Urban/Rural Lookup Tool

The Urban/Rural Lookup Tool allows users to locate the urban or rural status for an individual school, an individual library, a school district, or a library system. In order to receive the correct urban/rural designation for a school district or library system, the user must exclude the entity numbers of certain entities (see below for more specific information).

Any changes to the database that USAC makes – such as address corrections – are sent to the U.S. Census lookup and returned within an hour. The Urban/Rural Lookup Tool will show any changes when the updates arrive.

To perform a search using this tool, select an entity from the list below and follow the instructions for that entity. Possible entities are:

- Individual school
- Individual library
- School district
- Library system

Individual school

Click the radio button to the left of "Individual school." This will open up a field where you enter the entity number of the school.

You can type the entity number, paste it from your clipboard or computer memory, or use the lookup tool (the magnifying glass to the right of the "Entity Number" caption).

- The lookup tool allows you to search by name, state, or zip code. Whether the search criterion you specify returns one or multiple results, you can click the appropriate entity number and the tool will automatically populate it in the entity number field.

When you click "Lookup Urban/Rural Status," you will see the entity number, entity name, street address, type of entity, and urban/rural status. The status can be:

- "U" for urban
- "R" for rural
- "?" if the tool cannot determine the status, either because the entity number cannot be found or the address is incomplete or incorrect.

If the urban or rural status cannot be determined, we suggest that you call the Client Service Bureau (CSB) at 1-888-203-8100 for assistance.

Remember that, unless you are an independent school not part of a school district, you must use the discount calculated for your school district, even if it is urban and the individual school is rural.

Individual library

Click the radio button to the left of "Individual library." This will open up a field where you enter the entity number of the library.

You can type the entity number, paste it from your clipboard or computer memory, or use the lookup tool (the magnifying glass to the right of the "Entity Number" caption).

- The lookup tool allows you to search by name, state, or zip code. Whether the search criterion you specify returns one or multiple results, click on the appropriate entity number and the tool will automatically populate it in the entity number field.

When you click "Lookup Urban/Rural Status," you will see the entity number, entity name, street address, type of entity, and urban/rural status. The status can be:

- "U" for urban
- "R" for rural
- "?" if the tool cannot determine the status, either because the entity number cannot be found or the address is incomplete or incorrect.

If the urban or rural status cannot be determined, we suggest that you call the Client Service Bureau (CSB) at 1-888-203-8100 for assistance.

Remember that, unless you are an independent library not part of a library system, you must use the discount calculated for your library system, even if it is urban and the individual library is rural.

School District

Click the radio button to the left of "School District." This will open up a field where you enter the entity numbers of the individual schools in your school district.

You can type the entity numbers, paste them from your clipboard or computer memory, or use the lookup tool (the magnifying glass to the right of the "Entity Number" caption).

- If you paste entity numbers from another data source, you must first put them in comma-delimited format (individual entity numbers separated by commas). For example, you cannot copy a column of entity numbers from a spreadsheet and paste them directly into this field.

- The lookup tool allows you to search by name, state, or zip code. If the search criterion you specify returns multiple results, click the radio buttons to the left of the school or schools you want to add. Notice that you may have more than one page of results. You can click radio buttons for multiple entity numbers on multiple pages, but once you click "OK" you cannot add more entity numbers using the search tool; you will have to add them manually.

Certain entity numbers must be included or excluded to receive the correct urban/rural designation.

- Include:

    - Charter schools if they are part of the school district.
    - Schools that are considered schools by the state if they are part of the school district, even if they are not the home school for any students (e.g., vocational education schools).

- Exclude:
    - Entity numbers of entity type "District" if they represent an administrative function or building and not an actual school.
    - Non-instructional facilities (NIFs), whether or not they contain classrooms.
    - Entity numbers for single schools with multiple physical locations. Note: USAC may have required such schools to request entity numbers for each location because the locations have different addresses; include only the entity number for the main school location.

When you click "Lookup Urban/Rural Status," you will see three fields:

- A pink notification of the number of errors (i.e., schools that could not be found or assigned a status). If you click on the "Show/Hide" link you can get details on those schools,
- The percentages of the schools in the school district that are urban (U), rural (R), or undetermined (?), along with a notification that the school district is eligible for an urban discount, a rural discount, or the eligibility cannot be determined because there are too many entity numbers with errors, and
- A list of the schools from your search, featuring the entity number, entity name, street address, type of entity, and urban/rural status for each school.

Note: For a school district to be eligible for a rural discount, **more than fifty percent** of the schools in that school district must have a rural status. If exactly fifty percent of the schools in that school district are urban, the school district is considered urban.

If the urban or rural status cannot be determined for one or more entities, we suggest that you call the Client Service Bureau (CSB) at 1-888-203-8100 for assistance.

Library System

Click the radio button to the left of "Library System." This will open up a field where you enter the entity numbers of the individual library outlets/branches in your library system.

You can type the entity numbers, paste them from your clipboard or computer memory, or use the lookup tool (the magnifying glass to the right of the "Entity Number" caption).

- If you paste entity numbers from another data source, you must first put them in comma-delimited format (individual entity numbers separated by commas). For example, you cannot copy a column of entity numbers from a spreadsheet and paste them directly into this field.

- The lookup tool allows you to search by name, state, or zip code. If the search criterion you specify returns multiple results, click the radio buttons to the left of the library or libraries you want to add. Notice that you may have more than one page of results. You can click radio buttons for multiple entity numbers on multiple pages, but once you click "OK" you cannot add more entity numbers using the search tool; you will have to add them manually.

Certain entity numbers must be included or excluded to receive the correct urban/rural designation:

- Include:
  o Bookmobiles and library kiosks, if they are considered library outlets/branches in your state.

- Exclude:

  o Entity numbers that represent a library administrative function or building and not an actual library.
  o Non-instructional facilities (NIFs).

When you click "Lookup Urban/Rural Status," you will see three fields:

- A pink notification of the number of errors (i.e., library outlets/branches that could not be found or assigned a status). If you click on the "Show/Hide" link you can get details on those library outlets/branches,
- The percentages of the library outlets/branches in the library system that are urban (U), rural (R), or undetermined (?), along with a notification that the library system is eligible for an urban discount, a rural discount, or the eligibility cannot be determined because there are too many entity numbers with errors, and
- A list of the libraries from your search, featuring the entity number, entity name, street address, type of entity, and urban/rural status for each library.

Note: For a library system to be eligible for a rural discount, **more than fifty percent** of the library outlets/branches in that library system must have a rural status. If exactly fifty percent of the library outlets/branches in that library system are urban, the library system is considered urban.

If the urban or rural status cannot be determined for one or more entities, we suggest that you call the Client Service Bureau (CSB) at 1-888-203-8100 for assistance.