Attachment D: School District Review Program Guidelines for Completing the Submission Log

2009-2010

USCENSUSBUREAU

Helping You Make Informed Decisions

Attachment D: Submission Log Guidelines

The Submission Log

The submission log is a spreadsheet where we request state participants to document one record for each change made during the School District Review Program (SDRP) process. The submission log will include most changes, whether it is an actual geographic change or just an attribute change (like a name change). If a district has more than one kind of change associated with it, document **each** change as a separate record in the log. The Census Bureau provides a blank submission log to all participants as an Excel file on the CD/DVD.
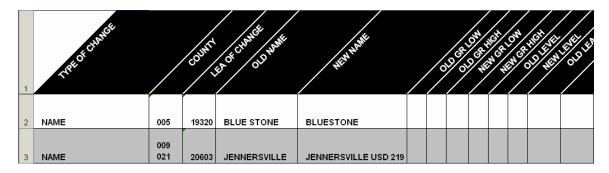
Who fills out the Submission Log?

Participants Using:

1. **Paper maps**: This method requires the participant to fill-out the form for **every** type of change manually.

2. **MTPS**: Only for users submitting NAME, GRADE RANGE, LEVEL, LEA CODE, SIMPLE CONSOLIDATIONS, and SIMPLE DISSOLUTIONS.

   Note: For MTPS users submitting spatial updates, the submission log is contained within the MTPS application. See **Attachment A** for more information on the submission log within the MTPS.

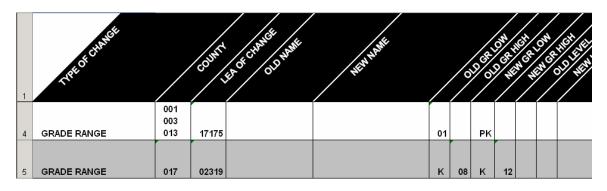## What fields require data in the Submission Log?

The type of change made by the participant determines what fields require information.

1. NAME: Type of Change, County(ies) FIPS code(s), Local Education Agency (LEA) of Change, Old Name, and New Name are fields in the Excel spreadsheet requiring information for this type of change. Example:

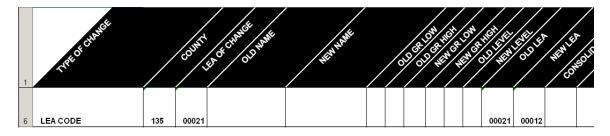|	TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	OLD LEA
1												
2	NAME	005	19320	BLUE STONE	BLUESTONE							
3	NAME	009 021	20603	JENNERSVILLE	JENNERSVILLE USD 219							

A name change is usually a result of a misspelled school district or a legal name change.

2. GRADE RANGE (GR): Type of Change, County(ies) FIPS code(s), LEA of Change, Old GR Low, Old GR High, New GR Low, and New GR High are fields in the Excel spreadsheet requiring information for this type of change. Example:

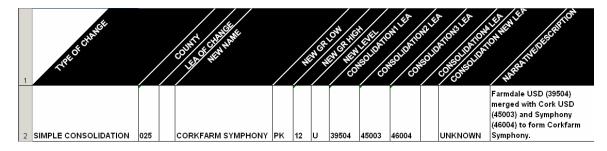|	TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW...
4	GRADE RANGE	001 003 013	17175			01		PK			
5	GRADE RANGE	017	02319			K	08	K	12		

A grade range change could be the result of an incorrect grade range previously reported to the Census Bureau. **NOTE:** If correcting the grade range for an elementary school district, you must also report a grade range change for the corresponding secondary school district. There can be no gaps or overlaps in grade ranges.

3. LEA CODE: Type of Change, County(ies) FIPS code(s), LEA of Change, Old LEA (same as LEA of Change), and New LEA are fields in the Excel spreadsheet requiring information for this type of change. Example:

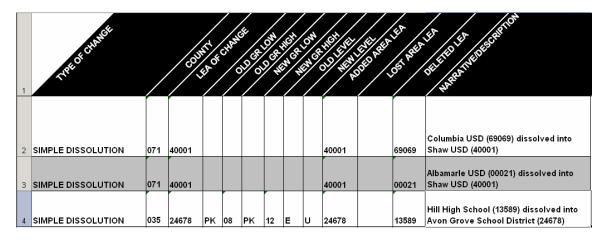|	TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	OLD LEA	NEW LEA	CONSOLID...
6	LEA CODE	135	00021									00021	00012	

A correction to a previously incorrect LEA code or replacing a temporary LEA code (99***) with a permanent code assigned by the Census Bureau's Governments Division are examples of LEA code changes.

4. SIMPLE CONSOLIDATION: Type of Change, County(ies) FIPS code(s), New Name, New GR Low, New GR High, New Level, Consolidation1 LEA, Consolidation2 LEA, Consolidation New LEA (place new LEA in the field, if known, or place "unknown" in field), and Narrative/Description are fields in the Excel spreadsheet requiring information for this type of change. Consolidation 3 LEA and Consolidation 4 LEA fields only require information if three or more school districts are consolidating. Example:

	TYPE OF CHANGE	COUNTY	LEA OF CHANGE	NEW NAME	NEW GR LOW	NEW GR HIGH	NEW LEVEL	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	NARRATIVE/DESCRIPTION
2	SIMPLE CONSOLIDATION	025		CORKFARM SYMPHONY	PK	12	U	39504	45003	46004		UNKNOWN	Farmdale USD (39504) merged with Cork USD (45003) and Symphony (46004) to form Corkfarm Symphony.

