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DATE: August 9, 2013
TO: Chief School Administrators
FROM: David F. Corso, Assistant Commissioner of Administration and Finance
SUBJECT: **LRFP Reporting System**

In 2014, the Department of Education will be transitioning to a new web-based Long Range Facilities Plan (LRFP) reporting system. The new system incorporates a project application section with an electronic approval component and utilizes the Department's databases to either pre-populate or link directly to the considerable amount of data already being collected by the Department. The new system will also streamline LRFP reporting tasks that have proven to be cumbersome in the existing system. Although LRFP reporting requirements will not be significantly altered, system enhancements necessitate that each district update its LRFP with a major amendment in the new system, regardless of current LRFP approval status, in order to submit a project application. Therefore, **unless a district needs to amend its LRFP for project approval prior to the release of the new system, it is recommended that LRFP amendments be delayed until the Department transitions to the new LRFP and project reporting system.** After the new system is operational, districts should plan to submit a major LRFP amendment if their current LRFP approval was issued more than five years ago or if they plan to submit a project. We will provide more specific information regarding the new system in the upcoming months prior to its release.