



School District Reconfigurations, Alterations and/or Curtailment of Programs Chief Administrator Changes and Updates

School districts and intermediate units must update their 2025-26 administrative information in the Education Names and Addresses (EdNA) system and notify the Pennsylvania Department of Education (PDE) of changes by July 31, 2025.

The official record for local education agencies (LEAs) is maintained in EdNA. Current information enables accurate allocation of funds and efficient data submission and communication between PDE and LEAs.

Below are instructions for updating/revising your LEA's information regarding chief administrators, school names and addresses, changes in school grade configurations, and reporting of alteration/curtailment of programs. Note: These instructions only pertain to school districts and intermediate units.

SCHOOL OPENINGS/CLOSINGS/RECONFIGURATIONS, BUILDING CLOSURES

Changes to school configuration that require review and approval by PDE include opening/closing a school building to K-12 educational use, and closing, opening, renaming, or reconfiguring a school (i.e., changing the grade levels of a school).

The process of reviewing and approving these changes requires the school district or intermediate unit to submit the following within the Future Ready Comprehensive Planning Portal (FRCPP):

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 affirmation statement or board minutes documenting the local 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.

Detailed instructions for submitting these changes are available on the PDE website at [School Reconfigurations \(pa.gov\)](#).

Requests for the upcoming 2025-26 school year will be processed beginning May 3, 2025, and accepted until the deadline of July 31, 2025.

Accessing the School Reconfiguration Application

The first step to gaining access to the portal is to ensure that you are a registered user on the PDE portal. If you are not a registered user, your school entity's Local Security Administrator can add/remove users in [MyPDESuite](#). Instructions for adding users and a step-by-step guide for using the FRCPP are available in the [Accessing the FRCPP | Department of Education | Commonwealth of Pennsylvania](#).

For technical issues with accessing the portal, please contact the FRCPP resource account at RA-EDFRCPP@pa.gov.

DISTRICT INFORMATION, CHIEF SCHOOL ADMINISTRATORS, AND COMMISSIONED OFFICERS

Information on chief school administrators that is published in the annual Education Directory is taken from the EdNA system. As such, it is critical for PDE to have updated information for chief school administrators, including a current email address and emergency contact information.

Emails, addresses and emergency contact information can be updated through EdNA without additional paperwork. District-level changes such as addresses, phone numbers, and web addresses should be updated in EdNA by each LEA. PDE staff will review the information submitted prior to it becoming available in the public EdNA system.

To update the chief school administrator or other commissioned roles, please follow the directions found on [**Commissioned School Officers webpage**](#).

ALTERATION AND/OR CURTAILMENT OF PROGRAMS

Act 82 of 2012 amended section 1124 of the Pennsylvania School Code (24 P.S. § 11-1124) such that alterations or curtailments of programs under section 112(a)(2) no longer require PDE approval. However, LEAs must notify PDE of any alterations or curtailments that are being made under section 1124(a)(2) that may result in the suspension/furlough of professional staff.

Questions may be directed to [**RA-PDE-SchoolService@pa.gov**](mailto:RA-PDE-SchoolService@pa.gov).

Questions regarding chief school administrators and commissioned officers can be directed to [**RA-EDFRCPP@pa.gov**](mailto:RA-EDFRCPP@pa.gov).



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