

EdNA/EdNAv2:

Accessing and Updating the Education Names and Addresses Application

Joseph Cowan
EdNA Administrator

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What is EdNA?

- EdNA is the public face of the Education Names and Addresses application. You can access EdNA by hovering over “Schools” at the top of the PDE homepage (www.education.pa.gov) and choosing “Directory and Maps.” When the Pennsylvania Education Directory/Maps page comes up, click the hyperlinked “EdNA (Education Names and Addresses)” to get to the EdNA home page.
- EdNA can be used by anyone with computer access to find name, address, administrator, and related information about the educational entities that PDE serves.
- Educational entities contained in EdNA include school districts and their schools, intermediate units, career and technical schools, charter schools, nonpublic and private schools, postsecondary education institutions, and other education related entities.

What is EdNAv2?

- EdNAv2 is the back end of the Education Names and Addresses application and can only be accessed by registered users at each Local Education Agency (LEA).
- The role to make changes to LEA/School information is called an EdNA Updater.
- Your LEA EdNA Updater accesses EdNAv2 through the My PDESuite Application Login Screen to update LEA data when a change occurs. Such changes include administrators, school names, location addresses, opening/closing/reconfiguring schools within a district, and grade reconfigurations.

Why is it important to keep EdNAv2 updated?

- The public has access to EdNA on the PDE website and can view and download information about the educational entities that PDE serves.
- The data contained in the EdNA application provides information to the public, other Commonwealth agencies, and the legislature.
- It is also very important that all of your school grade configuration information is accurate in EdNA so your PIMS data will successfully pass the Data Quality Engine.

Does your LEA have an EdNA Updater?

- EdNA Updaters are responsible for keeping the LEA information current, which is very important for your PIMS submissions throughout the school year.
- More than one person at an LEA should have access to make updates in EdNA.
- Your Local Security Administrator is responsible for granting/removing access to appropriate LEA personnel in the role of EdNA Updater.
- Need assistance? Contact the PDE Help Desk at 800-661-2423.

LEA Level Updates

Updates That Can Be Made Without Documentation

- Non-commissioned administrators such as Principal, Assistant Principal, Business Manager, and Information Management System Director (IMS)
- Phone Number*
- Fax Number*
- Website Address*
- Geospatial coordinates
- Magnet school designation
- Emergency information of an administrator

*** These fields can be updated without PDE approval**



Logging into the EdNAv2 Application

- Go to www.education.pa.gov.
- At the bottom of the PDE home page under ONLINE SERVICES, click ACCESS MY PDE SUITE then Go to MyPDESuite.
- On the “MyPDESuite Application Login Screen” page, enter your EdNA Updater Username and Password in the appropriate fields.
- On the “MyPDESuite Application” page under “My Applications” then “Access My Applications” choose EdNAv2.

Making Updates in EdNAv2

1. Click on the “Edit” button and select an entity to update from your list.
2. Make updates and click on the "Save" button at the bottom of the screen.
3. Return to the initial school listing page and repeat the process until all updates are completed.
4. Once all updates are completed, return to the main page; Click on the tab at the bottom of your screen that shows “Proceed” and “Proceed to Submit” **(start with this step if you have a submission stuck in a “Submission Pending” status).**
5. Enter your email address.
6. Click the “Submit” button and then click the “Print ACS” to complete the process.
7. Once your EdNA ACS has been signed by your Chief School Administrator, scan and email it to ra-edna-admin@pa.gov.

Helpful Hint #1 When Making Updates in EdNA

When making Administrator updates, simply **overwrite** the current information on the Admin tab with the updated information and submit to PDE.

If you use the “Add Admin” button at the bottom of the Admin tab, **you are creating (adding) a completely new administrator position in addition to the positions already on the Admin tab.** If you are trying to update a Chief Administrator Principal using this method, the position you create will not be designated as the Chief Administrator Principal in EdNAv2. The old administrator information will continue to appear in all searches and output files.

Only PDE can delete the extra record once it has been created. If this occurs, please email ra-edna-admin@pa.gov and someone from the EdNA Team can delete it for you.

