



Updating Your
EPC Profile for FY2017
During the
Administrative Window

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The Basics

What is the Administrative Window?

The discount percentage and organizational structure of schools and school districts affect both libraries and consortia (e.g. Networkmaine). In an effort to level the playing field so that applicants of all entity types can file a Form 471 without being delayed by missing or inaccurate data for other applicants, USAC is establishing a new Administrative Window.

The purpose of the Administrative Window is to establish a designated timeframe for applicants to update EPC profiles, which will then be locked down for use by all applicants.

During the Administrative Window, independent schools and school districts must update their EPC profiles, including the data used to calculate E-Rate discounts and organization relationships such as the list of schools belonging to a district.

It is extremely important that you make your profile updates during the Administrative Window as it will likely be impossible to do so once the window closes.

**FY2017 EPC Administrative Window:
February 3, 2017 – February 26, 2017
(profiles will be locked on February 26 at 11:59 PM EST)**

What information should I update?

At a minimum, you should annually update the data that is used to calculate your organization's E-Rate discount percentage:

- Number of Full Time Students
- Total Number of Students Eligible for NSLP

Independent Schools should update this information for their organization.

School Districts should update this information for each school in their organization.

What if my district's organizational structure has changed?

Contact the state E-Rate coordinator for assistance in the following situations:

- A school district has split:
 - schools that have left one school district will need to be detached and moved to their new district
- School districts have merged:
 - schools will need to be attached to their new parent school district
- A new school has opened:
 - a new billed entity number will need to be created for any new schools

Maine State E-Rate Coordinator for Schools:

Anne Perloff

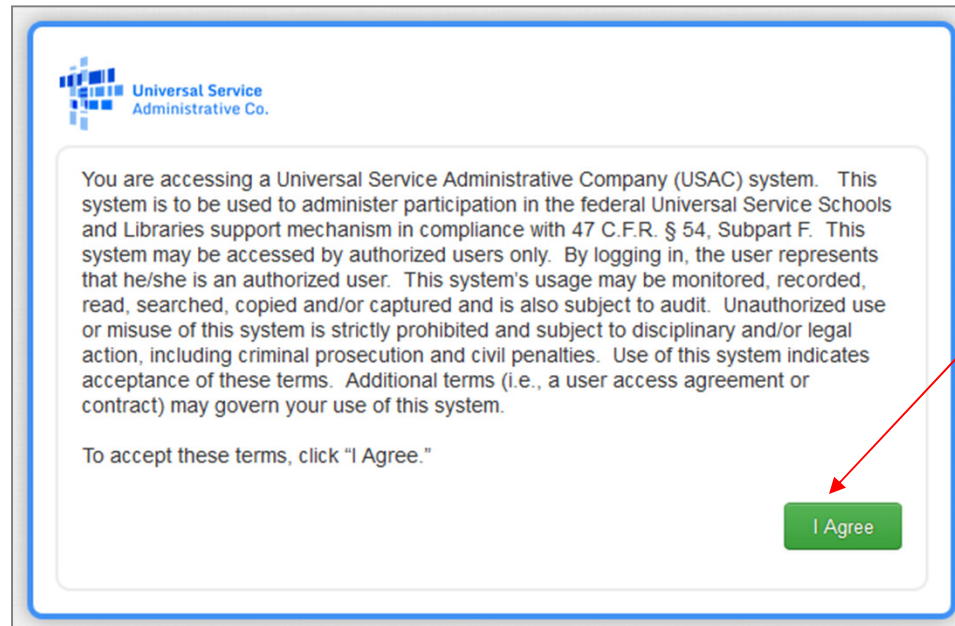
(207) 581-3584

anne.perloff@maine.edu

Updating NSLP Data in the Profile

Updating NSLP

① Navigate to the EPC Portal at <https://portal.usac.org/suite/>



② Click on the "I Agree" button to proceed

Updating NSLP

③ Enter the username

The image shows a login form for the Universal Service Administrative Co. The form is enclosed in a blue border and contains the following elements: a logo in the top left, a 'Username' label above a text input field, a 'Password' label above a text input field, a checked checkbox labeled 'Remember me on this computer', a blue link for 'Reset Your Password', and a green 'Sign In' button. Red arrows point from external text labels to the username field, the password field, and the sign in button.

