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## 4.0 CHANGES TO LEAS AND SCHOOLS

This section covers changes to a state’s LEAs and schools.

### 4.1 New Schools or LEAs

ED needs to maintain the history and continuity of schools for longitudinal data studies, trend analysis, and research initiatives. Therefore, closing a school and reopening it as “New” is closely reviewed for the appropriate assignment of NCES IDs.

The lists below present possible reasons for creating a new school or LEA, how it relates to the assignment of a new NCES ID, and reasons that would not warrant assigning a new NCES ID.

A new school or LEA should be created (get a new NCES ID assigned) if:

- 1) The grade span of the school or LEA changed by more than 3 grades, not including pre-kindergarten or kindergarten as grades;
- 2) The school’s or LEA’s physical location changed and the attendance area changed significantly;
- 3) Two schools or LEAs of about the same size, or with different grade spans, merge. The two original entities would be closed, and the merged education unit would be reported as a new school or agency.

A new school or LEA should NOT be created (should not get a new NCES ID) if:

- The grade span of the school or LEA changed by 3 grades or less, not including pre-kindergarten or kindergarten;
- The school or LEA’s physical location or address changed, but the attendance area did not change significantly;
- A smaller school or LEA merges with a larger entity that provides essentially the same grade span;
- A school changes charter status or magnet status without significantly changing the attendance area or changing the grade span;
- A school undergoes restructuring under provisions in ESEA;
- The name of a school or LEA changes;
- The state identifier for the school or LEA changes;
- A school changes LEAs or the boundary of an LEA changes without significantly changing the attendance area or changing the grade span.
- A temporary school is set up for reporting enrollments caused by a disruption in the education (e.g., COVID-19 or natural disaster).

When a non-charter public school becomes a charter school several changes can occur. If those changes fall under the reasons to create a new school, listed above, the old public school should close, a new public charter school should be opened and a new NCES ID will be assigned. However, if none of those reasons apply, the school should retain its existing NCES ID, it should get the appropriate operational status (i.e., Open or Changed Agency), and the charter status should be changed from “No” to “Yes”.

If an existing charter public school becomes a regular public school, the same rules apply.

## 4.2 Merge of LEAs or Schools

When an LEA or school is merged into another LEA or school that provides essentially the same grades, the smaller entity should be closed while the larger entity is left open.

- Smaller entity – Operational status “Closed (2)”
- Larger entity – Operational status “Open (1)” and retains its NCES ID.

When two LEAs or schools of equal size or with different grade spans are merged or consolidated within an existing building or a new physical location, both entities should be closed and a new entity opened.

- Existing schools or LEAs – Operational status “Closed (2)”
- Consolidated new school or LEA – Operational status “New (3)” with a new NCES ID issued

## 4.3 Split of LEAs or Schools

When an LEA or school splits into two or more entities, the one that retains the most characteristics of the original LEA or school retains the NCES ID number. The characteristics of the LEA or school are related to the student population for the LEA or school, the grades offered, and the attendance area from which the school or LEA draws students.

- LEA or school most like the original – Operational status “Open (1)” and retains its NCES ID
- Additional LEAs or schools created by the split – Operational status “New (3)” with new NCES IDs issued

## 4.4 Operational School changes LEA

To change the LEA that a school is associated with, when the school is not in Future status, submit a school Directory file for the school. The table below has the relevant fields.

Data Element Name	Start Position	Length	Directions to change the LEA that a school is associated with
<b>DG4</b> LEA Identifier (State)	15	14	Enter the new State identifier for the new LEA.
<b>DG1</b> LEA Identifier (NCES)	29	7	Enter the NCES ID for the new LEA
<b>DG5</b> School Identifier (State)	36	20	Enter the existing state identifier for the school. <b>Revised!</b>
<b>DG529</b> School Identifier (NCES)	56	5	Enter the existing NCES identifier for the school.
<b>DG531</b> Operational Status – School SY Start	657	30	If the change is at the start of the school year, enter “5” for changed agency. If the change is during the school year, keep this the same as the original record.
<b>DG531N</b> Operational Status – School New	687	30	If the change is at the start of the school year, leave this blank.

Data Element Name	Start Position	Length	Directions to change the LEA that a school is associated with
			If the change is at the during the school year, enter “5” for changed agency.
<b>DG571</b> Effective Date	717	10	If the change is at the start of the school year, leave this blank. If the change is at the during the school year, enter the date of the change. The date must be before 9/30/2025.
<b>DG4P</b> Prior State LEA ID	757	14	Enter the state ID for the previous LEA here.
<b>DG5P</b> Prior State School ID	771	20	Leave this blank.

Fill in all other applicable fields.

EDPass will check that the IDs in the following fields have been reported previously:

- DG5 School Identifier (State)
- DG4 LEA Identifier (State)
- DG4P Prior State LEA ID

If the IDs are not found, then an error will trigger.

The change takes effect once the upload of the file is complete.

**Tech Tip!** If the school is changing to a new LEA, then the state must first submit an LEA record for the new LEA before submitting the school record that changes the LEAs association.

#### 4.5 Future School changes LEA

When a future school changes LEA, the original school must be closed and a new school created.

If a school is in Future status and needs to move from one LEA to another:

- Original school in the old LEA – Operational Status “Close” (2)
- School in the new LEA – Operational Status “Future” (7)