

**Attachment H: School District Review Program  
Directions for Reviewing School Districts in  
American FactFinder**

**2009-2010**

**U S C E N S U S B U R E A U**

*Helping You Make Informed Decisions*

## Purpose

These instructions for reviewing school district boundaries in American FactFinder (AFF) are being provided so that participants in states that have chosen the digital update option, and therefore receive school district boundary shapefiles, will have a method by which their local superintendents can review their current Census Bureau school district boundaries online.

After using AFF to review their school district boundaries, local superintendents can print area maps, on which they can annotate boundary changes and forward to their State Mapping Coordinator for verification and updating. AFF allows viewing at street level detail features such as roads, waterways, county, and place boundaries.

We ask that all local superintendents be provided with these instructions, which can be obtained from the 2009-2010 School District Review Program website ([www.census.gov/geo/www/schdist/sch\\_dist.html](http://www.census.gov/geo/www/schdist/sch_dist.html)) under Program Materials hyperlink.

## Reviewing School Districts in American FactFinder

The example being used in this document is **Bishop Joint Union High School District, California**. Remember to select your own state when viewing your school district boundaries.

Go to:

[Census Bureau Home Page \(www.census.gov\)](http://www.census.gov)

Click on:

[American Fact Finder](#)

- ❖ In the left hand side menu, set your cursor over the **Maps** link.
- ❖ In the menu that appears, select the **Reference Map (Boundaries)**.

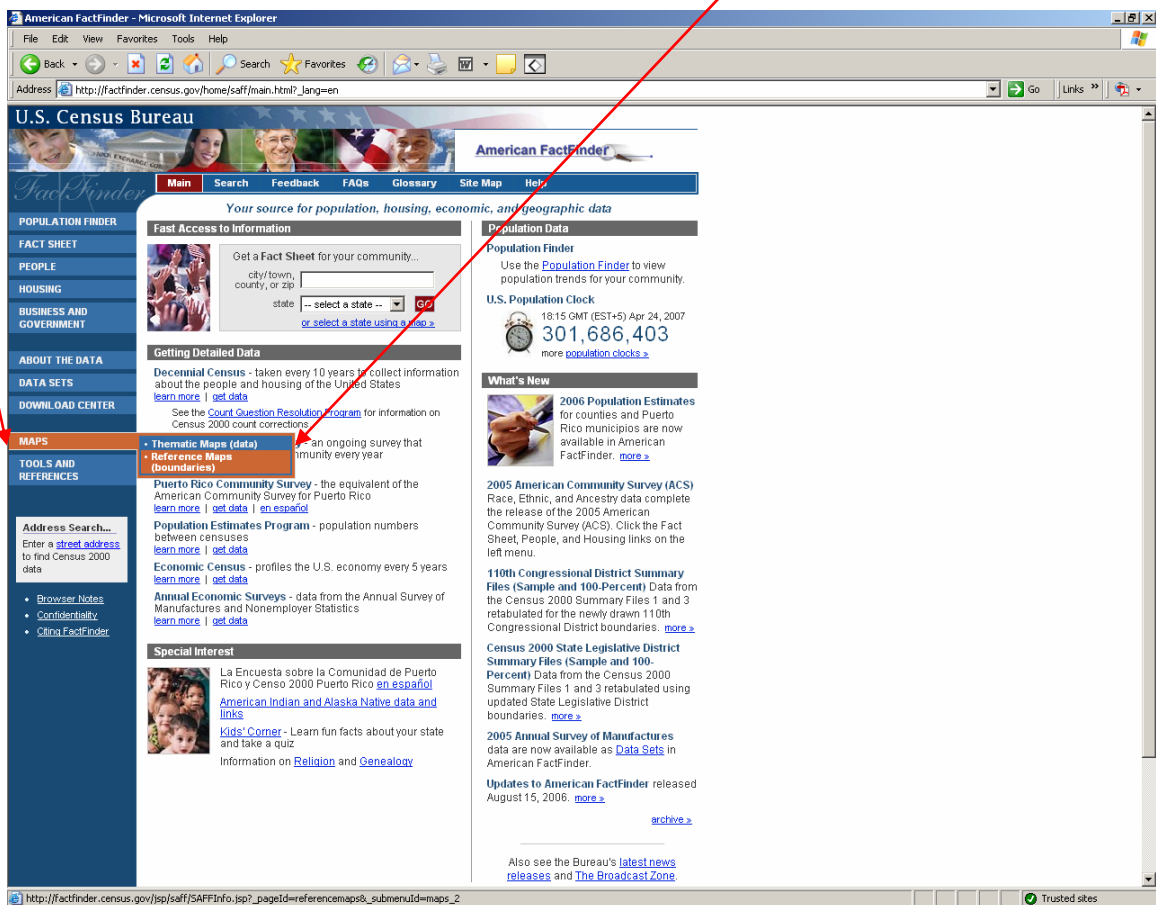


Figure 1

- ❖ In the “Select a state or enter a ZIP code” drop-down bar, select
  - “California” and click the Go button.

