-2022 | | | X | X | X | X | X | X | X | | | | | | | | | | |
| 123456789 | PDE Test LEA | 7777 | PDE Test School 17 | 15 | Dauphin | 2021-2022 | | | X | X | X | X | X | X | X | | | | | | | | | | |
| 123456789 | PDE Test LEA | 1212 | PDE Test School 18 | 15 | Dauphin | 2021-2022 | | | X | X | X | X | X | X | X | | | | | | | | | | |
| 123456789 | PDE Test LEA | 1213 | PDE Test School 19 | 15 | Dauphin | 2021-2022 | | | | | | | | | | X | | | X | X | | | | | |
| 123456789 | PDE Test LEA | 1214 | PDE Test School 20 | 15 | Dauphin | 2021-2022 | | | | | | | | | | | | | | | X | X | X | X | |

Chapter 7: Security

Introduction

Each EdNA system user is assigned specific security roles. While all users can view entity information, the ability to add entities or edit entity information is limited to authorized users based on job positions and the tasks users need to perform.

When a user works in the EdNA system, the security processing will be transparent to them. Their EdNA security levels and roles are assigned based on their network username. Items on the Main Menu that do not apply to the current user's security authorization, or data that is view-only, will be grayed out and inaccessible.

Utilizing these access roles helps to maintain system integrity and limit the possibility for errors to be made in record creation, review, or deletion.

Adding and Editing Records

Authorized users are assigned authorization to specific entity categories. Authorized users can then add entities within their assigned entity categories and edit entities that belong to these categories. Existing entity records belonging to entity categories not within their authorization can be viewed but not edited.

No Higher Education entity information, other than web addresses, can be edited in EdNA regardless of a user's security authorization. This is because Higher Education entity information is stored in an external system and is just viewable in EdNA.

EdNA System Security Roles

This section is designed to provide a brief overview of all Financial Accounting Information (FAI) security roles. Users can be assigned only one role, or a combination of several roles. If users have further questions about their security roles, or believe they are missing access to features they must contact the Local Security Administrator (LSA) for their LEA.

Local Security Administrator

It is a requirement that every institution needing access to PDE applications must establish a Local Security Administrator (LSA). The security within MyPDESuite is application role based; users are placed in an application role and associated with an institution. The EdNA Updaters role is assigned by the LSA for each entity.

- **Local Security Administrator:** Persons in this group are responsible for overall security of MyPDESuite for their Institution. They can add and remove users to all groups. This group's primary responsibility is to ensure that the appropriate users at their institution have access to needed PDE applications.
- **Application–Local Administrator:** Each PDE application has an Application–Local Administrator group. A current example would be DriverEd –Local Administrator. Persons in this group can add and remove users only for the specific application groups. Membership in this group does not give access to the application itself. If the administrator needs application access,

they must add themselves to the appropriate group. Since Local Security Administrators can add/remove users to any Application Roles, they need not be in any of the Application–Local Administration roles.

- Application Roles Membership in an Application Role gives a person access to a PDE application such as PIMS, FAI, DriverEd etc. Different roles allow members to perform different functions within the application. An example would be DriverEd Local User.

EdNA System Security Roles

| SECURITY ROLE | DESCRIPTION |
|---|---|
| Career and Technical Center (CTC) Role | <p>Allows user to add and edit entities belonging to the following entity categories:</p> <ul style="list-style-type: none"> • CTC • Adult CTC • Comprehensive CTC • Occupational CTC • Service Delivery Area • Workforce Investment Area <p>Users with CTC Role security authorization are the only users who have access to generate CTC Profiles from the Reports menu.</p> <p>Users with CTC Role security authorization are also able to view and edit administrator Emergency Information, which is only stored for certain administrators* belonging to institutional CTC entities.</p> <p>* Superintendent, Substitute Superintendent, Acting Superintendent, Superintendent on Leave, Executive Director, Substitute Executive Director, Acting Executive Director, Executive Director on Leave, Director of Career and Technical Education, and Acting Director Career and Technical Education.</p> |
| Charter Schools | <p>Allows user to add and edit entities belonging to the following entity category:</p> <ul style="list-style-type: none"> • Charter School |
| Libraries | <p>Allows user to add and edit entities belonging to the following entity category:</p> <ul style="list-style-type: none"> • Library |
| Municipalities | <p>Allows user to add and edit entities belonging to the following entity category:</p> <ul style="list-style-type: none"> • Municipality |
| Private Entities | <p>Allows user to add and edit entities belonging to the following entity categories:</p> <ul style="list-style-type: none"> • Approved Private School • Diocese • Licensed, Private Academic School • Nonpublic, Non-Licensed (Out-of-State) |

