

Guide to Entering Enrollment/NSLP/CEP Data in Each School's Profile



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February 2017

Reminder: How Discount Data is Captured into Forms

- The Form 471 no longer requires applicants to enter their enrollment and NSLP data in the actual Form 471 application
- Schools enter the enrollment/NSLP for each school in their EPC profiles BEFORE the filing window opens
 - Form 471 will then pull the enrollment/NSLP data from the schools' profiles to calculate the appropriate E-rate discounts
 - Library 471s will automatically pull the discount data from the public school district in which they are located
 - Consortia 471s will automatically pull the discount data from each consortia member's EPC profiles

Why is an Admin Window Needed?

- Admin Window is required order to avoid having two separate Form 471 filing windows for FY 2017
- The Admin Window will be open until Sunday, February 26, 2017 during which time schools will update each of their schools' EPC profiles
 - Because February 26 is a Sunday, you should consider Friday, February 24 as your deadline to update this data
- After that, the school data will be “locked down” and the Form 471 window will open
 - It will not be possible to update this data after the Admin Window closes because that data will be linked to active library and consortia applications
 - If new schools open after the 471 window opens, call USAC at 888-203-8100 and they will try to figure out a work-around in these rare situations

PDE NSLP Data File

- File contains data submitted by Districts to PDE in October 2016
- Not all buildings in a district are listed, yet these must be included in your EPC Portals
 - File doesn't contain Non-Instructional Facilities (NIFs)
 - Call CSB at 888-203-8100 to add a new or missing entity
 - File doesn't contain schools that have dropped out of NSLP
 - E-mail Julie if you know of such schools
- If E-rate entity numbers are missing, you may e-mail them to Julie for inclusion in the file
- If you notice problems with your enrollment/NSLP data, contact PDE's Bureau of Food and Nutrition at 717-783-6558

NSLP File Looks Like This:

Enter Enrollment and Free/Reduced Lunch data from these two columns.

District Name	District E-rate Entity Number	School Building Name	Building E-rate Entity Number	Oct 2016 Enrollment	Oct 2016 # Free/Reduced	CEP Percentage
ABINGTON SCHOOL DISTRICT	126074	ABINGTON JHS	19737	1849	458	
ABINGTON SCHOOL DISTRICT	126074	ABINGTON SHS	19727	1743	467	
ABINGTON SCHOOL DISTRICT	126074	Copper Beech Elementary School	229924	1086	235	
ABINGTON SCHOOL DISTRICT	126074	HIGHLAND SCH	19728	514	152	
ABINGTON SCHOOL DISTRICT	126074	MCKINLEY SCH	19878	723	146	
ABINGTON SCHOOL DISTRICT	126074	OVERLOOK SCH	19729	526	169	
ABINGTON SCHOOL DISTRICT	126074	ROSLYN SCH	19733	509	148	
ABINGTON SCHOOL DISTRICT	126074	RYDAL EAST SCH	19760	429	49	
ABINGTON SCHOOL DISTRICT	126074	RYDAL WEST SCH	19945	164	19	
ABINGTON SCHOOL DISTRICT	126074	WILLOW HILL SCH	20153	406	187	
ABINGTON HEIGHTS SCHOOL DISTRICT	1025323	ABINGTON HEIGHTS HS	19346	1049	191	
ABINGTON HEIGHTS SCHOOL DISTRICT	1025323	ABINGTON HEIGHTS MS	19348	1082	217	
ABINGTON HEIGHTS SCHOOL DISTRICT	1025323	Clarks Summit Elementary	19342	359	79	
ABINGTON HEIGHTS SCHOOL DISTRICT	1025323	NEWTON-RANSOM SCH	19347	250	68	
ABINGTON HEIGHTS SCHOOL DISTRICT	1025323	SOUTH ABINGTON ELEM SCHOOL	19338	292	41	
ABINGTON HEIGHTS SCHOOL DISTRICT	1025323	WAVERLY SCH	19394	296	49	
ACADEMY CHARTER SCHOOL	16038442	Academy CS	16038442	121	CEP	75.22

If the Free/Reduced Column shows CEP, click the CEP box in the EPC Profile and then enter the CEP %.

Where to Modify Enrollment/NSLP Data in EPC

- From your Landing Page...