④ Enter the password

⑤ Click on the "Sign In" button

Updating NSLP

My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

Notifications

Notification Type

Funding Year

Status All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
⑥ On your organization's Landing Page, click on the link for the first school to be updated				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Updating NSLP

Records / Applicant Entities

#118 - School District 6 School B Follow

Manage Organization Manage Annexes

Organization Details

Name	School District 6 School B	Applicant Type	School
Entity Number	118	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	800 North Street Springfield, ME 04487	Phone Number	555-555-5555
Mailing Address	800 North Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

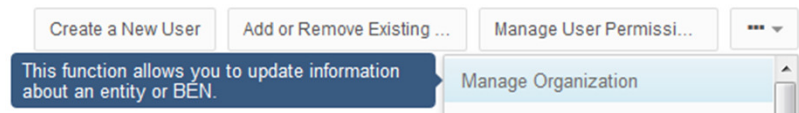
Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE <input type="checkbox"/> ESA School District with no Schools	Community Eligibility Program (CEP)?	No
		Alternative Discount Method	None
		Does this organization have an endowment?	No
		Number of Full Time Students	230
		Total Number of Part-Time Students	0
		Peak Number of Part-Time Students	0
		Total Number of Students Eligible for National School Lunch Program (NSLP)	100
Is this school part of a school district?	Yes		
State School Code			
State LEA Code			
NCES Public State Code			
NCES Public District Code			
NCES Public Building Code			

The organization page for that school will display

⑦ Click on the “Manage Organization” button to proceed

Note for Independent Schools:
You will need to click on the “...” button and choose the “Manage Organization” option



Updating NSLP

Modify An Organization

Name * Organization Type Applicant

Physical Address

Address Line 1 * County

Address Line 2 Zip Code *

City * Zip Code Extension

State * Click the button below to get standard USPS address

Latitude / Longitude

User-entered Latitude Latitude

User-entered Longitude Longitude

Urban/Rural

User Entered Urban/Rural Status Rural Urban

Urban/Rural Status Rural Urban
Unable to determine your status. Please enter Urban/Rural manually in User-Entered field.

Mailing Address

Mailing address is the same as physical address.

Address Line 1 800 North Street County

Address Line 2 Zip Code 04487

City Springfield Zip Code Extension

State ME

The organization page will re-display with editable fields rather than static text

⑧ Scroll down the page until you find the fields you need to edit

Updating NSLP

School Information

School Sub-Type *

- Public School
- Private School

Check All That Apply

- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory

Is this school part of a school district?

Yes

- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE

Number of Full Time Students *

230

1

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) *

100

2

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

Does this organization have an endowment? *

- Yes
- No

State School Code

State LEA Code

FCC Registration Number

1234564560

You will need to provide your FCC RN in order to file any E-rate forms.

Cancel

Submit

You should update annually:

1 the number of full time students

2 the total number of students eligible for NSLP

Updating NSLP

⑨ Edit the Number of Full Time Students and the Total Eligible for NSLP

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.

School Information

School Sub-Type*
 Public School
 Private School

Check All That Apply

<input type="checkbox"/> Pre-K	<input type="checkbox"/> Charter School
<input type="checkbox"/> Head Start	<input checked="" type="checkbox"/> Tribal School
<input type="checkbox"/> Adult Education	<input type="checkbox"/> New Construction School
<input type="checkbox"/> Juvenile Justice	<input type="checkbox"/> ESA School
<input type="checkbox"/> Dormitory	<input type="checkbox"/> BIE

Is this school part of a school district?
Yes

Number of Full Time Students*
230

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)*
100

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

Does this organization have an endowment? *
 Yes
 No

State School Code

State LEA Code

FCC Registration Number
1234564560

You will need to provide your FCC RN in order to file any E-rate forms.