Helpful Hint #2 When Making Updates in EdNA

- Director is not a title used for public administrators in EdNA. The only director title that should be used is the IMS Director.
- Only high-level administrator information is stored in EdNA with the exception of Business Manager and IMS Director at the LEA level. NOTE: EdNA does not store School Board member or Head Teacher information.
- At the School level, each school must have a Chief Administrator Principal who is designated in EdNAv2 with the red # symbol. School level public administrator titles should be Principal and Assistant/Vice Principal only.
- You may name your administrators whatever you would like at the local level but your administrators will not appear in searches unless they are designated with the above titles on the Admin tab in EdNAv2.

Helpful Hint #3 When Making Updates in EdNA

When submitting updates, you must submit completely through the process until the “Submit” and “Print ACS” buttons are both available for you to use and not grayed out, otherwise your submission will never appear for PDE to approve/reject.

If you discover this is the case, start with Step #4 in the previous directions and complete your submission process through to the end so that PDE can approve/reject your updates.

Incomplete submissions will never appear for PDE review and will remain in the “Submission Pending” status indefinitely until they are submitted completely through the process.

Helpful Hint #4 When Making Updates in EdNA

- When mailing or emailing information for updates to PDE, the school entity must also submit a change request in EdNAv2 available through MyPDESuite.
- This includes change requests for the following:
 - Commission Application
 - Notification of Acting/Substitute Appointments
 - Official Address Change
 - Official Name Change
 - Notice of Commission extensions

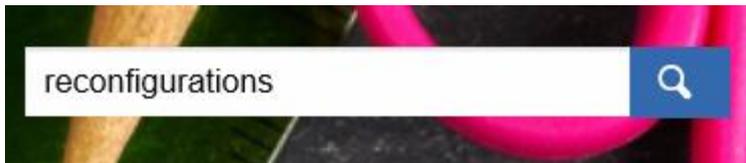
Commissions

- Commissions are for Superintendents, Assistant Superintendents, IU Executive Directors, and Assistant IU Executive Directors.
- Commissions are not issued for Acting Superintendents or Substitute Superintendents.
- PDE issues commissions. A School District Board of Directors enter into contracts with Superintendents and Assistant Superintendents. PDE is not involved in the contract process.
- More information, including application forms and directions, can be found in the Basic Education Circular (BEC) on Commissions available on the Administrative Supervisory page of the PDE website: Educators > Certification > Current PA Educators > Administrative Supervisory > Commissions for Superintendents, Assistants, and IU Executive Directors.

Contact the PDE Division of Certification Services at ra-edcertquestions@pa.gov with questions about commissions.

School Reconfigurations

Laws and regulations pertaining to reconfigurations are provided on our School Reconfigurations webpage: www.education.pa.gov > SCHOOLS > SCHOOL SERVICES > School Reconfigurations (including opening, closing, or changing)



Examples of Reconfiguration include:

- Changing an official school name
- Closing a school
- Opening a new school
- Merging schools
- Changing the grade levels in a school
- Significantly changing the student enrollment in a school
- Changing an official address (funding and reimbursements may be affected)

School Reconfigurations (cont)

Documentation Requirements:

- Board minutes authorizing the change
- Superintendent’s letter, signed and scanned as a PDF, outlining the specific changes to be made, including a table of the “before & after” picture (see table below)
- Email request sent to RA-school-configs@pa.gov no later than July 31 (or the last business day in July)

| Sch # | Example School | 12 13 Grades | 12 13 Enroll | 13 14 Grades | 13 14 Enroll | Example Comments |
|--------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------------------|
| 1234 | Inklings El Sch | PreKH~6 | 440 | PreKH~6 | 489 | |
| 5688 | Watkins El Sch | PreKH~6 | 453 | PreKH~6 | 502 | |
| 9012 | Sandstone El Sch | K5H~6 | 325 | K5H~6 | 374 | |
| 0123 | Fearless El Sch | K5H~6 | 247 | closed | 0 | Close school & building |
| 4567 | Liberty El Sch | K5H~6 | 316 | K5H~6 | 365 | |
| 8910 | Winkin El Sch | K5H~6 | 379 | K5H~6 | 428 | |
| 2345 | Watson JHS | 7~8 | 610 | 7 | 323 | Moving 8th grade to the SHS |
| 6789 | Sherlock SHS | 9~12 | 1278 | 8~12 | 1567 | |
| TOTALS | | | 4048 | | 4048 | |

