

Updating Child Entities

Student Enrollments

January 10, 2023




North Carolina Department of
PUBLIC INSTRUCTION

Step by Step Updating Child Entities

Manage your organization

My Applicant Landing Page



Training
Universal Service
Administrative Co.

Welcome [Las Escuelas de Perro!](#)

Pending Inquiries

Type

Funding Year

Click on the hyperlink for your School/District

Getting to your school entities

Records / Applicant Entities

#17391 - Las Escuelas de Perro

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category

-- Select an Option --

-- Select an Option --

Related Organizations

Category

Related Organizations

Relationship Type

-- Select an Option --

-- Select an Option --

Consortia Members

Consulting Firms

Related Entities

Choose the school



Entities

Entity Number	Entity Name	City	State	Zip Code
18255	Dakota Ave School	WASHINGTON	DC	20005
18257	General Sherman Elementary	DC	DC	20005
18256	Maple Ave School	DC	DC	20005

Choose Manage Organization

Records / Applicant Entities

#18255 - Dakota Ave School

 **MANAGE ORGANIZATION** 

Summary Additional Information Category Two Budget Contracts FCC Forms News Related Actions

Organization Details

Name	Dakota Ave School	Applicant Type	School
Entity Number	18255	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	700 12TH ST NW STE 900 WASHINGTON, DC 20005-3948 District Of Columbia	Phone Number	123-456-7890
Mailing Address	700 12TH ST NW STE 900 WASHINGTON, DC 20005-3948 District Of Columbia	Email	s2_in_sd_400183@testmail.usac.org
		Website URL	

Scroll to School Information

School Information

School Sub-Type*

- Public School
 Private School

Check All That Apply [Show Help](#)

- Pre-K
 Head Start
 Adult Education
 Juvenile Justice
 Dormitory
 Charter School
 Tribal School

Number of Full Time Students*

150

Community Eligibility Program (CEP)?*

- Yes
 No

Does this organization have an endowment?*

- Yes
 No

Is this school part of a school district?

Yes

- New Construction School
 Swing Space
 Detention Center
 General-Use School
 ESA School
 BIE

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

145

Alternative Discount Method*

None

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

NSLP Updates

School Information

School Sub-Type*

- Public School
 Private School

Check All That Apply [Show Help](#)

- Pre-K
 Head Start
 Adult Education
 Juvenile Justice
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 Charter School
 Tribal School

Number of Full Time Students*

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- New Construction School
 Swing Space
 Detention Center
 General-Use School
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Total Number of Students Eligible for National School Lunch Program (NSLP) ?*

145

Alternative Discount Method*

None

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

If this school uses NSLP you will update the Number of Full Time Students and the Number of Students Eligible for National School Lunch Program

CEP Updates

The screenshot shows a form with the following fields and callouts:

- 1** Community Eligibility Program (CEP)?*
 Yes
 No
- 2** Number of Full Time Students*
200
- 3** Total Number of Students Eligible for National School Lunch Program (NSLP) ?*
200
The number of students eligible for the National School Lunch Program cannot exceed the total number of full time students. Because your CEP Percentage makes the number of students eligible for NSLP exceed your total number of full time students, the number of students eligible for NSLP is now set to equal the number of full time students. This change will not affect your E-rate discount calculation.
- 4** CEP Percentage*
68.85%
- 5** CEP Base Year*
2022

Red arrows point from the numbered callouts to the corresponding fields in the form.

1. You will click the radio button for CEP Eligibility and this will open the screen above.
2. You will enter the Number of Full Time Students
3. The system will bypass the Total Number of Students Eligible for NSLP
4. You will enter the certified CEP Percentage (no percent sign needed)
5. You will then choose the CEP Base Year from the drop down.

Submit your change

- Click Submit at the bottom right corner

Category Two (C2) Budget Information

Your school district (Las Escuelas de Perro - 17391) manages the student count for its Category Two budget as one number for the district. You can manage it in the school district's entity record.

FCC Registration Number [?](#)

CANCEL

SUBMIT

Give it a nickname

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on the left.

Modification Nickname *

We recommend FY with a brief description for this change

Submit

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

Head back to your parent BEN

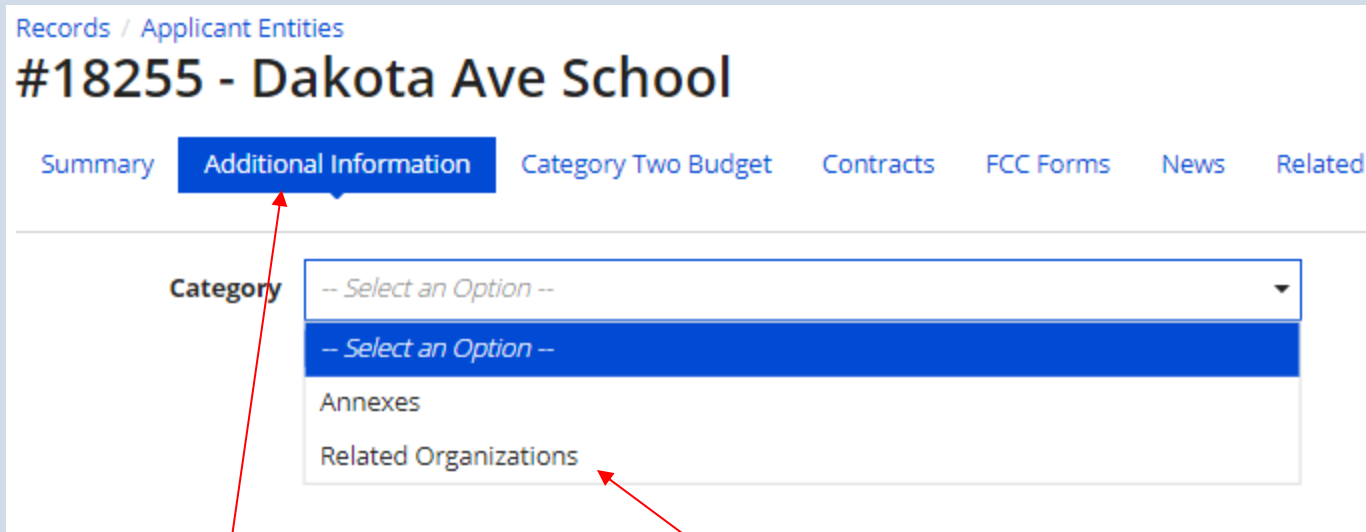
Records / Applicant Entities

#18255 - Dakota Ave School

Summary **Additional Information** Category Two Budget Contracts FCC Forms News Related

Category

-
- Annexes
- Related Organizations



Click Additional Information

Click on Related Organizations from the drop down

Related Entities (Parent)

Records / Applicant Entities

#18255 - Dakota Ave School

Summary

Additional Information

Category Two Budget

Contracts

FCC Forms

News

Related Actions

Category

Related Organizations

Relationship Type

-- Select an Option --

-- Select an Option --

Consortia Members

Consulting Firms

Related Entities

Choose Related Entities

Parent Entity

Entities

Entity Number	Entity Name	City	State	Zip Code
17391	Las Escuelas de Perro	Washington	DC	20005

Click the hyperlink back to the Parent Entity

Repeat as necessary

Records / Applicant Entities

#17391 - Las Escuelas de Perro

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