

Data collection worksheets

Draw Secure School Network Diagrams: data collection worksheets

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1. Draw what you have. Every worksheet has a few columns marked * : that is the minimum to draw the page.
2. Fill a row even when you only know part of it. Put what you know, and set Confidence.
3. Confidence codes: V verified (seen this year), R records (from paperwork), A assumed (best guess), U unknown (exists, details missing).
4. Every A or U row gets a gap ID (G-001, G-002 ...) and a row in WS-11. That is your plan to improve.
5. Collect from paperwork and backups first, then walk the closets (WS-09). Photograph, don't unplug, and don't scan building systems.
6. Names: if yours are messy, propose clean ones in WS-10 before you draw (book Appendix H).
7. Columns for WS-02 to WS-04 follow NetBox import fields, so a filled sheet becomes import files (book Appendix F).

ID	Worksheet	Feeds
WS-01	Site, areas and zones	Sheet 1 Overview, sheet 2 Logical, title blocks. Book ch. 2-3
WS-02	Network devices	Sheet 3 Physical, sheet 3b Closets, asset register. Book ch. 5-6
WS-03	VLANs, subnets and gateways	Sheet 2 Logical. Book ch. 4
WS-04	Links, cables and optics	Sheet 3 Physical, sheet 3b Closets, PoE and optics, link register. Book ch. 5-6
WS-05	Rings, pairs and stacks	Sheet 5 Failover. Book ch. 7
WS-06	Wireless	Sheet 3d Wireless. Book ch. 8
WS-07	Outside connections	Sheet 1 Overview, sheet 6 District WAN. Book ch. 11, 14
WS-08	Flows	Sheet 4 Traffic flows, sheet 7 Flow register. Book ch. 9-10
WS-09	Cabinet walkdown	Checks WS-02 and WS-04 on site. Book ch. 5, 15
WS-10	Name crosswalk	Every sheet. Book Appendix H
WS-11	Gaps and improvement plan	Every sheet: the note beside the title block. Book ch. 13, 15
WS-12	Audit evidence	Sheet 3f Audit evidence, sheet 1c audit checks. Book ch. 13

WS-01 Site, areas and zones

Feeds: Sheet 1 Overview, sheet 2 Logical, title blocks. Book ch. 2-3. **Ask:** Principal, facilities, network team. **Sources:** Building floor plans, old drawing, firewall zone names, district VLAN plan.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-02 Network devices

Feeds: Sheet 3 Physical, sheet 3b Closets, asset register. Book ch. 5-6. **Ask:** Network team, summer integrator, E-Rate consultant, business office. **Sources:** E-Rate asset records, purchase orders, config backups, integrator closeout package, closet photos.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-03 VLANs, subnets and gateways

Feeds: Sheet 2 Logical. Book ch. 4. **Ask:** Network team or district NOC. **Sources:** Core config backup, firewall interface list, DHCP scopes, IP spreadsheet, district VLAN plan.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-04 Links, cables and optics

Feeds: Sheet 3 Physical, sheet 3b Closets, PoE and optics, link register. Book ch. 5-6. **Ask:** Cabling contractor, facilities, network team. **Sources:** As-built and test results, labels on both ends, config backups (LAGs, trunks), closet walkdown (WS-09).

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-05 Rings, pairs and stacks

Feeds: Sheet 5 Failover. Book ch. 7. **Ask:** Network team, summer integrator, district NOC (ring). **Sources:** Config backups, integrator closeout package, district WAN design.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-06 Wireless

Feeds: Sheet 3d Wireless. Book ch. 8. **Ask:** Network team, library and media staff, radio installer. **Sources:** Wireless controller export, wireless survey, PtP radio installation records.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

SSID or link name	Type	Zone it lands in	VLAN	Security	Bands	Switching (tunneled or local)	Auth server	Client isolation	Controller / radios	APs or ends	Who uses it	Survey date	Confidence	Gap ID	Notes
	SSID or PtP link	From WS-01		e.g. WPA3-Enterprise, per-device PSK, OWE	2.4 / 5 / 6 GHz		RADIUS server, or none for keys	On or off	Gateway or controller, or the radios of a link	Areas, AP group, or both ends of a link		Date of the last wireless survey	V verified · R records · A assumed · U unknown	G-nnn for every A or U row (see WS-11)	Anything odd, and where you found it
HPSD-DEVICES	SSID	STAFF	150 CLASS-AV	WPA2-Personal (per-device PSK)	2.4 and 5 GHz	Tunneled	none (keys)	off	HS1-GW pair	All APs	Classroom displays and casting receivers	2026-06	V		

