Maintaining Information in EdNA

December 2021

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov

Commonwealth of Pennsylvania
Josh Shapiro, Governor

Department of Education
Dr. Khalid Mumin, Acting Secretary

Office of Administration
Vacant, Deputy Secretary

Data Quality Office
Dave Ream, Director

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.
The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
Voice Telephone: (717) 783-5446
For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Office of Data Quality
333 Market Street, 13th Floor, Harrisburg, PA 17126-0333
Voice: (717) 787-2644, Fax: (717) 787-3148
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Table of Contents

Maintaining Information in EdNA.....4
Required Documentation for EdNA Changes 5
Required Documentation for Charter and Cyber Charter School Changes 9
Required Documents for Career and Technical Education Center Changes.....11
Updating Address, Phone, and Public Email Address.....12
Public Email Address Field 12
Geographic Information System (GIS) Data 13
Editing and Adding Administrator Information 13
Updating Administrator Information 14
Superintendent Emergency Contact Information.....16
Building Level Administration Information.....16
Changing the Official Name.....17
Approval Process 18
Signing and Submitting the ACS 22

Maintaining Information in EdNA

Some LEA and school information can be updated through EdNAv2, but some updates will require additional documentation to be submitted for final approval by the Pennsylvania Department of Education (PDE). Information in this document will demonstrate the data elements that can be updated in EdNAv2 and will also detail the updates that require additional information to be submitted. For example, grade configuration changes can only be made once the current school year has ended and require several forms of additional information to be submitted. For 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. However, 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 to be submitted to PDE.

Please refer to the next page for a complete list of changes that 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 1 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 2 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 3 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 4 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 5 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 6 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 7 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 *and* 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 8 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 9 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, website address, and public email 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.

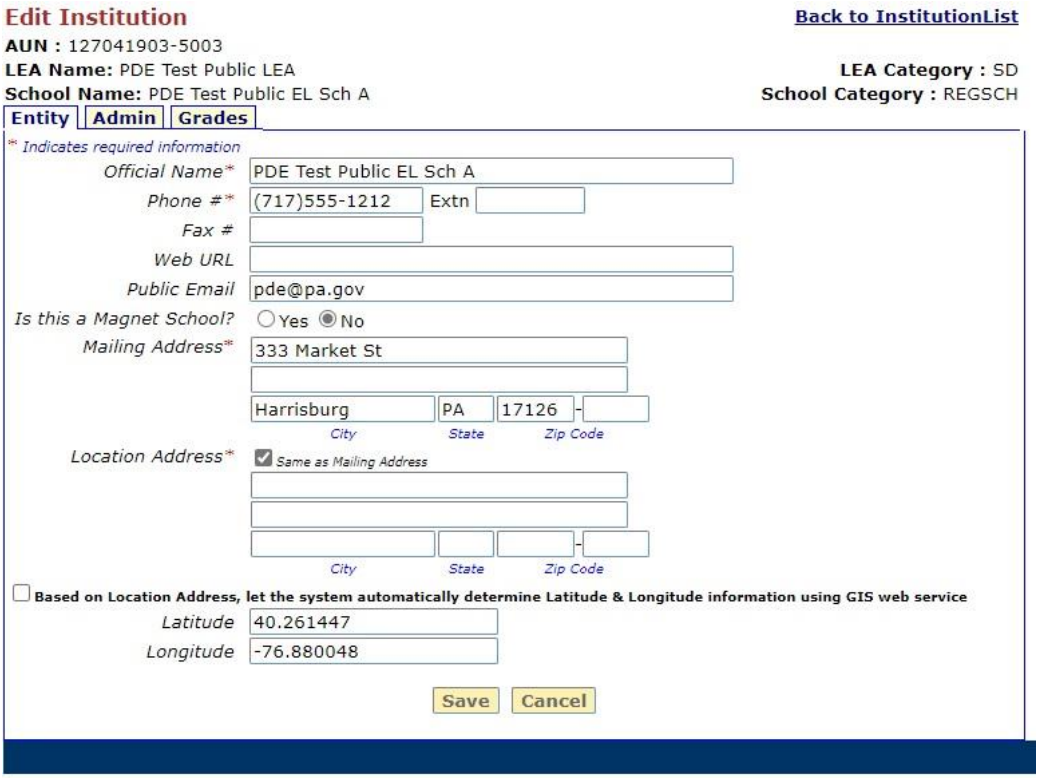


Figure 1 Updating EdNA Address

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.