| | |
|-------------------------------|--|
| | <ul style="list-style-type: none"> • Nonpublic, Non-Licensed School • Private Driver Training School • Private Residential Rehabilitation Inst • Private School/Spec Ed (Out-of-State) |
| Public Entities | <p>Allows user to add and edit entities belonging to the following entity categories:</p> <ul style="list-style-type: none"> • Intermediate Unit • School District • Special Program Jointure • State Adult Correctional Inst • State Juvenile Correctional Inst • State-Owned School <p>Users with Public Entities security authorization are the only users who have access to generate Commission Letters from the Reports menu.</p> <p>Users with Public Entity security authorization are also able to view and edit administrator Emergency Information, which is only stored for certain administrators* belonging to Intermediate Unit or School District entities.</p> <p>* Superintendent, Substitute Superintendent, Acting Superintendent, Superintendent on Leave, Executive Director, Substitute Executive Director, Acting Executive Director, Executive Director on Leave, Director of Career and Technical Education, and Acting Director Career and Technical Education.</p> |
| Public Schools | <p>Allows user to add and edit entities belonging to the following entity categories:</p> <ul style="list-style-type: none"> • Regular Elementary • Regular Elementary/Secondary • Regular Secondary • Special Education • State Operated Educational Facility |
| Web Update | <p>Allows user to edit the Web Address and Penn*Link fields of any entity.</p> |
| Miscellaneous Entities | <p>Allows user to add and edit entities belonging to the following entity categories:</p> <ul style="list-style-type: none"> • Miscellaneous • Other Private, Non-Licensed Entity |
| EP Team Role | <p>Allows user to view, but not edit, administrator Emergency Information which is only stored for certain administrators* belonging to CTC, Intermediate Unit, or School District entities.</p> <p>* Superintendent, Substitute Superintendent, Acting Superintendent, Superintendent on Leave, Executive Director, Substitute Executive Director, Acting Executive Director, Executive Director on Leave, Director of Career and Technical Education, and Acting Director Career and Technical Education.</p> |

Glossary

| | |
|-------------------------------|---|
| ACS | Accuracy Certification Statement. This is the signed statement from the school district’s superintendent attesting to the accuracy of data submitted to PDE. |
| AUN | Administrative Unit Number, a unique identifying number assigned to each educational entity by PDE. |
| Address | See Mailing Address, Payment Address, Location Address. |
| Administrator | Anyone stored as a contact person for an entity in EdNA. See also Chief Administrator. |
| Administrator Category | The standardized job title used by the PDE to categorize administrators. Job titles may be unique to entities, thereby making it difficult to generate a listing of administrators in similar positions. Therefore, when an administrator’s Job Title is recorded, an Administrator Category is also assigned. For example, School Districts may use varying titles such as “Superintendent”, “President”, and “CEO” to represent the district leader. In addition to entering these Job Titles, all of the above administrators would also be marked as belonging to the “Superintendent” Administrator Category. See also Job Title. |
| Category | See Administrator Category, Entity Category. |
| Chief Administrator | The highest-ranking administrator listed as a contact person for an entity. See also Administrator. |
| Client Entity | In an entity relationship, the entity that receives services from a Provider entity. See further Entity Relationship. |
| Criteria Screen | An EdNA screen specifically designed to allow user input of selection criteria for an EdNA Report. |
| Date Select Button | A button located to the right of all date fields that activates a pop-up calendar. On the pop-up calendar the user can navigate to the date they desire to enter in the field. Double-clicking on the date will then fill-in the field with the selected date. |

