

**Request for Public IP Address and/or Domain Name Service Registration Form
West Virginia Department of Education (WVDE)**

Directions: Please complete this application to request a public IP address for your network device and/or to register your network device and receive a specific domain name. All forms must be complete and have **original signatures**. You must attach **the appropriate School, County or RESA Acceptable Use Policy defining support responsibilities for these services**.

Local or LAN IP Address of Server: 10.____.____.____ Date: _____
Public IP Address: 168.216.____.____ (to be assigned by WVDE)

(Please review information on Intranet planning process at [@| |@ çà^ÈæÈ çÈ•D&@| | *^D^ç \[;\} •È @](#) for assignment of 10. address for server.)

Physical Location of Network Device (Circle one):

School County RESA

Other: (explain) _____

Location Name: _____

Address: _____

City/State/Zip: _____ / _____ / _____

Phone: _____ Fax: _____

Room #/Location: _____

Purpose:

Is this an official school or county network device? Yes No
If no, please explain: _____

How will this network device be used? (Explain purpose/services/protocols/ports used.)

Operating System of network device (if applicable): _____

Is a Domain Name or URL required for this device? Yes No

Technical Contact (Responsible adult for the server):

Name: _____ Title: _____
Email: _____ Location Phone: _____
Home Phone: _____

Location Name: _____

Address: _____

City/State/Zip: _____ / _____ / _____

Administrative Contact (principal, superintendent, other):

Name: _____ Title: _____
Email: _____ Location Phone: _____
Home Phone: _____

Location Name: _____

Address: _____

City/State/Zip: _____ / _____ / _____

Requirements:

A copy of this completed form must be on file at the network device location.

The appropriate School, County or RESA Acceptable Use Policy defining use and management of this device must be attached and submitted with this form.

By placing my signature on this document, I am confirming that I understand and accept the responsibilities of housing and administrating this network device within my county and/or school location (refer to Policy 2460 at <http://wvde.state.wv.us/technology/standards/>).

Administrative Contact: _____ **Date:** _____

Technical Contact: _____ **Date:** _____

Naming Conventions:

The following are standard naming conventions which will be used by West Virginia public institutions. Note: cccc is the first four characters of a county name (example: Wayne would be wayn).

School Type	Naming Convention	Address Examples
Elementary School (primary, Elem/MS, Elem/JHS, grade school)	schoolname.cccc.k12.wv.us	petersburg.gran.k12.wv.us (Petersburg Elem/Grant)
Intermediate, Junior, Middle, and High School	initials.cccc.k12.wv.us	mms.faye.k12.wv.us (Montgomery Mid/Fayette)
Vocational/Technical School	initials.cccc.tec.wv.us	ccvc.cabe.tec.wv.us (Cabell Co Voc Tech)
County Board of Education	boe.cccc.k12.wv.us	boe.clay.k12.wv.us (Clay Co BOE)
RESA	resa#.k12.wv.us	resa7.k12.wv.us (RESA 7)

**Mail to: Bob McCoy, Coordinator
West Virginia Department of Education
Building 6, Room 346
1900 Kanawha Blvd. East
Charleston, WV 25305-0330**

Phone: (304) 558-7880 or (304) 957-WVDE (9833) Ext. 53504
rmccoy@access.k12.wv.us

For Department use only:

West Virginia Department of Education: _____ Date: _____