Updating NSLP

School Information

School Sub-Type *
 Public School
 Private School

Check All That Apply

Pre-K
 Head Start
 Adult Education
 Juvenile Justice
 Dormitory

Number of Full Time Students *
230

Total Number of Part-Time Students *
0

Community Eligibility Program (CEP)? *
 Yes
 No

Does this organization have an endowment? *
 Yes
 No

State School Code

State LEA Code

FCC Registration Number
1234564560
You will need to provide your FCC RN in order to file any E-rate forms.

Is this school part of a school district?
Yes

Charter School
 Tribal School
 New Construction School
 ESA School
 BIE

Peak Number of Part-Time Students *
0

Total Number of Students Eligible for National School Lunch Program (NSLP) *
115

Alternative Discount Method *
None

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

⑩ Click on the "Submit" button to save the changes

Updating NSLP

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*

⑪ Enter a Modification Nickname to remind yourself what changes were made

Updating NSLP

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*

Updated FY2017 NSLP for School District 6 School B

Cancel

Submit

⑫ Click on the Submit button

Updating NSLP

Records / Applicant Entities

#118 - School District 6 School B Follow Manage Organization Manage Annexes

Organization Details

Name	School District 6 School B	Applicant Type	School
Entity Number	118	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	800 North Street Springfield, ME 04487	Phone Number	555-555-5555
Mailing Address	800 North Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE <input type="checkbox"/> ESA School District with no Schools	Community Eligibility Program (CEP)?	No
		Alternative Discount Method	None
		Does this organization have an endowment?	No
		Number of Full Time Students	230
		Total Number of Part-Time Students	0
		Peak Number of Part-Time Students	0
		Total Number of Students Eligible for National School Lunch Program (NSLP)	115
Is this school part of a school district?	Yes		
State School Code			
State LEA Code			
NCES Public State Code			
NCES Public District Code			
NCES Public Building Code			

The organization page will re-display with the updated information

Updating NSLP

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

⑬ Repeat this process for each school in your organization

NSLP for NIFs

Records / Applicant Entities

#119 - School District 6 NIF [Follow](#) [Manage Organization](#) [Manage Organization R...](#)

Organization Details

Name	School District 6 NIF	Applicant Type	Non-Instructional Facility
Entity Number	119	Status	Active
FCC Registration Number			

Contact Information

Physical Address	452 Main Street Springfield, ME 04487	Phone Number	555-555-5555
Mailing Address	452 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

NOTE:

Enrollment and NSLP data for non-instructional facilities (NIFs) will not display on the organization page.

NIFs use the district discount percentage.

NSLP for Districts

Records / Applicant Entities

#116 - School District 6

Create a New User Add or Remove Existing ... Manage User Permissi... ...

Follow

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
------	--------------------------

General Contact

Name	School District 6 User 1
------	--------------------------

Applicant Attributes

School District Sub-Type

- Public
- Private
- Charter
- ESA

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

NOTE:

Enrollment and NSLP data for districts will not display on the organization page.

District data will be tabulated from data for the member schools.

The overall district discount percentage will automatically populate to any Form 471 on which the district is included.

Checking for Discount Rate Errors: School Districts

School District Discount Errors

① Return to your organization's Landing Page and click on the link for the school district

My Entities				
Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

School District Discount Errors

Universal Service Administrative Co.

Records / Applicant Entities

#116 - School District 6

Follow

Create a New User Add or Remove Existing ... Manage User Permissi... ⋮

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
------	--------------------------

General Contact

Name	School District 6 User 1
------	--------------------------

Applicant Attributes

School District Sub-Type	<input checked="" type="checkbox"/> Public School District <input type="checkbox"/> Private School District <input type="checkbox"/> Charter School District <input type="checkbox"/> ESA School District	Does this organization have an endowment?	No
State School Code			
State LEA Code			
NCES Public State Code			
NCES Public District Code			
NCES Public Building Code			


② Click on the “Discount Rate” link in the menu on the left

School District Discount Errors

The discount rate for the school district displays

NOTE:

- *Category One and Category Two discounts may be different depending on what band your NSLP percentage falls in*
- *Voice discounts are being phased out and are subject to a 20% reduction each year*



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#116 - School District 6 [Follow](#)

Requested Discount Rate - School District 6 (BEN: 116) - 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
351	157	45%	Rural	70%	70%	30%

[Show Entities](#)

School District Discount Errors

Universal Service Administrative Co.

