



New Jersey Department of Education, Office of School Facilities Planning
Request to Unlock LRFP System Data

Complete and email this form to the [Office of School Facilities Planning](#) if the district wishes to have its data in the LRFP reporting system unlocked for 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 reporting system considerations, and common reporting errors.

County: None Selected

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 reporting system to the district contact email address: None Selected

(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](#). Please email the [Office of School Facilities Planning](#) if you believe your most recent report is not posted.)*
- To coordinate with an anticipated project submission. *(This can typically be a minor amendment if the district's LRFP has been amended in the last five years.)*
- Other: