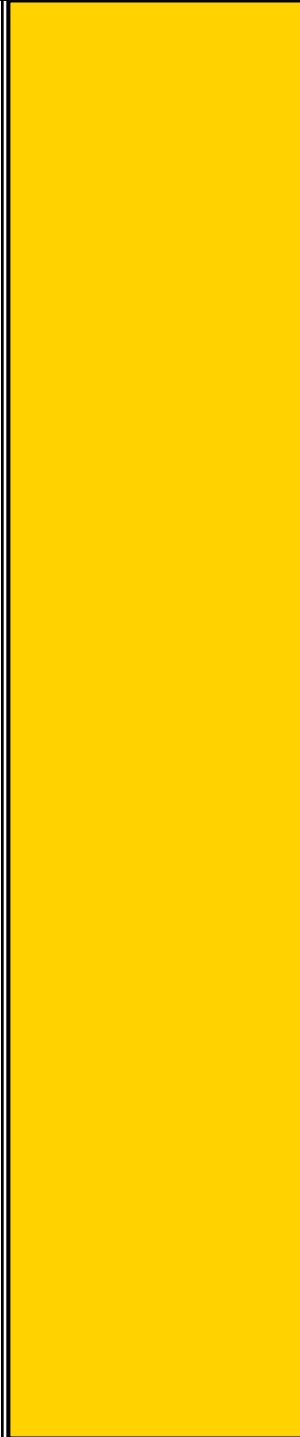


**Attachment H:
Review Your School District Boundaries Online
Using American FactFinder and Reference Maps**

2011-2012



2011-2012 SCHOOL DISTRICT REVIEW PROGRAM
REVIEW YOUR SCHOOL DISTRICT BOUNDARIES ONLINE
USING AMERICAN FACTFINDER AND REFERENCE MAPS

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Purpose

These instructions for reviewing school district boundaries using the American FactFinder (AFF) and School District Reference Maps (2010 Census) 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 local education officials can review their current Census Bureau school district boundaries online.

After using the reference maps or AFF to review their school district boundaries, local education officials can print maps or capture screen images of the areas where their boundaries need to be updated, annotate the changes and forward them to their state mapping coordinator. AFF and the reference maps allow viewing, at street level detail, features such as roads, waterways, and county and place boundaries.

We ask that local education officials be provided with these instructions, which can be obtained from the 2011-2012 School District Review Program website (www.census.gov/geo/www/schdist/sch_dist.html) under the Annotation Program Materials hyperlink.

Locate your school district using the Geography Name search

For our example, we will search by name to locate **Bishop Joint Union High School District** in California and display a map of the school district.

1. Go to the Census Bureau's website.



2. Click on **American FactFinder** on the left-hand side of the page.



3. Click on **factfinder2.census.gov** to use the New American FactFinder



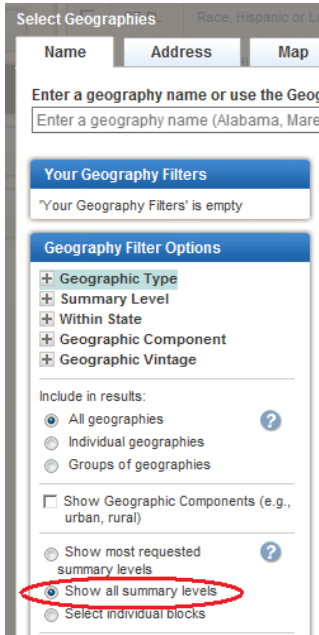
4. Start your search on the Main page of **FactFinder**.



5. Click on **Geographies** on the left-hand side of the main page to open the **Select Geographies** overlay window.



- The gray-bordered **Select Geographies** search overlay opens and sits on top of your Search Results. You can use the **Geography Name** text search or **Geography Filter Options** to select your geographies.



