

# New Site/Services TurnUp Process

<b>Request Type</b>	<b>Site Type</b>	<b>Full Site Name</b>	<b>Elegibility Level</b>
<b>Site Physical Address</b>		<b>Turnup Date Request</b>	<b>Number of Students</b>
<b>Administrative Contact</b>		<b>Grades Served</b>	<b>School District</b>
<b>E-Rate Contact</b>		<b>Technical Contact(s)</b>	
		<b>Billing Type</b>	
		<b>Is the Site Ready</b>	
		<b>Site Due Date</b>	
		<b>Site Production Date</b>	

Requested Services		
	IP Address Space - Network Engineering	Engineering Process
	Commodity Internet Service	Engineering Process
	Internet 2 Service	Engineering Process
	DNS/Domain Services	Implementation Process
	Content Filtering Services	Application Services Process
	Circuit Connection to UEN PoP	Circuit Handling Process
	Network Redundancy Services	Engineering Process
	Network Engineering/Design Assistance	Engineering Process
	Other:	
	Other:	
	Other:	

Processes and Checklist	
	Obtain All Applicable information Above and Document it on this Process Sheet
	Eligibility of the Site for Services Requested is Determined using current Processes
	Arrangements for Billing for Applicable Services is Requested
	Arrangements for Billing for Applicable Services is Implemented
	Handoff to Project Coordinator
	Test Field

<b>Design Request Submitted to Engineering Process if Applicable</b>	<b>Date to Coordination</b>
<b>Design Request Submitted to Implementation Process if Applicable</b>	
<b>Site Survey Request Submitted to Field Operations if Applicable</b>	
<b>Design Request Submitted to Application Services Process if Applicable</b>	
<b>Design Request Submitted to Circuit Handling Process if Applicable</b>	

<b>Site/Service Manager Approval</b>	<b>NOC Manager Approval</b>

<b>Engineering Manager Approval</b>