

**Arrowhead Regional Computing Consortium
K-12 Acronym Listing**

Acronym	Full Name	Function
A B E	Adult Basic Education	Program which provides academic instruction for persons over age 16 who do not attend school.
A C H	Automated Clearing House	Direct deposit payroll files that are electronically sent to banks.
A D A	Average Daily Attendance	Deals with days student is present at school (discounts absences).
A D M	Average Daily Membership	Deals with the number of instructional days in the school year. If a student had perfect attendance, his attendance would equal his membership.
A File	School data reported to the MDE	Part of MARSS report.
A L C	Area Learning Center	Year round school providing instruction to students and adults.
A L P	Area Learning Program	Same as ALC.
A L S	Arrowhead Library System	A group of 30 libraries serving citizens in Northeast Minnesota.
A M C P U	Adjusted Marginal Cost Pupil Unit	Total of the adjusted weighted average daily membership for the current school year multiplied times .77 plus the total of the adjusted weighted average daily membership for the prior school year multiplied by .23.
A N T C	Adjusted Net Tax Capacity	The property value used for assessing most school taxes.
A O M	Assurance of Mastery	Direct instructional services to assure that K-8 pupils master learner outcomes in communications and math.
A P	Accounts Payable	Unpaid balances or invoices against a school district which are due and owing to others.
A R	Accounts Receivable	Amounts owed to the school for goods and services provided by the school.
A R C C	Arrowhead Regional Computing Consortium	Provides finance, payroll and student data processing services as well as other administrative services to school districts in the seven counties in Northeast Minnesota.
A S B O	Association of School Business Officials	National organization for School Business Officials.
A S P	Application Service Provider	An organization that provides hosting for software applications. ARCC is an example of an ASP.
A T M	Asynchronous Transfer Mode	A communications medium capable of transmitting voice, video and data over a single network.
B R I	Basic Rate Interface	The basic ISCN configuration consists of two B channels that carry voice or data, and one D channel which carries call-control information.
B E A R Form	Billed Entity Applicant Reimbursement Form	In the E-Rate program this form is used to obtain funds from service providers when school districts have paid eligible telecommunication bills in full.
B File	Student data reported to the MDE	Part of MARSS report.
B S T	Basic Standards Test	Minnesota's standardized aptitude proficiency tests for students in grades 9 through 12 for Math, Reading and Writing. Note, MN standardized tests are being revised to make them compliant with the NCLB act.
C A D	Computer Aided Design	Use of computers for designing new products.
C A I	Computer Aided Instruction	Use of computers in instruction or education.
C F L	Children, Families and Learning	See MDE below.
C File	Basic Standards Test data reported to MDE	Part of MARSS report.
C H I C	Community Health Information Collaborative	A collaborative of healthcare entities.
C L L S A S	Consortium for Legislation in Lake Superior Area Schools	Lobbying consortium made up of the following member school districts: Barnum, Carlton, Cloquet, Cook County, Cromwell, Duluth, Esko, Hermantown, Lake Superior, McGregor, Moose Lake, Proctor, Wrenshall and Willow River.
C O	Central Office	A local telephone company office which connects to all local loops in a given area and where circuit switching of customer lines occurs.
C O D E C	Coder-decoder	A device that converts analog signals to digital form for transmission across a digital medium and back again to its original analog form
C P E	Customer Premises Equipment	Telephone terminal devices such as handsets and PBX's that are located on the customer's premises.
C P U	Central Processing Unit	Part of the computer that contains all the system's logic, computation and control circuits
C R T	Cathode Ray Tube	Vacuum tube display in which a beam of electrons can be controlled to display characters, symbols and other images.
C S U	Channel Service Unit	Digital interface that connects end-user equipment with the local digital telephone loop.

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D B M S	Database Management System	A collection of programs that enables you to store, modify, and extract information from a database.
D C E	Data Communicating Equipment	A device implementing the interface and handshaking of a data communication device, e.g..... A modem.
D C F L	Department of Children Families and Learning	See MDE below.
D R C	Data Recognition Corporation	Agency that scans test data for school district.