- At the **Name** tab and under **Geography Filter Options**, check the **Show all summary levels** checkbox. A summary level is a geographic level for which data are reported. Summary levels range from very large reporting units such as "State" to much smaller reporting units such as "Census Tract".

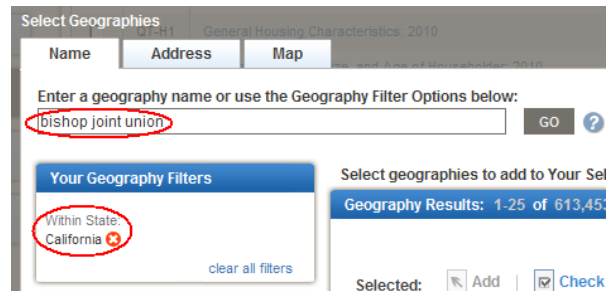


- Narrow your search to a specific state by clicking on **Within State**.

- Click on your state (California, for this example) to narrow the search to your state, or your search result may contain school districts in other states with the same name as the one you want.

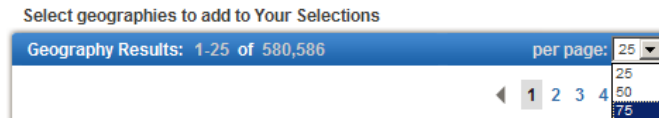
- Your selection **Within State** should now be listed in **Your Geography Filters** box. (If you want to select a different state, click on the red "X" to remove the current state.)

- Type the name of the school district you want to find (**Bishop Joint Union High School District** in California, for this example), then click **Go**.

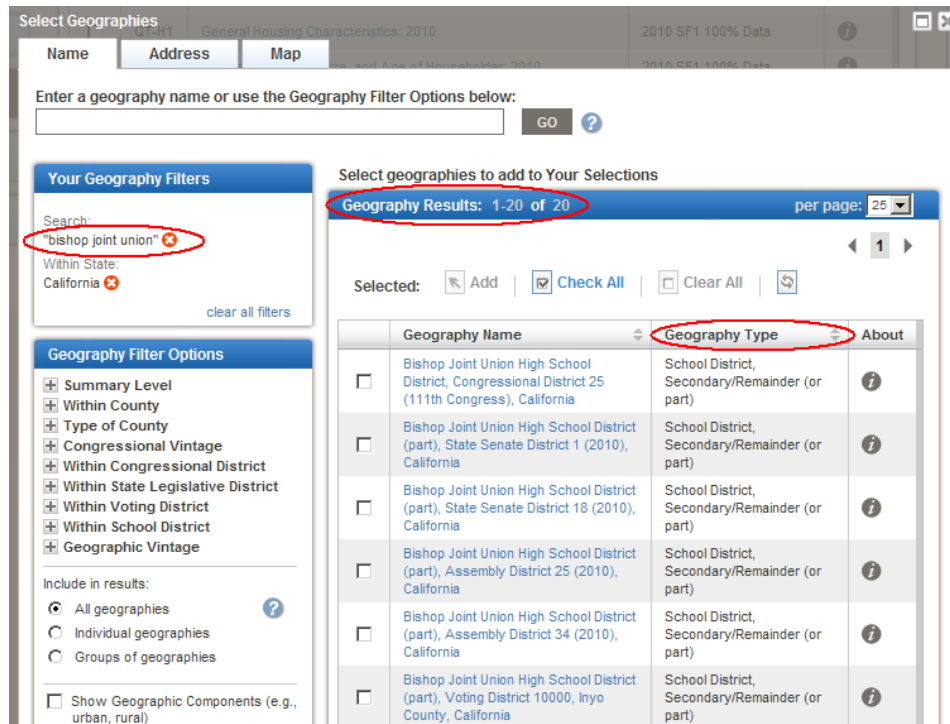


TIP

You can increase the number of results that display on each page from 25 to 50, or 75.



