

Table of Contents

- I. [Description](#)
- II. [System Requirements](#)
 - A. [Hardware / Software](#)
- III. [Usage](#)
 - A. [Requestor Information](#)
 - B. [Requests](#)
 - C. [Submitting Form](#)

I. Description

The Community Education Council (**CEC**) Request Form is a tool designed for CECs to submit requests to improve and maintain existing and new school structures within the [New York City Department Of Education school system](#). Please submit all requests by **January 12, 2018**. Requests will not be accepted directly from individual schools. Any request from schools will be forwarded to the appropriate CEC for review and prioritization.

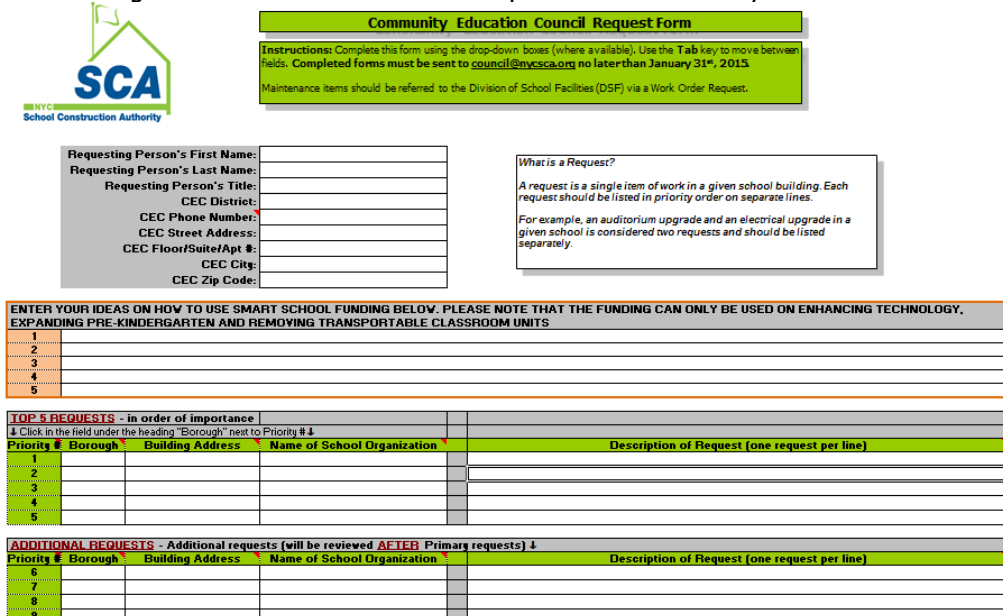
II. System Requirements

A. Hardware / Software

The CEC Request Form workbook was developed and tested in Microsoft® Office 2016 using Windows 7. You should have Excel 2007 or greater installed on your local computer.

III. Usage

The following is a screenshot of the CEC Request Form data entry area:



The screenshot shows the 'Community Education Council Request Form' data entry area. It includes a header with the SCA logo and instructions. Below the header is a form for 'Requesting Person's Information' with fields for First Name, Last Name, Title, District, Phone Number, Street Address, Floor/Suite/Apt #, City, and Zip Code. To the right of this form is a box titled 'What is a Request?' which explains that a request is a single item of work in a given school building and should be listed in priority order on separate lines. Below these forms is a table for 'ENTER YOUR IDEAS ON HOW TO USE SMART SCHOOL FUNDING BELOW. PLEASE NOTE THAT THE FUNDING CAN ONLY BE USED ON ENHANCING TECHNOLOGY, EXPANDING PRE-KINDERGARTEN AND REMOVING TRANSPORTABLE CLASSROOM UNITS'. The table has columns for Priority #, Borough, Building Address, Name of School Organization, and Description of Request (one request per line). There are two sections: 'TOP 5 REQUESTS - in order of importance' and 'ADDITIONAL REQUESTS - Additional requests (will be reviewed AFTER Primary requests)'. Each section has a table with 5 rows for requests.

A. Requestor Information

To begin using the form, enter your personal information in the spaces provided at the top of the form. The following fields are required:

1. **First Name**
2. **Last Name**
3. **Title (select from dropdown)**
4. **CEC District**
5. **CEC Phone Number**
6. **CEC Street Address**
7. **CEC Floor/Suite/Apt #**
8. **CEC City**
9. **CEC Zip Code**

For your convenience, you may cycle through the form by pressing Tab to jump to the next form field. Title and District are dropdown lists from which you must select an available option.

B. Requests

The next section is where you enter requests for your CEC district. The top five requests for your district should be entered in priority rows 1 through 5. Starting from the left, select your borough from the dropdown list, then select the building address. Choose the school organization from the dropdown field labeled **Name of School Organization**. The "Description of Request" field is where you type the nature of your request. **Enter one discrete request per line.**

If, after choosing the name of the school, you subsequently select a different address, be sure to change the school organization accordingly.

TOP 5 REQUESTS - in order of importance				
↓ To begin using this form, click in the field under the heading "Borough" Next to Priority #1 ↓				
Priority #	Borough	Building Address	Name of School Organization	Description of Request (one request per line)
1				
2				
3				
4				
5				

There are additional spaces below where you may enter more requests. Note that maintenance items should be referred to the Division of School Facilities (**DSF**) via a Work Order Request.

C. Submitting Information

Email your completed form to: council@nycsca.org. As a reminder, the request form must be received no later than **January 12, 2018**. Requests will not be accepted directly from individual schools. Any request from schools will be forwarded to the appropriate CEC for review and prioritization.