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ATTACHMENTS

- Attachment A: Guidelines for the MAF/TIGER Partnership Software (MTPS)
- Attachment B: Guidelines for Participants Using the MTPS Verification Module
- Attachment C: Guidelines for Participants Using Paper Maps
- Attachment D: Guidelines for Completing the Submission Log
- Attachment E: Boundary Correction Information for Digital Participants
- Attachment F: Supplementary Text File Data Dictionary/Record Layout for School District Listings
- Attachment G: Guidelines for Defining Pseudo School Districts
- Attachment H: Directions for Reviewing School Districts in American FactFinder
- Attachment I: School District Review Program Flowchart

I. GENERAL INFORMATION

A. BACKGROUND

The School District Review Program (SDRP) is a National Center for Education Statistics (NCES) sponsored program conducted by the U.S. Census Bureau every two years. It 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 updated school district boundary information submitted through this program, along with the Census 2000 population and income data and current population estimates are used in forming the Census Bureau's estimates of the number of children aged 5 through 17 in low-income families for each school district. These estimates are the basis of the Title I allocation for each school district in your state.

The materials you receive in SDRP 2009-2010 reflect the school district names, Federal Local Education Agency (LEA) identification (ID) numbers and boundaries updated during the 2007-2008 SDRP.

B. PURPOSE OF THE SCHOOL DISTRICT REVIEW PROGRAM

The purpose of the 2009-2010 SDRP is for state officials to review the Census Bureau's 2007-2008 school district information and to provide updates and corrections to the school district names, Federal LEA ID numbers, boundaries, and grade ranges. The review encompasses only Type 1 and Type 2 school districts as defined by the NCES.

- Type 1 is a local school district that is not a component of a supervisory union.
- Type 2 is a local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.

This document and its attachments provide state education officials with all information needed for responding to the 2009-2010 SDRP. You do not have to read all the attachments. Read those that apply for your participation method.

C. MAPPING COORDINATOR RESPONSIBILITIES

The Mapping Coordinators are the primary liaisons between the Census Bureau and the local school district officials. It is your responsibility to initiate and maintain contact throughout the program with your local school district officials. You must ensure that reviews and submissions are completed within the time frame of the SDRP.

When you receive updates from your local school district officials, you must review them for accuracy and completeness before submitting them to the

Census Bureau. This review includes all types of changes submitted; boundary changes, consolidations, grade range updates, etc. It is the Mapping Coordinator's responsibility to resolve any problems found in these submissions or discrepancies between school districts boundaries.

Once you feel certain that all of the information submitted is correct, in the proper format, etc, submit this information to the Census Bureau.

Attachment I contains an Operational Flowchart to help you understand how the process should flow.

D. SCHEDULE

We request that the school district information that you submit reflect the school districts as they exist, or will exist, on **January 1, 2010**. Please contact us immediately if you are concerned that you may not be able to meet deadlines as outlined below.

Program Timetable

- **May 2009** - National Center for Education Statistics letter is sent to Title I coordinators asking for designation of a school district mapping coordinator for each state and the District of Columbia.
- **August 2009** - Mailout of program instructions and annotation materials to designated state school district mapping coordinators begins.
- **September 2009** - Deadline for requesting paper copies of school district maps.
- **October 2009** - Deadline for submitting school district changes during the annotation phase. We strongly encourage our partners to submit changes as soon as possible rather than waiting until this deadline. If your state is submitting a large number of changes, please send them on a flow basis rather than waiting to send the entire state. **In order to participate in the 2009-2010 SDRP's verification phase, the Census Bureau must receive all your school district updates before October 31st, 2009.**
- **February 2010** – Review of verification materials begins.
- **April 2010** – Deadline for submitting school district changes during the verification phase.
- **November 2010** - Release of preliminary estimates based on the updated school district geographic framework.