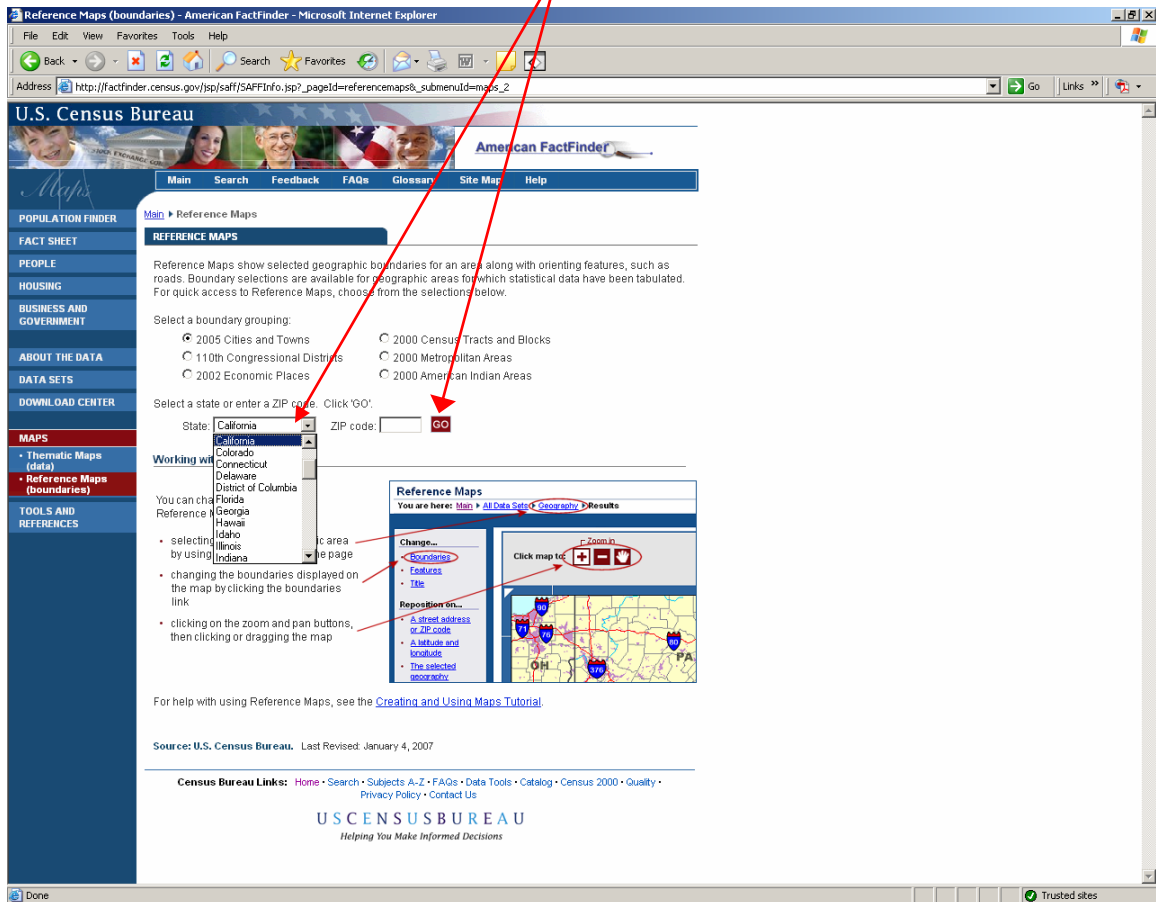
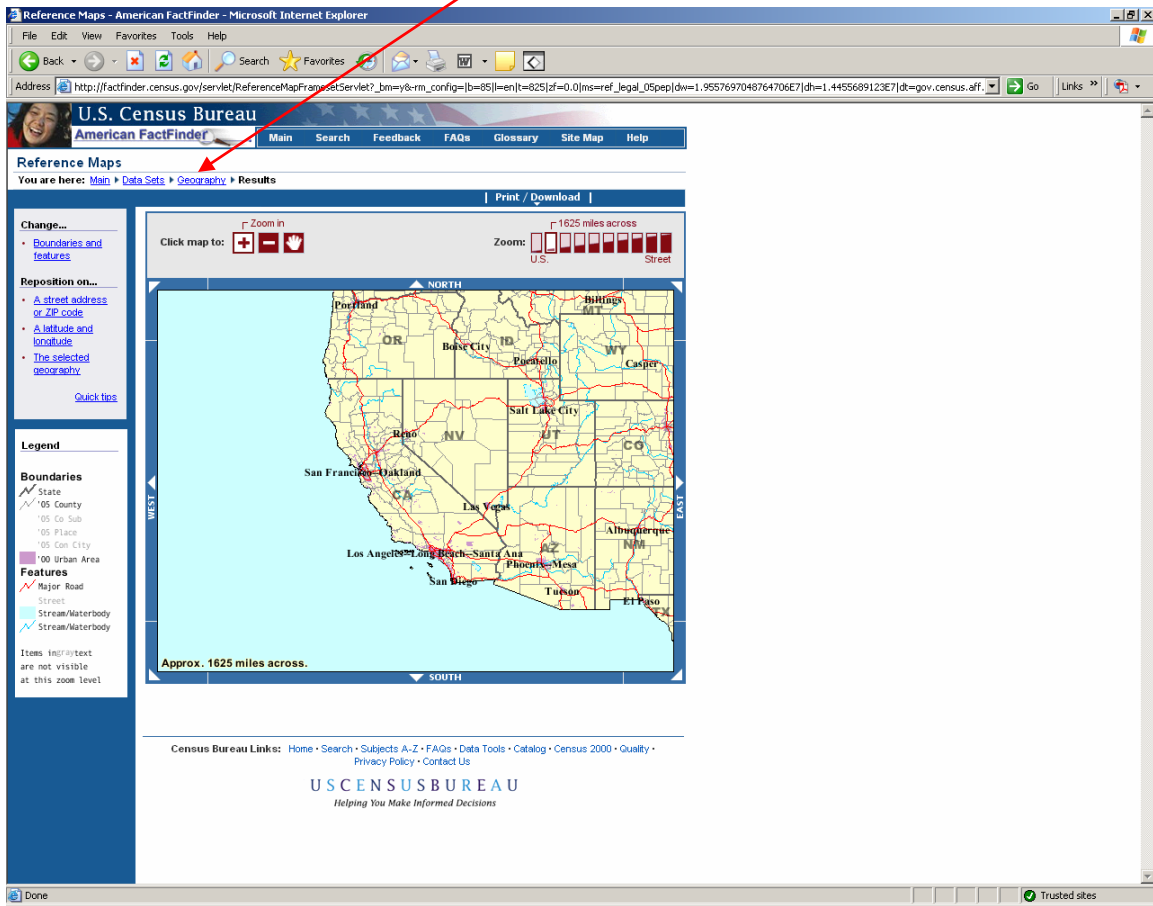


