

Working with School Data in Global Link

Step 1: Select "Organization" from Global Link Menu



Step 2: Specify Organization type of School

A screenshot of the 'Organization : Search' form. It contains three dropdown menus: 'Org. Status' set to 'All', 'Your IOC' set to 'USA', and 'Org. Type' set to 'School'. There is a search icon to the right of the 'Org. Type' dropdown.

Step 3: Choose how to filter to find what you wish

You can filter on school name, zip code, state, Area Team, Chapter, etc.

Here I am using a chapter name (note use of Max Results), then click on "Search" button

A screenshot of the search form with various filters. The 'Your IOC' is 'USA' and 'Org. Type' is 'School'. The 'Chapter or Unaffiliated Chapter' field contains 'Lehigh Valley AFS Chapter'. The 'Max Results' dropdown is set to '100'. There are search icons next to the 'Chapter or Unaffiliated Chapter' and 'Region' fields. A blue arrow points from the 'Max Results' dropdown to the 'Search' button area.

Step 4: Select the school you want from the list returned from the search:

Note that the right hand side shows how many service cases are identified with the school – both sending and hosting)

Record(s) Found : 61 [\[Click here to show total number of records matching these search criteria\]](#)

No.	IOC	Org. Ref.	Organization Name	Org. Type	Org. Sub Type	Chapter	Address	Status	Member	Contact	Service (Sent, Hosted, Family)
1	USA	H0006947	Abington Heights High School	School		Lehigh Valley AFS Chapter	222 Noble Rd., Clarks Summit, PA, 18411	Active	0/0/0	0	1/0/0
2	USA	H0603039	Allentown Central Catholic School	School		Lehigh Valley AFS Chapter	, Allentown, PA, 18102	Active	0/0/0	0	1/0/0
3	USA	H0000499	Bangor Area High School	School		Lehigh Valley AFS Chapter	P.O. BOX 2069, 187 Five Points Richmond Rd, Bangor, PA, 18013	Active	0/0/0	0	1/1/0
4	USA	H0700124	Berwick Area High School	School		Lehigh Valley AFS Chapter	1100 Fowler Avenue, Berwick, PA, 18603	Active	0/0/0	0	0/1/0
5	USA	H0100364	Bethlehem Catholic High School	School		Lehigh Valley AFS Chapter	2133 Madison Avenue, Bethlehem, PA, 18017	Active	0/0/0	0	1/0/0
6	USA	H0700258	Boyetown High School	School		Lehigh Valley AFS Chapter	120 N. Monroe St., Boyertown, PA, 19512	Active	0/0/0	0	0/2/0
7	USA	H0100154	Brandywine Heights Area High School	School		Lehigh Valley AFS Chapter	200 W. Weis St, Topton, PA, 19562	Active	0/0/0	0	0/1/0
8	USA	H0604434	Catasauqua High School	School		Lehigh Valley AFS Chapter	2500 W Bullshead Rd, Northampton, PA, 18067	Active	0/0/0	0	0/2/0
9	USA	H0602563	Crestwood High School	School		Lehigh Valley AFS Chapter	281 South Mountain Blvd, Mountaintop, PA, 18707	Active	0/0/0	0	5/4/0

Step 5: Here is what a typical school record looks like. In addition to information about the school (name, address, website, etc.), you can summarize other information about the school in the “Additional Detail” field (this is free form).

Organization : Parkland High School

Contact Log (0)	Extras	Affiliated Persons (0/0)
Sent Pax. (5)	Hosted Pax. (3)	Host Family (0)
Charter Application	Quality Assessment	Zip Code Assignment
School Description		
History Log	Find Duplicate	

Organization Detail

Information :

IOC Code USA	Native Name Parkland High School	English Name Parkland High School	Organization H0005709
Type School	Region Go New York Region	Area Team DelMarPa Area Team	Chapter or Unaffiliated Chapter Lehigh Valley AFS Chapter
Native Sub Type	English Sub Type	Contact Person Mrs. Kris Chenworth	Language of Communication English
Phone Number 6103515600	Fax Number	E-mail Address chenworthk@parklandsd.org	Website psdweb.parklandsd.org/phsweb/
International Airport	Domestic Airport1	Domestic Airport2	Host Distribution Site
Additional Detail (Native language) max 6, no cutoff, diploma given		Additional Detail (English) max 6, no cutoff, diploma given	

Address Information :

Native language :	Address 1 2700 N Cedar Crest Blvd	Address 2	City Allentown
	State / Province	Zip Code	

Also, note the buttons on the top of the screen. The key ones for a school are:

- Sent Pax – a list of the students sent on AFS programs

Organization : Sent Pax. - Parkland High School

Organization Name	Organization Ref	Type	Status
Parkland High School	H0005709	School	Active

Org. Info.

