



New Jersey Department of Education, Office of School Facilities Planning

Request to Unlock LRFP System Data

Complete and email this form to the LRFPsubmission@doe.nj.gov if the district wishes to have its data in the LRFP system unlocked to complete an LRFP Amendment. Please refer to the [LRFP Major Amendment Guidelines](#) and [LRFP Minor Amendment Instructions and Request Form](#) for a description of the required tasks to complete the amendment, LRFP system considerations, and common reporting errors.

County:

District Name:

District DOE Code:

District Contact Information

Name:

Title:

Street Address:

City, State, Zip Code:

Email:

Phone:

Send a username/password to the LRFP system to the district contact email address: None Selected

(User account information is only sent to the district contact. Refer to [District Administrator Instructions](#) for guidance on how to update the district account profile, create additional user accounts, and delete existing accounts.)

Consultant Contact Information (if applicable)

Name:

Title, Firm:

Street Address:

City, State, Zip Code:

Email:

Phone:

Purpose of Proposed Amendment (Check all as applicable.)

- To fulfill LRFP reporting requirements per N.J.S.A. 18A: 7G-4 (a), in which a district is required to amend its LRFP at least once every five years. *(Prior LRFP Determination Reports can be found on the [Office of School Facilities webpage](#).)*
- To coordinate with an educational project application submission.
- To coordinate with a non-educational project application submission.
- Other: