

Ms. Betty Cochran
Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243-0375

Dear Ms. Cochran:

The enclosed DVD provides you with the necessary information and instructions 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 DVD contains a full set of school district maps as Portable Document Format (PDF) files. We are providing these files so you can:

1. Review all boundaries in detail by viewing the PDFs.
2. Print copies of any maps needed for annotating changes.
3. Produce copies of the DVDs for distribution to local education officials.

The Census Bureau will provide paper maps upon request if your organization lacks the capability to print large format maps.

The DVD also 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 on the DVD. The *Readme.txt* on the DVD contains a complete list of materials that your state should receive.

We request that you review all the information contained in the data files included on your 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 all the maps, data files and instructions on the Census Bureau Web site where they can be viewed and downloaded by state

and local education officials. The URL for the School District page is:
http://www.census.gov/geo/www/schdist/sch_dist.html.

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 adhere to the following timetable:

- **November 10, 2011** - Deadline for requesting printed copies of school district maps.
- **December 15, 2011** - Deadline for submitting all school district changes.

The Census Bureau estimates that it will take approximately **2** hours to review the documentation. The 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 changes 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 to 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

Enclosure:
2011-2012 School District Review Program Map State Data DVD

cc:
State Title I Coordinator