



## **Entity Download Tool**

The Entity Download Tool provides E-rate Productivity Center (EPC) data on all schools, libraries, school districts, library systems, consortia, annexes and non-instructional facilities. The tool allows you to download data into an Excel file one state at a time. Here is some additional key information about this tool:

- Data is updated nightly and includes the latest updates to EPC entity profile data as of 9 PM ET from the previous day.
- You will be downloading a single Excel file for all entities for the state selected. You may only select one state at a time for download.
- Parent and child relationships are included in the data set for each entity.
- If a given entity has more than one parent (e.g., an entity that is a member of two consortia the entity will be listed multiple times).
- There is a separate tab in the Excel file for Annexes.
- The file includes a field for entity status which indicates whether the entity is active or closed.
- Data for this tool is for FY2016 and forward.
- Data is organized by entity type (e.g. library system, school district) so that data that is unique to an entity type is grouped together and color coded based on the column heading.
- The majority of the data in this tool is self-reported therefore some fields may be blank if the field is not required by EPC. USAC validates some fields while data in other fields is not validated.
- The last field in the data set (“Last Updated Date”) lists the date the record was last updated.
- You can sort and filter the data based on any column.

To download a given state, select the state then click on Download Report. A detailed data dictionary is listed below.

## **FIRST TAB: APPLICANT INFORMATION**

### **General Attribute Data Fields (applies to all entity types)**

<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
Entity Name	Entity Name	The name of the entity.
Entity Number	Entity #	The number of the entity as assigned by USAC.
Entity Type	Entity Type	The type of the entity including school district, school, library system, library, consortium, and NIF (non-instructional facility).
Parent Entity Name	Parent Entity Name	The name of the parent entity. This field is blank if the entity does not have a parent. If an entity has more than one parent, the entity is listed multiple times.
Parent Entity Number	Parent Entity #	The name of the parent entity.



<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
Parent Entity Type	Parent Entity Type	The parent entity type including consortium, school district, and/or library system. The parent entity type is listed as a school or library if there is a child NIF.
FCC Registration Number	FCC Registration Number	Ten-digit number assigned by the FCC to each organization for all transactions with the FCC. You may register or search for the FCC registration number at the following website: <a href="https://apps.fcc.gov/coresWeb/publicHome.do">https://apps.fcc.gov/coresWeb/publicHome.do</a>
Organization Status	Status	Indicates if organization is active (open) or closed.
498 Status	498 Status	<p>Provides the status of the FCC Form 498 submitted for the entity. If there is more than one FCC Form 498 filed for a given entity, the highest status will be displayed. Example:</p> <ul style="list-style-type: none"><li>• 498 form 1 status = Certified</li><li>• 498 form 2 status = Approved</li><li>• 498 Status = Approved</li></ul> <p>Here is the hierarchy for 498 statuses and their definitions:</p> <ul style="list-style-type: none"><li>• Approved: USAC has approved your FCC Form 498 and you can now file an FCC Form 472 invoice online.</li><li>• Certified: You submitted an FCC Form 498 and USAC is reviewing your form.</li><li>• Rejected: USAC has reviewed your FCC Form 498 and it was rejected based on payment information submitted. You must submit a new FCC Form 498.</li><li>• Bank Rejected: Your FCC Form 498 was approved however when a payment was sent to your financial institution it was rejected. You must submit a new FCC Form 498 with new payment information.</li></ul>
Physical Address	Physical Address	The street address where the entity is located.
Physical Address (extended)	Physical Address 2	Additional address information if applicable.
Physical City	Physical City	The city in which the entity is located.
Physical County	Physical County	The county in which the entity is located.
Physical State	Physical State	The U.S. state or territory in which the entity is located.
Physical ZIP Code	Physical Zipcode	The ZIP Code for the entity.
Physical ZIP code Extension	Physical Zipcode Ext	The four-digit ZIP Code extension if applicable