D S - 3	Digital Service Level 3	A 44.736 Mbps line also called a T-3
D S 0	Digital Signal 0	Equivalent to voice Grade Digital Channel of 64 Kbps
D S U	Data Service Unit	FCC mandated device for direct connects between customer premises equipment (CPE) and data-provisioned local exchange carrier (LEC)
D T E	Data Terminal Equipment	The part of a data station that serves as a data source, destination or both. Includes computers, protocol translators and multiplexers.
D o I T	Do Information Technology	An information technology initiative meant to strengthen the TTRA economy by providing focus and assistance to communities, businesses and institutions in awareness, understanding and utilization of advanced technology.
E C F E	Early Childhood Family Education	Programs for children from birth to kindergarten, involving parents and expectant parents.
E C S U	Educational Cooperative Services Unit	This acronym was previously used by the entities we currently know as Service Cooperatives. As an example the former North East Educational Cooperative Service Unit is now known as the North East Service Cooperative.
E D I	Electronic Data Interchange	Method for passing orders, invoices and other transactions electronically between locations or organizations.
E D R S	Electronic Data Reporting System	Used by school districts to report their special education Title I, Title II, Title VI, food service and federal class size information to the MDE.
E O Y	End of Year	End of Year (for MARSS either EOY or Fall).
E S L	English as a Second Language	English program where students are taught to read, write, listen, and speak in English.
E T M C P U	Extended Time Marginal Cost Pupil Unit	A pupil unit membership used to calculate extended time revenue for ALC, ALP and Learning Year programs.
E-Rates	E-Rate Program	Discounts on telecommunication expenses funded through the Universal Service Fund. This charge paid by telecommunication companies helps fund discounted telecommunication services to rural health and schools and libraries. Program is administered by the Schools and Library Division under the direction of the Federal Communications Commission.
F A Q	Frequently Asked Questions	List of frequently asked questions usually found on a company's web site.
F C C	Federal Communications Commission	Body of Government responsible for telecommunications. Also govern E-Rates.
F C D L	Funding Commitment Decision Letter	In the E-Rate program this letter is sent to schools when they have been approved for e-rate funding on eligible telecommunication requests.
F M T	Financial Management Team	Group that coordinates the enhancements to SMART Finance.
F T E	Full Time Equivalent	Total number of hours worked divided by 2080 or 2088 hours (depending upon the organization). This allows organizations to determine the number of equivalent full time employees they employ.
F T P	File Transfer Protocol	AN IP application protocol for transferring files between network nodes.
F Y	Fiscal Year	For school districts July 1 to June 30.
Form 470	E-Rate Form to request quotes and bids	In the E-Rate program this form is used to request bids and quotes on eligible telecommunication services. Must be posted on the SLD web site for 28 days before any contracts can be signed.
Form 471	E-Rate Form to request actual e-rate funding	In the E-Rate program this form is used to request e-rate funds on eligible telecommunication services. It notifies SLD of actual telecommunication services, the cost for those services, the selected service provider and service start dates.

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Form 472	E-Rate Form to obtain funds on eligible services	In the E-Rate program this form is used to recuperate funds from service providers when school districts have paid eligible telecommunication bills in full.
Form 479	E-Rate Form to allow consortiums to request services for funding	In the E-Rate program this form is used like a letter of agency.
Form 486	E-Rate Form to notify SLD that services have begun	In the E-Rate program this form is used to notify SLD that services have begun and that SLD can start to pay the service provider for these services. It must be filed 120 days from the start of service and can only be filled out after the funding commitment decision letter has been received.
Form 500	E-Rate Form to return funds or cancel funds from SLD	In the E-Rate program this form is used to return funds or to cancel funding all together on any funding request.
G U I	Graphical User Interface	A program interface that takes advantage of the computer's graphics capabilities to make the program easier to use.
GL File	General Ledger Entries	File that payroll creates to import into SMART finance to record payroll transactions for that period.
H A C A	Homestead Agricultural Credit Aid	Property tax aid that reduces school levies.
H E S C	Higher Education Service Council	A citizens board made up of eight citizen members and one student appointee. The council reviews the performance of the HESO.
H E S O	Higher Education Service Office	A state agency that helps students access post-secondary educational opportunities.
H I P A A	Health Insurance Portability and Accountability Act	Federal security regulations protecting patient information and enabling private communication.