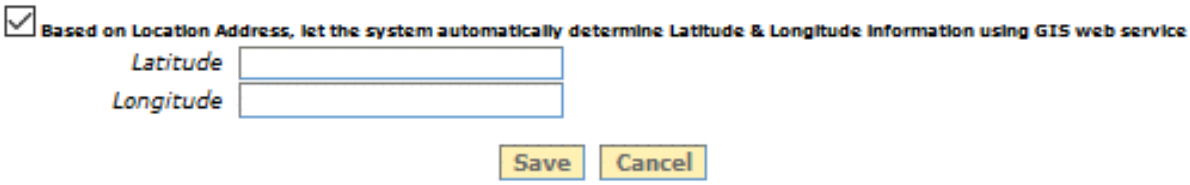


Figure 2 GIS Information

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.

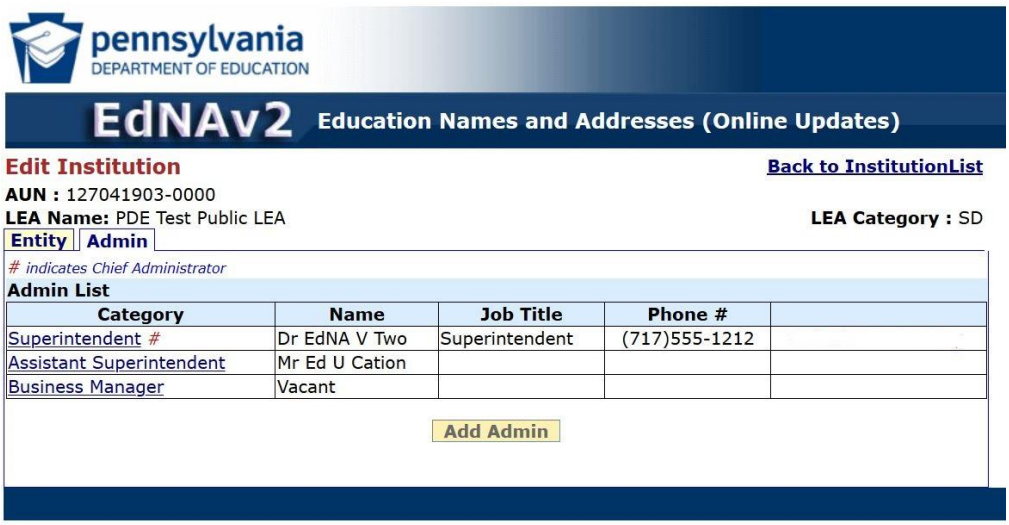


Figure 3 LEA EdNA Admin Tab

