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New Jersey Department of Education  
OFFICE OF SCHOOL FACILITIES

**LRFP Amendment Request Form**

*(For LRFPs with "Approved" Status Only)*

County: Submitted by:  
District Name: Title:  
District Code: Signature:

**A. CONTACT INFORMATION**

District Contact: Consultant Contact:  
District Contact Title: Firm Name:  
District Address: Firm Address:  
City, State, Zip Code: City, State, Zip Code:  
District Phone: Firm Phone:  
District Fax: Firm Fax:  
District Email: Firm Email:

**B. PURPOSE OF PROPOSED AMENDMENT** *(Check all applicable)*

The District is submitting this LRFP amendment request for:

- Address a proposed capital maintenance project *(change to LRFP website "systems" actions)*.
- Address a proposed educational project involving a change to the proposed room inventory.
- Fulfill LRFP reporting 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 to update enrollment projections, building capacities, and health and safety conditions.
- Update inventory *(no change to proposed work)*.
- Other:

**C. GENERAL DESCRIPTION OF PROPOSED AMENDMENT**

Describe the proposed changes to the approved LRFP:

**D. REQUIRED LRFP WEBSITE UPDATES** *(Check all applicable)*

The following LRFP website sections will be altered as part of the proposed amendment:

- Proposed Enrollments / School Grade Alignments *(Enrollment projections must be updated to include current school year if the LRFP is being amended for an educational project or to fulfill five-year reporting requirements per N.J.S.A. 18A: 7G-4.)*
- Early Childhood Community Provider (ECCP) Survey Data *(Required if ECPA District and the LRFP is being amended to fulfill five-year reporting requirements per N.J.S.A. 18A: 7G-4)*.
- Inventory data for all district schools
- Inventory data for the following select district schools:
- Proposed inventory for a potential new school
- Non-school data *(administrative buildings and other assets not associated with a particular school)*.

Email completed and **signed** form to [project.app@doe.nj.gov](mailto:project.app@doe.nj.gov), or mail to Jacinta DeCohen, Department of Education, Office of School Facilities, P.O. Box 500, Trenton, NJ, 08625-0500. **Please do not fax form.**