H R M T	Human Resources Management Team	Staff of regions utilizing SMART HR software that are charged with enhancing the software.
H T M L	Hypertext Markup Language	The "language" used to create web pages. It defines fonts, graphics, hypertext links and other details.
H T T P	Hypertext Transfer Protocol	The protocol that negotiates document delivery to a Web browser from a Web server.
I D E A S	Integrated District Entitlement and Aid System	School district state aid payment system.
I E E E	Institute of Electrical and Electronics Engineers	International society that sets its own datacomm standards.
I E P	Individual Education Plan	Students who are assessed and require special education services have an IEP.
I F S P	Individual Family Service Plan	Special Ed document.
I P	Internet Protocol	A Layer 3 (network layer) protocol that contains addressing information and some control information that allows packets to be routed.
I R R R B	Iron Range Resources and Rehabilitation Board	A state agency designed to strengthen and diversify the economy of the Taconite Tax Relief Area (TTRA) of Northeastern Minnesota.
I S D	Independent School District	Type of school district.
I S P	Internet Service Provider	A company that sells Internet access to individuals or organizations.
I T V	Interactive Television	Communication system used for distance learning.
L A	Licensed Staff Employment File	Staff Automated Reporting System file that outlines licensed staff employment status.
L A N	Local Area Network	A network that connects local devices. Does not cross public rights of way.
L A T A	Local Access and Transport Area	A geographic area established for the provision and administration of communication services.
L B	Licensed Staff Assignment File	Staff Automated Reporting System file that outlines licensed staff assignments.
L E A	Local Education Agency	An educational agency at the local level which exists primarily to operate schools or to contract for educational services. This term is used synonymously with the term "school district".
L E C	Local Exchange Carrier	A telephone company that provides customer access to the worldwide public switched network through one of its central offices.
L E P	Limited English Proficiency	Student is not proficient in English. Program which provides instruction to students with limited English skills.
L O A	Leave of Absence	Unpaid time off awarded to employees for emergency, health or family related issues.
L O A	Letter of Agency	Used by organizations to authorize another organization to act on their behalf for specific tasks.

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Acronym	Full Name	Function
M A R S S	Minnesota Automated Reporting Student System	Reporting of student accounting for school districts which results in payment of state aid dollars.
M A S A	Minnesota Association of School Administrators	Minnesota organization for School Administrators.
M A S B O	Minnesota Association of School Business Officials	Minnesota organization for School Business Officials.
M A S P A	Minnesota Association of School Personnel Administrators	Minnesota organization of school personnel administrators that provide for professional development opportunities and interaction with peers.
M C A	Minnesota Comprehensive Assessment	Minnesota's standardized aptitude proficiency tests for students beginning in grade 3 for Math, Reading and Writing. Beginning in grade 5 for Math, Reading and Writing. Note, MN standardized tests are being revised to make them compliant with the NCLB act.
M C U	Multipoint Conferencing Unit	Interactive television equipment used to direct a wide area network to broadcast a program to more than one site on that network.
M D E	Minnesota Department of Education	State of Minnesota Department of Education
M D E S	Minnesota Department of Economic Security	Place where Minnesota employers report hours worked for employees for unemployment purposes.
M E T C	Minnesota Education Telecommunications Council	A council made up of representatives from K-12 education, higher education, MDE, Libraries and the legislature. Their charge is to allocate TAG funds and get these entities networked.
M I S	Management Information System	A network of communication channels that acquires, retrieves, and redistributes data used in managing the educational process and in supporting the individual and collective decision-making process.
M N S C U	Minnesota State Colleges and Universities	Oversees the operation of all state colleges and universities not part of the University of Minnesota System.
M P E G	Motion Picture Experts Group	Industry organization developing standards and specifications for the encoding and transmission of video information over various media and network technologies.
M S	Minnesota Statutes	Will preface a specific Minnesota statute being referenced. As an example M.S. 125B.20 covers telecommunications access grants.
M S B A	Minnesota School Boards Association	Minnesota organization for School Boards.
M U G	Media Users Group	A regional group of individuals involved with providing media and library services.
M V	Market Value	The value assigned to property by an assessor.