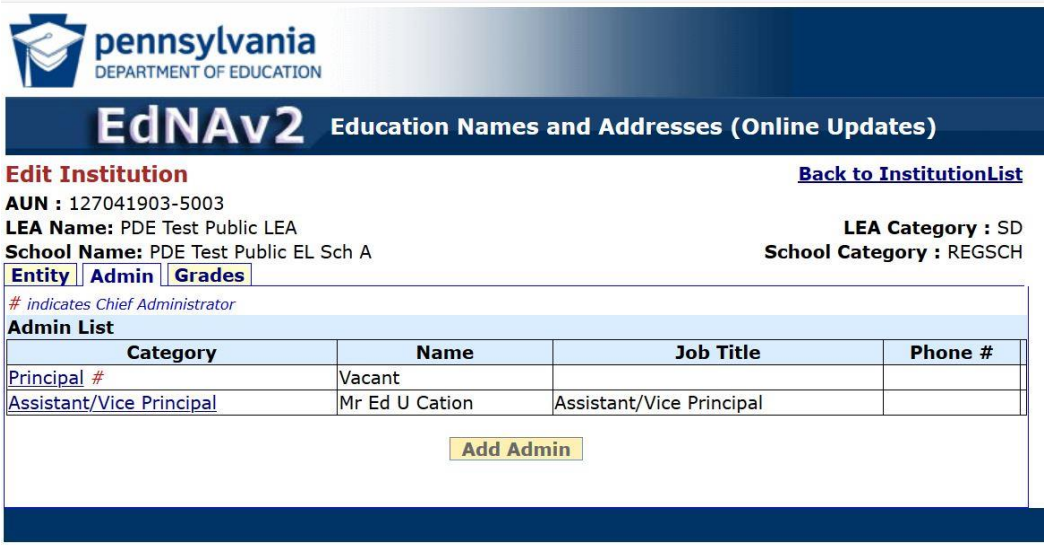


Figure 4 School Admin Tab

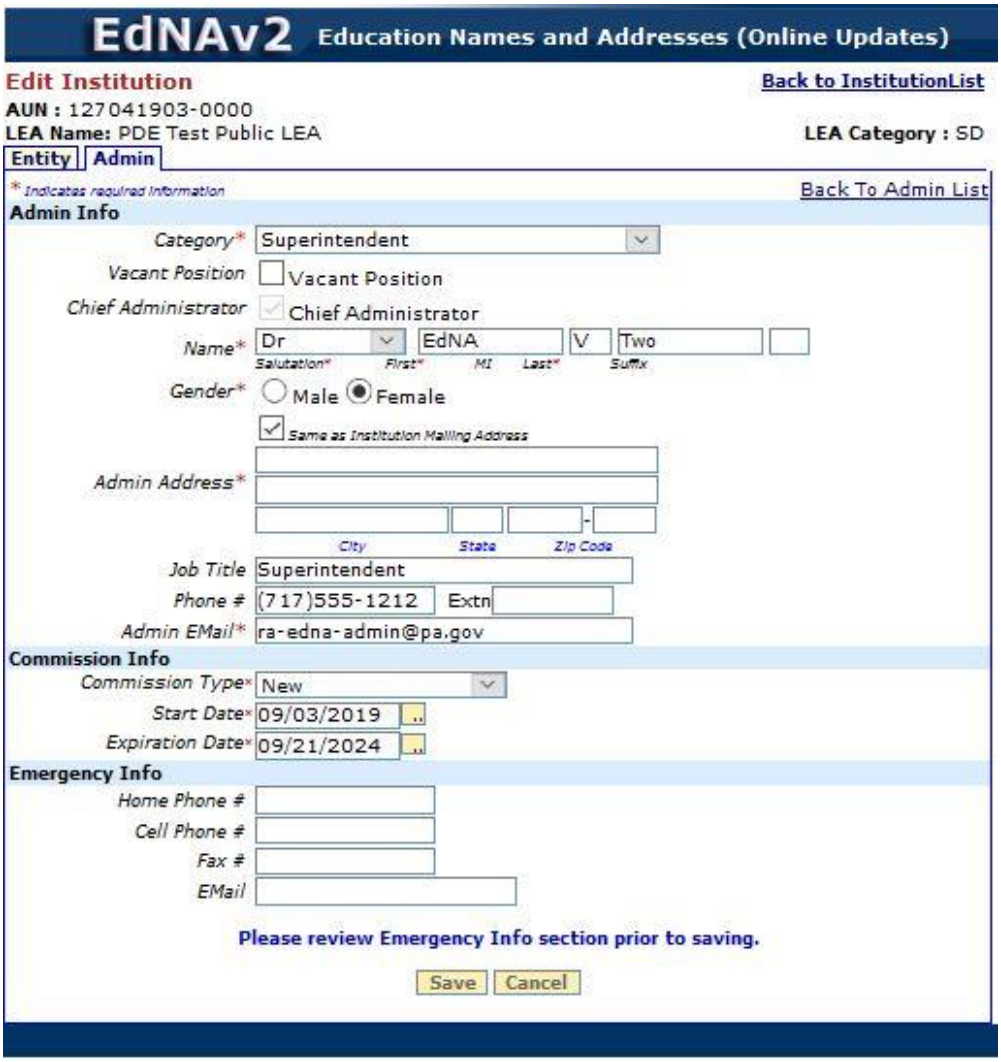


Figure 5 Updating Superintendent Information

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.

