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

Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
December 2018

Refresher: How Discount Data is Captured into Forms

- The Form 471 no longer asks applicants to enter their enrollment and NSLP data in the actual Form 471 application

- Schools must 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 district-wide E-rate discounts and determine Category 2 school budgets

  - 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 2019

- The Admin Window opened October 1, 2018 and will close around January 11, 2019
  - Exact deadline not yet known
- Schools must update each of their schools' EPC profiles during this Admin Window
- After the Admin Window has 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 the Dept. of Education on their October NSLP Claim Form
  - Although you can use more recent data, the official DOE 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
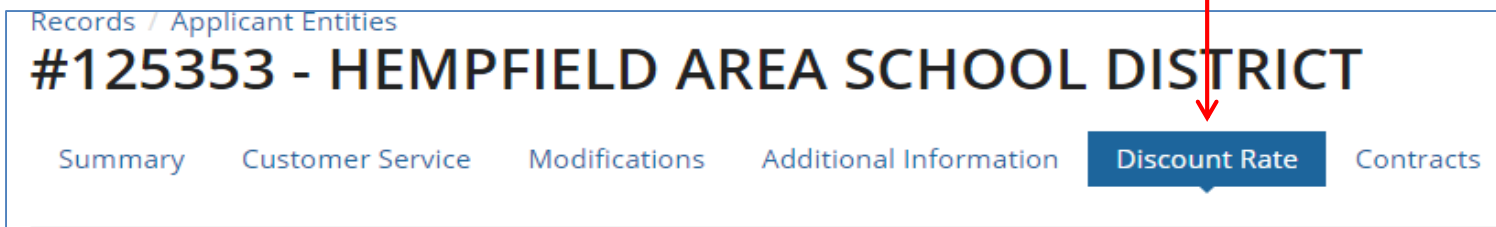
Where to Modify Enrollment/NSLP Data in EPC

- From your Landing Page...

My Landing Page

Universal Service Administrative Co.

Welcome, Hempfield Area School District!

Step 1: Click on a district's name to see their profile data

Step 2: Click "Discount Rate" to see a list of schools for your entity

Records / Applicant Entities
#125353 - HEMPFIELD AREA SCHOOL DISTRICT

Summary   Customer Service   Modifications   Additional Information   Discount Rate   Contracts

Opening Each School's EPC Profile

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent
5838	1646	28%

SHOW ENTITIES

Organization

WEST POINT ELEMENTARY SCHOOL

MAXWELL ELEMENTARY SCHOOL

WENDOVER MIDDLE SCHOOL

HARROLD MIDDLE SCHOOL

HEMPFIELD AREA HIGH SCHOOL

FORT ALLEN ELEMENTARY SCHOOL

WEST HEMPFIELD ELEM SCHOOL

WEST HEMPFIELD MIDDLE SCHOOL

STANWOOD ELEMENTARY SCHOOL

→ Open link in new tab

Open link in new window

Open link in incognito window

Save link as...

Copy link address

Block element

Inspect   Ctrl+Shift+I
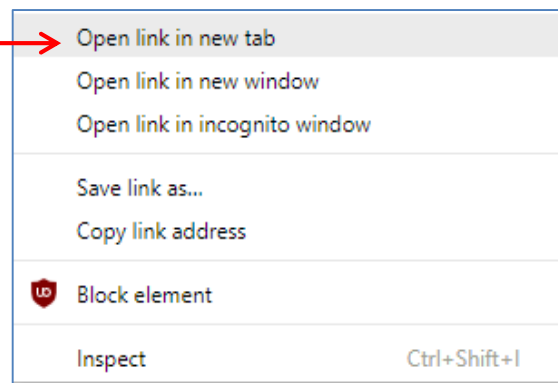
Editing Each School's EPC Profile

Step 5: Click on the tab for the first school, and then click "MANAGE ORGANIZATION" to open the "editable" version of the page.

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

Step 6: Scroll down the page to the Enrollment and NSLP data and update.

Enrollment data

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

Number of Full Time Students *

409

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) ❓ *

209

Community Eligibility Program (CEP)? *

○ Yes
● No

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

Step 6: Scroll down the page to the Enrollment and CEP % data and update.

Enrollment data

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

Number of Full Time Students *

409

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) ❓ *

362

Community Eligibility Program (CEP)? *

⦿ Yes
◯ No

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 <u>optional</u>. 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 *

CANCEL   SUBMIT

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

Returning to the List of Schools

- To update the next school's data, click on the next tab, then Manage Organization to make the form "editable."

Reviewing Your Discount Rate

Step 7: After you've updated the data for each school, return to the first tab, which will be the Discount Rate page. Click on Discount Rate again for the discounts to update

Step 8: Ensure your data is accurate

– If they do not match the totals you have, click on "SHOW ENTITIES" to determine where the inaccurate data exists

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%	

SHOW ENTITIES

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