Welcome, DU BOIS AREA SCHOOL DISTRICT

My Entities

Entity
DU BOIS AREA SCHOOL DISTRICT
WASSON ELEMENTARY SCHOOL
DU BOIS AREA MIDDLE SCHOOL
JUNIATA ELEMENTARY SCHOOL
DU BOIS AREA SR HIGH SCHOOL

1-5 of 12

Click on a school's name to see their profile data

Use the arrow buttons to page through your school list

This is a Static Page. Click 'Manage Organization' to Edit Data

Records / Applicant Entities

#17261 - JUNIATA ELEMENTARY SCHOOL [Follow](#) [Manage Organization](#)

Organization Details

Name	JUNIATA ELEMENTARY SCHOOL	Applicant Type	School
Entity Number	17261		
FCC Registration Number	0012722211		

Contact Information

Physical Address	248 S JUNIATA ST DU BOIS, CLEARFIELD, PA 15801-2768	Phone Number	814-371-1090
Mailing Address	248 S JUNIATA ST DU BOIS, CLEARFIELD, PA 15801-2768	Email	
		Website URL	

Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School	Community Eligibility Program (CEP)?	No
		Alternative Discount Method	None

Click 'Manage Organization' to modify Enrollment/NSLP Data

Edit the School's Profile Data: **NON** CEP Schools

Enrollment data

If you have part-time students,
enter those totals here (if none,
you must enter 0):

Number of Full Time Students * 391	Peak Number of Part-Time Students * 0
Total Number of Part-Time Students * 0	Total Number of Students Eligible for National School Lunch Program (NSLP) * 179
Community Eligibility Program (CEP)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternative Discount Method * None <small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP</small>

**Total Free/Reduced Lunch
data**

**System requires an answer to
whether you used a survey or
sibling match**

Edit the School's Profile Data: CEP-Participating Schools

Enrollment data

If you have part-time students, enter those totals here (if none, you must enter 0):

Number of Full Time Students *

391

Peak Number of Part-Time Students *

0

Total Number of Part-Time Students *

0

Total Number of Students Eligible for National School Lunch Program (NSLP) *

179

Community Eligibility Program (CEP)? *

Yes

No

CEP Percentage *

62.3

This figure is calculated automatically based on enrollment and CEP% data.

Use 'CEP Percentage' data

Codes = Optional

- These code fields are all optional. If you try entering data and receive a red error message, just erase the data and submit

This a known system issue and won't be fixed until after the Admin Window has closed.

State School Code

State LEA Code

→ Enter a value that is 6 characters in length or less.

NCES Public State Code

NCES Public District Code

NCES Public Building Code

FCC Registration Number ?

Modification Nickname Entry Required

- After you “submit” NSLP data, the system will ask you to give the modification a nickname

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

- You can simply click the space bar to proceed to Submit

Returning to the List of Schools

- To update the next school's data, return to the Landing Page by clicking on the USAC Logo in the top left corner



[http://usac.org/about
/tools/e-file.aspx/](http://usac.org/about/tools/e-file.aspx/)

