EPC Profile Update Checklist

School Districts

Parent Entity:

- ☐ Name – Correctly spelled
- ☐ Entity Number – Correct
- ☐ FCC Registration Number – Must have for district only
- ☐ Applicant Type – School District
- ☐ Status - Active
- ☐ Address (Physical and Mailing)
- ☐ Phone Number
- ☐ Correct email contact
- ☐ Latitude/Longitude
- ☐ Urban/Rural Status
- ☐ Correct Account Admin (Should not be a consultant)
- ☐ Correct General Contact (Should not be consultant)
    - o Consultants should be a user with full rights in your system and should never be the financial contact (498 access)
    - o If you are no longer using a consultant or have changed consultants, you should remove them (user profiles)
- ☐ School District Sub-type (Public School District)
- ☐ Endowment NO
- ☐ State LEA Code
- ☐ C2 Budget
    - o Choose one number per district or one number per school depending on your size
    - o Only change the number if your population grew

Child Entities (for each):

- ☐ Name – Correctly spelled
- ☐ Entity Number – Correct
- ☐ FCC Registration Number – Not required for schools, must have for district only
- ☐ Applicant Type – Public School
- ☐ Status - Active
- ☐ Address (Physical and Mailing)
- ☐ Phone Number
- ☐ Correct email contact
- ☐ Latitude/Longitude
- ☐ Urban/Rural Status
- ☐ School Sub-type (Public School) and then any other that applies such as New Construction, etc.
- ☐ Is this part of a School District? YES
- ☐ State School Code
- ☐ State LEA Code

- CEP status and numbers should be updated (according to our State Valid File ONLY!)
- CEP base year should be entered (according to our State Valid File)
- Student Enrollment Updated (According to the State Valid File only!)

Charter Schools

- Name – Correctly spelled
- Entity Number – Correct
- FCC Registration Number - Required
- Applicant Type – Public School and Charter School, check both
- Status - Active
- Address (Physical and Mailing)
- Phone Number
- Correct email contact
- Latitude/Longitude
- Urban/Rural Status
- Correct Account Admin (Should not be a consultant)
- Correct General Contact (Should not be a consultant)
  - Consultants should be a user with full rights in your system and should never be the financial contact (498 access)
  - If you are no longer using a consultant or have changed consultants, you should remove them (user profiles)
- School Sub-type (Public School and Charter School) and then any other that applies such as New Construction, etc.
- Is this part of a School District? NO
- Endowment? NO
- State School Code
- CEP status and numbers should be updated (according to our State Valid File ONLY!)
- CEP base year should be entered (according to our State Valid File)
- Student Enrollment Updated (According to the State Valid File only!)

Library Systems and Libraries and Head Starts should follow the same steps as School Districts with Child Entities.