Mailing Address	Mailing Address	The mailing address of the entity.
Mailing Address (extended)	Mailing Address 2	Additional address information if applicable.
Mailing City	Mailing City	The city of the mailing address of the entity.
Mailing County	Mailing County	The count of the mailing address of the entity.
Mailing State	Mailing State	The state of the mailing address of the entity.
Mailing ZIP Code	Mailing Zipcode	The ZIP Code of the mailing address of the entity.
Mailing ZIP Code Extension	Mailing Zipcode Ext	The four-digit ZIP Code extension if applicable.
Phone Number	Phone Number	The phone number for the entity.
E-mail	Email	The e-mail address for the General Contact.
Website Address	Website URL	The website of the entity.
Account Administrator Name	Account Administrator Name	The name of the account administrator in EPC.
General Contact Name	General Contact Name	The General Contact of the entity.
User-Entered Latitude	User-Entered Latitude	A user-entered latitude coordinate of the entity.
Data Field	Column Header in MS Excel Output File	Description
User-Entered Longitude	User-Entered Longitude	A user-entered longitude coordinate of the entity.
Latitude	Latitude	A system-generated latitude coordinate of the entity based on the physical address.
Longitude	Longitude	System-generated longitude coordinate of the entity based on the street address.
User-Entered Urban/Rural Status	User-Entered Urban/Rural Status	A user-entered urban / rural status for the entity.
Urban/Rural Status	Urban Rural Status	A system-generated urban / rural status for the entity based on the physical address, latitude, and longitude.
Independence of school/library	Is school/library independent?	A school/library is listed as independent (Yes) if it is not part of a school district/library system.

**School District Subtypes ("Yes" if met and blank if not met or inapplicable)**

Subtype	Definition
Private School District	Indicates if school district is a private school district.
Public School District	Indicates if school district is a public school district.
ESA School District	Indicates if a school district identifies as having an Educational Service Agency (ESA) support its member schools.
Charter School District	Indicates if a school district consists exclusively of charter schools.

**Library System Specific Data Fields**



<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
Main library branch's school district name	Main Library Branch School District Name	Indicates the name of the school district in which the main library branch is located.
Main library branch's school district number	Main Library Branch School District Number	Indicates the entity number of the school district in which the main library branch is located.

**Library System Subtypes (“Yes” if met and blank if not met or inapplicable)**

<b>Subtype</b>	<b>Definition</b>
Private Library System	Indicates if the library system consists exclusively of private libraries.
Public Library System	Indicates if the library system consists exclusively of public libraries.

**Consortium Subtypes (“Yes” if met and blank if not met or inapplicable)**

<b>Subtype</b>	<b>Definition</b>
ESA Consortium	An established Educational Service Agency (ESA) serving as a consortium leader, aggregating demand and assisting in bulk purchases on behalf of some or all of the school districts and/or libraries in its service area.
Non-Profit Purchasing Group	Indicates if the consortium is part of a non-profit purchasing group.
State-wide	Indicates if the consortium is a state-wide consortium.
State Education Agency	Indicates if the consortium is a state education agency.
State Library Agency - Consortium	Indicates if the consortium is a state library agency.
Other State Agency	Indicates if the consortium is a state agency other than the state agencies listed above.

**Library-specific Data Fields**

<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
FSCS Code	FSCS KEY	Indicates the Federal-State Cooperative System Code (FSCS) of the library.
FSCS Sequence Code	FSCS SEQ	Library FSCS sequence code is a unique 3-digit suffix that distinguishes outlets associated with a library system.

Locale code	Locale Code	Code assigned by the Institute for Museum and Library Services (IMLS) that identifies the population density of the library's location. Libraries that are located in the IMLS locale code of 11-City, Large; 12-City, Midsize; or 21-Suburb are eligible for a higher pre-discount budget than libraries with other locale codes.
Square footage	Square Footage	Total interior area of the library in terms of square footage.

**Library Subtypes (“Yes” if met and blank if not met or inapplicable)**

<b>Subtype</b>	<b>Definition</b>
Academic	Indicates if the library is part of an educational institution.
Bookmobile	Indicates if the library is a mobile library.
Kiosk	Indicates if the library is a kiosk.
Main Branch	Indicates if the library is the main branch of the library system in which it is located. Main branch will also be listed as “Yes” for independent libraries.
New Construction Library	Indicates if the library has not been fully constructed.
Private Library	Indicates if the library is private.
Public Library	Indicates if the library is public.

