

Ms. Michelle Stephens  
Nebraska Department of Education  
301 Centennial Mall South  
Lincoln, Nebraska 68509-4987

Dear Ms. Stephens:

The enclosed DVDs provide you with the necessary information, instructions and software for responding to the 2011-2012 School District Review Program conducted by the U.S. Census Bureau. The review program is of vital importance for your state's allocation under Title I of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001, Public Law (P.L.) 107-110.

The data DVD contains a full set of school district and other geographic entity boundary shapefiles for your state. It also includes a folder, "SDRP Guidelines", which contains data files that list information about the 2011-2012 school districts that we currently have in our files. For selected states, there is also a list of school districts that are coextensive or maintain a geographic relationship with other legal areas such as counties, cities, towns, and townships. Instructions to assist you in completing the program are also included in this folder. The *Readme.txt* on the data DVD contains a complete list of materials your state should receive.

We request that you review all the information contained in the instructions and the data files included on your data DVD and provide us with any updates and corrections to:

- School district names.
- Federal Local Education Agency (LEA) codes.
- Grade ranges for allocating children if two school districts occupy the same area.
- Counties in which school districts are located.
- Relationships where school districts are coextensive with other legal areas

such as counties, cities, towns, and townships.

The Census Bureau will place the shapefiles, data files, and instructions on the Census Bureau Web site where they can be viewed and downloaded. The URL for the School District page is:  
[http://www.census.gov/geo/www/schdist/sch\\_dist.html](http://www.census.gov/geo/www/schdist/sch_dist.html).

The second DVD contains the MAF/TIGER Partnership Software\_v5.x1 (MTPS). The MTPS is software developed by the Census Bureau that allows you to review and update school district boundaries. Additional Geographic

Information System (GIS) software is not required to use the MTPS. The MTPS application includes Computer Based Training (CBT) tutorials that we strongly encourage you to review before attempting any updates within the MTPS. We request that you use the MTPS application to:

1. Review the Census Bureau's representation of your school district boundaries against your current boundaries.
2. Make updates to your school district boundaries.

We request that the school district information you submit reflect the 2011-2012 school districts as they exist or will exist on **January 1, 2012**. We are prepared to accept your updates as soon as possible and request that you submit all your school district changes no later than **December 15, 2011**.

The Census Bureau estimates that it will take approximately **4** hours to review the documentation and complete the computer-based training. Time required for collecting the updates from state and local sources will vary depending on the number of districts in your state and whether or not the state already stores that information in a central repository. Time required to complete the submission will vary as well, depending on the number and complexity of updates you need to report (i.e., a name change is much simpler to report than a complex boundary change).

If you have any questions or comments, please contact Colleen Joyce, Ian Millett, Pat Ream, or Lyndsey Richmond of my staff. They can be reached by telephone at 301-763-1099 or by e-mail at [geo.school.list@geo.census.gov](mailto:geo.school.list@geo.census.gov).

We look forward to working with you to ensure the successful completion of the 2011-2012 School District Review Program and thank you in advance for your participation.

Sincerely,

Timothy F. Trainor  
Chief, Geography Division

Enclosures:  
2011-2012 School District Review Program Digital State Data DVD  
Census Bureau MAF/TIGER Partnership Software version 5.x1  
Quick Start Guide

cc: State Title I Coordinator