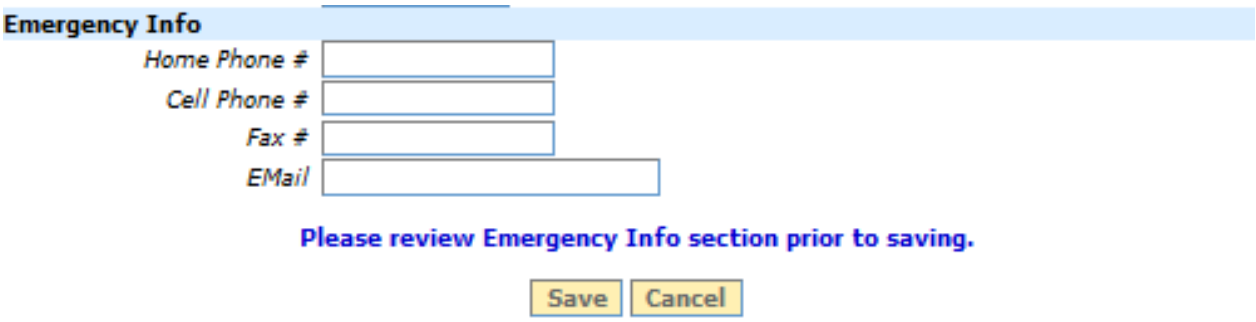


Figure 6 Administrator Emergency Contact Information

Building Level Administration Information

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

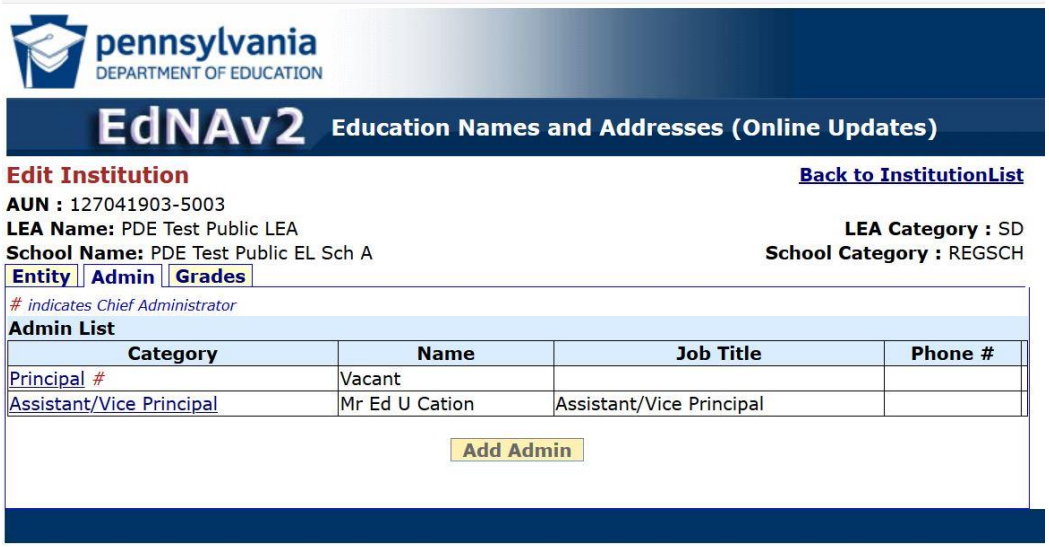


Figure 7 Updating School Administration

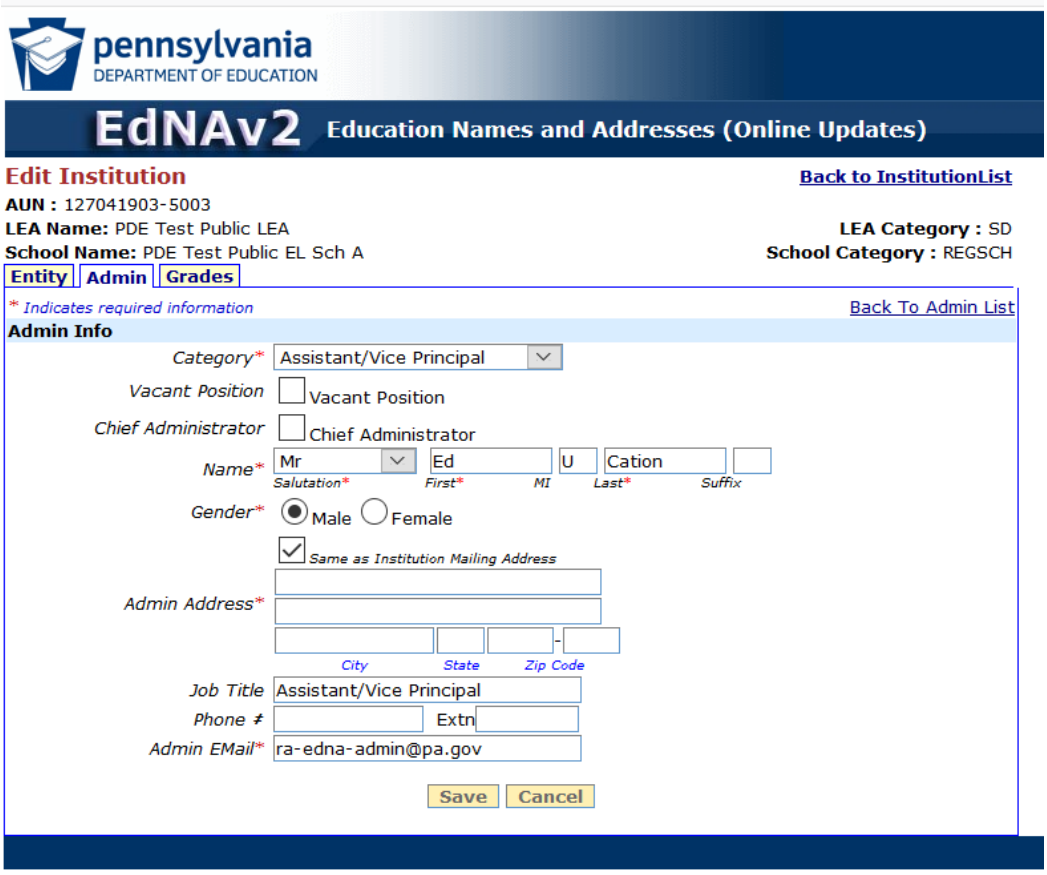


Figure 8 School Administrator Information