Mbps	Million bits per second	Short for megabits per second, a measure of data transfer speed. Networks, for example, are generally measured in Mbps
N A	Non-Licensed Staff File	Staff Automated Reporting System file that outlines non-licensed staff employment status.
N C E S	National Center for Education Statistics	Federal agency to which MDE supplies data for uniform comparison of states.
N C L B	No Child Left Behind	Federal education policy that establishes specific guidelines for schools who fail to meet student achievement requirements.
N C S	National Computer System	Agency that scans test data for school district.
N C S E	Notification of Change in Student Enrollment	#ED-02037 A means to exchange student information between districts when a student transfers.
N E A T	North East Alliance for Telecommunications	Provides distance learning services to 13 higher education institutions in Northeast Minnesota.
N E S C	North East Service Coop	Provide various services to school districts and other governmental entities in Northeast Minnesota.
N M T N	Northeast Minnesota Telecommunications Network	AN ITV cooperative with K-12 members: Barnum, Carlton, Cloquet, Cromwell, Duluth, Esko, Hermantown, Moose Lake, Proctor, Willow River, Wrenshall and higher education members: Fond Du Lac Community College, Lake Superior College and UMD.
N O C	Network Operations Center	Any center tasked with the operational aspects of a production network.
N T C	Net Tax Capacity	The measure of value used by taking the market value of property and multiplying it by the assigned class rate.
O C-x	Optical Carrier	Fundamental unit used on SONET hierarchy.

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Acronym	Full Name	Function
O L E	Object Linking and Embedding	Abbreviation of Object Linking and Embedding, pronounced as separate letters or as oh-leh. OLE is a compound document standard developed by Microsoft Corporation. It enables you to create objects with one application and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them.
O S	Operating System	Software that handles the management and execution of programs. Windows 2000, UNIX, DOS, OSX are examples.
O S H A	Occupational Safety and Health Administration	A federal agency that oversees workplace health and safety issues.
O S I	Open Systems Interconnection reference model	Seven layer network architecture model of data communication protocols. Each layer specifies particular network functions such as addressing, flow control, error control, encapsulation.
P B X	Private Branch Exchange	Short for private branch exchange, a private telephone network used within an enterprise. Users of the PBX share a certain number of outside lines for making telephone calls external to the PBX.
P D F	Portable Document Format	Format that documents can be saved in to be opened on almost any computer. Adobe software can be downloaded for free by any computer user who wishes to view these file formats.
P E R A	Public Employees Retirement Association	Retirement fund for public employees.
P O	Purchase Order	A written request to a vendor to provide material or services at a price set forth in the order.
P O P	Point of Presence or Post Office Protocol	A term used by Internet service providers to indicate the number of geographical locations from which they provide access to the internet.
P O T S	Plain Old Telephone Service	Local and long distance service.
P R I	Primary Rate Interface	A type of ISDN service designated for larger organizations. Includes 23 B channels and 1 D-Channel.
P S E O	Post Secondary Enrollment Options	High school student attending college earning high school and college credit.
P V C	Permanent Virtual Circuit	A defined virtual link with fixed end-points that are set up by the network manager.
Q O S	Quality of Service	Term used for the set of parameters and their values which determine the performance of a given virtual circuit.
R A M S	Range Association of Municipalities and Schools	An association of cities, townships and school districts located in the Taconite Tax Relief Area (TTRA). The association promotes the economic development and general welfare of the TTRA by assisting it's members in areas of common and specific concern.
R B L	Realtime Blackhole List	Anti SPAM list.
R B O C	Regional Bell Operating Company	Acronym for local telephone companies created when AT & T broke up in 1984. Ameritech, Bell Atlantic, Bell South, NYNEX, Pacific Telesis Group, Southwestern Bell, and U.S. West.
R F P	Request for Proposal	Formal request for a job with a specific set of qualifications.
R F Q	Request for Quotation	Formal request for a quote with a specific set of qualifications.
R M C P U	Resident Marginal Cost Pupil Unit	Total of the resident weighted average daily membership for the current school year multiplied times .77 plus the total of the resident weighted average daily membership for the prior school year multiplied by .23.