E. CONTACT AND SHIPPING INFORMATION

We encourage you to contact any of the following Census Bureaus geographic staff with any questions about the SDRP:

- Ms. Colleen Joyce (301) 763-5890
- Ms. Pat Ream (301) 763-9042
- Mr. Ian Millett (301) 763-9038
- Ms. Lyndsey Abel (301) 763-1114

- E-mail: **geo.school.list@census.gov**
- Fax number: (301) 763-4710

Shipping Address

Mr. Ian Millett
Geography Division
U.S. Census Bureau
4600 Silver Hill Rd., Rm. 4H136F
Washington, DC 20233-7400

F. WEB SITES

2009-2010 School District Review Program Web Page

http://www.census.gov/geo/www/schdist/sch_dist.html

Initially, the site will contain only general information about the program, but links to the Annotation Phase materials will be available soon after CDs/DVDs have been shipped. You may want to use this website to distribute review materials to local school district superintendents or others who may be able to participate by reviewing their local areas online.

Your CD/DVD contains various Annotation Phase materials that you will need to participate in the program (explained in section II below). If you are a non-digital participant, all of the text files and PDF map files that are provided on the CD/DVD will be available on the Census Bureau's 2009-2010 School District Review Program web site. If you are a digital (shapefiles) participant, only the text files provided on the CD/DVD will be available on the Census Bureau's 2009-2010 School District Review Program web site (go to www.census.gov and click on "Geography" then click on "Geographic Programs"). Shapefiles will **not** be posted to the web site

After we have completed processing your submissions, you will be notified by email when the verification materials for your state are ready for review so that you can verify we have processed all of your state's changes correctly.

If you are a digital (MTPS) participant, you will be using the MTPS Web Viewer to review your school district boundaries for the 2009-2010 SDRP. Attachment B contains guidelines and instructions for using the MTPS Program Viewer/Editor.

If you are a non-digital participant, PDFs for the counties in which there were school district changes reported will be posted to the website noted above. **Attachment C** contains information regarding the Verification process.

Census Bureau's American FactFinder Web Site

http://factfinder.census.gov/home/saff/main.html?_lang=en

All current school district boundaries can be reviewed by visiting our American FactFinder (AFF) web site (go to www.census.gov and click on the “American FactFinder” link on the left). Instructions are found in **Attachment H**.

II. DESCRIPTION AND USE OF FILES PROVIDED

The program materials CD/DVD contain a number of important files. Depending on the particulars of your state’s school district geography and how your state participates in this program, some files may not be included in the package sent. The potential files include:

- A. County Coverage File (All States)
- B. Inventory and Grade Range File (All States)
- C. Relationship File (Limited States)
- D. Legal Entity Coextensive File (Limited States)
- E. Spatial Files (Limited States)
 - 1. PDF Map Files (Limited States)
 - 2. Shapefiles (Limited states)
- F. MAF/TIGER Partnership Software (MTPS) (Limited States)

A description of each file and how each one should be used to report updates/corrections is below.

NOTE: It is recommended that Word Pad be used to open text files due to how they are formatted. Otherwise, margins and page orientation will have to be changed to accommodate the text.

A. COUNTY COVERAGE FILE (All States)

The County Coverage File is named "<ST>_County_Coverage_A.txt" (see **Attachment F** for record layout). The file contains two sets of records: one set sorted by school district (arranged to show the county or counties in which a

school district is located) and the other set 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.

This County Coverage file reflects the boundaries of the 2007-2008 school districts as shown on the school district maps. Use this file to locate each school district and to review the extent of the areas of each school district as they relate to counties.

B. INVENTORY AND GRADE RANGE FILE (All States)

The Inventory and Grade Range File is named "<ST>_SD_Inventory_A.txt" (see **Attachment F** for record layout). The file is a listing of all the 2007-2008 school districts that the Census Bureau has in its database and includes the school district name, Federal LEA ID number, level, type, and grade range. We request that you carefully review the information contained on this listing and provide us with updates and corrections.

Note: Because the Census Bureau requires complete school district coverage in its geographic database, this file may contain school districts that are not Type 1 or Type 2. These are flagged in the file as follows: Pseudo (A) (See **Attachment G** for more information on Pseudo school districts.), Department of Defense (B), Interstate (C), and BIA (D). This file also flags school districts within a state or county that have the same name but different Federal LEA ID numbers with an E. In these situations the LEA numbers are the means to identify unique school districts that share the same name.

Also, we have discovered that some states contain elementary school districts without secondary coverage. We request that these states pay special attention to the grade ranges on the list and let us know what the secondary coverage should be or let us know why there is no secondary coverage. Those states are:

- California
- Connecticut
- Illinois
- Indiana
- Maine
- Michigan
- Missouri
- New Hampshire
- New Jersey
- North Dakota
- Oklahoma
- Oregon
- Rhode Island
- Vermont
- Virginia
- Washington

Grade Ranges

The grade ranges included in this file indicate the grade ranges for which each school district is **financially** responsible. We use original obligation,

not the provision of educational services, to define financial responsibility. We use this set of grades, based on financial responsibility, to assign the data for each child to exactly one school district.

Examples of Financial Responsibility:

A school district is financially responsible for the education of **all** children in a geographic area if it is the only district serving that area. It may meet that responsibility by 1) operating schools that provide education to children in all grades, or 2) by operating schools that provide education for children in some grades and paying another school district to provide education for the children in the remaining grades, or 3) not operating any schools, but paying another school district to provide education to all the school district's children.

If the children in a geographic area are served by an elementary school district, and also served by a separate high school district that receives no payment from the elementary district, then the two school districts share the geographic area and financial responsibility is divided between them. The grade ranges on the listing should show which district is financially responsible for the children in each grade. The grade ranges listed for each of the two school districts must not overlap, and every grade must be assigned to one of the school districts.

Responsibility for a particular grade exists even if, from time to time, there are no children in that grade living in the service area of the school district. Thus, a school district that is responsible for providing 6th grade schooling should appear on the listing with the "6th grade" in its grade range, even if there are no actual 6th grade students living there.

Official School District Names

The official school district name should be its legal name including any state-used descriptive wording, such as "Independent School District", "Consolidated School District" or "Supervisory Union."

How do I submit changes to the Inventory and Grade Range File?

Submit grade range and name changes to the Census Bureau as follows: (*Do not include these changes in any shapefile.*)

- Include all changes in the Submission Log (see **Attachment D**), or

- Print a paper copy of the School District Inventory and Grade Range file and then annotate changes on it.

C. RELATIONSHIP FILES (Limited States)

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, Pennsylvania, Rhode Island, and Vermont are states where school districts are commonly coextensive with one or more incorporated places and/or county subdivisions (towns, townships, boroughs, etc.). Please review the relationships listed in the file named: <ST>_SD_by_SD_A.txt to ensure that your school districts are maintaining the correct relationships with the aforementioned legal governmental entities. Similar to the County Coverage files, this file contains records for each school district/incorporated place and school district/county subdivision combination.

The <ST>_SD_by_SD_A.txt file is sorted by Federal LEA ID number (for use in reviewing the local governments that are associated with each school district).

Currently, the Census Bureau maintains these coextensive relationships without the need for states to submit boundary corrections for the listed school districts. All changes to incorporated places and county subdivisions are obtained through the Census Bureau's annual Boundary and Annexation Survey (BAS). Boundaries of these school districts are updated accordingly. *Please review these listings and notify us where we should no longer maintain a coextensive relationship, or where we should create and maintain a new relationship.*

D. LEGAL ENTITY COEXTENSIVE FILE (Limited States)

The Legal Entity Coextensive File, named "<ST>_Coextensive_Coverage_A.txt," (see **Attachment F** for record layout) is being provided to Alabama, Alaska, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Utah, and Virginia because **some** of the school districts are **coextensive** with legal entities such as counties, county equivalents, or incorporated places.