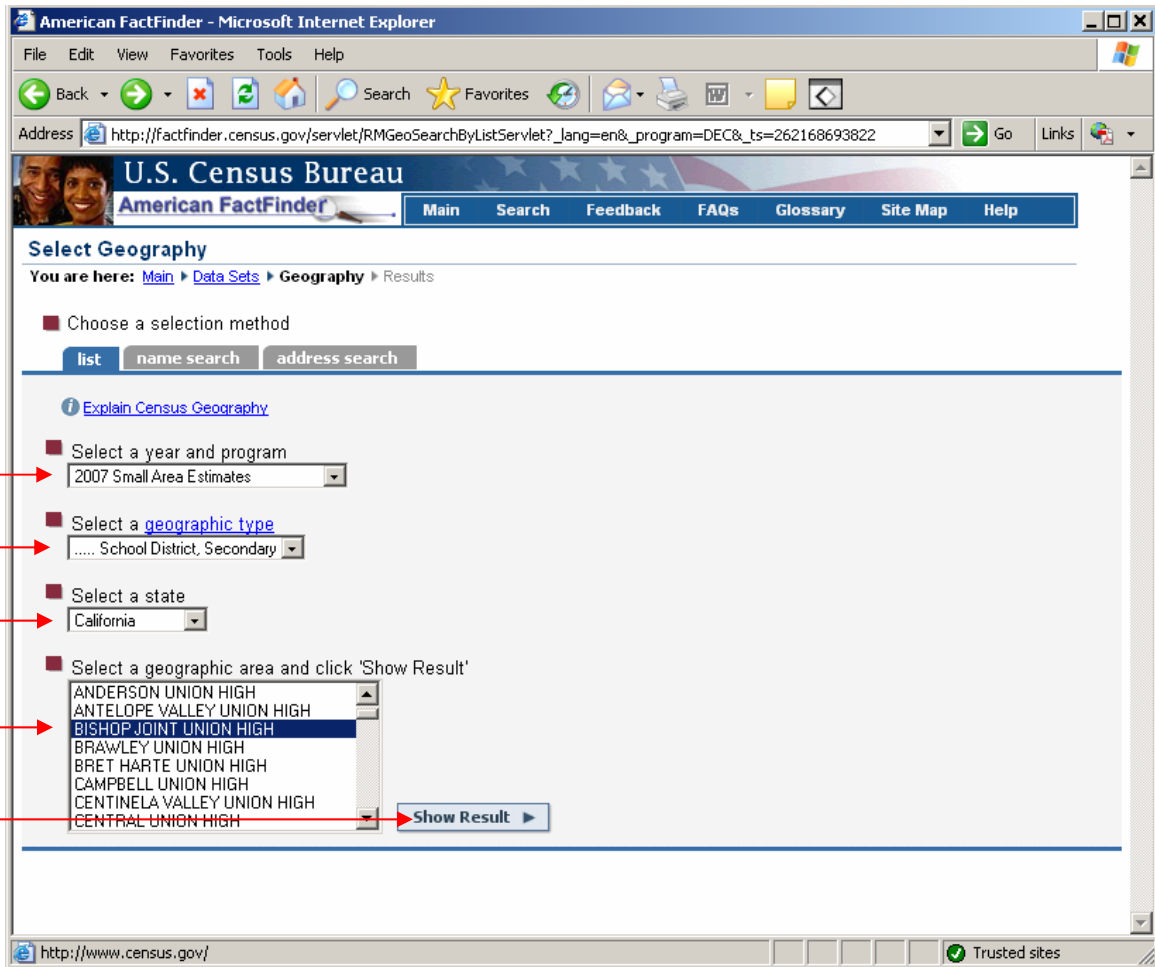
Figure 2

- ❖ In the upper left hand portion of the screen there is a text line “You are here: Main ▶ Data Sets ▶ Geography ▶ Results” where several of the items are hot linked. Click on the “...▶Geography...” link in this line.



**Figure 3**

- ❖ In the "Select year and program" drop-down bar, select
  - **Census 2007 Small Area Estimates.**
- ❖ In the "Select a geographic type" drop-down bar, select
  - **School District, Secondary.**
- ❖ In the "Select a state" drop-down bar, select
  - **California**".
- ❖ Next, select **Bishop Joint Union High.**
- ❖ Click **Show Results.**



**Figure 4**

- ❖ By default, the map contains multiple geographic layers. **In order to view the school district boundaries;**
  - click the **Change... Boundaries and Features** link in the grey box on the upper left hand side of the page and a new window will appear. (See Figure 6.)

