

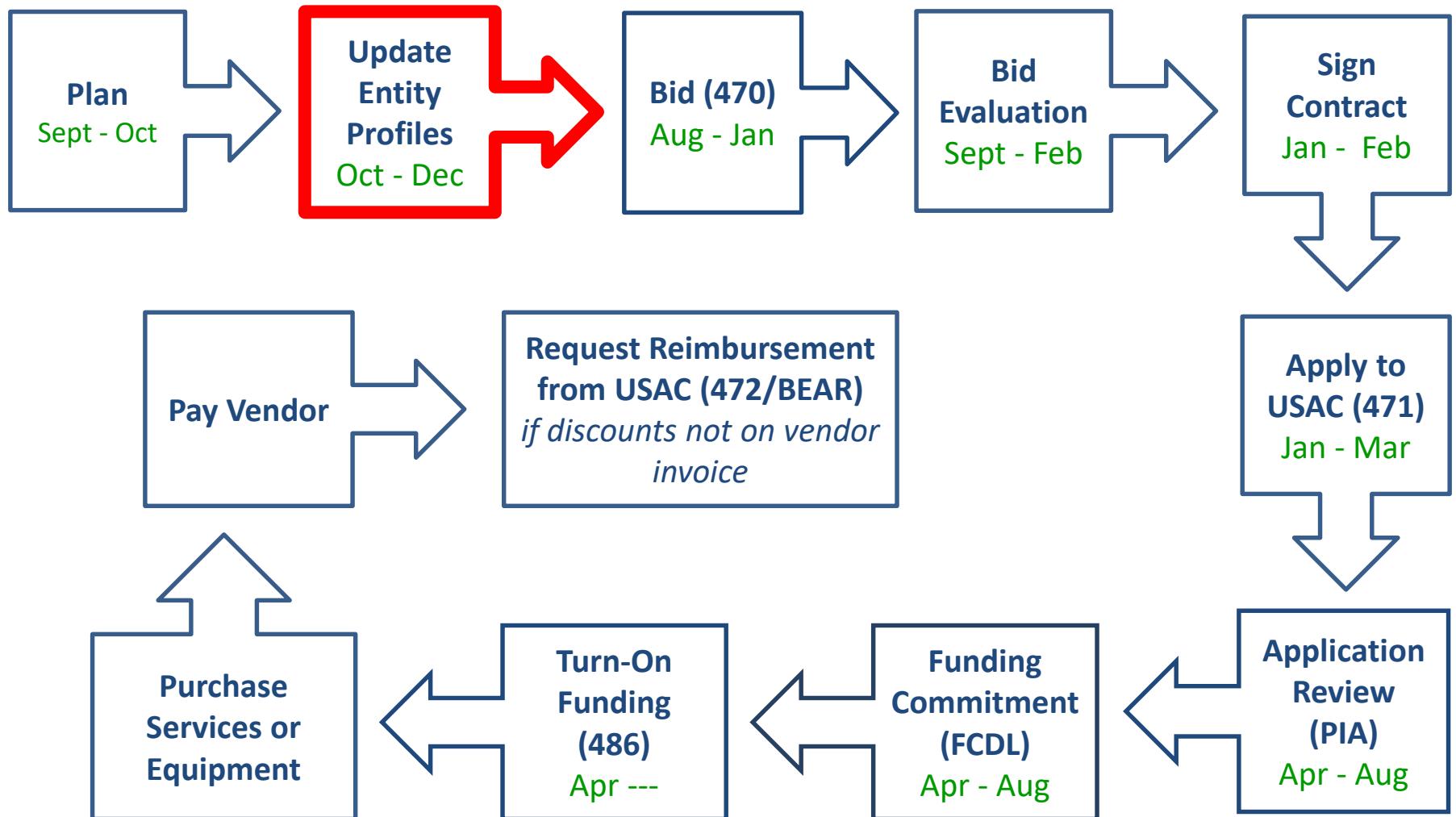
# Guide to Entering Enrollment/NSLP/CEP Data in Each School's Profile

---



Presented by Julie Tritt Schell  
PA E-rate Coordinator  
for the Pennsylvania Department of Education  
December 2019

# You are **here** in the E-rate process:



# Refresher: How Discount Data is Captured into Forms

---

- The Form 471 does not ask 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 2020

---

- The Admin Window is open now and will close a day or two before the Form 471 window opens in January
  - Exact deadline not yet known, but likely mid January
- Schools must update each of their schools' EPC profiles during the 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
    - PIA will review the RAL correction during the application review
    - 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