WS-07 Outside connections

Feeds: Sheet 1 Overview, sheet 6 District WAN. Book ch. 11, 14. **Ask:** State or regional network, business office, E-Rate consultant, every vendor with remote access. **Sources:** Carrier and E-Rate contracts, invoices, firewall interface list, remote access user list.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-08 Flows

Feeds: Sheet 4 Traffic flows, sheet 7 Flow register. Book ch. 9-10. **Ask:** Network team, testing coordinator, camera, door and HVAC vendors, SIS owner. **Sources:** Firewall rule export, web filter policies, vendor requirements, change records.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-09 Cabinet walkdown

Feeds: Checks WS-02 and WS-04 on site. Book ch. 5, 15. **Ask:** Walk it with whoever has the keys, in summer or after the buses leave. **Sources:** Your eyes, a flashlight, a phone camera. Photograph, don't unplug.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

[illegible]

WS-10 Name crosswalk

Feeds: Every sheet. Book Appendix H. **Ask:** Network team and the vendor of any building system. **Sources:** WS-02, WS-03, labels from WS-09, monitoring and vendor software that use names.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

Current name	Where it appears	Proposed name	Keep old name as alias?	Rename window	Depends on name	Agreed by	Confidence	Gap ID	Notes
	Config, label, spreadsheet, monitoring, DNS ...	Appendix H pattern	In NetBox description or DNS	Summer, a break, or paper only	Monitoring, vendor software, scripts		V verified · R records · A assumed · U unknown	G- <i>nnn</i> for every A or U row (see WS-11)	Anything odd, and where you found it
SW-B-WING-2	config, IP spreadsheet	HS1-ACC-IDFB-2	Yes	Summer	monitoring alerts	Network lead	V		

WS-11 Gaps and improvement plan

Feeds: Every sheet: the note beside the title block. Book ch. 13, 15. **Ask:** Whoever owns the drawing; review it monthly. **Sources:** A and U rows on every worksheet, the drift report, review comments.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

Gap ID	What is missing	Shows on page	Drawn as	Collect with	How / who	Owner	Target date	Status	Closed on
G-001, never reused			A (?) or U (UNKNOWN)	Worksheet ID	Source and person to ask			Open, in progress, closed	
G-007	Feed to portable P-2: media, length, cable label	3 Physical	A	WS-04	Trace with facilities; ask cabling contractor for quote to replace	Network lead	before first day of school	Open	

WS-12 Audit evidence

Feeds: Sheet 3f Audit evidence, sheet 1c audit checks. Book ch. 13. **Ask:** Network team, facilities, business office, camera, door and controls vendors, records owner. **Sources:** Backup tool job log, change records, support contract list, monitoring and SIEM consoles, key and badge list.

Site: Collected by: Date: Confidence: V verified · R records · A assumed · U unknown. Every A or U row gets a gap ID (WS-11). Red columns are the minimum to draw.

Asset or area	Asset owner	Custodian	Scope	Data class	Room access	Last config backup	Last patched	Last walk-down	Support contract end	Install date	Monitored	Logs go to	Confidence	Gap ID	Notes
A device, a room, or the school to cover everything in it	Accountable: approves changes and access, accepts risk	Runs it day to day	FERPA, PCI ... or none	Public, internal, confidential, restricted	Open, locked cabinet, locked room, badge, badge + camera	Date, from the backup tool's job log	Date, from the change record	Date of the August closet walk	Date		Alerts, no alerts, none; and the system	SIEM, syslog server, local only, none; where; days kept	V verified · R records · A assumed · U unknown	G-nnn for every A or U row (see WS-11)	Anything odd, and where you found it
HS1	Angela Ruiz	District network team	none	Internal				2026-08-14			Alerts, LibreNMS (district NOC)	SIEM, syslog over TLS, 365 days	V		