12. **Geography Results** returned 20 possible matches to the partial name entered “**Bishop Joint Union**” which now appears in **Your Geography Filters** box. As you scroll down the page you will see multiple results for your search where parts of the school district are located within other types of geography such as Congressional District, State Senate District, or Voting District followed by the single record for the whole school district within the state. (If you want to enter a different school district name, click on the red “X” next to the name you entered to remove the current name.)



13. Change the sort direction for **Geography Type** so FactFinder lists the single record for the whole school district within the state first, followed by the multiple school district parts. Click on the arrows next to **Geography Type**.

	Geography Name	Geography Type	About
<input type="checkbox"/>	Bishop Joint Union High School District, Congressional District 25 (111th Congress), California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), State Senate District 1 (2010), California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), State Senate District 18 (2010), California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Assembly District 25 (2010), California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Assembly District 34 (2010), California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Voting District 10000, Inyo County, California	School District, Secondary/Remainder (or part)	<i>i</i>

Changing the sort direction for **Geography Type** moves the desired search result “**Bishop Joint Union High School District**” to the top of the list, followed by the multiple school district parts.

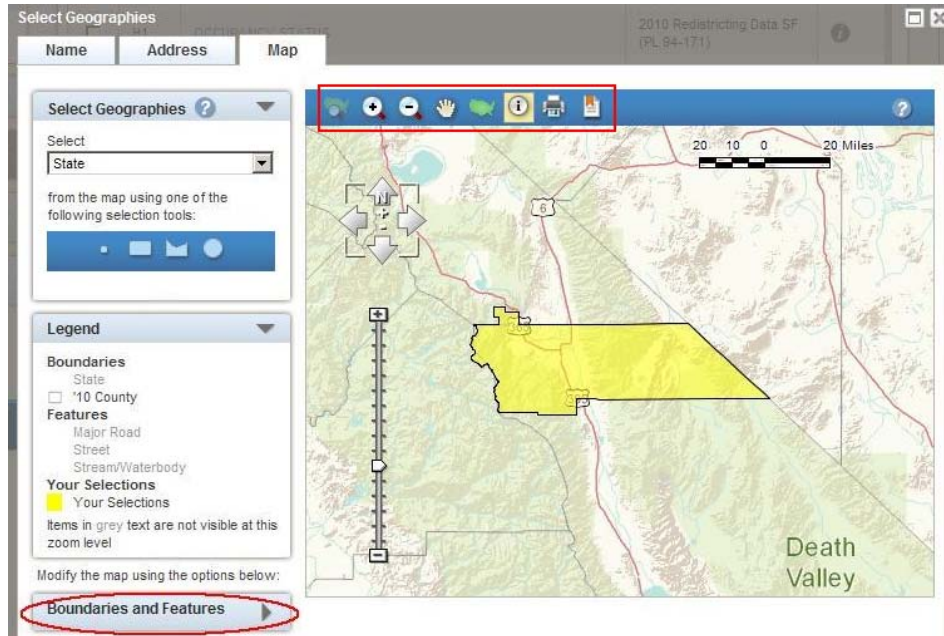
	Geography Name	Geography Type	About
<input type="checkbox"/>	Bishop Joint Union High School District, California	School District, Secondary	<i>i</i>
<input type="checkbox"/>	BISHOP JOINT UNION HIGH, California	School District, Secondary	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Voting District 10000, Inyo County, California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Voting District 10010, Inyo County, California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Voting District 10015, Inyo County, California	School District, Secondary/Remainder (or part)	<i>i</i>
<input type="checkbox"/>	Bishop Joint Union High School District (part), Voting District 30050, Inyo County, California	School District, Secondary/Remainder (or part)	<i>i</i>

14. Click on the name of the desired school district to select it for display in the Map window.

TIP

Do not select the “**duplicate**” search result appearing in ALL UPPERCASE text.

