

Arkansas Department of Education LEA Number Assignment/Change Form

Important: All LEA change requests must be submitted by August 1st prior to the beginning of the school year for which the request is made. In order to be processed, forms must be filled out completely, correctly and include the superintendent's signature.

District Name: _____ District LEA # _____

Request is for: Change School/Building Description Inactivation of LEA Number

Current School Building Name: _____ LEA# _____

CURRENT SCHOOL	GRADE LOW	GRADE HIGH
a. Elementary	_____	_____
b. Middle	_____	_____
c. High	_____	_____

Request is for: Assignment of New LEA

Name of New/Changed School/Building: _____

NEW/CHANGED SCHOOL	GRADE LOW	GRADE HIGH
a. Elementary	_____	_____
b. Middle	_____	_____
c. High	_____	_____

If request is for a new or inactivated school/building, will grade spans change for other schools/buildings in the district?
If so, please specify what schools and grade spans will be changed:

If requesting assignment of a NEW building, please indicate the physical address of the building below:

Is this a Charter School? If yes, Is this an Alternative School?
 Yes No Conversion Open Enrollment Yes No

Please state briefly the reason(s) for the assignment/change/inactivation. Attach additional sheet(s), if necessary.

Superintendent's Signature _____ Date _____

Telephone Number _____ Fax Number _____ E-Mail Address _____

ADE office use only:

Approved Not Approved More Information Needed

LEA Number Assigned _____ Effective Date _____

Comments _____

Please return to: Carmen Jordan
APSCN, 101 E. Capitol, Suite 101
Little Rock, AR 72201

Tel: (501) 682-4887
Fax: (501) 682-5035