| New School | |
|--------------------------------|--|
| School name | |
| Grades | |
| Student enrollment | |
| Principal | |
| School address | |
| School telephone # | |
| Mailing address (if different) | |

Brick and Mortar Charter Schools

Brick and Mortar Charter Schools

Legend:

CS = Charter Schools

SD = School District

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

X = Required

| | 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 | |

Required documentation for changes to Brick and Mortar Charter Schools.

Documents can be mailed or emailed to the Division of Charter Schools.

Division of Charter Schools,
333 Market Street, 3rd Floor
Harrisburg, PA 17126
RA-CharterSchools@pa.gov
(717)787-9744



Cyber Charter Schools

Cyber Charter Schools

Legend:

CS = Charter Schools

SD = School District

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

X = Required

CEO = Chief Executive Officer

| | 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 | |

Required documentation for changes to Cyber Charter Schools.

Documents can be mailed or emailed to the Division of Charter Schools.

Division of Charter Schools,
333 Market Street, 3rd Floor
Harrisburg, PA 17126
RA-CharterSchools@pa.gov
(717)787-9744



School Reconfigurations – Special Education

- *Location change of a Special Education program.* Approval by the Pennsylvania Department of Education is required. This is accomplished by completing a Special Education Plan Revision Notice (SEPRN) and submitting it to PDE. See 22 Pa. Code § 14.144. For questions, please email the Bureau of Special Education at ed-speded-directorsoffice@pa.gov or call (717)783-6913.

School Reconfigurations – Career and Technical Education

- *Location change of a Career and Technical Education (CTE) program.* The school must obtain approval from the Bureau of Career and Technical Education (BCTE) through the Career and Technical Education Information System (CATS). If a school reconfiguration is involved and approved, the school district still must submit the program move in CATS during the time it is open; the reconfiguration approval is not an approval for the CTE program move. See 22 Pa. Code § 339.4. For questions, contact Tammy Keisling at tkeisling@pa.gov or call (717) 783-6996.

School Reconfigurations – Building Closures

If a school is closed to K-12 educational classes for a school year, the building closure requires a public hearing.

Timeline for Closing a Building

1. Public notice of hearing to close buildings in the district at least 15 days prior to the hearing. (24 P.S. § 7-780)
2. Public hearing. (24 P.S. § 7-780)
3. Board vote on whether to close the building at least three months following the hearing. (24 P.S. § 7-780)
4. If there are associated furloughs, individuals must be notified 60 days before school begins or there are associated penalties. (24 P.S. § 5-524; § 11-1124)
5. Submission of request and supporting documentation to PDE by July 31 of the affected school year.
6. Regardless of the date of approval by PDE, the official close date is June 30.

School Reconfigurations – Building Closures Documentation

When closing a building to K-12 classes, check with the *Division of School Facilities* to determine how the closure will impact any funding still being distributed.

Documentation to Send to PDE (via email) for a Building Closure
(22 Pa. Code § 349.28; 22 Pa. Code § 4.41).

- Public announcement of hearing (evidence of publication date and a PDF copy of the announcement).
- Public hearing date (do not send the minutes of the hearing).
- Board vote (date and copy of the vote). The date of the meeting should be visible in the board notes (24 P.S. § 5-524; § 13-1311).

Grade Configuration Changes

Federal guidelines require PDE to assign a new School/Branch number when:

- The grade span of the school changes by more than three tested grade levels,

or

- The enrollment count changes by more than 50 percent.