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.

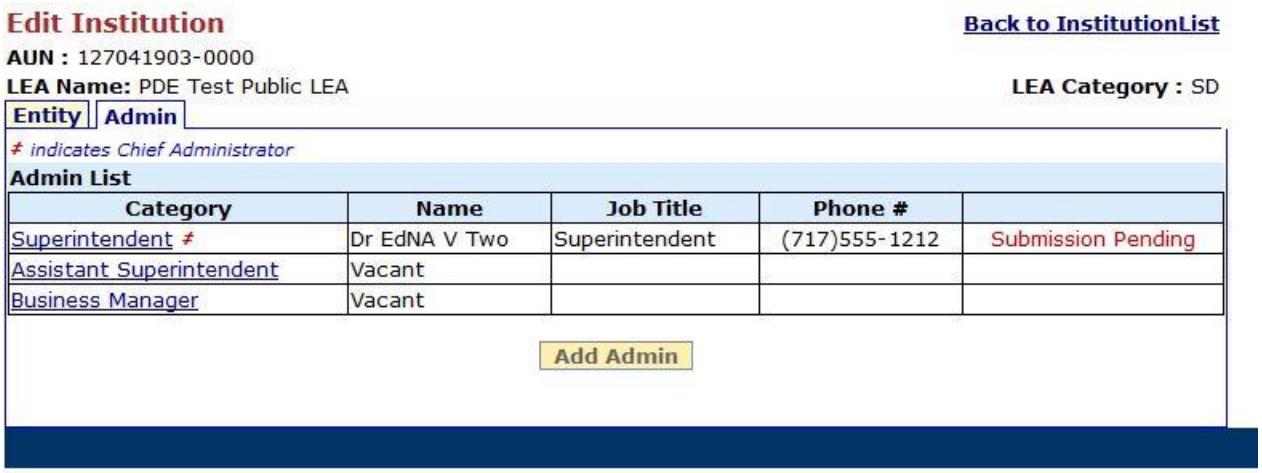


Figure 9 Submission Pending

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.

Figure 10 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

Submit Print ACS

Figure 11 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.