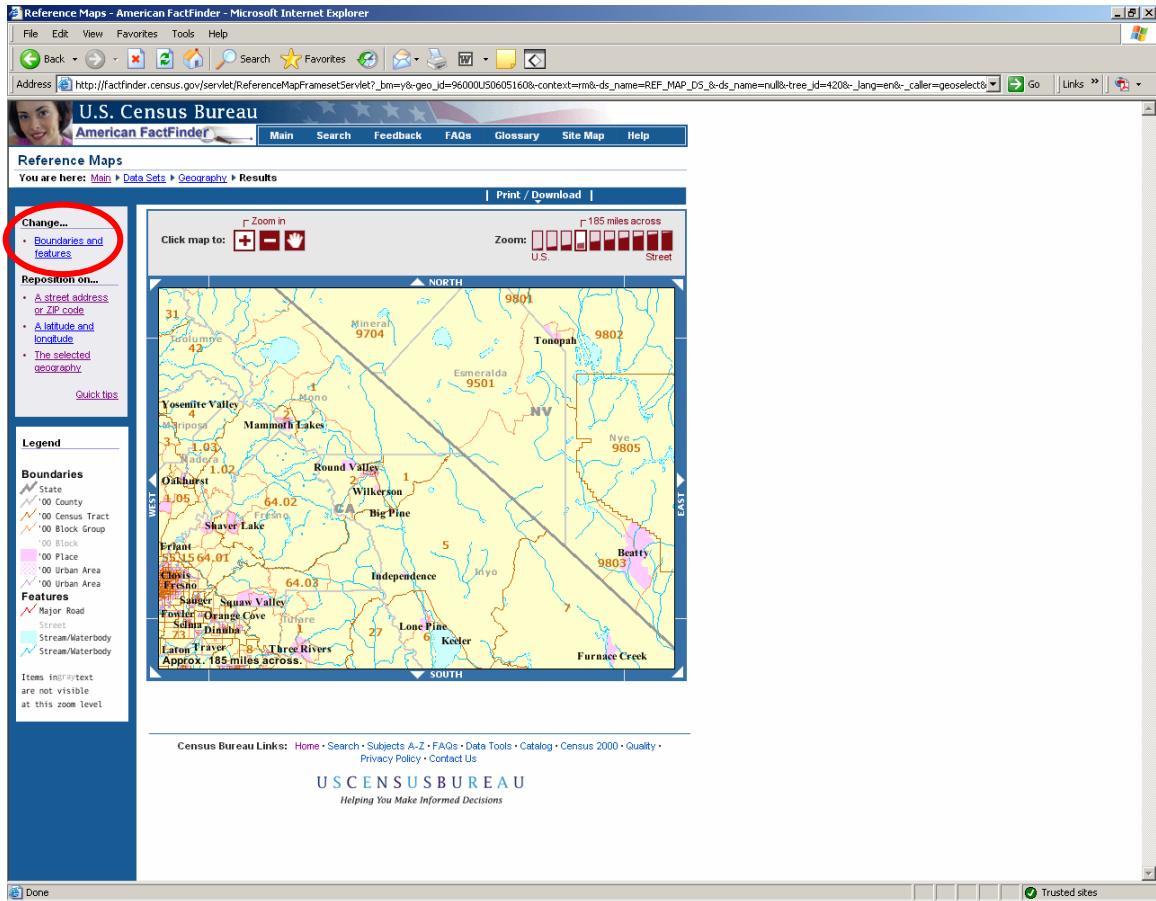
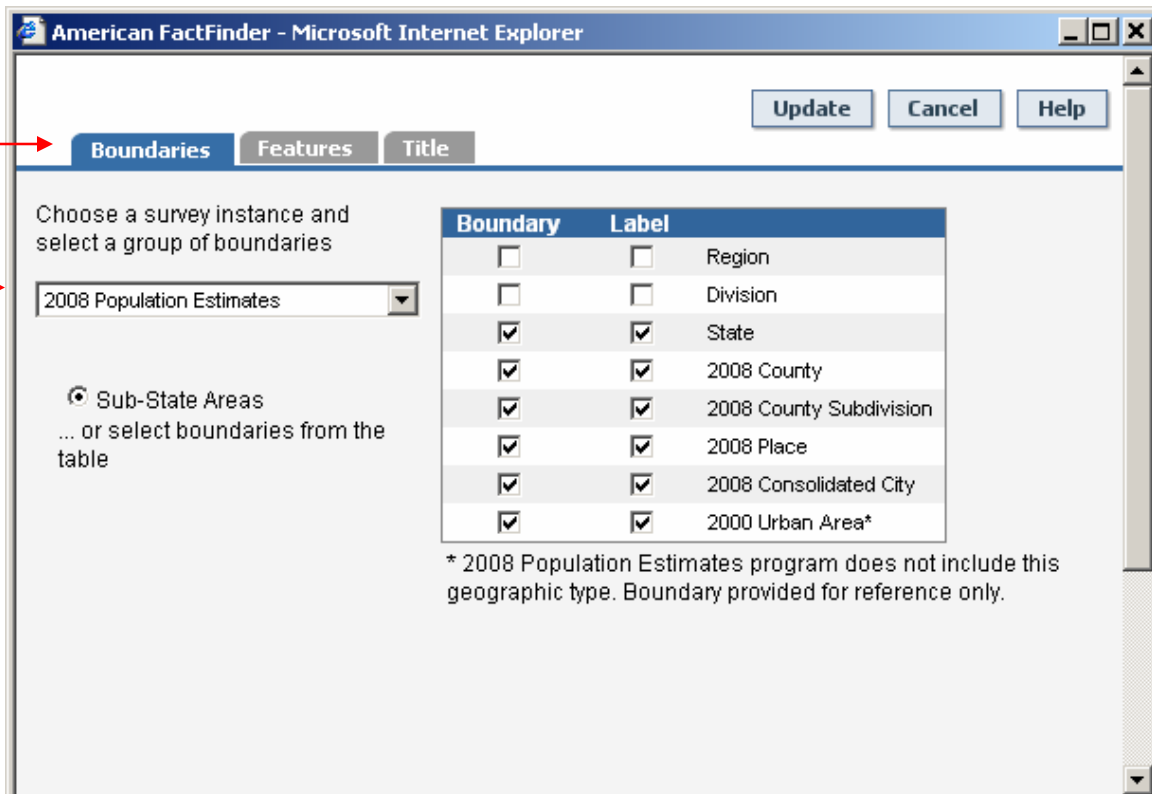


Figure 5

- ❖ Use the **Boundaries** Tab
- ❖ By default, the “2008 Population Estimates” selection appears.
  - Click on the drop-down bar and select “**2007 Small Area Estimates.**” Once you make this selection, a new set of boundary selections appears. (See **Figure 7.**)