No.	Service Ref.	Program Code	Dest IOC.	Stage	Native Name	English Name
1	02-07291	IPcsNH02	ARG	Admission		Ahuja, Pouja
2	P-F20236335	YPcbNH05	GER	Participation	Midgley, Justin	Midgley, Justin
3	04-00654	YPscNH04	CZE	Participation	Zabrenski, Jeannine	Zabrenski, Jeannine
4	P-F20281961	YPscNH06	FRA	Participation	Hessmiller, Elizabeth	Hessmiller, Elizabeth
5	P-F20298731	YPscSH06	JPN	Participation	Howitz, Gabrielle	Howitz, Gabrielle

- Hosted Pax – a list of the students previously hosted

Organization : Hosted Pax. - Parkland High School

Organization Name	Organization Ref	Type	Status
Parkland High School	H0005709	School	Active

Org. Info.

No.	Service Ref.	Program Code	IOC	Stage	Native Name	English Name
1	04-40338	YPscNH05	FRA	Participation	GOUGIS, Adriane	GOUGIS, Adriane
2	161187	YPscNH05	GER	Participation	Mochmann, Sophie	Mochmann, Sophie
3	09-01856	YPscNH10	NOR	Participation	Inderdal, Kathrine	Inderdal, Kathrine

- Affiliated Persons – Contact information (teachers, etc.)

Organization : Affiliated Person- Downers Grove South

Organization Name	Organization Ref	Type	Status
Downers Grove South	H0500600	School	Active

Affiliation Type: All | Affiliation Status: All | Org. Info. | New Affiliated Person

No.	Family Name	Given Name	Affiliation Type
1	Hash	Georgia	Department Chair
2	Hash	Georgia	Sending Contact
3	Hash	Georgia	Foreign Language Teacher
4	Lindquist	Mary	Teacher
5	Montero	Cyndi	School Staff

- Contact log – where you can keep track of what contacts you have had and what the results were

Contact Log - Boise High School

Organization Name	Organization Ref	Type	Status
Boise High School	03-01697	School	Active

Org. Info. | New Contact Log | Archive of Contact Log

No.	Type of Contact	Contact Date	Who made contact	Who was contacted	Outcome	Next Step	Follow-up Date
1	School Relations	11/5/2007	Hargesheimer, Justin		Leads Collected: 119		

- School Description

The School Description screen is where much of the information that can be used for the Form E is located. Here are some of the fields contained on this extensive screen:

School Description - Parkland High School

Organization Name	Organization Ref	Type	Status
Parkland High School	H0005709	School	Active

[Org. Info.] [Print this form]

School Description Detail

1. English Name of School: Parkland High School Native Name of School: _____
 Name of Principal: _____

2. Address: 2700 N Cedar Crest Blvd Allentown PA 18104
 Telephone: 6103515600 Fax: -

3. English Name of Student's Advisor: _____
 Native Name of Student's Advisor: _____

4. Description of School (please check all that apply):

(1). National Prefectural Municipal Private Public
 Boarding Charter Comprehensive Parochial

(2). Academic Technical Commercial Agricultural Vocational Other _____

(3). Co-educational Boys only Girls only

(4). Buddhist Shintoist Protestant Catholic Non-Religious-Affiliation Other _____

5. (1) Total Enrollment: (Boys , Girls)
 (2) Number of Faculty:
 (3) Average number of student in a Class:

6. Summer Vacation (please specify start and end dates):
 Winter Vacation (please specify start and end dates):
 Spring Vacation (please specify start and end dates):
 School Opens Date on and Ends on

13. School Description Information.

[a] School District:

[b] School Fees:

[c] Hosting Acceptance Deadline Date:

[d] Does school has AFS Club? Yes No

[e] ETS Code:

[f] Graduation Date:

[g] Rating on School Description:
 Hosting Rating: Last Modified Date:
 Sending Rating: Last Modified Date:

[h] Volunteer Contact for School:

[i] Does school accept Graduates? Yes No n/a

[j] Does school accept Semester? Yes No n/a

[k] Grade level: Start End

Besides the obvious advantages of keeping all your school data in one central place where it can be accessed by all your Area Team/Chapter volunteers as well as the staff, here are some key uses for the school data:

- Everything you need for the Form E is available (*and the form will eventually go away as we use Global Link for the source of this data*)
- There is an automatic record of all hosting and sending information available – a good technique in writing the cover letter for a PAF is to reference students who have been hosted or gone on AFS programs in the past to show that AFS is an agency with a history of association with the school.
- All the information about school deadlines, acceptance of graduates, etc. can be used to help guide placement decisions.

What else can you do?

- Check the list of schools assigned to your Area Team/Chapter (we used some rules to help clean up the data as it came from OPUS – the AT assignments should be correct, but the assignment to chapters is something that we need your help with).
- Help clean up the data regarding school address, website, contact person, etc. YOU are the ones who know your schools the best.
- Populate the field on the School Description page. Most of these are blank right now – but they are there for both your use and to help AFS to make better placement decisions in the future.

Questions?