



# Standards Document for KETS Active Directory OU Naming Standards

*REVISED June 6, 2005*

## KETS Implementation Document

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### *Scope of Document:*

The scope of this document is to provide guidance for Kentucky School Districts in the creation and deployment of Microsoft® Active Directory Organization Units within the KETS network. This document has been updated to include information about the Organizational Units created during the Exchange 2003 deployment.

### *Scope of Issue:*

With the implementation of Active Directory in Kentucky School Districts, administration of users and computers at a sublevel of the default Organizational Units may be necessary. Districts that have a need to provide administration at a more granular level than provided during the initial Active Directory migration can create additional Organizational Units according to the guidelines outlined in this document. The purpose for this naming standard is to create a uniform environment so that software developers can appropriately build their software to specifically suit the needs of the KETS environment.

## ***OU Naming Standards Defined***

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Additional Organizational Units can be created as needed by the “District Support Admins” group under any of the Top-level Organizational Units created during the Active Directory migration, that are managed by the district including:

- \_District Admins
- Local Servers
- Contacts
- Leadership<sup>†</sup>
- Staff
- Students
- Workstations

<sup>†</sup>Newly created top-level organizational unit.

These additional levels must not exceed a total of three (3) as shown in the example below:



**NOTE:** This is a KETS standard to ensure the optimal performance of group policy deployment and processor and memory utilization.

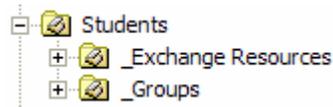
**NOTE:** In an effort to ensure the proper functioning of the directory, **the default permissions on Organizational Units should not be removed or modified.** Additional permissions can be applied as needed by District Support Admins.

THE NAMING STANDARDS FOR ADDITIONAL ORGANIZATIONAL UNITS ARE AS FOLLOWS:

### ***SECOND LEVEL OU Naming:***

- 1) The additional OU structure should be created using your individual schools.
- 2) The three (3) -digit school numbers should be placed at the beginning of each school-level OU and followed by an underscore.
- 3) The entire school name should be used in the OU.
- 4) The following initials should be used for each school type:
  - a. EL – Elementary school
  - b. MS – Middle school
  - c. HS – High school
  - d. BOE – Board of Education/Central Office
  - e. Additional building types should be abbreviated appropriately using no more than three (3) letters. (Note: See ‘Suggested Suffixes’ at end of this document)
- 5) Exceptions: Any building or location that does not have a 3 digit number associated with it the district can either:
  - a. Choose to create an OU under the appropriate second level OU without a preceding number.
  - b. Choose to use the district number, as a prefix for any building that has no three-digit association.

- 6) Additional Second Level OUs include \_Exchange Resources and \_Groups. They can be found under the Leadership, Staff, and Students top-level OUs as shown in the example below.



**NOTE:** These additional Organization Units are provided in support of the KETS Exchange 2003 deployment and **should not be deleted, relocated, or have their permissions modified** in any way.

**THIRD LEVEL OU Naming:**

1. Any third level OU that is created should be named so that it clearly defines the location or description of that OU.
2. Districts should only create a third level OU when necessary. In many cases the third layer OU is not needed.

**Examples:**

An Organization Unit for Knott County Central High School would be created as:  
265\_Knott CO Central HS

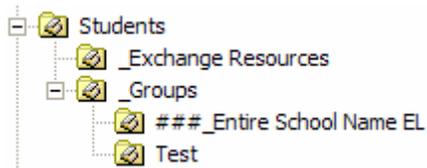
An Organization Unit for Knott County Central Office would be created as:  
000\_Knott CO BOE

An Organization Unit for a Bus Garage that has no three-digit association should be created using the district number as shown:  
295\_Bus Garage

**Suggested Suffixes:**

Board Office .....	BOE	Alternative School .....	ALT
High School .....	HS	Area Technology Center .....	ATC
Middle School .....	MS	Pre School .....	PRE
Elementary School .....	EL	K-8 District .....	K8
Transportation .....	TRA	Bus Garage .....	BG
Day Treatment Center .....	DTC	Community Education Center .....	CE
Family Resource Center .....	FRC	Youth Service Center .....	YS
Maintenance .....	MT	Adult Education Center .....	AE
Head Start .....	HST	Technology Center .....	TC

**NOTE:** Prior to applying District level GPOs, an OU must be created for testing the GPO. Create a sub-OU named "Test" and place it in the OU that receives the policy as shown in the example below.



If you have questions regarding this or any KETS Standards Advisory please contact the KETS Help Desk at: 1-866-KETS-HELP or email [ketshelpdesk@kde.state.ky.us](mailto:ketshelpdesk@kde.state.ky.us).