15. On the **Select Geographies** screen, click on the **Map** tab to view a map of your whole school district. This is how the map will be displayed at first. Use the **zoom in and out and pan tools** at the top of the map window to get a closer look at your selected school district.



16. Click on the **Boundaries and Features** tabs to add boundaries and labels for 2010 Census geography such as school districts, and features such as rivers and roads. These features are pre-selected. Click **UPDATE** at the bottom of the **Display Boundaries and Features** screen to refresh the map.

Display Boundaries and Features from 2010 ?

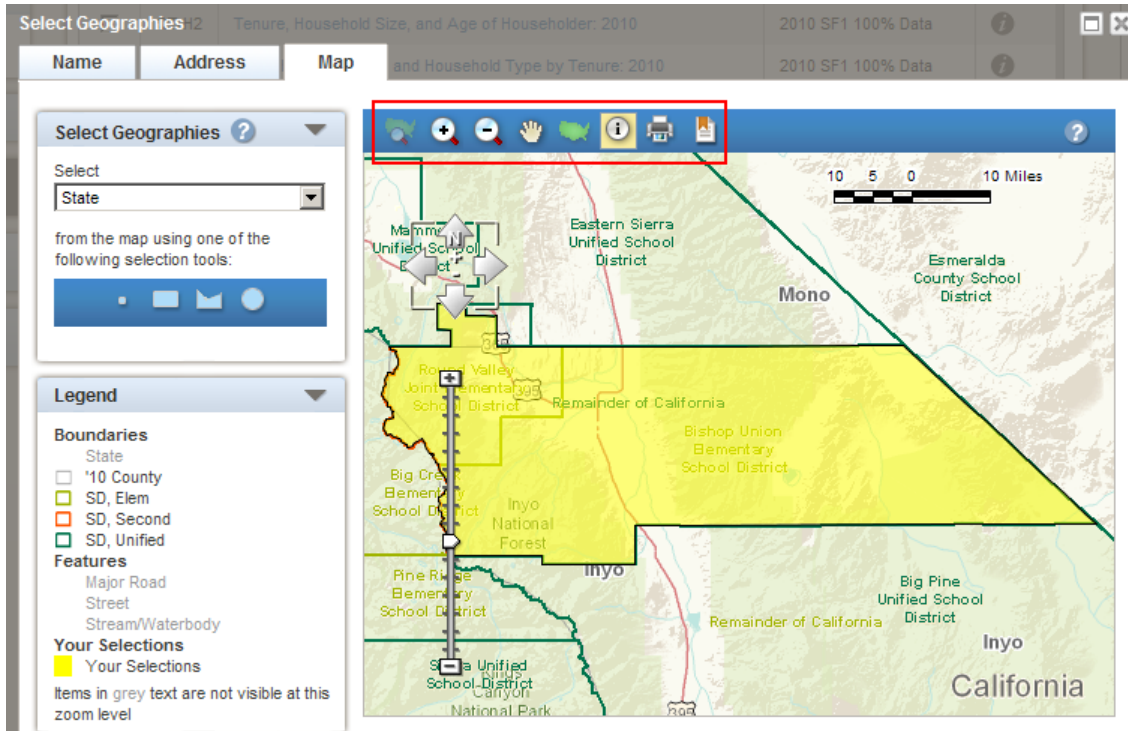
Boundaries **Features**

Boundary	Label	Name
<input type="checkbox"/>	<input type="checkbox"/>	Region
<input type="checkbox"/>	<input type="checkbox"/>	Division
<input type="checkbox"/>	<input type="checkbox"/>	2010 County Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	2010 Subbarrio
<input type="checkbox"/>	<input type="checkbox"/>	2010 Block
<input type="checkbox"/>	<input type="checkbox"/>	2010 Census Tract
<input type="checkbox"/>	<input type="checkbox"/>	2010 Block Group
<input type="checkbox"/>	<input type="checkbox"/>	2010 Place
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School District, Elementary
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School District, Secondary
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School District, Unified

CLEAR ALL **UPDATE** **CLOSE**

TIP

Note that several features, such as roads, are viewable only at certain zoom levels. Use the tools at the top of the map window to increase or decrease the zoom, move around the map, and get information about a feature on the map. You can also print a hardcopy of the area displayed in the map window.