| | |
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| Drop Down Box | A field that contains a menu of available entries, which is accessible by selecting the down arrow located to the right of the field. In a field enabled with a drop-down box, the user can type a letter and the first item in the drop-down box list matching that letter will appear in the field. |
| EdNA | Educational Names and Addresses. This is the name of the software application developed for PDE to store educational entity names, addresses, contacts, and relationship information. EdNA is the main database used to store this information and is accessed by various systems used by PDE. |
| Educational Entity | Any organization that provides educational services in Pennsylvania. Sometimes simply referred to as Entity . |
| Entity | Any organization that provides educational services in Pennsylvania. Sometimes referred to as Educational Entity, facility, or institution. |
| Entity Category | Grouping that denotes the type of organization an entity is, such as “School District,” “Library,” or “State University.” |
| Entity Relationship | A link between two entities signifying a Provider/Client relationship. One entity serves as the Provider in the relationship by providing services to the Client entity. See also Provider Entity , Client Entity . |
| Export | To convert EdNA data into a format readable by commercial software programs, such as converting an EdNA report to Microsoft Word or Excel format, or by external systems. See further External System . |
| External System | Any software program used by PDE that stores data separate from EdNA. |
| FAI | The Financial Accounting Information (FAI) application is used by any organization that receives state or federal funds via PDE. |
| Field | An individual piece of data within a record. For example, the following information about an entity—Official Name: “North Philadelphia SD”, Phone: “(215) 555-5555”, and County: “Philadelphia”—represents an entire record, while Official Name, Phone, and County are each individual fields. See also Record . |
| Job Title | The actual title used by an entity for an administrator position. See further Administrator Category . |

| | |
|-------------------------------------|--|
| LEA | See Local Education Agency . |
| Local Education Agency (LEA) | Institutions belonging to the following institutional entity categories—School District, Intermediate Unit, Career and Technical Center, Charter School, State Owned School, Special Program Jointure, and State Juvenile Correctional Institution—are sometimes referred to as Local Education Agencies. |
| Location Address | The actual location address of an entity, if different than the mailing address. See also Mailing Address, Payment Address . |
| Mailing Address | The address used to send information via mail to an entity. Each entity is required to have a mailing address stored in EdNA. See also Payment Address, Location Address . |
| Payment Address | The address used to mail payments to an entity, if different than the mailing address. See also Mailing Address, Location Address . |
| Penn*Link | A listserv used to send information and notices to and between educational entities. |
| PIMS | Pennsylvania Information Management System. |
| Provider Entity | In an entity relationship, the entity that provides services to a Client entity. See further Entity Relationship . |
| Public Email Address | An email address which may be shared with the public to allow contact with your LEA or school to a general email account. Emails to this account must be monitored and replies must be sent to inquiries. |
| Record | A stored set of related field values. For example, the following information about an entity—Official Name: “North Philadelphia SD”, Phone: “(215) 555-5555”, and County: “Philadelphia”—represents an entire record, while Official Name, Phone, and County are each individual fields. See also Field . |
| Related Entities | Two entities that are linked via a Provider/Client relationship. One entity serves as the Provider in the relationship by providing services to the Client entity. See also Provider Entity, Client Entity . |
| Report | EdNA process that generates data output in a structured, organized, and easily interpretable manner. |

| | |
|-------------------------------------|---|
| Screen | EdNA on-screen form that allows users to view, input, and edit data or search criteria. |
| Search Criteria Field | A field that allows the user to enter information to be used as the basis for a search for entity records or as criteria in generating the output for a report. The values entered in these fields are not saved or recorded once the process is completed. |
| Security Role/ Authorization | A set of security permissions assigned to each EdNA user that allow the user to perform specific actions and edit specific entity records. Users are given access to specific data and reports based on their job assignments. |

Answers to Frequently Asked Questions (FAQs)

This section of the manual offers answers to questions presented to PDE and can be used as a point of reference.

Question: What are the dates for the School Configuration Changes window?

Answer: The process begins with an email to the Chief Administrator on or around May 15 of the calendar year. Submitted changes will begin on or around June 15 after the school year ends and will be completed by August 15 in time for the changes to be reflected in EdNA and in PIMS.

No change requests will be accepted after the last business day of July, depending on the calendar for the given year, with the exception of PreK and Kindergarten classes which were based on pending funds.

Please refer to Chapter 4: Maintaining Information in the [School Configuration Changes](#) section.

Question: Why are my submitted changes remaining in a Submission Pending status for days after I have completed my updates?

Answer: If your changes remain in the Submission Pending status, you have not completely submitted the changes to PDE for approval. Please refer to Chapter 4: Maintaining Information in the [Approval Process](#) section. Your submission will not be submitted until you have completed all the steps including printing your ACS.

To complete the process, return to EdNAV2, click on the Proceed to Submit button, and complete the process on the Submit Changes screen. Your submission is complete when you see Submission Pending change to Approval Pending.

Question: How do I change my address?

Answer: Please refer to Chapter 4: Maintaining Information in the [Updating Phone and Address Information](#) section.

Question: How do I change an administrator?

Answer: Please refer to Chapter 4: Maintaining Information in the [Updating Administrator Information](#) section.