Configuration Changes – Splitting Schools

- If a school splits into two or more schools, the school that retains the most characteristics of the original school retains the School ID. The other school(s) is/are assigned a new School ID.
 - Characteristics are related to the student population, grades offered and attendance area from which the school draws students.
- If a school splits into schools of equal size, the original school is closed and the new schools are opened with new School IDs.

Grade Configuration Changes – PIMS Data Quality Engine

- The Data Quality Engine will not allow data to be uploaded if:
 - A school is closed in EdNA, or
 - The data contains grade levels not defined in EdNA for that school – with a few exceptions (to be discussed in the next few slides).

Grade Configuration Changes – Kindergarten

- It is only necessary to change grade configuration in EdNA from half-day Kindergarten to full-day Kindergarten if the full-day Kindergarten program is offered to all students, not just a select group.
- For example, students who attend a half-day Kindergarten program and then stay at school for the rest of the day to receive additional educational instruction due to a special need or circumstance are reported in PIMS as full-day Kindergarten. The special need or circumstance does not necessarily mean that the student is a Special Education student with an IEP.
- Keep in mind that reporting full-day Kindergarten enrollments without having full-day Kindergarten in EdNA will be seen as an error in the Data Quality Engine. Request an Exception and include a brief explanation such as “Special circumstance full-day K” and the exception will be approved.

Grade Configuration Changes – Special Education

- A school can report Special Education students (students reported with a 'Y' in Field 38 – Special Education Indicator - in the Student Template) in a grade outside of the grade configuration identified for that school in EdNA.
- The Data Quality Engine permits Special Education students to be reported in a school if their grade level (as defined in their IEP) is within three grade levels of the grade configuration identified for that school in EdNA.

Important Reminders

- School Reconfiguration requests may be submitted at any time but will only be processed between April 1 and August 15 each year.
- Requests must be submitted by the last business day in July each year to be processed for the upcoming school year.
- Requests are processed in the order in which they are received.
- **Grade Reconfiguration requests cannot be submitted through the MyPDESuite.**
- All configuration change requests must be submitted to the School Services Office via email with the required documentation. These changes include:
 - ✓ Changing an official school name
 - ✓ Closing a school
 - ✓ Opening a new school
 - ✓ Merging schools
 - ✓ Changing the grade levels in a school
 - ✓ Significantly changing the student enrollment in a school
 - ✓ Changing an official address (funding and reimbursements may be affected)

EdNA Program Changes Committee

- PDE established an in-house committee to review potential changes to the program.
- You may email change requests to the EdNA Admin account at ra-edna-admin@pa.gov.
- Use the subject line “EdNA Committee Changes.”
- Once a request is received, it will be reviewed by the committee for action or returned to the submitter.
- Not all changes will be considered for implementation.



Making Updates to the Education Names and Addresses (EdNA) Database

Acronyms

- EdNA/EdNAv2 – Education Names and Addresses
- LEA – Local Educational Agency
- SD – School District
- CTC – Career and Technical Center
- PDE – Pennsylvania Department of Education

Essential Features

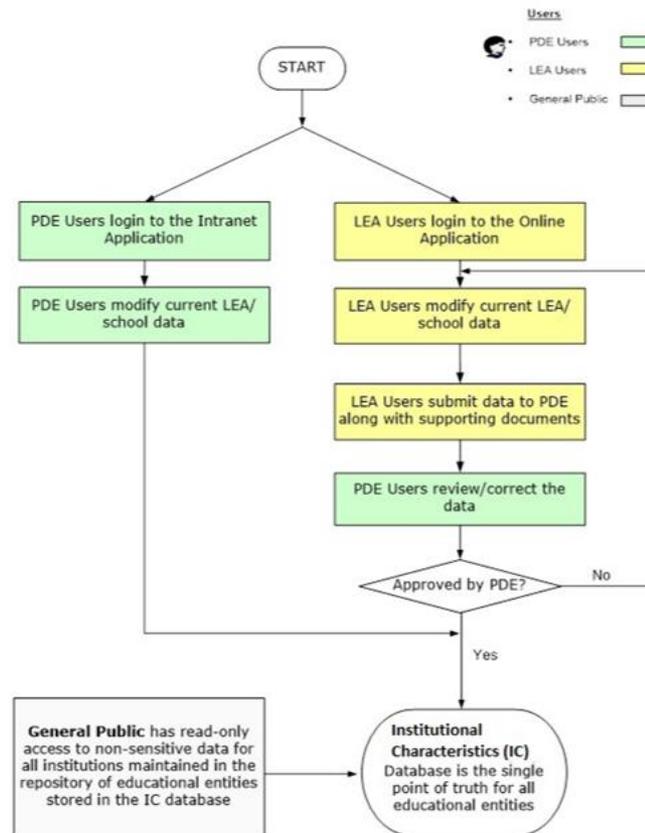
- Intranet Application
 1. Create, Update, Approve, View Reports
- Online Data Submission
 1. Submit Updates Online
 2. Reports