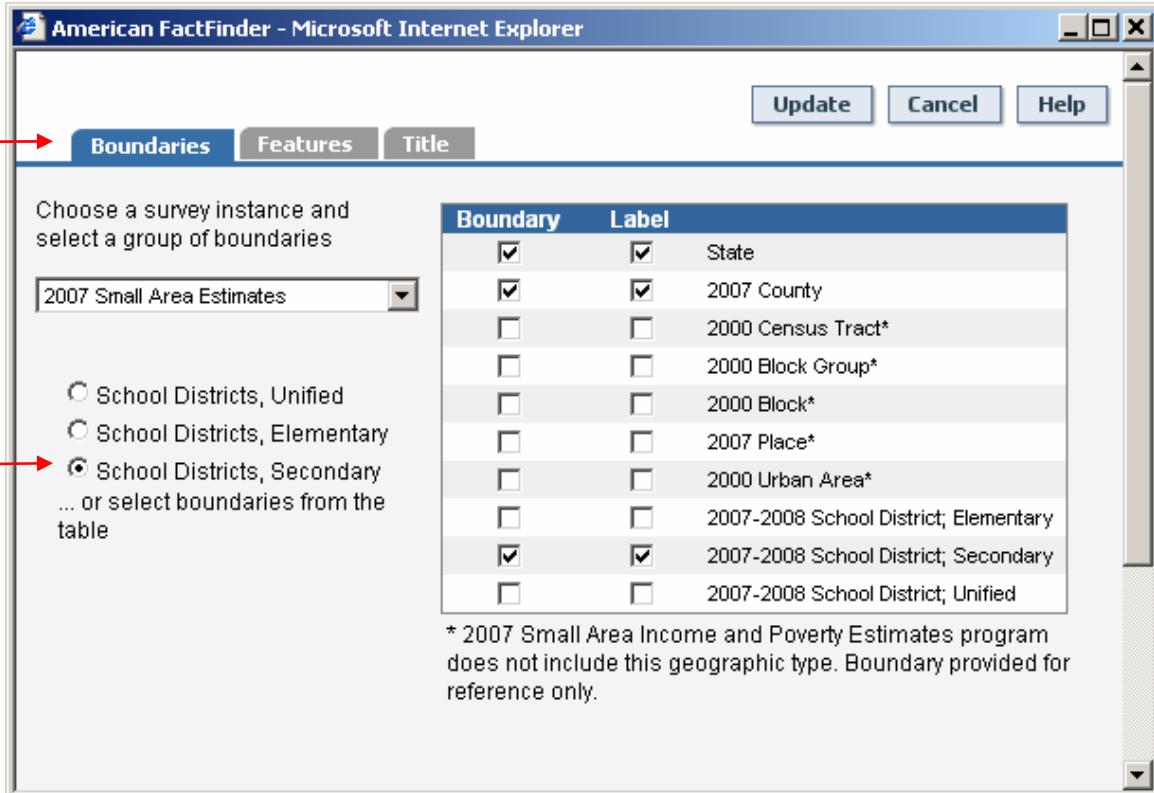


**Figure 6**



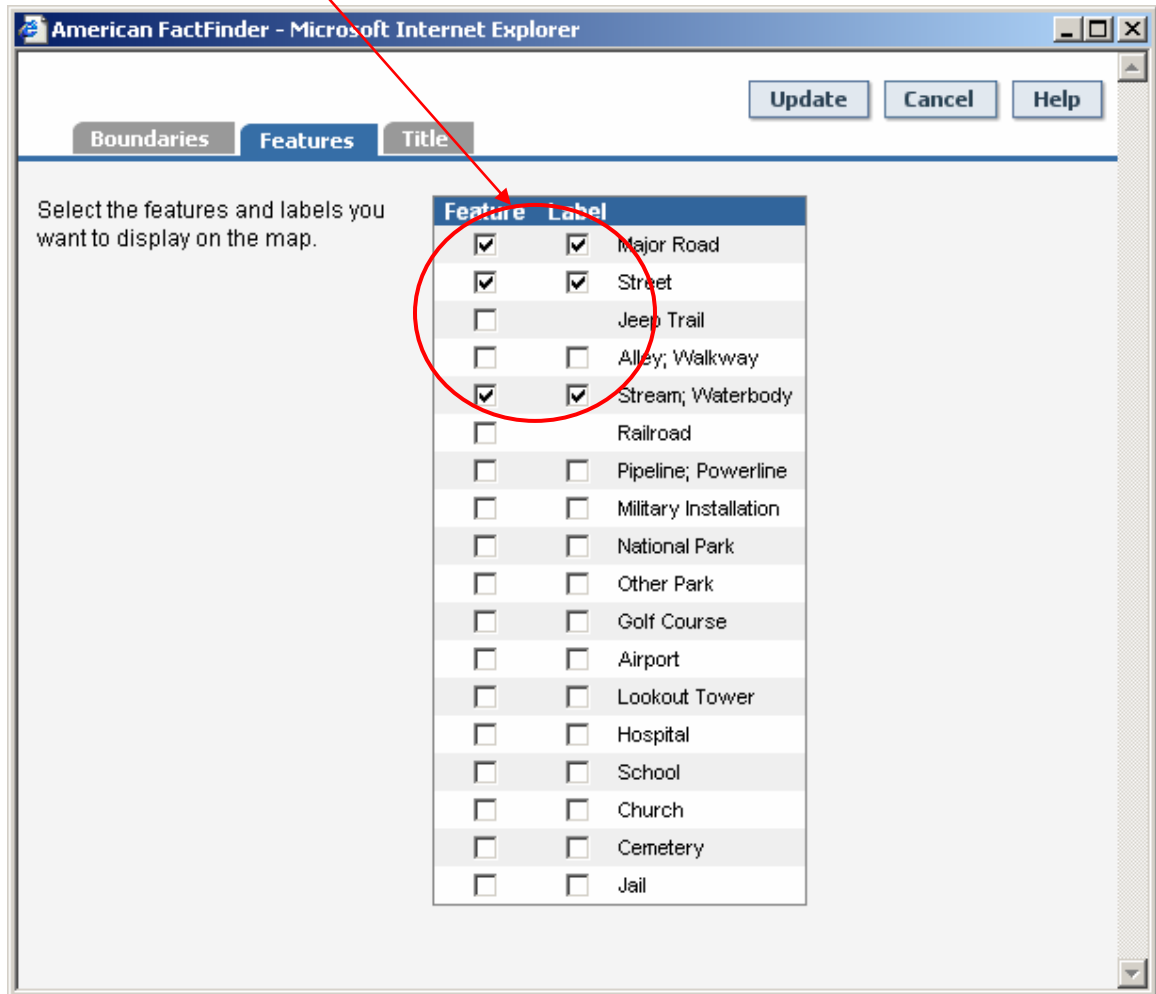
- ❖ Still under the **Boundaries** Tab
- ❖ In the new window, click the radio button for
  - **School Districts, Secondary.**
  - UN-check the boundary and label boxes on the right for (this is optional)
    - 2007 Place
    - 2000 Urban Area

