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RE: Current thinking for Ext. Org. data needs (not including Affiliations) for Org Type = School

Here are the current needs surrounding the entry of data from various loads into External Orgs.

1. We need to be able to mail to generic Directors of Guidance for secondary schools.
2. We need to be able to mail to specific names of DOG's for key secondary schools.
3. We need to tie the primary location to the Director of Guidance as well as phone information.
4. No single existing database has all of the above current information, so we need to pull from several data sources.
5. We need to be able to store multiple contacts for a single organization.
6. We need the Primary Contact and Primary Location for single 3C's communication to External Orgs.

Suggested strategies for loading needed information

1. ATP loads HS Name, Primary Location, and CEEB for high schools.
2. All high schools need to have a Contact Type of "Director of Guidance" and the Contact Name of "Director of Guidance" (DOG). *[It may also make sense to have these contacts listed as Contact #1 but this should be further explored looking at how this might impact entering new information and how we can standardize always making this entry #1 subsequent to the initial load.]*
3. Subsequent to mass loading, if a named DOG is discovered, the name is to be added as a second (or third) Contact Type = DOG, Contact Title = <actual title>, Contact Name = <actual name>.
4. When actual name is not needed when mailing to multiple schools, Contact Type = DOG and Contact Name = DOG would be accessed through the RDS. When actual name is needed, Contact Type = DOG and Contact Name ≠ DOG or Blank would be selected through the RDS reporting.
5. Continuing Ed has 6100 guidance counselors and their phone numbers. These need to be entered into Contacts as: Contact Type = Guidance Counselor, and location for the Contact Type should equal the Primary Location from Ext. Org. page.
6. Continuing Ed has over 3,000 names of principals. These need to be added to Contact Type "Principal/Head of School", and their locations as the Primary Location for the Ext. Org.
7. UAO has identified key schools in the CornellC Schools database. Since there is a field for DOG in CornellC, it would be ideal to then load this information into Contact Type = DOG, Contact Name = <actual name>. (The UAO data will need to be validated.)
8. Information for colleges would follow the same scheme with "Registrar" being the value for Contact Type and Contact Name for all 2-year and 4-year institutions.
9. As new and accurate information is discovered, this information can be added in the appropriate Contact Type, Contact Name, Location and Phone and E-mail for the specific new contacts.
10. Frequent users of Ext Orgs looking up a single school and contact information would have to always go to the Contacts page to make sure that they have the person they need before communicating.
11. Information about the current status and structure of the Component Interface being worked on through CIT would be helpful in determining if it is possible to pull the needed information in the format being suggested above, or do we have to adhere to a structure that is dictated by the interface.
12. The amount of information makes manual entry (in addition to the affiliations entry that will be manual) a prohibitive expense.