

INSTRUCTIONS FOR THE SITE INFORMATION FORM

This form collects information about the sites where your agency may offer instructional services. If your agency operates from a single location, you don't need this form.

Each data field has a number that can be cross-referenced between these instructions and the Site Information Form.

1. AGENCY/AFFILIATE:

Enter the name of your agency/affiliate.

2. SITE ID:

Enter the site ID on the line provided. In ALIES the site ID is an alphanumeric code that you assign to uniquely identify the site. For example, you can number your sites sequentially (1,2,3), by 10's (10,20,30), or use a combination of letters and numbers (GRASP01). It is vitally important that you do not assign the same number to more than one site.

3. SITE NAME:

Enter the name of the site.

4. SITE MANAGER:

Enter the name of the site manager.

5. ADDRESS: (5 – 8)

Enter the site's address including the city (#6), the state (#7), and zip code (#8).

9. COUNTY:

Enter the county for this site.

10. TELEPHONE:

Enter the area code and telephone number for the site.

11. COMMUNITY SCHOOL DISTRICT:

Enter the community school district where the site provides its services.

12. COMMUNITY PLANNING DISTRICT:

Enter the planning district in which the site is located. *For NY City programs only.*

13. CONGRESSIONAL DISTRICT:

Enter the congressional district in which the site is located.

14. **ASSEMBLY DISTRICT:**

Enter the assembly district in which the site is located.

14. **SENATORIAL DISTRICT:**

Enter the senatorial district in which the site is located.