The boundary and label boxes for “**2007-2008 School District; Secondary**” remains checked.



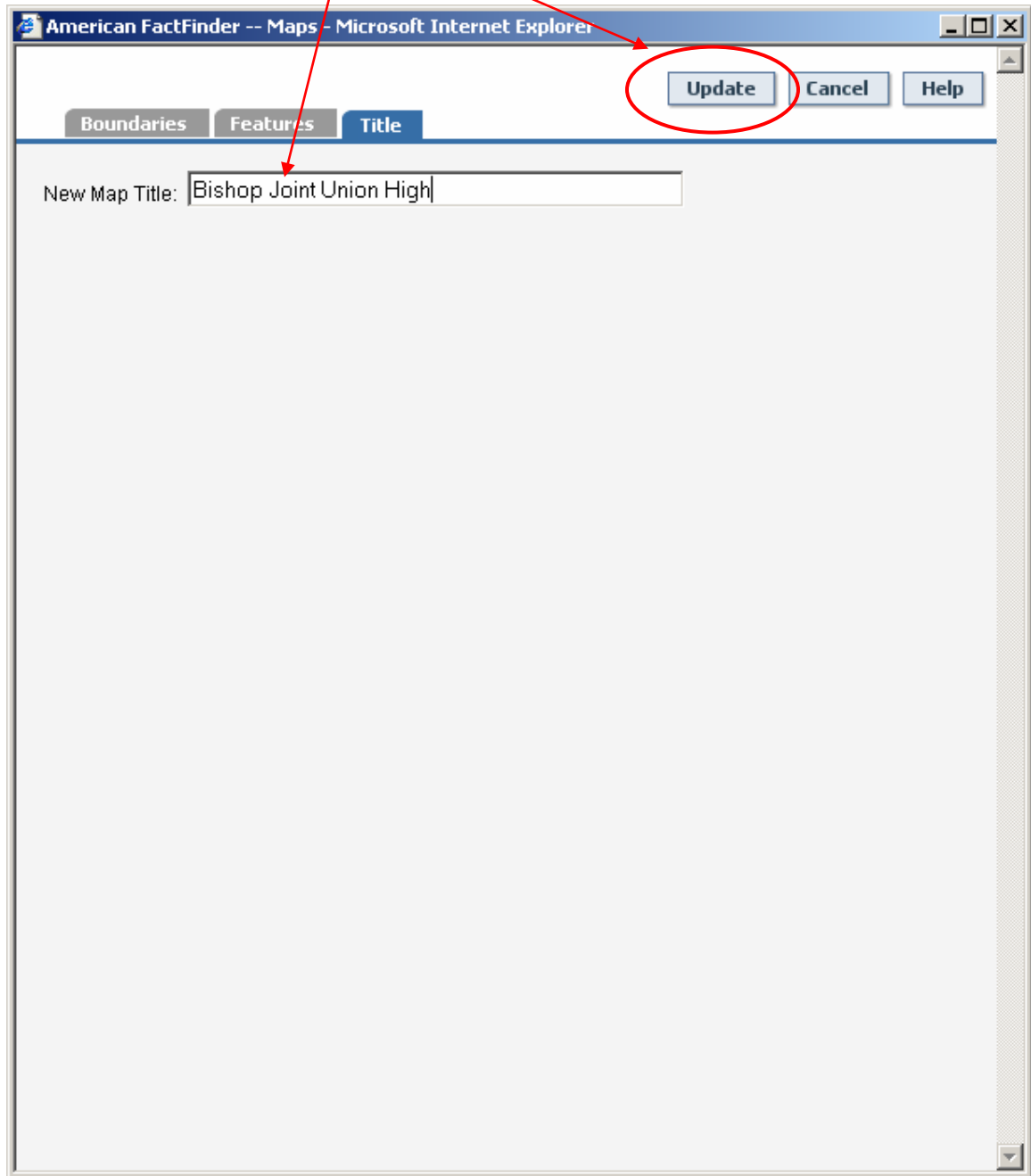
**Figure 7**

- ❖ Under the **Features** tab you can check and uncheck boxes for other features (rivers, roads, etc.). These features are pre-selected.



