How to Receive a School Code

Submit Facility Site Plan Package to Facilities Services

GaDOE Staff reviews site package

GaDOE Staff visits selected sites and evaluates sites for risk hazards

GaDOE Staff approves a site

GaDOE Staff assign Site and Facility codes

School receives notification of site approval

GaDOE Staff assigns School Code (expect at least a week delay)

School receives an email notifying the school of their new school code
Site/Facility/School Codes

Site Code
- The code given to the piece of land in which a facility may be located. A site may have multiple facilities located on it.

Facility Code
- The code given to a building or group of buildings on one campus.

School Code
- A school is a group of learners. The code is given to the school located in a facility. There may be multiple schools located within a building.