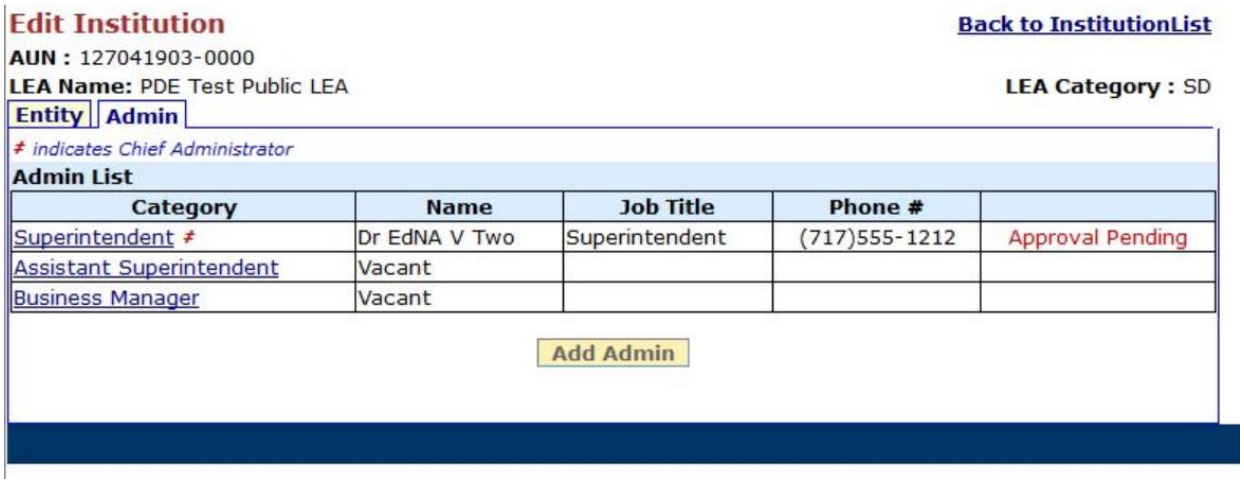


Figure 12 Approval Pending

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.

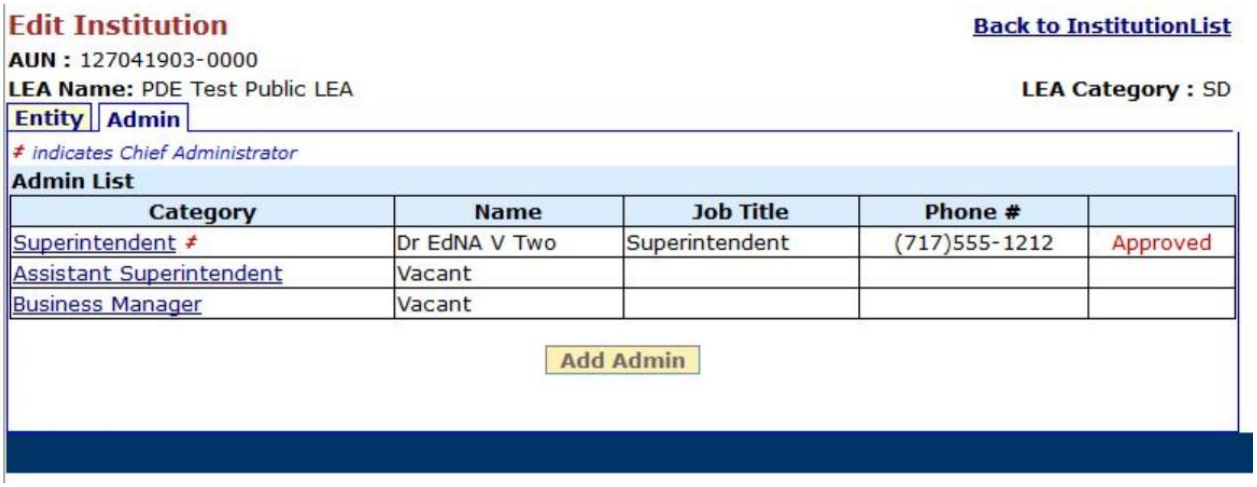


Figure 13 Submission Approved

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

a.

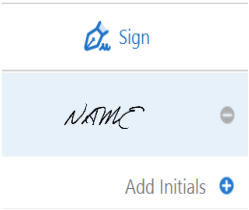
3. Adobe will prompt you to choose "Fill and sign" or "Request Signatures"

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.

a.

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. 

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.