**Figure 8**

- ❖ Click “**Title**” to add a title to your map.
- ❖ Type in Bishop Joint Union High.
- ❖ Click the **Update** button at the top of the page to save and apply your changes; the page will reload. (See **Figure 10**)

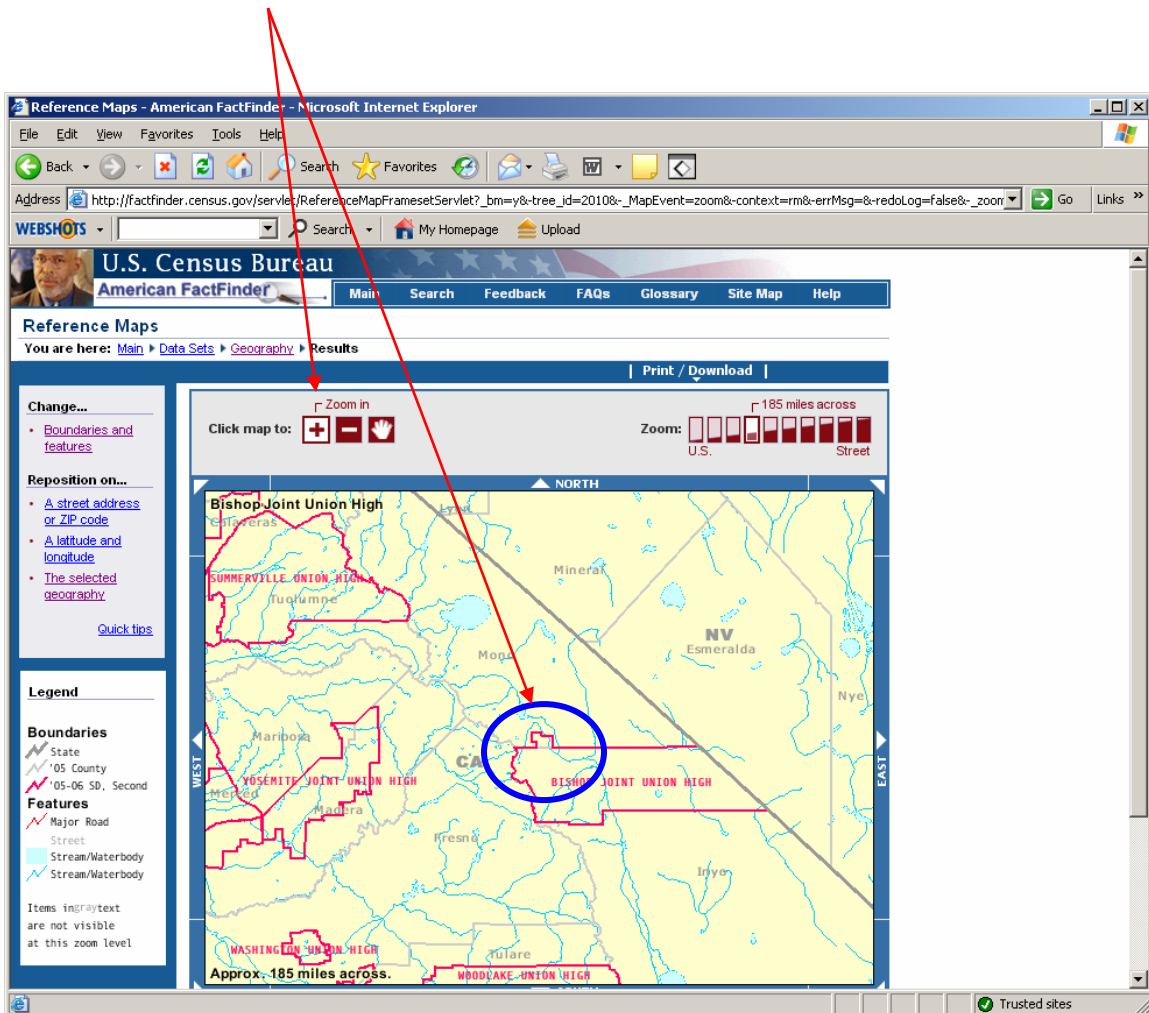


**Figure 9**

- ❖ This is how the map will be displayed at first.
- ❖ Now you can use the **zoom in and out and pan tools** to get a closer look at your selected school district. (See Figure 11.)

**Note: If the map does not zoom in, you may have to disable your pop-up blocker.**

- ❖ Click on the “**Zoom In**” tool
- ❖ Click on a spot on the map



**Figure 10**

This map is zoomed in to “**Approx. 7 miles across**”.

- ❖ Note: Several features, such as roads, are viewable only at certain scales. As you zoom in on your map, they will begin to appear.