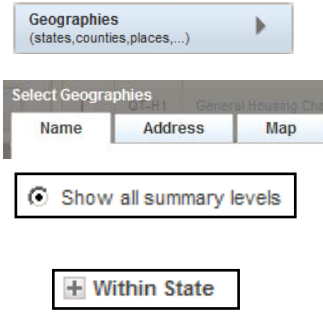
17. To begin a new search, return to the **Name** tab and **Your Geography Filters**. Make sure the **Geography Filter Option** “**Show all summary levels**” is still checked.

- To search for a new school district in the same state, clear your old search by clicking on the red “X” next to the name of the school district from your old search. Type the name of the new school district to be located and click **Go**.
- To search for a new school district in a new state, click on “**Clear all filters**” to remove the current state and school district. Click **Within State** and select a new state. Type the name of the new school district in the search box and click **Go**.

Locate your school district using the Geography Address search

For this example, we will use an address within the **Foster Elementary School District** in Rhode Island to display a map of the school district.

1. From the Main page of American FactFinder, click on **Geographies** to open the **Select Geographies** overlay window.
2. At the **Select Geographies: Name** tab and under **Geography Filter Options**, check the **Show all summary levels** checkbox.
3. Narrow your search to a specific state by clicking on **Geography Filter Options: Within State**. Select your state (Rhode Island, for this example).
4. Click on the **Select Geographies: Address** tab and type the address to locate (for this example, 160 Foster Center Road, Foster, Rhode Island, 02825). Click **Go**. Address search returns all geographies, including elementary and secondary, or unified school districts containing the address you entered.
5. Click on the desired **Foster Elementary School District** to add it to “**Your Selections**”. In this example, the results show that “160 Foster Center Road” is within Foster Elementary School District and Foster-Glocester Regional School District.



18. Click on the **Map** tab to display a map of the desired school district.
19. Click on the **Boundaries and Features** tabs to add boundaries and labels for 2010 Census geography, and features such as schools, roads, and rivers to the map of your school district.

Select Geographies: General Housing Characteristics: 2010

2010 SF1 1009

Name Address Map

Enter a street address, city and state, or a street address and ZIP code. Click 'Go'.
Note: address search will use 2010 address data, based on the contents of Your Selections.

street address city state zip
160 Foster Center Road foster Rhode Island 02825 GO

Geographies containing 160 FOSTER CENTER RD, FOSTER, RI, 02825:
Select geographies to add to Your Selections

Geography Results: 1-16 of 16

Geography Name	Geography Type
ZCTA5 02825	5-Digit ZIP Code Tabulation Area
Block 1072, Block Group 1, Census Tract 133, Providence County, Rhode Island	Block
Block Group 1, Census Tract 133, Providence County, Rhode Island	Block Group
Census Tract 133, Providence County, Rhode Island	Census Tract
Congressional District 2 (111th Congress), Rhode Island	Congressional District
Providence County, Rhode Island	County
Foster town, Providence County, Rhode Island	County Subdivision
Providence-New Bedford-Fall River, RI-MA Metro Area	Metropolitan Statistical Area/Micropolitan Statistical Area
Providence-Fall River-Warwick, RI-MA Metropolitan NECTA	New England City and Town Area
Foster Elementary School District, Rhode Island	School District, Elementary
Foster-Glocester Regional School District, Rhode Island	School District, Secondary
Remainder of Rhode Island, Rhode Island	School District, Unified

