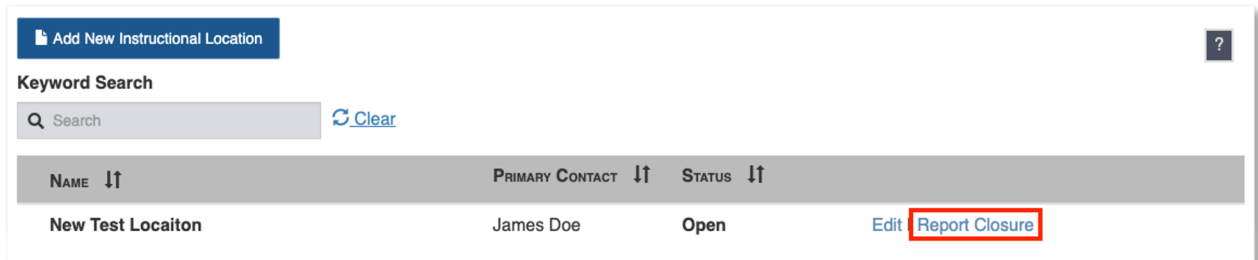


## SCHEV PPE Portal

### 4.0.1 Closing a Site

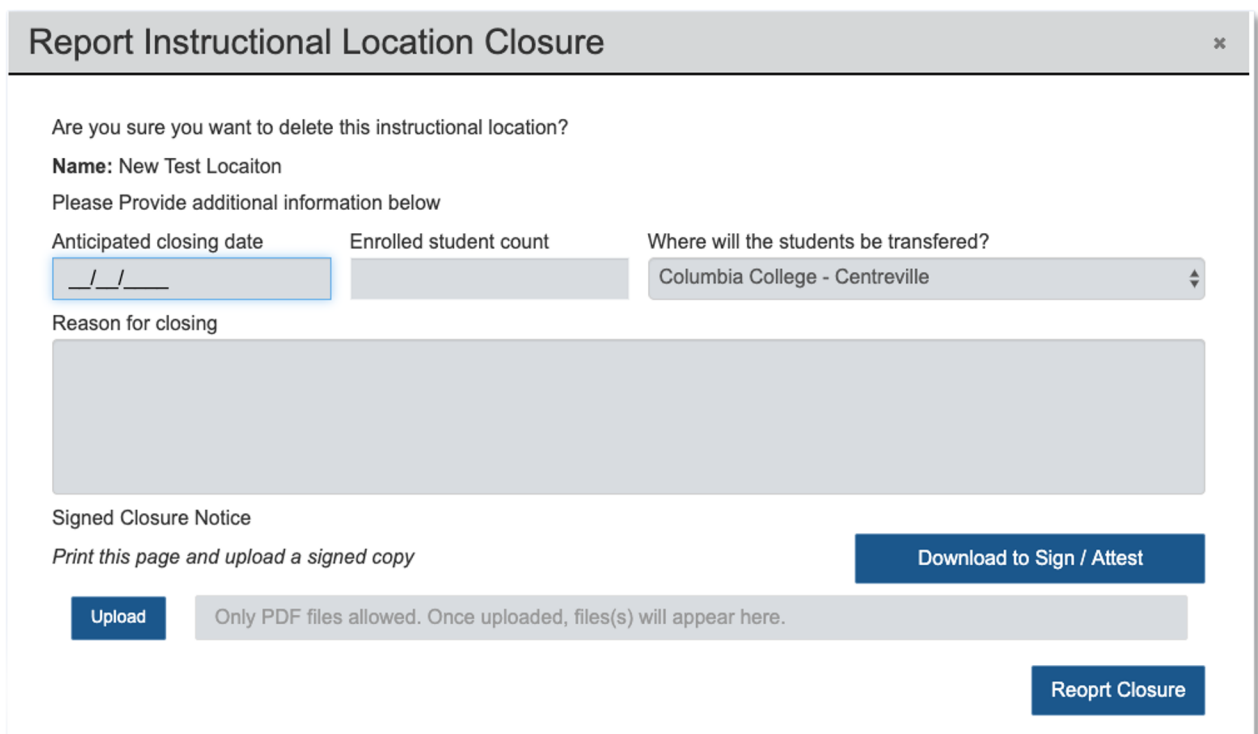
To report a site closure, the school user would select **Report Closure**.



The screenshot shows a web interface with a header button "Add New Instructional Location" and a search bar. Below the search bar is a table with columns: NAME, PRIMARY CONTACT, STATUS, and an action column. The table contains one row: "New Test Locaiton", "James Doe", "Open", and "Edit Report Closure". The "Report Closure" link is highlighted with a red box.

NAME	PRIMARY CONTACT	STATUS	
New Test Locaiton	James Doe	Open	Edit <b>Report Closure</b>

Once the link is clicked, a popup would appear on the screen. The school user would fill in all required information, sign/upload document then click **Report Closure**.



The screenshot shows a popup form titled "Report Instructional Location Closure". It contains the following fields and buttons:

- Confirmation question: "Are you sure you want to delete this instructional location?"
- Name: "New Test Locaiton"
- Section: "Please Provide additional information below"
- Anticipated closing date: A date input field with a blue border.
- Enrolled student count: An empty input field.
- Where will the students be transferred?: A dropdown menu with "Columbia College - Centreville" selected.
- Reason for closing: A large text area.
- Signed Closure Notice: "Print this page and upload a signed copy"
- Buttons: "Download to Sign / Attest", "Upload", and "Reoprt Closure" (with a typo).
- Upload instructions: "Only PDF files allowed. Once uploaded, files(s) will appear here."

Note - at this point, the location closure has not been submitted to SCHEV for review. To fully submit the closure, the school user would select the school using the check box, then click **Submit to SCHEV**. For more information, refer to **Section 3.1.2 Submitting a Modified Location to SCHEV**.

Keyword Search

[Clear](#)

<input type="checkbox"/> NAME ↑↓	PRIMARY CONTACT ↑↓	STATUS ↑↓
<input type="checkbox"/> <b>New Test Locaiton</b> <b>CLOSED</b>	James Doe	<b>Closure Notice</b> <a href="#">Edit   Closure Details</a>

Please carefully review your submission before clicking the Pay and Submit to SCHEV button. Once you submit this information, you will not be able to make any changes or edits unless asked to do so by SCHEV. SCHEV has 30 days to review your submission and provide a response.

[Mark Ready to Pay](#)

[Pay and Submit to SCHEV](#)