Seven Entity Types

- School Districts
- Charter Schools
- CTCs
- Miscellaneous
- Intermediate Units
- State Juvenile Correctional Institutes
- State Adult Correctional Institutes

EdNAv2 System – Process

EDNAv2 Function & Process Diagram



System Overview – Login

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:

1. [CREATE KEYSTONE LOGIN ACCOUNT](#)
2. [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.

3. **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](#)



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System Overview - LEA Access

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



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System Overview - Institution List

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# Institution Name
Status

| | | 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. |

System Overview – Edit LEA Entity

Edit Institution

[Back to InstitutionList](#)

AUN : 127041903-0000

LEA Name: PDE Test Public LEA

LEA Category : SD

Entity **Admin**

** Indicates required information*

| | | | |
|-------------------|---|----------------------|-------------------------|
| Official Name* | PDE Test Public LEA | | |
| Phone #* | (717)555-1212 | Extn | |
| Fax # | | | |
| Web URL | | | |
| Mailing Address* | 333 Market St | | |
| | | | |
| | Harrisburg | PA | 17126 - |
| | <small>City</small> | <small>State</small> | <small>Zip Code</small> |
| Location Address* | <input checked="" type="checkbox"/> Same as Mailing Address | | |
| | | | |
| | | | |
| | | | - |
| | <small>City</small> | <small>State</small> | <small>Zip Code</small> |

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

| | |
|-----------|------------|
| Latitude | 40.261447 |
| Longitude | -76.880048 |

System Overview – Edit LEA Admin

Edit Institution

AUN : 127041903-0000

LEA Name: PDE Test Public LEA

[Back to InstitutionList](#)

LEA Category : SD

Entity Admin

indicates Chief Administrator

Admin List

| Category | Name | Job Title | Phone # |
|--|--------|-----------|---------|
| Superintendent # | Vacant | | |
| Assistant Superintendent | Vacant | | |
| Business Manager | Vacant | | |

Add Admin

System Overview - Edit LEA Admin Tab

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* --Select--
Salutation* First* MI Last* Suffix

Gender* Male Female

Same as Institution Mailing Address

Admin Address*
City State Zip Code

Job Title

Phone # Extn

Admin EMail*

Commission Info

Commission Type* --Select--

Start Date* ..

Expiration Date* ..

Emergency Info

Home Phone #

Cell Phone #

Fax #

Email

Save Cancel



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System Overview – Admin Choice

Admin Info

*Category** Assistant Superintendent

Vacant Position --Select--

Chief Administrator Acting Assistant Superintendent

*Name** Acting Superintendent

*Gender** Assistant Superintendent

*Admin Address** Business Manager

Job Title Executive Director

Phone # Future Superintendent

*Admin EMail** IMS Director

Commission Info

*Commission Type** Substitute Assistant Superintendent

*Start Date** Substitute Superintendent

*Expiration Date** Superintendent

ant

Suffix

Save Cancel

System Overview – LEA Submission 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 | Submission Pending |
| Assistant Superintendent | Vacant | | | |
| Business Manager | Vacant | | | |