R M I C	Regional Management Information Center	A center that provides and supports data processing services for member school districts. ARCC is an RMIC.
R M V	Referendum Market Value	Allows for certain types of property that have classification rates below one to have a lower market value than the value assigned by the assessor.
R T F	Rich Text Format	A format that a file can be saved under that may enable it to be opened by different software. Used almost exclusively in word processing type applications.
S A C	State Aid Category	A code used for non-resident students to determine state aids and which district generates the state aid.
S A C	Superintendents Advisory Committee	A committee that advises the NESC Board.
S C S I	Small Computer Systems Interface	A high speed semi-intelligent peripheral interface for microcomputers.
S I F	Schools Interoperability Framework	Industry initiative to develop an open specification for ensuring that K-12 software applications work together effectively.

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Acronym	Full Name	Function
S I S	Student Information System	Software that enables schools to track various information on students including demographic data, household information, economic information and achievement information.
S L C	Schools and Library Corporation	E-Rate Administrator (Same as SLD).
S L D	Schools and Library Division	E-Rate Administrator (Same as SLC).
S O D	Statutory Operating Debt	In current statute, a district is in SOD when their net unappropriated fund balance is a negative amount which exceeds 2.5% of their net operating expenditures.
S O N E T	Synchronous Optical Network	A set of standards for transmitting digital information over optical networks.
S Q L	Structured Query Language	Abbreviation of structured query language, and pronounced either see-kwell or as separate letters. SQL is a standardized query language for requesting information from a database.
S S L	Secure Socket Layer	A protocol designed to encrypt authenticated communications across the Internet.
S T A R	Staff Automated Reporting	Reporting of staff data to state department of education.
SMART Finance	System Management and Reporting Tool for Finance	School district finance software supported by ARCC.
SMART Payroll	System Management and Reporting Tool for Payroll	School district payroll software supported by ARCC.
T - 1	Transmission Facility Transmitting data at 1.544 Mbps	Digital transmission facility operating with a nominal bandwidth of 1.544 Mbps.
T - 3	Digital Service Level 3	A 44.736 Mbps line also called a DS-3
T & E	Training and Experience	A revenue which is allocated to a school district based on the experience and education of its teaching faculty. (Being phased out)
T A G	Telecommunications Access Grant	Grants that were available under M.S. 125B.20 and .21 to develop a statewide telecommunications network.
T C P / I P	Transmission Control Protocol/Internet Protocol	Suite of protocols developed by US Dept of Defense to support world wide internet works. TCP corresponds to layer 4, the transport layer, and IP corresponds to layer 3, the network layer.
T F S	Tools For Schools	ARCC developed Grad Standards/Profiles of learning recording and reporting tool.
T F T	Tools For Teachers	TFT is Software to manipulate MARSS A & B data. (for use by technicians). The T-File is now extinct.
T I F	Tax Increment Financing	A means of financing renewal and renovation projects authorized by general or special laws.
T R A	Teachers Retirement Association	Retirement fund for teachers.
T T R A	Taconite Tax Relief Area	The "Iron Range". See IRRRB and RAMS.
T U G	Technology Users Group	A group of individuals involved with technology in an educational environment.
U A N T C	Unlimited Adjusted Net Tax Capacity	Adjusted Net Tax Capacity amount without the 19% increase limit imposed.
U F A R S	Uniform Financial Accounting and Reporting System	State of Minnesota standards used to account for and report school district financial data.
U P S	Uninterruptible Power Supply	Unit used to protect computer equipment from power surges and outages. Can be used to operate equipment for a time until it can be shut down properly.
U R L	Uniform Resource Locator	Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located.
V P N	Virtual Private Network	A network service offered by public carriers in which the customer is provided a network that appears as if it is a private network, but which, in fact, is provided over the carrier's public network facilities.
W A D M	Weighted Average Daily Membership	The total of the average daily membership of each grade level/category multiplied by their weighting factor.
W A N	Wide Area Network	A network that encompasses interconnectivity between devices offer a wide geographic area. Such networks require public rights of way and operate over long distances.
W W W	World Wide Web	Another term for the Internet. A network of Internet Servers.
Z I S	Zone Integration Server	A server at the center of a SIF zone that runs the software that serves as the central nervous system of the zone.