Question: Our school district formerly had an administrator position that is now removed and will not be filled. How do I delete this position in EdNA?

Answer: Positions cannot be deleted in EdNA at the LEA level. Please contact PDE at the EdNA email address to have the position removed from the system.

Question: Why am I listed as a Miscellaneous category?

Answer: The MISC LEA category is used when your entity does not meet the requirements to be listed as another LEA type, but an AUN is needed for other purposes such as grant applications or for Food and Nutrition.

Question: What is the difference between the “official” name and the “institution” name?

Answer: Your official name and institution name should be the same in EdNA. The official name is the information reported to the U.S. Department of Education annually in the Directory of LEAs and Schools.

Question: We have an Assistant to the Superintendent in our district. How do I list them in EdNA?

Answer: Assistant to the Superintendent is not considered an administrative position and, therefore, is not collected in EdNA. We do not collect Head Teacher, Curriculum Director, or IT Director in EdNA either. This does not mean you cannot have these positions within your entity; we just do not collect the data for these positions.

Question: What does ACS stand for?

Answer: ACS stands for Accuracy Certification Statement. This is the signed statement from the LEA leader attesting to the accuracy of the data in EdNA.

Question: Can the same building level administrator be listed in multiple schools?

Answer: Yes, you may list the same administrator in multiple buildings. This would be done by adding them into EdNA for each of the buildings to which they are assigned.

Question: Why is my school name abbreviated?

Answer: We abbreviate names and address information to conserve space in the database. Additionally, abbreviations are used to have a consistent naming convention for all educational entities in EdNA. The most common abbreviations used are:

- El Sch – Elementary School
- MS – Middle School
- HS – High School
- JSHS – Junior/Senior High School
- SHS – Senior High School
- CS – Charter School

Please refer to Chapter 4: Maintaining Information in the [Updating Phone and Address Information](#) section.

Question: What is the Public Email Address field?

Answer: This field is used for an email address that may be used by the public or vendors to contact your LEA or an individual school within the LEA. This should be associated with an email address which is monitored, and inquiries are made by staff members of the respective institution.

References

United States Post Office Abbreviations

State Abbreviations

| State | Postal Abbreviation | State | Postal Abbreviation |
|----------------------|---------------------|----------------|---------------------|
| Alabama | AL | Nebraska | NE |
| Alaska | AK | Nevada | NV |
| Arizona | AZ | New Hampshire | NH |
| Arkansas | AR | New Jersey | NJ |
| California | CA | New Mexico | NM |
| Colorado | CO | New York | NY |
| Connecticut | CT | North Carolina | NC |
| Delaware | DE | North Dakota | ND |
| District of Columbia | DC | Ohio | OH |
| Florida | FL | Oklahoma | OK |
| Georgia | GA | Oregon | OR |
| Hawaii | HI | Pennsylvania | PA |
| Idaho | ID | Puerto Rico | PR |
| Illinois | IL | Rhode Island | RI |
| Indiana | IN | South Carolina | SC |
| Iowa | IA | South Dakota | SD |
| Kansas | KS | Tennessee | TN |
| Kentucky | KY | Texas | TX |
| Louisiana | LA | Utah | UT |
| Maine | ME | Vermont | VT |
| Maryland | MD | Virginia | VA |
| Massachusetts | MA | Virgin Islands | VI |
| Michigan | MI | Washington | WA |
| Minnesota | MN | West Virginia | WV |
| Mississippi | MS | Wisconsin | WI |
| Missouri | MO | Wyoming | WY |
| Montana | MT | | |

Street Abbreviations

| Street Suffix Name | US Postal Abbreviation |
|--------------------|------------------------|
| ALLEY | ALY |
| ANNEX | ANX |
| ARCADE | ARC |
| AVENUE | AVE |
| BAYOO | BYU |
| BEACH | BCH |
| BEND | BND |
| BLUFF | BLF |
| BLUFFS | BLFS |
| BOTTOM | BTM |
| BOULEVARD | BLVD |
| BRANCH | BR |
| BRIDGE | BRG |
| BROOK | BRK |
| BROOKS | BRKS |
| BURG | BG |
| BURGS | BGS |
| BYPASS | BYP |
| CAMP | CP |
| CANYON | CYN |
| CAPE | CPE |
| CAUSEWAY | CSWY |
| CENTER | CTR |
| CENTERS | CTRS |
| CIRCLE | CIR |
| CIRCLES | CIRS |
| CLIFF | CLF |
| CLIFFS | CLFS |
| CLUB | CLB |
| COMMON | CMN |
| CORNER | COR |
| CORNERS | CORS |
| COURSE | CRSE |
| COURT | CT |
| COURTS | CTS |
| COVE | CV |
| COVES | CVS |
| CREEK | CRK |