Records / Applicant Entities

#16073482 - CALAIS SCHOOL DEPARTMENT [Follow](#)

Requested Discount Rate - CALAIS SCHOOL DEPARTMENT (BEN: 16073482) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

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
846	513	61%				

[Show Entities](#)

If you see an error message instead of the discount for your school district, there is an issue with one or more of the schools in your district

School District Discount Errors



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#16073482 - CALAIS SCHOOL DEPARTMENT [Follow](#)

Requested Discount Rate - CALAIS SCHOOL DEPARTMENT (BEN: 16073482) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

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
846	513	61%				

[Show Entities](#)

③ Click on the “Show Entities” button to display a list of the schools in the district

School District Discount Errors

*One or more of your schools is likely missing information
or is unable to accurately calculate a discount*



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#16073482 - CALAIS SCHOOL DEPARTMENT Follow

Requested Discount Rate - CALAIS SCHOOL DEPARTMENT (BEN: 16073482) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

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
846	513	61%				

Hide Entities

Entity Details


Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
CALAIS ELEMENTARY SCHOOL	4329	240	162	Rural	
CALAIS MIDDLE SCHOOL	4330	88	56	Rural	
CALAIS HIGH SCHOOL	4331	290	160	Rural	
SAINT CROIX REGIONAL TECH CENTER	224710	140	64	Rural	
COBSCOOK COMMUNITY LEARNING CENTER	16038838	15	13		
CALAIS CHILDREN'S PROJECT	16024197	32	30	Rural	
ROBBINSON GRADE SCHOOL	4369	41	28		

⏪ ⏩ 1-7 of 7 ⏪ ⏩

School District Discount Errors

④ Click on the link for a school with an issue to go to that school's organization page

You can also click on the USAC logo to return to the Landing Page, and then click on the school in the entity list



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Records / Applicant Entities

#16073482 - CALAIS SCHOOL DEPARTMENT Follow

Requested Discount Rate - CALAIS SCHOOL DEPARTMENT (BEN: 16073482) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

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
846	513	61%				

[Hide Entities](#)

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
CALAIS ELEMENTARY SCHOOL	4329	240	162	Rural	
CALAIS MIDDLE SCHOOL	4330	88	56	Rural	
CALAIS HIGH SCHOOL	4331	290	160	Rural	
SAINT CROIX REGIONAL TECH CENTER	224710	140	64	Rural	
COBSCOOK COMMUNITY LEARNING CENTER	16038838	15	13		
CALAIS CHILDREN'S PROJECT	16024197	32	30	Rural	
ROBBINSON GRADE SCHOOL	4369	41	28		

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School District Discount Errors

Records / Applicant Entities

#16038838 - COBSCOOK COMMUNITY LEARNING CENTER [Follow](#)

[Manage Organization](#) [Manage Annexes](#)

Organization Details

Name	COBSCOOK COMMUNITY LEARNING CENTER	Applicant Type	School
Entity Number	16038838	Status	Active
FCC Registration Number	0016903338		

Contact Information

Physical Address	10 COMMISSARY POINT ROAD Trescott, WASHINGTON, ME 04652	Phone Number	207-733-2233
Mailing Address	10 COMMISSARY POINT ROAD Trescott, WASHINGTON, ME 04652	Email	
		Website URL	


Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Not Found
School Sub-Type	<input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE <input type="checkbox"/> ESA School District with no Schools	Community Eligibility Program (CEP)?	No
Is this school part of a school district?	Yes	Alternative Discount Method	
NCES Private School ID		Does this organization have an endowment?	No
		Number of Full Time Students	15
		Total Number of Part-Time Students	
		Peak Number of Part-Time Students	
		Total Number of Students Eligible for National School Lunch Program (NSLP)	13

⑤ Click on the school's "Manage Organization" button and fix any issues on its organization page causing the discount not to calculate

School District Discount Errors

⑥ Return to the “Discount Rate” section for the school district and verify that the discount now displays



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#16073482 - CALAIS SCHOOL DEPARTMENT [Follow](#)

Requested Discount Rate - CALAIS SCHOOL DEPARTMENT (BEN: 16073482) - 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
766	461	60%	Rural	80%	80%	40%

[Show Entities](#)

Checking for Discount Rate Errors: Independent Schools

Independent School Discount Errors

① Return to your organization's Landing Page and click on the link for your independent school

My Entities				
Entity	Entity Number	City	State	Zip Code
Independent School 5	10513	Springfield	ME	04487

Independent School Discount Errors

Universal Service Administrative Co.

