

SEPRN Directions for LEAs

1. Open special education plan in the FRCPP.
2. On the left side of the screen, click on the **Special Education Facilities** page.
3. Select the classroom in which you wish to make changes and click.
4. Scroll to the bottom of that classroom entry and you will find the SEPRN section below:

SEPRN

Proposed Action

Additional Information:

Create SEPRN

5. Select a proposed action from the drop-down menu.
6. Make the changes.
7. Add any pertinent information in the comment section (if it's a transfer of entity, or why it's being deleted)
8. Click **Create SEPRN**.