| Street Suffix Name | US Postal Abbreviation |
|--------------------|------------------------|
| CRESCENT | CRES |
| CREST | CRST |
| CROSSING | XING |
| CROSSROAD | XRD |
| CURVE | CURV |
| DALE | DL |
| DAM | DM |
| DIVIDE | DV |
| DRIVE | DR |
| DRIVES | DRS |
| ESTATE | EST |
| ESTATES | ESTS |
| EXPRESSWAY | EXPY |
| EXTENSION | EXT |
| EXTENSIONS | EXTS |
| FALL | FALL |
| FALLS | FLS |
| FERRY | FRY |
| FIELD | FLD |
| FIELDS | FLDS |
| FLAT | FLT |
| FLATS | FLTS |
| FORD | FRD |
| FORDS | FRDS |
| FOREST | FRST |
| FORGE | FRG |
| FORGES | FRGS |
| FORK | FRK |
| FORKS | FRKS |
| FORT | FT |
| FREEWAY | FWY |
| GARDEN | GDN |
| GARDENS | GDNS |
| GATEWAY | GTWY |
| GLEN | GLN |
| GLENS | GLNS |
| GREEN | GRN |
| GREENS | GRNS |

| Street Suffix Name | US Postal Abbreviation |
|--------------------|------------------------|
| GROVE | GRV |
| GROVES | GRVS |
| HARBOR | HBR |
| HARBORS | HBRs |
| HAVEN | HVN |
| HEIGHTS | HTS |
| HIGHWAY | HWY |
| HILL | HL |
| HILLS | HLS |
| HOLLOW | HOLW |
| INLET | INLT |
| ISLAND | IS |
| ISLANDS | SS |
| ISLANDS | SLNDS |
| ISLANDS | ISS |
| ISLE | ISLE |
| JUNCTION | JCT |
| JUNCTIONS | JCTS |
| KEY | KY |
| KEYS | KYS |
| KNOLL | KNL |
| KNOLLS | KNLS |
| LAKE | LK |
| LAKES | LKS |
| LAND | LAND |
| LANDING | LNDG |
| LANE | LN |
| LIGHT | LGT |
| LIGHTS | LGTS |
| LOAF | LF |
| LOCK | LCK |
| LOCKS | LCKS |
| LODGE | LDG |
| LOOP | LOOP |
| MALL | MALL |
| MANOR | MNR |
| MANORS | MNRS |
| MEADOW | MDW |

| Street Suffix Name | US Postal Abbreviation |
|--------------------|------------------------|
| MEADOWS | MDWS |
| MEWS | MEWS |
| MILL | ML |
| MILLS | MLS |
| MISSION | MSN |
| MOTORWAY | MTWY |
| MOUNT | MT |
| MOUNTAIN | MTN |
| MOUNTAINS | MTNS |
| NECK | NCK |
| ORCHARD | ORCH |
| OVAL | OVAL |
| OVERPASS | OPAS |
| PARK | PARK |
| PARKS | PARK |
| PARKWAY | PKWY |
| PARKWAYS | PKWY |
| PASS | PASS |
| PASSAGE | PSGE |
| PATH | PATH |
| PIKE | PIKE |
| PINE | PNE |
| PINES | PNES |
| PLACE | PL |
| PLAIN | PLN |
| PLAINS | PLNS |
| PLAZA | PLZ |
| POINT | PT |
| POINTS | PTS |
| PORT | PRT |
| PORTS | PRTS |
| PRAIRIE | PR |
| RADIAL | RADL |
| RAMP | RAMP |
| RANCH | RNCH |
| RAPID | RPD |
| RAPIDS | RPDS |
| REST | RST |

| Street Suffix Name | US Postal Abbreviation |
|--------------------|------------------------|
| RIDGE | RDG |
| RIDGES | RDGS |
| RIVER | RIV |
| ROAD | RD |
| ROADS | RDS |
| ROUTE | RTE |
| ROW | ROW |
| RUE | RUE |
| RUN | RUN |
| SHOAL | SHL |
| SHOALS | SHLS |
| SHORE | SHR |
| SHORES | SHRS |
| SKYWAY | SKWY |
| SPRING | SPG |
| SPRINGS | SPGS |
| SPUR | SPUR |
| SPURS | SPUR |
| SQUARE | SQ |
| SQUARES | SQS |
| STATION | STA |
| STRAVENUE | STRA |
| STREAM | STRM |
| STREET | ST |
| STREETS | STS |
| SUMMIT | SMT |
| TERRACE | TER |
| THROUGHWAY | TRWY |
| TRACE | TRCE |
| TRACK | TRAK |
| TRAFFICWAY | TRFY |
| TRAIL | TRL |
| TUNNEL | TUNL |
| TURNPIKE | TPKE |
| UNDERPASS | UPAS |
| UNION | UN |
| UNIONS | UNS |
| VALLEY | VLY |

| Street Suffix Name | US Postal Abbreviation |
|--------------------|------------------------|
| VALLEYS | VLYS |
| VIADUCT | IA |
| VIADUCT | VIA |
| VIEW | VW |
| VIEWS | VWS |
| VILLAGE | VLG |
| VILLAGES | VLGS |
| VILLE | VL |
| VISTA | VIS |
| WALK | WALK |
| WALKS | WALK |
| WALL | WALL |
| WAY | WAY |
| WAYS | WAYS |
| WELL | WL |
| WELLS | WLS |

Metropolitan Area

The National Center for Education Statistics (NCES) establishes the locale for each LEA, including schools within the LEA, using standard urban and rural definitions developed by the U.S. Census Bureau. The locale is composed of four basic types: City, Suburban, Town, and Rural each of which contains three subtypes. These subtypes are differentiated by size (in the case of City and Suburban) and proximity (in the case of Town and Rural assignments). PDE uses this information to populate the Locale field in EdNA which displays as the Metropolitan Area field in EdNAv2.

The Census Bureau’s Topologically Integrated Geographic Encoding and Referencing (TIGERWEB) database provides the source for all geographic data used to construct the NCES locale boundaries. The Census Bureau’s TIGER/Line boundaries are benchmarked for January 1 each production year.

Prior to June 30, 2018, PDE used the following codes to populate the Locale Field in EdNA, however, the codes were updated to reflect changes in the U.S. Census Bureau’s definitions.

Locale Code Definitions Prior to June 30, 2018

| Locale Code | Description | Definition |
|-------------|----------------------------------|---|
| 1 | Large City | A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000. |
| 2 | Midsize City | A principal city of a metropolitan area, with the city having a population less than 250,000. |
| 3 | Urban Fringe of a Large City | Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau. |
| 4 | Urban Fringe of a Midsize City | Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau. |
| 5 | Large Town | An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area. |
| 6 | Small Town | An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area. |
| 7 | Rural, Outside Metropolitan Area | Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau. |
| 8 | Rural, Inside Metropolitan Area | Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau. |

Table 17 Locale Codes prior to June 30, 2018

Locale Code Definitions After July 1, 2018

| Local Code | Description | Definition |
|------------|------------------|--|
| 11 | City: Large | Territory inside an Urbanized Area and inside a Principal City with population of 250,000 or more. |
| 12 | City: Mid-size | Territory inside an Urbanized Area and inside a Principal City with population less than 250,000 and greater than or equal to 100,000. |
| 13 | City: Small | Territory inside an Urbanized Area and inside a Principal City with population less than 100,000. |
| 21 | Suburb: Large | Territory outside a Principal City and inside an Urbanized Area with population of 250,000 or more. |
| 22 | Suburb: Mid-size | Territory outside a Principal City and inside an Urbanized Area with population less than 250,000 and greater than or equal to 100,000. |
| 23 | Suburb: Small | Territory outside a Principal City and inside an Urbanized Area with population less than 100,000. |
| 31 | Town: Fringe | Territory inside an Urban Cluster that is less than or equal to 10 miles from an Urbanized Area. |
| 32 | Town: Distant | Territory inside an Urban Cluster that is more than 10 miles and less than or equal to 35 miles from an Urbanized Area. |
| 33 | Town: Remote | Territory inside an Urban Cluster that is more than 35 miles from an Urbanized Area. |
| 41 | Rural: Fringe | Census-defined rural territory that is less than or equal to 5 miles from an Urbanized Area, as well as rural territory that is less than or equal to 2.5 miles from an Urban Cluster. |
| 42 | Rural: Distant | Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an Urbanized Area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an Urban Cluster. |
| 43 | Rural: Remote | Census-defined rural territory that is more than 25 miles from an Urbanized Area and also more than 10 miles from an Urban Cluster. |

Table 18 Locale Codes prior to June 30, 2018