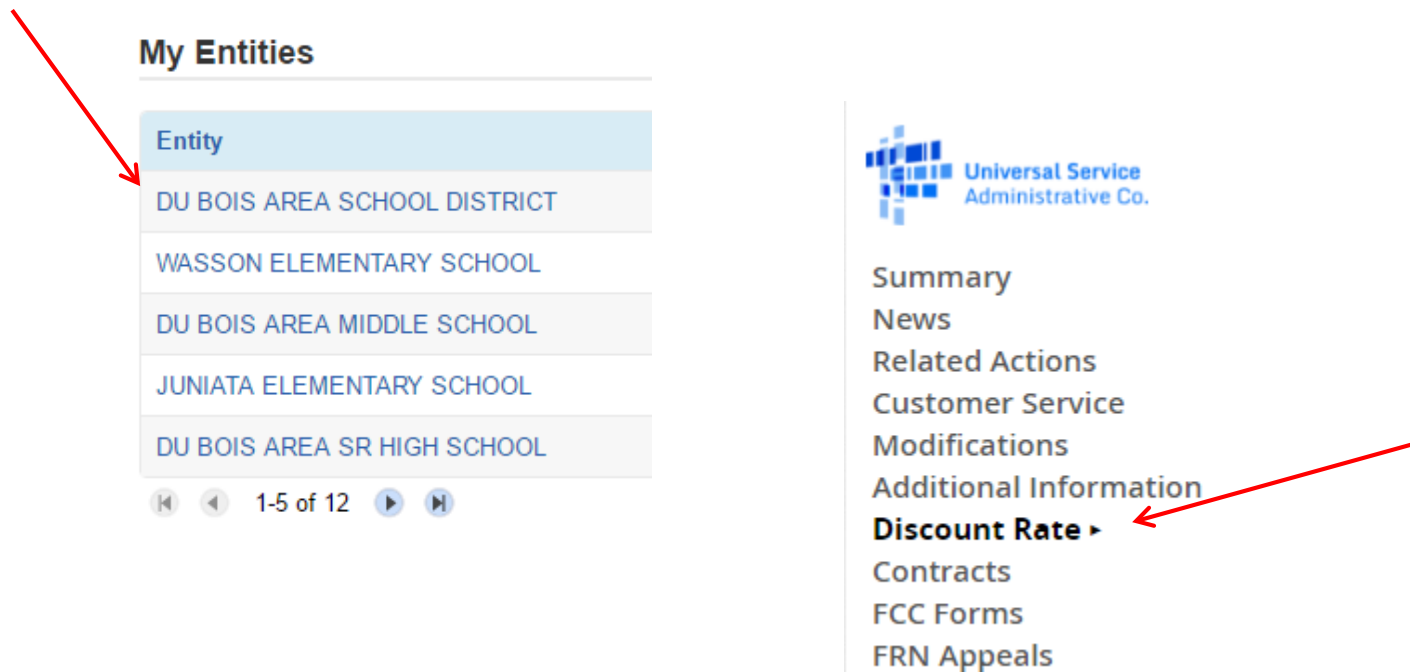
My Entities

Entity
DU BOIS AREA SCHOOL DISTRICT
WASSON ELEMENTARY SCHOOL
DU BOIS AREA MIDDLE SCHOOL
JUNIATA ELEMENTARY SCHOOL
DU BOIS AREA SR HIGH SCHOOL

1-5 of 12

Reviewing Your Discount Rate

- After you've entered data for each school, review your discount to ensure it's accurate
- From the Landing Page, select the District Name at the top of the list, then 'Discount Rate' from the Left Toolbar



The screenshot displays a web application interface. On the left, a table titled "My Entities" lists several school districts. A red arrow points to the "Entity" header of the table. The table contains the following rows:

Entity
DU BOIS AREA SCHOOL DISTRICT
WASSON ELEMENTARY SCHOOL
DU BOIS AREA MIDDLE SCHOOL
JUNIATA ELEMENTARY SCHOOL
DU BOIS AREA SR HIGH SCHOOL

Below the table, there are navigation icons and the text "1-5 of 12".

On the right side of the interface, there is a sidebar menu for "Universal Service Administrative Co.". The menu items are:

- Summary
- News
- Related Actions
- Customer Service
- Modifications
- Additional Information
- Discount Rate** ▶ (indicated by a red arrow)
- Contracts
- FCC Forms
- FRN Appeals

Reviewing Your Discount Rate

- It's important that a discount is showing in these fields

Note: The funding year hasn't been updated to say FY 2017. Just ignore.

Records / Applicant Entities

#125407 - DU BOIS AREA SCHOOL DISTRICT Follow

Requested Discount Rate - DU BOIS AREA SCHOOL DISTRICT (BEN: 125407) - FY2016

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
3677	1925	52%	Rural	80%	80%	40%

Show Entities

This data will reflect what is currently in all of your school's EPC profiles.

Note: The voice discount hasn't been updated to reflect that FY 2017 will be 60% less than the C1 discount.

Reviewing Your Discount Rate

- If you receive this message, it means there is a problem with one or more schools in your district

The information in your organization's profile is not sufficient to calculate your Discount Rate.

- Click 'Show Entities' to determine which school(s) have problems

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent
3677	1925	52%

Show Entities

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP
WASSON ELEMENTARY SCHOOL	17255	409	305
DU BOIS AREA MIDDLE SCHOOL	17260	910	
JUNIATA ELEMENTARY SCHOOL	17261	391	179
DU BOIS AREA SR HIGH SCHOOL	17262	1060	446
OKLAHOMA ELEMENTARY SCHOOL	17264	361	149

If a field is blank, this is where the problem exists