

Guide to Entering Enrollment/NSLP/CEP Data in Each School's Profile for FY 2018



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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 Form 471 filing window opens during the “**Admin Window**”
 - 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

Admin Window Details for FY 2018

- The Admin Window is now open
- Admin Window Deadline has not yet been set but likely will close the first week in January
- Schools must update each of their schools' EPC profiles during this Admin Window
- After the Admin Window has been closed, the school data will be “locked down” and the Form 471 window will open
 - It will not be possible to update this data in EPC 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
 - Corrections can be made to data by using the RAL Correction Process after the Form 471 has been submitted
 - Not ideal and likely will delay the approval of your application

Where to Obtain Enrollment/NSLP Data

- Schools typically use the enrollment/NSLP data submitted to PDE on their October NSLP Claim Form
 - Although you can use more recent data, the official PDE data is what USAC's PIA team uses to validate your data
 - If you use different data, just be prepared to justify that data during your PIA review
- The official, validated "PDE NSLP Data File" isn't available from PDE until mid-January 2018

In order to assist districts with the E-rate Admin Window process, PDE has taken the unprecedented step to provide us with the DRAFT enrollment/NSLP data that LEAs submitted on their October 2017 NSLP Claim Forms

- LEAs have until December 30, 2017 to update this data in the PEARS system
 - Therefore, the DRAFT data *could* change
- After that, PDE will begin their reviews and make the data "official" in mid-late January 2018
- The "official" list will be shared with the listserve in late January, and forwarded to USAC

DRAFT PDE NSLP Data File Details

- There are 175 LEAs that did not submit October 2017 NSLP claim forms
 - If your LEA is one of these entities, you should contact your food service director to do these two things:
 - Obtain the accurate enrollment/NSLP data for each of your school buildings so you can enter it in EPC before the Admin Window closes
 - Strongly encourage your director to submit their October 2017 claim form by December 30 so it will be included in the “official” PDE NSLP Data file that is sent to USAC
- If you notice problems with your enrollment/NSLP data, your LEA has until December 30, 2017 to update/correct the data
 - In this case, use the accurate data in your EPC profile, knowing that your food service director will be updating the data by the December 30, 2017 deadline

Schools in EPC May Not Match Schools in NSLP File

- NSLP File doesn't contain Non-Instructional Facilities (NIFs)
 - Call CSB at 888-203-8100 to add a missing entity
- NSLP File doesn't contain schools that no longer participate in NSLP
 - Schools still must be shown in your EPC profile so they are included on your E-rate applications as recipients of service
- The EPC entity list may be missing a new school
 - Call CSB at 888-203-8100 to add a new school

Draft NSLP File Looks Like This:

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

District Name	School Building Name	CEP	Oct 2017 Enrollment - DRAFT	Oct 2017 Free/Reduced Total - DRAFT	CEP %
ABINGTON SCHOOL DISTRICT	ABINGTON JHS		1933	481	
ABINGTON SCHOOL DISTRICT	ABINGTON SHS		1789	462	
ABINGTON SCHOOL DISTRICT	Copper Beech Elementary School		1136	237	
ABINGTON SCHOOL DISTRICT	HIGHLAND SCH		514	156	
ABINGTON SCHOOL DISTRICT	MCKINLEY SCH		739	150	
ABINGTON SCHOOL DISTRICT	OVERLOOK SCH		551	185	
ABINGTON SCHOOL DISTRICT	ROSLYN SCH		510	150	
ABINGTON SCHOOL DISTRICT	RYDAL EAST SCH		449	78	
ABINGTON SCHOOL DISTRICT	RYDAL WEST SCH		159	23	
ABINGTON SCHOOL DISTRICT	WILLOW HILL SCH		412	182	
ABINGTON HEIGHTS SCHOOL DISTRICT	ABINGTON HEIGHTS HS		1048	149	
ABINGTON HEIGHTS SCHOOL DISTRICT	ABINGTON HEIGHTS MS		1099	211	
ABINGTON HEIGHTS SCHOOL DISTRICT	Clarks Summit Elementary		342	70	
ABINGTON HEIGHTS SCHOOL DISTRICT	NEWTON-RANSOM SCH		250	71	
ABINGTON HEIGHTS SCHOOL DISTRICT	SOUTH ABINGTON SCH		290	65	
ABINGTON HEIGHTS SCHOOL DISTRICT	WAVERLY SCH		342	48	
ACADEMY CHARTER SCHOOL	Academy CS	Y	122	CEP	80.6

