

Domain Name Server Registration Form

West Virginia Department of Education (WVDE)

Directions: Please complete this application to register your Internet server and receive a specific domain name for your server address. All forms must be **complete** and have **original signatures**.

IP Address of Server: 10.____.____.____

Date: _____

Physical Location of Server (Circle one):

School County RESA

Other: (explain) _____

Location Name: _____

Address: _____

City/State/Zip: _____ / _____ / _____

Phone: _____ Fax: _____

Room #/Location: _____

Purpose:

Is this server an official county or school server? Yes No

Explain: _____

How will this server be used? (Circle)

Web Server FTP Server Mail Server Domain Name Server

Other: (explain) _____

Operating System of Server: _____

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:

Completed signature forms must be on file at the server location for each Internet user receiving Internet access from any educational server even if the services are not requested from the WVDE.

By placing my signature on this document, I am confirming that I understand and accept the responsibilities of housing and administrating a server within my county and/or school location (refer to Policy 2460). **The appropriate School, County or RESA Acceptable Use Policy defining support responsibilities for these services is attached.**

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)

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For Department use only:

West Virginia Department of Education: _____ Date: _____