



Confidential E-Rate Information and Data Form

Date _____

Section I – School Information

School Name _____ # Buildings _____
 School Address _____ City _____ State _____ Zip _____
 Contact #1 (Primary decision maker, contact for school information, service providers, plans and accounts)
 Name _____ Title _____
 Phone _____ Fax _____ email _____
 Contact #2 (Person responsible for paying invoices and bills)
 Name _____ Title _____
 Phone _____ Fax _____ email _____
 FCC # _____ NCES # _____

Section II – School Statistics	YES	NO	#
Enrollment			
Total Number of Classrooms			
Total Number of Devices with Internet Access			
Do you participate in the National School Lunch Program?			
# of students eligible for Free/Reduced Lunch?			
How many students receive financial aid?			
Do you use a 3 rd party financial aid company to administer financial aid applications such as FACTS, SSS, PSAS, FAIR, TAD, SMART or administer it internally?			
If YES, which one? _____			

Section III – Service Provider and Financial Information	Cost Per Month
Local Phone Service Provider _____ # Lines _____	\$
Long Distance Service Provider _____	\$
Cell Phone Service Provider _____ # of Phones _____	\$
Internet Service Provider _____	\$
Internet Speed DSL ___ T-1 ___ Cable ___ (speed _____) Broadband ___(speed _____)	
Web Hosting Service Provider _____	\$
Other Internet Service Providers _____ (include internet-based services such as Edline, eChalk, School Wires, etc.)	\$
TOTAL E-RATE ELIGIBLE MONTHLY EXPENSES	\$

Send this information form by fax or email to Steve Glickman at (314) 395-5882 or sglickman@erateprogram.com
 For help in completing this form, please call (314) 282-3676

INSTRUCTIONS FOR COMPLETING CONFIDENTIAL E-RATE INFORMATION AND DATA FORM

Our **Confidential E-Rate Information and Data Form** gathers the information about your school/district that enables us to estimate the amount of E-Rates your school can receive and our fees. Giving us accurate information helps us give you an accurate estimate. Please contact us with any questions or for help in completing this form.

Section I – School Information

Buildings – Include all buildings used by your school/district, including bus barns, etc.

School Address – Use the Physical address of the school, not a P.O. Box.

Contact # 1 and #2 We will contact #1 for overall information about the school's current and projected telephone and internet services and costs. Contact # 2 will have access to details of telephone and internet bills, accounts payable, and will account for E-Rates when received.

FCC # - Federal Communication Commission Registration Number is needed to file for E-Rates. If your school has one, please enter it. If you don't have one, obtaining it takes less than 5 minutes and we will give you instructions on how to obtain it.

NCES # - If you know your NCES number, enter it.

Section II – School Statistics

Enrollment – Include the total number of students for your school in grades K-12. If you have Pre-K students, list them separately.

Total Number of Devices with Internet Access - This includes all equipment such as computers, fax machines and copiers that are connected to your Internet.

of students eligible for Free/Reduced Lunch? – If you participate in NSLP, enter the number shown on one Monthly Reimbursement Claim Form sent to your state.

Do you a 3rd party financial aid service to administer the financial applications? If you use 3rd Party financial aid service – PSAS, FACTS, FAIR, TADS, or others, list the total number of students receiving financial aid, as shown on your last annual applicant summary report provide from the financial aid service. To determine the actual number of E-Rate eligible students without sending us the summary, we will give you a 2011 school year income grid showing the amount of income for each family size for a student to be counted as E-Rate eligible. Call us to request a copy.

Section III – Service Providers and Financial Information

Other Internet Service Providers - Do not include software or school management programs (e.g. Time and Attendance, Grading, Parent Student Information Services, etc).

If you aren't sure if a service is E-Rate eligible, list it on the form and we'll research to determine if it is E-Rate eligible.