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

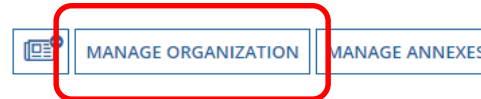
Click on a school's name to see their profile data

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



Summary

Customer Service

Modifications

Additional Information

Category Two Budget

Contracts

FCC Forms

News

Related Actions

Organization Details

Name JUNIATA ELEMENTARY SCHOOL

Entity Number 17261

FCC Registration Number 0012722211

Applicant Type School

Status Active

Contact Information

Physical Address 248 S JUNIATA ST
DU BOIS, CLEARFIELD, PA 15801-2768

Mailing Address 248 S JUNIATA ST
DU BOIS, CLEARFIELD, PA 15801-2768

Phone Number 814-371-1090

Email

Website URL

Applicant Attributes

Latitude Not Found

Longitude Not Found

Urban/Rural Status Not Found

School Sub-Type Public School

Private School

Pre-K

Head Start

Adult Education

Juvenile Justice

User-Entered Latitude

User-Entered Longitude

User-Entered Urban/Rural Status Rural

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

Number of Full Time Students *

409

Total Number of Part-Time Students *

0

Community Eligibility Program (CEP)? *

Yes

No

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

Peak Number of Part-Time Students *

0

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

209

Alternative Discount Method *

None

Indicate if an alternative discount mechanism was used to calculate
the number of students eligible for NSLP

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

Number of Full Time Students *

409

Total Number of Part-Time Students *

0

Community Eligibility Program (CEP)? *

Yes

No

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

Peak Number of Part-Time Students *

0

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

362

CEP Percentage *

55.30%

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

Use 'CEP Percentage' data from PDE File

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

State School Code


106172003

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

FCC Registration Number 

0012722211

Modification Nickname Entry Required

- After you “submit” the updated 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 "News" from the top toolbar, then click on the USAC Logo in the top left corner

The screenshot displays the top navigation bar with buttons for "News", "Tasks", "Records", "Reports", and "Actions". The "News" button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar is the USAC logo (Universal Service Administrative Co.) and a text box that says "Click here to post...". To the right, there is a section titled "My Entities" containing a list of schools: DU BOIS AREA SCHOOL DISTRICT, WASSON ELEMENTARY SCHOOL, DU BOIS AREA MIDDLE SCHOOL, JUNIATA ELEMENTARY SCHOOL, and DU BOIS AREA SR HIGH SCHOOL. A red arrow points to the "WASSON ELEMENTARY SCHOOL" entry. At the bottom of the list, there are navigation icons and the text "1-5 of 12".

Select the next school on the list, then click Manage Organization to edit that school's data

Reviewing Your Discount Rate

- After you've updated the data for each school, review your district's overall 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 top toolbar

Records / Applicant Entities

#125407 - DU BOIS AREA SCHOOL DISTRICT

 [MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#) [MANAGE ORGANIZATION RELATI...](#)

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Contracts

FCC Forms

FRN Appeals

News

Related Actions

Reviewing Your Discount Rate

- It's important that a discount is showing in these fields (inside the green box below)

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms
FRN Appeals News Related Actions

Requested Discount Rate - DU BOIS AREA SCHOOL DISTRICT (BEN: 125407) - FY2017

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
3575	1890	53%	Rural	80%	80%	20%

SHOW ENTITIES

Note: The funding year hasn't been updated to say FY 2018. Just ignore.

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 80% less than the C1 discount.

Reviewing Your Discount Rate

- If you receive this message, it means there is data missing from 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
3575	1890	53%

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