North Carolina E-rate: Entity Update Checklist (During Admin Window)	
YES/UPDATED	**AREAS TO UPATE/VERIFY**
	ORGANIZATIONAL DETAILS
☐	Parent Entity Name
☐	Applicant Type Present and Correct?
☐	Entity Number Correct?
☐	FCC Registration Number Present?
☐	Status Correct? Should be Active.
	CONTACT INFORMATION
☐	Physical Address Correct?
☐	Mailing Address Correct?
☐	Phone Number Present and Correct?
☐	Email Present and Correct?
☐	Website URL Present and Correct?
	ACCOUNT ADMINISTRATOR
☐	Name Included and Correct?
	GENERAL CONTACT
☐	Name Included and Correct?
	APPLICANT INFORMATION- Parent and Each Child Entity (Charters will not have child entities but may have annexes if you have multiple locations)
☐	Latitude/Longitude for charters and child entities
☐	Urban/Rural Status indicated for charters and child entities
☐	School district and/or School sub-type indicated
☐	State School Code
☐	State LEA Code
☐	Endowment Indicated? Should be NO
☐	CEP? Wait on SVF in December
☐	Alternative Discount Method - Should be None we provide SVF
☐	Number of Full-time Students - Wait on SVF in December
☐	Total Number of Students Eligible for NSLP - Wait on SVF in December
☐	Is this school part of a school district? Yes for School Districts, No for charters.
☐	Annexes, updated. Old ones removed, new ones added.
	EPC USERS
☐	Deactivate users no longer employed or needed for E-rate EPC
☐	Are the Administrative Authority and General Contact still employees?
☐	Are user rights assigned appropriately in EPC?
	CONSULTANTS
☐	Consultant information correct?
☐	Are they removed as users from EPC?