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#10513 - Independent School 5 [Follow](#) [Create a New User](#) [Add or Remove Existing ...](#) [Manage User Permissions](#) [***](#)

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, ME 04487	Email	independent.school5.user1@mailinator.com
		Website URL	

Account Administrator

Name	Independent School 5 User 1
------	-----------------------------

General Contact

Name	Independent School 5 User 1
------	-----------------------------

Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Urban
School Sub-Type	<input type="checkbox"/> Public School <input checked="" type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE <input type="checkbox"/> ESA School District with no Schools	Community Eligibility Program (CEP)?	No
		Alternative Discount Method	None
		Does this organization have an endowment?	No
		Number of Full Time Students	2500
Is this school part of a school district?	No	Total Number of Part-Time Students	0
NCES Private School ID		Peak Number of Part-Time Students	0


② Click on the “Discount Rate” link in the menu on the left

Independent School Discount Errors

The discount rate for the school displays

NOTE:

- *Category One and Category Two discounts may be different depending on what band your NSLP percentage falls in*
- *Voice discounts are being phased out and are subject to a 20% reduction each year*



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#10513 - Independent School 5 [Follow](#)

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2017

This discount rate has not been approved for the current year

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
2500	1800	72%	Rural	80%	80%	40%

Independent School Discount Errors

The screenshot shows a web interface for Universal Service Administrative Co. On the left is a navigation menu with items: Summary, News, Related Actions, Customer Service, Additional Information, Discount Rate (highlighted with a right-pointing arrow), Contracts, and FCC Forms. The main content area is titled 'Records / Applicant Entities' and features a header for '#3937 - BREAKWATER SCHOOL' with a 'Follow' button. Below this is a sub-header 'Requested Discount Rate - BREAKWATER SCHOOL (BEN: 3937) - FY2017'. A red-bordered box contains the error message: 'The information in your organization's profile is not sufficient to calculate your Discount Rate.' Below the error message, a note states 'This discount rate has not been approved for the current year'. At the bottom is a table with the following columns: School Enrollment, School NSLP Count, School NSLP Percent, School Urban/Rural Status, Category One Discount Rate, Category Two Discount Rate, and Voice Discount Rate. The table body is currently empty.

If you see an error message instead of the discount, there is an issue with the profile information for your school

Independent School Discount Errors

③ Click on the "Summary" link

Universal Service Administrative Co.

Records / Applicant Entities

#3937 - BREAKWATER SCHOOL [Follow](#)

Requested Discount Rate - BREAKWATER SCHOOL (BEN: 3937) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

This discount rate has not been approved for the current year

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate

Independent School Discount Errors

Records / Applicant Entities

#3937 - BREAKWATER SCHOOL Follow

Create a New User Add or Remove Existing ... Manage User Permissi... **⋮**

This function allows you to update information about an entity or BEN.

Organization Details

Name	BREAKWATER SCHOOL	Applicant Type	School
Entity Number	3937	Status	Active
FCC Registration Number			

Contact Information

Physical Address	856 BRIGHTON AVE PORTLAND, CUMBERLAND, ME 04102-1002	Phone Number	
Mailing Address	856 BRIGHTON AVE PORTLAND, CUMBERLAND, ME 04102-1002	Email	
		Website URL	


- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Manage Contracts

④ Click on the “...” button and choose the “Manage Organization” option

⑤ Fix any issues on your school’s organization page causing the discount not to calculate

Independent School Discount Errors

⑥ Return to the “Discount Rate” section for the school and verify that the discount now displays



Summary
News
Related Actions
Customer Service
Modifications
Additional Information
Discount Rate >
Contracts
FCC Forms

Records / Applicant Entities

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School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
145	9	6%	Urban	40%	40%	0%