

External Organization Request Form

Requestor Information

Request Type:



Field Name	Field Type	Instructions/Content
Request Type	Drop Down List	Duplicate Record, New College/University, New High School or Update to Existing Record
Requestor Priority	Drop Down List	Normal or Urgent – if urgent, please explain in issues/comments.
Requested by	Free Form Text	Name of person filling out form. (May differ from person submitting form to SCS)
ATP/CEEB	Free Form Text	The organization's ATP or CEEB number, if known. Only request an additional External Org ID for separate CEEB numbers. If multiple locations have the same CEEB number, an update request to add a location to the existing external org may be submitted. Explain in the "Issues/Comments" section.
FICE	Free Form Text	The organization's FICE number, if known. page 3 of
	this	form for approved resources when researching.
Issues/Comments	Free Form Text	Relevant information needed to expedite request resolution.
Org Name	Free Form Text	The current official name found on the transcript, etc.
Previous Name	Free Form Text	If a name change, provide current name in PeopleSoft.

		universities.
Career Unit	Free Form Text	Please select a career. (educational institutions only)

The following sources have been agreed upon by all seven institutions and should be used when researching external organizations.

College Source

<http://www.collegesource.org/idxsearch.asp>

Useful for locating ATP/CEEB, FICE and address in one location.

Carnegie Foundation

http://classifications.carnegiefoundation.org/lookup_listings/institution.php

Note: While institutions like Great Basin College do offer 4 year degrees, their "School Type" in the External Org table is 2 year. In determining whether a US institution type should be classified as 2 year

Note: