



School Updates | New, Close, Reconfigure

Considerations Before Updating Schools

Before opening, closing, or reconfiguring a school, local education agencies (LEAs) should first consider the following factors:

✓ School Improvement

The decision to update schools in a district might impact the school improvement identification of schools that receive students from an identified school.

- Does the LEA have schools identified for school improvement that will be impacted by the school updates?
- Will the school update involve closing schools that are identified for school improvement?
- If the school update does not involve closing schools that are identified for school improvement, are grade spans changing?
- If grade spans are changing, how many grades will be impacted by the school updates?
- What is the grade-by-grade enrollment of the schools that are impacted by the school updates?
- If the updated school has a school improvement identification, will it be renamed, assigned a different school code, or both?

✓ Federal Reporting

The United States Department of Education (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, 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 **should be** created (get a new NCES ID assigned) if:

- The grade span of the school changed by more than 3 grades, not including pre-kindergarten or kindergarten as grades;

- The school's physical location changed, and the attendance area changed significantly;
- Two schools 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 **should NOT be** created (should not get a new NCES ID) if:

- The grade span of the school changed by 3 grades or less, not including pre-kindergarten or kindergarten;
- The school physical location or address changed, but the attendance area did not change significantly;
- A smaller school merges with a larger entity that provides essentially the same grade span;
- A school just changes charter status or magnet status;
- A school undergoes restructuring under provisions in ESEA;
- The name of a school changes;
- The state identifier for the school changes;
- A school changes LEAs or the boundary of an LEA changes.



District and School Performance

A LEA's or school's accountability (performance) grade assignment may be impacted by updating a school. However, the decision to update a school should not be made to circumvent the accountability process. The business rules of the *Mississippi Statewide Accountability System* address LEA and school updates. LEAs are encouraged to review the business rules to determine any potential impact. Please note that the Mississippi Department of Education (MDE) will not run impact data for LEAs to use in making these determinations.

After the LEA determines the best plan of action for updating a school (create a new school, close a school, or reconfigure a school), the plan must be approved by the local school board. The LEA should then follow the steps outlined below to notify the MDE of any updates that will be made to schools. **It is strongly recommended that notification be provided to the MDE's Office of Accreditation no later than May 1st prior to the school year in which the school updates will take effect.**

Steps for OPENING A NEW SCHOOL

- 1. Notify the Office of Accreditation of the local school board's decision to open a new school.**
 - Email Chris Haynes (jchaynes@mdek12.org) the local board minutes (signed by the board president) that reflect the approval of the LEAs plan of action.
 - The Office of Accreditation will notify other relevant program offices within MDE, such as the Office of Accountability, Office of School Improvement, Office of School Financial Services, Office of Child Nutrition, and Office of Technology and Strategic Services, of the LEA's plan of action.
- 2. Notify the Office of Technology and Strategic Services of the local school board's decision to open a new school.**
 - Email mdeapps@mdek12.org the [MSIS New School Form](#).
 - The Office of Technology and Strategic Services will assign the school a school identifier and create the school in MSIS.
- 3. Create the new school in the SIS using the school identifier provided by the Office of Technology and Strategic Services.**
- 4. Update user permissions in MSIS to include the new school where necessary.**

Steps for CLOSING AN EXISTING SCHOOL

- 1. Notify the Office of Accreditation of the local school board's decision to close an existing school.**
 - Email Chris Haynes (jchaynes@mdek12.org) the local board minutes (signed by the board president) that reflect the approval of the LEAs plan of action.
 - The Office of Accreditation will notify other relevant program offices within MDE, such as the Office of Accountability, Office of School Improvement, Office of School Financial Services, Office of Child Nutrition, and Office of Technology and Strategic Services, of the LEA's plan of action.
- 2. Set the school's status to Closed in the SIS.** If the school is closing at the end of the school year, do not set the status to Closed until after the school year ends.

3. Notify the Office of Technology and Strategic Services of the local school board's decision to close an existing school.

- The Office of Technology and Strategic Services will update the school's status in MSIS.

Steps for RECONFIGURING A SCHOOL

1. Carefully review the Federal Reporting requirements outlined above for when a new school should and should not be created. If a new school should be created, please follow the steps outlined above.

2. If a new school should not be created but the school needs to be reconfigured, notify the Office of Accreditation of the local school board's decision to reconfigure a school.

- Email Chris Haynes (jchaynes@mdek12.org) the local board minutes (signed by the board president) that reflect the approval of the LEAs plan of action.
- The Office of Accreditation will notify other relevant program offices within MDE, such as the Office of Accountability, Office of School Improvement, Office of School Financial Services, Office of Child Nutrition, and Office of Technology and Strategic Services, of the LEA's plan of action.

3. Update the reconfigured school's information in the SIS. If the school's reconfiguration does not go into effect until the next school year, do not update the school's information until after the current school year ends.

4. Update user permissions in MSIS to account for school reconfigurations where necessary.