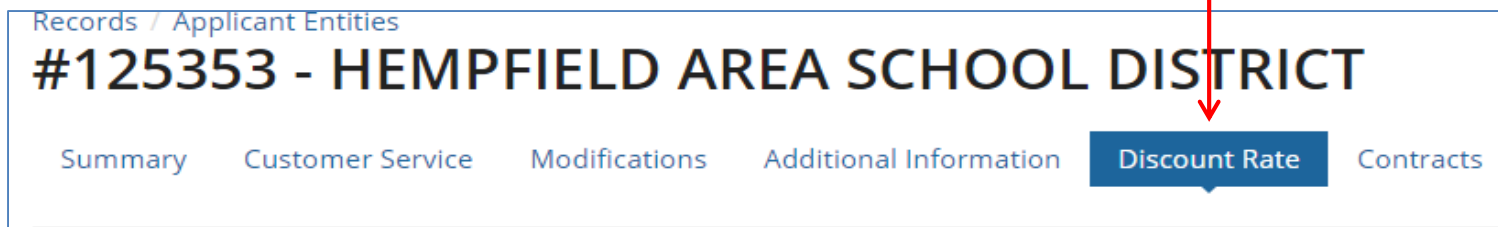
---

- From your Landing Page...



**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**



# Opening Each School's EPC Profile

**Step 3: Click "Show Entities" and the list of schools will appear (not NIFs)**

This discount rate has not been approved for the current year

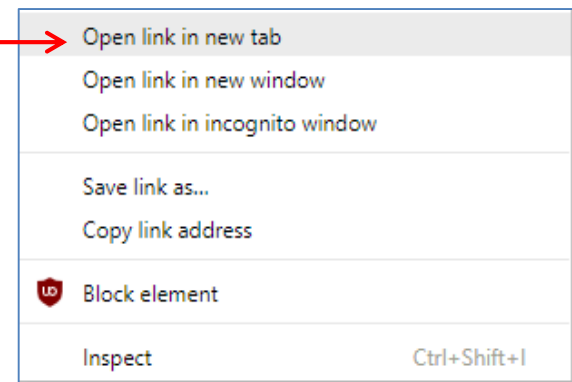
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent
5838	1646	28%

[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

**Step 4: Right Click on each school name and select "Open link in new tab." Do this consecutively for each school name on the list. This will create a tab at the top of your browser – one for each school.**



# 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.**

The screenshot shows a web browser window with multiple tabs open, each labeled with a school ID and name (e.g., #125353 - HEM, #17082 - MAXW, #17096 - WEND, #17098 - HARR, #17099 - HEMPI, #17102 - FORT, #17137 - WEST, #17138 - WEST). The browser address bar shows the URL: <https://portal.usac.org/suite/tempo/records/item/IYBDUvg2DtnG8p1r6dDkTVfs7HcdVWZ-z0IFPztEylj6-9vpnR6Xk0nsE1YaykWomTCde1gVUrWZyFh...>. The browser's taskbar shows various applications like Bb Collaborate, Breaking News, Daily, Imported From IE, EPC LOG-IN, E-rate In Pennsylvania, SurveyMonkey!, FRN Status Tool, Weather, and Keystone School. The main content area of the browser shows a navigation menu with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. Below the menu, the page title is 'Records / Applicant Entities' and the main heading is '#17082 - MAXWELL ELEMENTARY SCHOOL'. To the right of the heading, there are two buttons: 'MANAGE ORGANIZATION' and 'MANAGE ANNEXES'. The 'MANAGE ORGANIZATION' button is highlighted with a red rectangular box. Below the buttons, there is a horizontal menu with several options: 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Category Two Budget', 'Contracts', 'FCC Forms', 'News', and 'Related Actions'. The 'Summary' button is highlighted with a dark blue background.



# 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

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

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

## 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

<b>State School Code</b>
106172003
<b>State LEA Code</b>
<b>NCES Public State Code</b>
<b>NCES Public District Code</b>
<b>NCES Public Building Code</b>
<b>FCC Registration Number</b> <a href="#">?</a>
0012722211

# Modification Nickname Action 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, click on the next tab, then Manage Organization to make the form "editable."



A screenshot of a web browser displaying the portal.usac.org website. The browser's address bar shows the URL: https://portal.usac.org/suite/tempo/records/item/IYBDUvg2DtnG8p1r6dDkTVfs7HcdVWZ-z0IFPZtEylj6-9vpnR6Xk0nsE1YaykWomTCde1gVUrWZyFh... The browser's tab bar shows several tabs, with the active tab being '#17082 - MAXWELL ELEMENTARY SCHOOL'. The website's navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The main content area displays 'Records / Applicant Entities' and '#17082 - MAXWELL ELEMENTARY SCHOOL'. Below this, there are two buttons: 'MANAGE ORGANIZATION' and 'MANAGE ANNEXES'. The 'MANAGE ORGANIZATION' button is highlighted with a red rectangle. Below the buttons, there is a horizontal menu with options: 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Category Two Budget', 'Contracts', 'FCC Forms', 'News', and 'Related Actions'.

# 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

# Questions?

---

- If you have any questions about your NSLP or CEP information, contact Jennifer Jarrett in the PDE Bureau of Food and Nutrition at 800.331.0129 or [jejarrett@pa.gov](mailto:jejarrett@pa.gov)
- If you have questions about E-rate or entering this data in EPC, please e-mail Julie at [jtschell@comcast.net](mailto:jtschell@comcast.net)

**Happy Updating!**