Reviewing School District Boundaries using 2010 Census Reference Maps

These School District Reference Maps (2010 Census) show and label the unified, secondary, and elementary school districts as delineated by the state participants during the 2009-2010 School District Review Program. These county-based maps also show the boundaries and names of American Indian reservations, states, counties, and places. Additionally, these maps display a base feature network including roads and water bodies. Major highways and selected water bodies are labeled. Each county is covered by one or more parent map sheets at a single scale. Inset map sheets at larger scales were created where there are clusters of school districts that cannot be identified at the parent map scale. An index map showing the sheet configuration is included for all counties requiring more than one parent map sheet. For the District of Columbia, Florida, Hawaii, Maryland, Nevada, and West Virginia, where school districts are coextensive with counties, a state-based map identifying the counties and corresponding school districts was produced.

Each set of county-based school district reference maps is accompanied by a School District to Map Sheet relationship file. These semi-colon delimited text files include a record for each school district within the county or state, consisting of the type, code, and name of the district, and a list of all map sheet numbers on which that school district appears.

For this example, we will search for **Corbin Independent School District** in Kentucky and locate maps of the counties the school district covers. These maps are county-based, so your school district will appear on one map sheet for each county the school district covers.

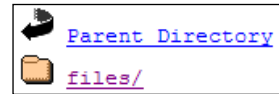
1. If you already know the counties your school district covers, continue to step 5.

If you don't know which counties your school district covers, there is a listing of school districts by county, for your state, on the Census Bureau's School District Review Program (SDRP) webpage which will help you.

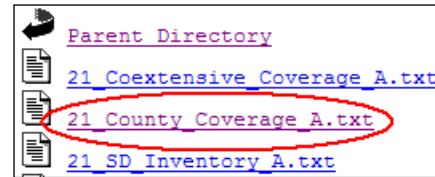
2. Go to the 2011-2012 School District Review Program Materials webpage:



3. Under **Finding the Materials You Need**, click on the hyperlink for your state. Click on "**Files**" when the new window appears. Each state has a separate page where its SDRP program materials are located.



4. Click on the "**County Coverage**" text file.



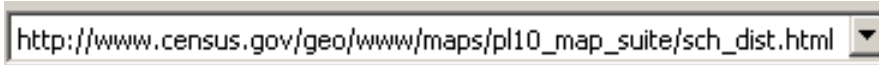
TIP

The County Coverage File (see Attachment F for record layout) contains two sets of records: one set - lower half of the list - sorted by school district (arranged to show the county or counties in which a school district is located) and the other set - top half - sorted by county (arranged to show the school districts that are located in each county.) Each set includes a separate record for each unique school district/county combination.

Search the sort by school district in the lower half of the list and find the name of your school district down the right-hand side of the list. **Corbin Independent School District** has two district/county combinations with **Knox** and **Whitley** counties.

21235 Whitley	01320 Corbin Independent School District
21121 Knox	01320 Corbin Independent School District

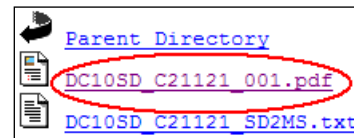
- To search the School District Reference Maps (2010 Census) go to the Census Bureau's Reference Map webpage:



- Click on the state name to select your state (for this example, **Kentucky**) and scroll through the list of counties until you find **Knox** and **Whitley**.

School District Reference Maps (2010 Census)		
Kentucky		
File Naming Conventions • Return to Previous Page		
[A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z]		
County or County Equivalent	Total Map Sheets	District to Map Sheet File
Adair	1	c21001_sd2ms.txt
Allen	1	c21003_sd2ms.txt
Anderson	1	c21005_sd2ms.txt
Ballard	1	c21007_sd2ms.txt
Barren	1	c21009_sd2ms.txt

- Click on the county name, to view the files for the county you selected.



- Click on the filename with the Adobe PDF extension to open the county-based map for that county.
- Use the tools at the top of the map window in your Adobe Reader or Adobe Acrobat to increase or decrease the zoom, move around the map, or print a hard copy of the area displayed in the map window.