A **simple consolidation** refers to the situation where two or more school districts merge to create a **new** school district with a **new** name and **new** LEA code, with no additional boundary changes/corrections. There is no change in the overall boundaries of the former school districts.

5. SIMPLE DISSOLUTION (into existing district): Type of Change, County(ies) FIPS code(s), LEA of Change, Added Area LEA (same as LEA of Change), Deleted LEA, and Narrative/Description (include county/counties FIPS code(s)) are fields in the Excel spreadsheet requiring information for this type of change, and if applicable, Old GR Low, Old GR High, New GR Low, New GR High, Old Level, and New Level. Example:

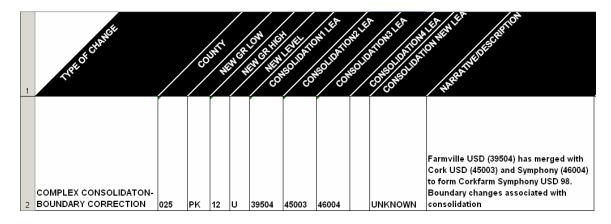|	TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	ADDED AREA LEA	LOST AREA LEA	DELETED LEA	NARRATIVE/DESCRIPTION
2	SIMPLE DISSOLUTION	071	40001							40001		69069	Columbia USD (69069) dissolved into Shaw USD (40001)
3	SIMPLE DISSOLUTION	071	40001							40001		00021	Albamarle USD (00021) dissolved into Shaw USD (40001)
4	SIMPLE DISSOLUTION	035	24678	PK	08	PK	12	E	U	24678		13589	Hill High School (13589) dissolved into Avon Grove School District (24678)

A **simple dissolution** refers to the situation where one or more existing school districts entirely dissolve into **one** existing school district. A simple dissolution never results in the creation of a new school district. The **receiving** school district retains its name and LEA code. **NOTE:** The Census Bureau requires an entry for each school district that dissolves into an existing school district through this change.

NOTE: The previous five school district changes are the only types requiring updates in the Manual Submission Log for **MTPS** participants.
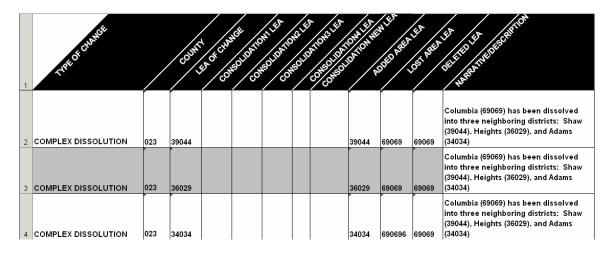
Only paper map participants must fill out the submission log manually for the following changes:

6. COMPLEX CONSOLIDATION (with associated boundary changes): Type of Change, County(ies) FIPS code(s), New GR Low, New GR High, New Level, Consolidation1 LEA, Consolidation2 LEA, Consolidaton3 LEA (if applicable), Consolidation4 LEA (if applicable), Consolidation New LEA (place new LEA in the field, if known, or place "unknown" in field), and Narrative/Description are fields in the Excel spreadsheet requiring information for this type of change.

NOTE: Please include each individual associated boundary change as separate BOUNDARY CORRECTION records directly beneath the COMPLEX CONSOLIDATION record. Example:

	TYPE OF CHANGE	COUNTY	NEW GR LOW	NEW GR HIGH	NEW LEVEL	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	NARRATIVE/DESCRIPTION
1											
2	COMPLEX CONSOLIDATON-BOUNDARY CORRECTION	025	PK	12	U	39504	45003	46004		UNKNOWN	Farmville USD (39504) has merged with Cork USD (45003) and Symphony (46004) to form Corkfarm Symphony USD 98. Boundary changes associated with consolidation

7. COMPLEX DISSOLUTION: Type of Change, County(ies) FIPS code(s), LEA of Change (for each school district which gains territory), Added Area LEA (same as LEA of Change), Lost Area LEA, Deleted LEA, and Narrative/Description are fields in the Excel spreadsheet requiring information for this type of change. Example:

	TYPE OF CHANGE	COUNTY	LEA OF CHANGE	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	ADDED AREA LEA	LOST AREA LEA	DELETED LEA	NARRATIVE/DESCRIPTION
2	COMPLEX DISSOLUTION	023	39044						39044	69069	69069	Columbia (69069) has been dissolved into three neighboring districts: Shaw (39044), Heights (36029), and Adams (34034)
3	COMPLEX DISSOLUTION	023	36029						36029	69069	69069	Columbia (69069) has been dissolved into three neighboring districts: Shaw (39044), Heights (36029), and Adams (34034)
4	COMPLEX DISSOLUTION	023	34034						34034	690696	69069	Columbia (69069) has been dissolved into three neighboring districts: Shaw (39044), Heights (36029), and Adams (34034)

8. BOUNDARY: Type of Change, County(ies) FIPS code(s), LEA of Change (the district gaining territory), Added Area LEA, Lost Area LEA, and Narrative/Description are fields in the Excel spreadsheet requiring information for this type of change. Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	ADDED AREA LEA	LOST AREA LEA	DELETED LEA	NARRATIVE/DESCRIPTION
BOUNDARY	119	08215						08215	11195		Lee (08125) has annexed part of Allen (11195)
BOUNDARY	075 083	05052						05052	09241		St. Mary's (05052) has annexed part of Brown Cliffs (09241) in both counties

Filling Out the Narrative/Description Field for Boundary Changes

The Narrative/Description field in the submission log is where participants can enter any comments that they feel might help the Census Bureau to interpret various school district updates.