Add Admin

System Overview – Edit School Entity Tab

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

Official Name* PDE Test Public EL Sch A

Phone #* (717)555-1212 Extn

Fax #

Web URL

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

City State Zip Code

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

Latitude

Longitude

Save Cancel



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System Overview – School Admin Tab

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 | | |

Add Admin

System Overview – Edit School Admin Tab

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

[Back To Admin List](#)

Admin Info

Category* --Select--

Chief Administrator Chief Administrator

Name* --Select--
Salutation* First* MI Last* Suffix

Gender* Male Female

Same as Institution Mailing Address

Admin Address*
City State Zip Code

Job Title

Phone # Extn

Admin EMail*

Save Cancel



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System Overview – School Admin Category

Admin Info

| | | | |
|----------------------------|------------------------------|-------------------------------------|----------------------|
| <i>Category*</i> | Principal | <input type="text"/> | <input type="text"/> |
| <i>Vacant Position</i> | --Select-- | | |
| <i>Chief Administrator</i> | Acting Principal | <input type="text"/> | <input type="text"/> |
| <i>Name*</i> | Assistant/Vice Principal | <input type="text" value="Vacant"/> | <input type="text"/> |
| <i>Gender*</i> | Chief Administrative Officer | <i>Last*</i> | <i>Suffix</i> |
| | Chief Executive Officer | | |
| <i>Admin Address*</i> | Director | <input type="text"/> | |
| | Elementary Supervisor | <input type="text"/> | |
| | Head Teacher | <input type="text"/> | <i>Code</i> |
| <i>Job Title</i> | Principal | <input type="text"/> | |
| <i>Phone #</i> | <input type="text"/> | <input type="text" value="Extn"/> | <input type="text"/> |
| <i>Admin EMail*</i> | <input type="text"/> | | |

System Overview – School Submission Pending

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 | | Submission Pending |

[Add Admin](#)



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System Overview – Grades Offered

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 | |

System Overview – Submission

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# Institution Name
Status

| | | 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. |

System Overview – Submit Changes

Submit Changes

AUN : 127041903-0000

LEA Name: PDE Test Public LEA

[Back to Institution List](#)

LEA Category : SD

There are pending changes to be submitted. After submitting the changes, please print ACS Form and send it to PDE duly signed along with the supporting documents as listed. Keep a copy of ACS Form with you for any future reference.

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

Contact Email*

Confirm Contact Email*

Please send EdNA v.2 required documentation and ACS to:

PA Department of Education
Division of Data Services
333 Market Street
Harrisburg, PA 17126-0333
Fax: (717) 787-3148

[Submit](#)

[Print ACS](#)

System Overview – 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



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DEPARTMENT OF EDUCATION

System Overview – PDE Approval

List Online Requests for Changes

AUN

Institution Name

Search

| Institution Name | AUN | School # | Category | Date Submitted |
|--|-----------|----------|----------|----------------|
| PDE Test Public EL Sch A | 127041903 | 5003 | REGSCH | 09/30/2019 |
| PDE Test Public LEA | 127041903 | 0000 | SD | 09/30/2019 |

System Overview – PDE Approved

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



pennsylvania
DEPARTMENT OF EDUCATION

Contact Information for EdNA Assistance

Office of Data Quality
Joseph Cowan, EdNA Administrator
All general EdNA/EdNAv2 questions
ra-edna-admin@pa.gov

School Services Office
April Queeley, CTIII
School Reconfiguration changes
ra-school-configs@pa.gov
(717)425-5041

Division of Certification Services
Deb Haines, Certification Specialist
Commissioned Officer changes
ra-edcertquestions@pa.gov

Division of Charter Schools
333 Market Street, 3rd Floor
Harrisburg, PA 17126
RA-CharterSchools@pa.gov
(717)787-9744

Bureau of Career and Technical
Education
Tammy Keisling
333 Market Street, 11th Floor BCTE,
Harrisburg, PA 17126
tkeisling@pa.gov
(717)783-6996





Contact/Mission

For more information on the EdNA please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.