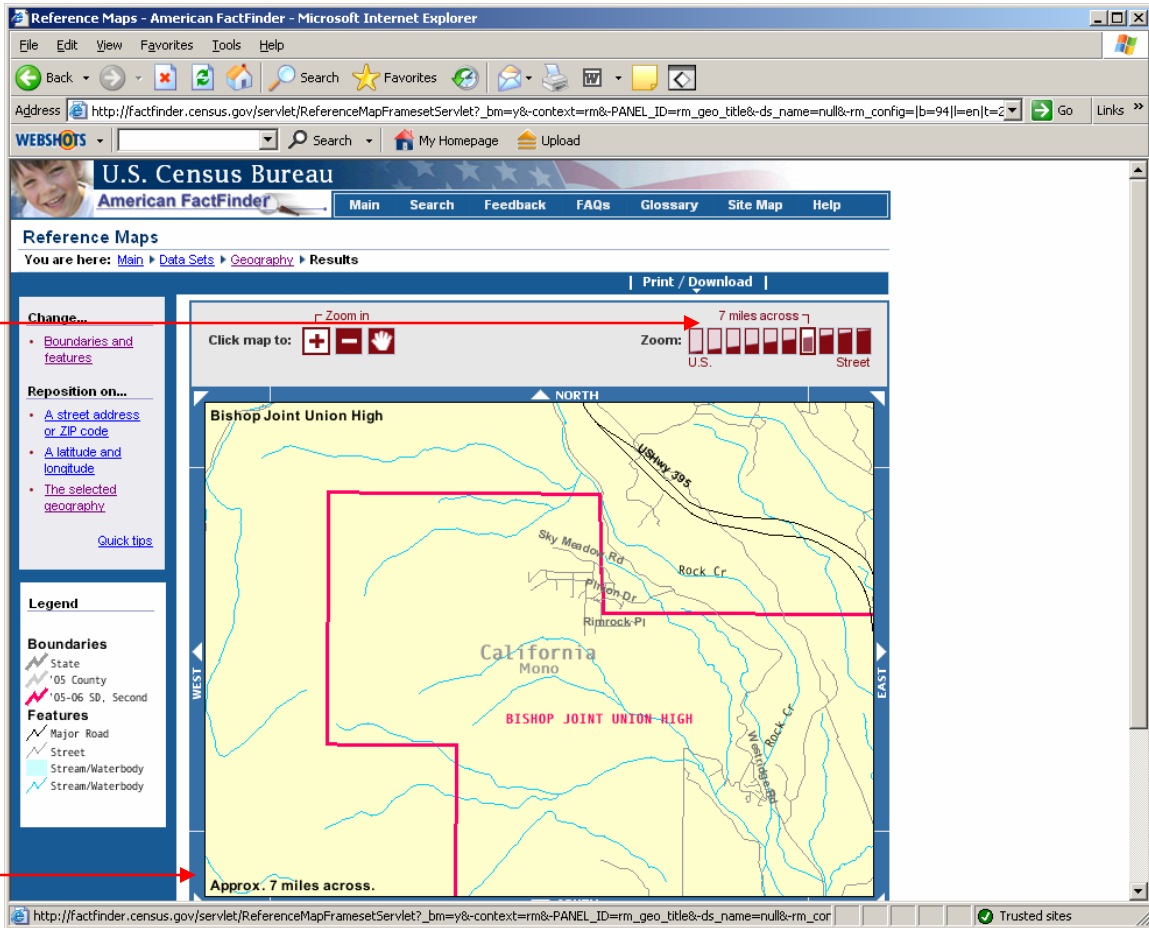


Figure 11

## ❖ Other Options

- **Print**
- **Download (Saves map in PDF format)**
- **Save Query (Saves map as .xql)**
- **Load Query (Open previously saved Queries as .xql)**

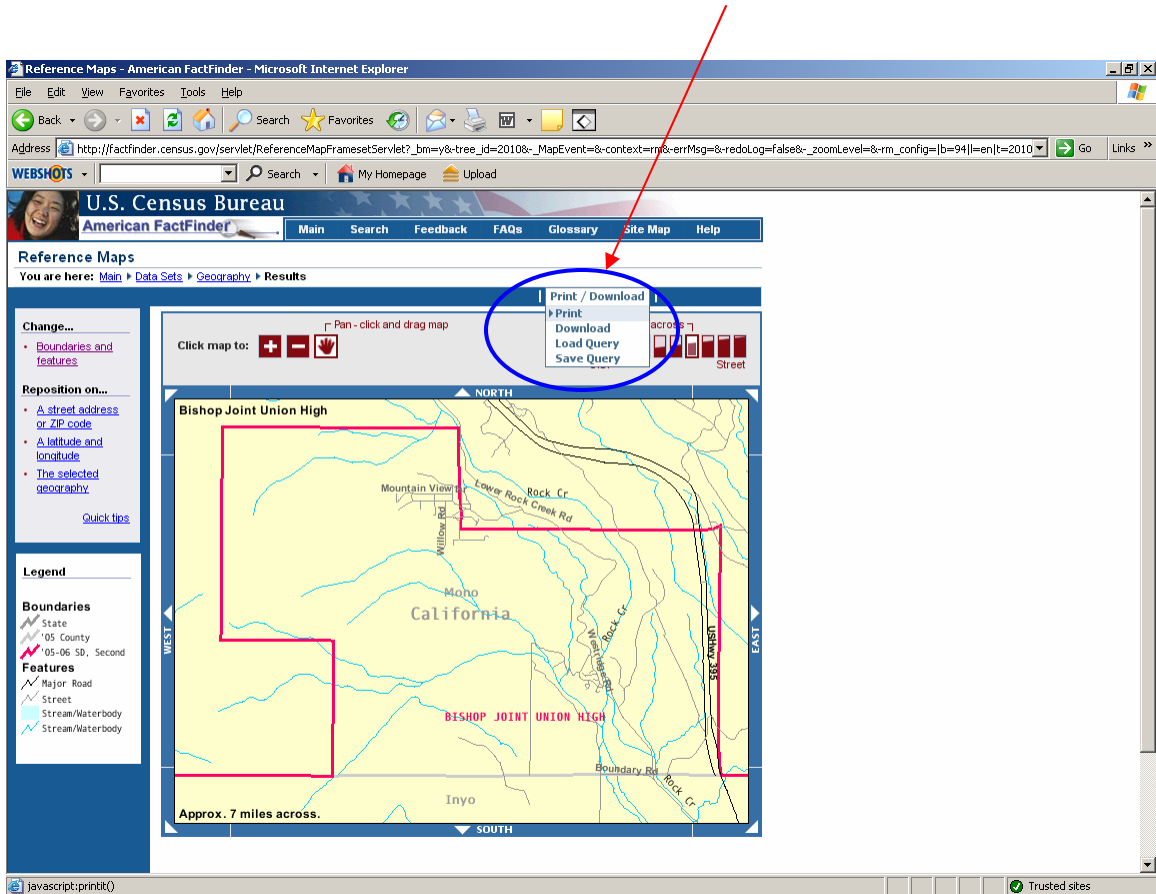


Figure 12

- **To review another school district, click on “Geography” (see Figure 3) at the top of the page and follow the same steps as before.**