EdNA/EdNAv2:

Accessing and Updating the Education Names and Addresses Application

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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.

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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.

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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.

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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*

- Public Email Address*

- LEA Administrator Email Address*

- Geospatial coordinates

- Magnet school designation

- Emergency information of an administrator

* These fields can be updated without PDE approval

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Logging into the EdNAv2 Application

- Go to www.education.pa.gov.

- At the top of the PDE home page under Data and Reporting, click 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.

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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.

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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 for Intermediate Units.

- Only high-level administrator information is stored in EdNA except for 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.

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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.

- Email is the preferred communication method for EdNA changes.

- This includes change requests for the following:
    - Commission Application
    - Notification of Acting/Substitute Appointments
    - Official Address Change
    - Official Name Change
    - Notice of Commission extensions

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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 Planning and Professional Development at ra-edfrcpp@pa.gov with questions about commissions.

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School Reconfigurations for all LEAs

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)

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School Reconfigurations (cont)

Documentation Requirements:

- Board minutes or Affirmation Statement 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).
- Enter requests into the Future Ready Comprehensive Planning Portal (FRCPP) 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)	

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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-speced-directorsoffice@pa.gov or call (717)783-6913.

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School Reconfigurations – Career and Technical Education

▪ Annual School Reconfiguration Changes must be entered into FRCPP during the School Reconfiguration Changes window, which opens June 15th and closed on the last business day of July.

▪If a school reconfiguration is approved, the school district still must submit the program move in FRCPP 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.

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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, proper notice must be provided to employees. (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).

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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.

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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.

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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).

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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.

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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.

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Important Reminders

- You may notify PDE of School Reconfiguration changes at any time, but they will only be processed between June 15 and August 15 each year.*

- Requests must be submitted via FRCPP by the last business day in July to be processed for the upcoming school year. FRCPP opens for submission during the first week of May.

- Requests are processed in the order in which they are received.

- **Grade Reconfiguration requests cannot be submitted through the MyPDESuite.**

*Beginning in May 2023, all paperwork for Superintendent, Assistant Superintendent, Executive Directors, and CEO changes will be processed through the FRCPP and can be submitted at any time there is a change regardless of timing.

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Configuration Change Requests

- All configuration change requests must be submitted to the School Services Office via FRCPP 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.

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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

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Essential Features

➢ Intranet Application

    1. Create, Update, Approve, View Reports

➢ Online Data Submission

    1. Submit Updates Online

    2. Reports

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Seven Entity Types

- ➤ School Districts

- ➤ Charter Schools

- ➤ CTCs

- ➤ Miscellaneous

- ➤ Intermediate Units

- ➤ State Juvenile Correctional Institutes

- ➤ State Adult Correctional Institutes

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EdNAv2 System – Process

EDNAv2 Function & Process Diagram
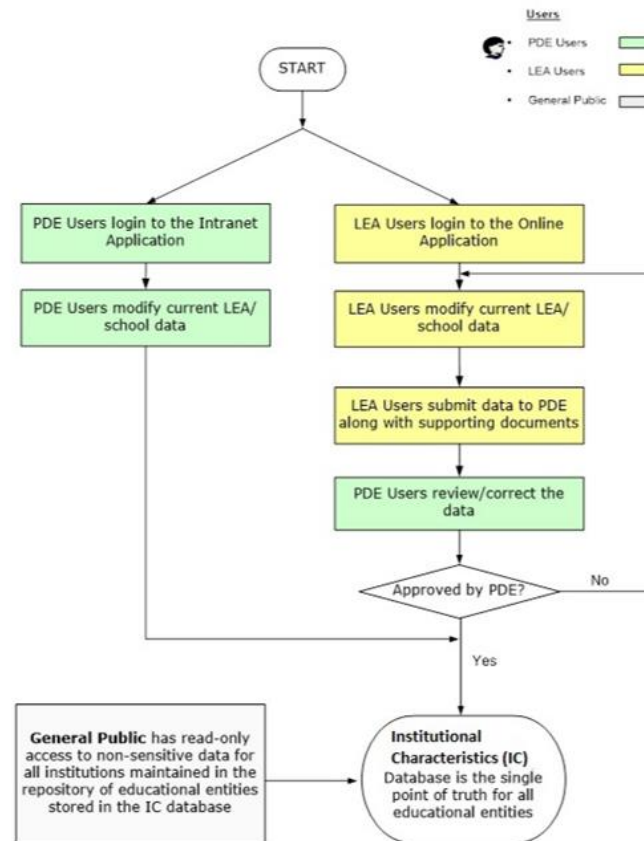
System Overview – Login

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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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 [--All-- ▽]   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.**

Proceed to Submit

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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	
Public Email	notvalid@pa.gov
Mailing Address*	333 Market Street
	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	40.261447
Longitude	-76.880048

[Save] [Cancel]

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System Overview – Edit LEA Admin

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 ≠	Vacant		
Assistant Superintendent	Vacant		
Business Manager	Vacant		

Add Admin

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System Overview - Edit LEA Admin Tab

System Overview – Admin Choice

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

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System Overview – Edit School Entity Tab

System Overview – School Admin Tab

Edit Institution   <u>**Back to InstitutionList**</u>

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

Category* | Principal ▾

Vacant
Position

Chief
Administrator

--Select--
Acting Principal
Assistant/Vice Principal
Chief Administrative Officer
Chief Executive Officer
Principal

Name*

I | Last* | Suffix

Gender* ◉ Male ○ Female

☑ Same as Institution Mailing Address

Admin
Address*

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System Overview – School Submission Pending

Edit Institution

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		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
School Name: PDE Test Public EL Sch A

LEA Category : SD
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	

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System Overview – Submit Changes

Submit Changes

Back to Institution List

AUN : 127041903-0000

LEA Name: PDE Test Public LEA

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**

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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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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

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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

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 Planning and Professional
Development
Commissioned Officer changes
ra-edfrcpp@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

_____

CTC Reconfiguration Questions
Nefertiti Menoe
nmenoe@pa.gov

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Questions

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.

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