

# Official Public School File

## 24 P.S. §10-1006

**DATE OF ISSUE:** September 1, 2003

**REPLACES:** Official Public School File, BEC 24 P.S. §10-1006, issued July 1, 2001

### Section 1

Responsibility for maintenance of the Pennsylvania Department of Education (PDE) official public school computer file lies primarily with the Division of Data Quality. This file serves all offices within PDE to provide information necessary for administration of educational programs requiring school level data. It contains the following information: name, address, and telephone of the school; name of principal or head teacher; and school category (e.g. elementary).

The file undergoes continuous updating. Therefore, as changes occur in specific school level information, the chief school administrator should report those changes to the Division of Data Quality, Bureau of Information Systems, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, (telephone: (717) 787-2644). Additionally, each summer this division transmits via e-mail to each chief school administrator a reminder to review current information on the PDE website containing Education Names and Addresses (EdNA) and requests updates to reflect the status at the beginning of the upcoming school year. Besides this annual revision, the file incorporates new schools, closures, and other changes at any time when the chief school administrator provides the necessary information.

Because this file serves all offices throughout PDE, **all changes**, whether made during the year or as part of the annual summer update, require **written** notification accompanied by the signature of the chief school administrator.

### Section 2

Responsibility for maintenance of the official public school computer file's information regarding each area career and technical school lies primarily with the Division of Product Quality. This file serves all offices within PDE to provide information necessary for administration of educational programs. In addition to school data, it identifies each area career and technical school's superintendent of record.

The file undergoes continuous updating. Therefore, as changes occur in specific school level information, the chief school administrator should report these changes to the Division of Product Quality, Bureau of Career and Technical Education, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333 (telephone: (717) 787-8804). Additionally, each summer this division surveys area career and technical schools for verification of information currently recorded and updating to reflect status at the beginning of the upcoming school year. Besides this annual revision, the file incorporates other changes at any time when the career and technical school provides the necessary information.

Because this file serves all offices throughout PDE, all changes, whether made during the year or as part of the annual summer update, require **written** notification to the Division of Product Quality.

### **Section 3**

The Pennsylvania Department of Education's official public school file, at another level, provides current addresses for local education agencies (LEAs), their commissioned officers, and officials in acting or substitute status for positions normally commissioned. The issuance of commissions that takes effect at the expiration of prior commissions automatically updates the computer file. Changes require written notice by the chief education administrator to: School Services Office, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333 (telephone: (717) 787-4860).

When a school district board appoints an acting or substitute superintendent (or an acting or substitute assistant superintendent), the board shall promptly provide written notification to the School Services Office. Such notification (copy of Board Action) shall include the appointment date, its effective date, and its termination date (if specified). If an incumbent's resignation, death, or approved leave required the appointment, the notification shall so state.

When an intermediate unit board appoints an acting or substitute executive director (or an acting or substitute assistant executive director), the board shall promptly provide written notification to the School Services Office. Such notification (copy of Board Action) shall include the appointment date, its effective date, and its termination date (if specified). If an incumbent's resignation, death, or approved leave required the appointment, the notification shall so state.

When a board accepts the resignation of a superintendent, assistant superintendent, executive director or assistant executive director prior to the end of that person's term, the board shall promptly provide written notification to the School Services Office. The notice (copy of Board Action) shall specify the resignation's effective date and acceptance date. Similarly, if a superintendent, assistant superintendent, executive director or assistant executive director dies during that person's term, the board shall promptly provide written notification to the School Services Office regarding the date of that event.

When a district or an intermediate unit changes its address or telephone number, it shall promptly provide written notification to the School Services Office.

### **REFERENCES:**

#### **Purdon's Statute**

24 P.S. §10-1006  
24 P.S. §10-1079  
24 P.S. §18-1850.1(b)(5)

#### **Other**

Certification Staffing Assignment, Superintendent K-12, [CSPG No. 96](#)

**BUREAU/OFFICE CONTACT:**

**Section 1**

Division of Data Quality  
Bureau of Information Systems  
Pennsylvania Department of Education  
333 Market Street, Harrisburg, PA 17126-0333  
Telephone: 717.787.2644

**Section 2**

Division of Product Quality  
Bureau of Career and Technical Education  
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**Section 3**

School Services Office  
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