<b>Subtype</b>	<b>Definition</b>
Research Library	Indicates if the library is a research library.
State Library Agency – Library	Indicates if the library is part of a state library agency.
Tribal Library	Indicates if the library is maintained by a tribal government.

### School-specific Data Fields

<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
State School Code	State School Code	Code assigned by the state for a school.
State LEA Code	State LEA Code	Local education agency (LEA) code for the school district.
NCES Public State Code	NCES Public State Code	Code assigned by the National Center for Education Statistics (NCES) for the state.
NCES Public District Code	NCES Public District Code	Code assigned by NCES for the school district.
NCES Public Building Code	NCES Public Building Code	Code assigned by NCES for the public school building.
NCES Private School ID	NCES Private School ID	Code assigned by NCES for private schools.
Full-time Student Count	Number of Full Time Students	The total number of full-time students for the school.
Part-Time Student Count	Total Number of Part-Time Students	The total number of part-time students for the school.
Peak Number of Part-Time Students	Peak Number of Part-Time Students	The peak number of part-time students for the school.
NSLP Student Count	Number of NSLP Students	The number of students or calculated number of students eligible for the National School Lunch Program (NSLP).
CEP	Community Eligibility Program (CEP)	Indicates if the school is enrolled in the Community Eligibility Program (CEP).
CEP Percentage	CEP Percentage	Indicates the approved percentage of a school in the Community Eligibility Program (CEP).
Alternative Discount Method	Alternative Discount Method	Indicates the school's alternative discount method such as Sibling Match, Survey, or Combination (not CEP).
Does the organization have an endowment?	Does this organization have an endowment?	Indicates whether the organization has an endowment.

### School subtypes ("Yes" if met and blank if not met or inapplicable)

<b>Subtype</b>	<b>Definition</b>
BIE	A school operated by the Bureau of Indian Education (BIE)
Charter School	A charter school.
Dormitory	A dormitory for housing students.
ESA School	A school operated by an Educational Service Agency to provide specialized services such as Vocational or Special Education.



<b>Subtype</b>	<b>Definition</b>
ESA School District with No Schools	An Educational State Agency (ESA) comprised entirely of non-instructional facilities (NIFs), from which its staff is based. It may run education programs in facilities that are not recognized as elementary or secondary schools. Classifying such an entity as a school in EPC is necessary to be able to enter the total student count for all of its member school districts.
Head Start	A facility with a comprehensive child development program that serves preschool-age children and their families.
Juvenile Justice	A NIF which is (and should be) labeled as a school in EPC, but usually has within it a primary or secondary education program.
New Construction School	A school that has yet to be fully constructed, often requiring estimated student counts.
Pre-K	A Pre-K school.
Private School	A private school.
Public School	A public school.
Tribal School	A school operated by a Tribal government.
Adult Education	An institution for adult education.

**General Attribute Data Fields (applies to all entity types) (continued)**

<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
Last Modified By	Entity Last Modified By	Indicates the e-mail address of the person who last modified the entity's information in EPC.
Last Updated Date	Last Updated Date	Indicates the date and time the profile of the entity was last modified in EPC.

**SECOND TAB: ANNEX INFORMATION**

<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
Annex Name	Annex Name	Name of the Annex.
Annex Parent Organization Name	Annex Parent Organization Name	Name of the entity to which the annex is connected.
Annex Parent Organization Number	Annex Parent Organization Number	Name of the assigned EPC number of the entity to which the annex is connected.
Annex Address	Annex Address	The physical address of the annex.
Annex City	Annex City	The city in which the annex is located.
Annex County	Annex County	The county in which the annex is located.
Annex State	Annex State	The U.S. state or territory in which the annex is located.
Annex ZIP Code	Annex Zipcode	The ZIP code at which the annex is located.



<b>Data Field</b>	<b>Column Header in MS Excel Output File</b>	<b>Description</b>
Annex Phone	Annex Phone	A phone number at which a representative of the annex can be reached.
Last Modified By	Annex Last Modified By	Indicates the e-mail address of the person who last modified the annex's information in EPC.
Last Updated Date	Annex Last Modified Date	Indicates the date and time the annex of the entity was last modified in EPC.