

Naming of Schools:

The following naming conventions have been established for consistency and ease of use in finding schools in Global Link:

- Spell out the word "High School", do not use "HS" or "hs"
- Spell out the word "Saint" as in "Saint John Catholic High School"
- Drop the word(s) "Jr", "Sr", "Jr/Sr", etc.
 - An only exception would be if there were a "Smith Junior High School" and a "Smith Senior High School" in the same town but at different addresses
 - Do not drop these words if they are part of a person's name, e.g. "Martin Luther King Jr. High School"
- If the school is named after a person, enter the person's name in first/middle/last order, e.g. "John F. Kennedy High School"
- As in the above example, use periods after initials, e.g. "C. E. Byrd High School"
 - The only exception is for "Harry S Truman High School" as President Truman's middle name is "S"
- Spell out, do not abbreviate such words as "Academy", "Preparatory", etc.
- Use the legal name of the school, e.g. "The Shipley School", not "Shipley School"
- Use standard capitalization rules, i.e. generally the first letter in each word is capitalized
 - Exception would be if the school is named after a person where the person's name does not follow this rule, e.g. "John Paul II Catholic High School" or "John McAdams High School"

Naming of School Districts:

"School District" should be part of the name. Example: Name of a school district would not be "Cobb County" but would be "Cobb Country School District"

Additional Note:

No P.O. Boxes in the Address Section. It must be a physical address!