The Census Bureau maintains these coextensive relationships without the need for states to submit boundary corrections for the listed school districts. All changes to counties, county equivalents and incorporated places are obtained through the Census Bureau's annual BAS. Boundaries of these school districts are updated accordingly. *Please review these listings and notify us where we should no longer maintain a coextensive relationship, or where we should create and maintain a new relationship.*

If your state did not receive a Relationship File or a Legal Entity Coextensive file, we also would like to know if there are school districts in your state that are legally coextensive with local governments.

How do I make corrections to the “Relationship” and/or “Legal Entity Coextensive” Files?

- Annotate changes on a printed copy of one of the files provided, or
- Create a new file in the same format and include deletions and additions.

E. SPATIAL FILES (Limited States)

Participants have the option of submitting their updates by annotating paper maps or using the MTPS. The following files are provided:

MAP FILES (PDFs) (Limited States)

The Census Bureau created a set of school district annotation maps, provided as PDFs, for those states that do not submit their school districts using digital GIS files.

See **Attachment C** for instructions on using PDF map files (Paper Map Instructions).

MAF/TIGER PARTNERSHIP SOFTWARE (MTPS)

If your state is receiving shapefiles, you will also receive a customized software application created by the Census Bureau called the MTPS.

The MTPS uses spatial and tabular data from the MAF/TIGER Database, enabling participants to review and modify their school district boundaries and return a file to the Census Bureau in a pre-approved, standard format.

To get an idea of how the MTPS works, you can view the computer based training (CBT) on the 2009-2010 School District Review Program web site. Instructions for using the MTPS are included in **Attachment A**.

Please do not hesitate to contact the Census Bureau if you encounter any technical questions/issues. Also, you can send an email or call any of the census geographic staff listed in the “Contacts” section on page 5.

III. DESCRIPTION OF SCHOOL DISTRICT CHANGES

A. CONSOLIDATIONS

Most new school districts are the result of school district consolidations. Consolidations can be:

- **Simple:** Simple consolidations are when two or more school districts merge and the outer boundaries of the former school districts remain the same.
- **Complex:** Complex consolidations are when two or more school districts merge and the outer boundary of the new school district changes.

B. DISSOLUTIONS

There are two ways in which a school district can be dissolved:

- **Simple:** Simple dissolutions are when one school district acquires the entire area of one or more dissolving school districts.
- **Complex:** Complex dissolutions are when two or more school districts acquire the area of one or more dissolving school districts and/or there are additional boundary changes.

How do I submit updates for SIMPLE consolidations and dissolutions?

Do **not** submit these changes on a map or shapefile.

We require the following information on the Submission Log only:

- the name of the new or remaining school district,
- its Federal LEA ID number (if known),
- financially responsible grade ranges for the new or remaining school districts,
- the names and Federal LEA ID numbers of the old school districts that make up the consolidation or dissolution, and
- the names and/or FIPS codes of the counties in which the new or remaining school district is located. See **Attachment D** for more information.

How do I submit updates for COMPLEX Consolidations and Dissolutions?

You must annotate or digitize and submit new boundaries spatially using Census Bureau supplied paper maps or shapefiles.

If using the MTPS to submit complex consolidations and dissolutions, the information is automatically entered into the Submission Log within the MTPS.

If you are using paper maps to modify boundaries, you must create an entry in the Submission Log spreadsheet and enter the appropriate information for each type of change you make. See **Attachment D** for a Submission Log example.

C. BOUNDARY CHANGES (LEGAL/ADMINISTRATIVE)

Legal/Administrative boundary changes occur when a school district annexes a part of another school district, not when a school district dissolves completely into (an)other school district(s).

D. BOUNDARY CORRECTIONS

The Census Bureau is offering SDRP participants the option to correct any legitimate boundary differences (not minor drafting corrections) existing between their boundaries and the Census Bureau's boundaries.

It is very important to avoid adding a line or editing a line unless it is absolutely necessary.

It is necessary to add a line only if:

1. You will use the line for a school district boundary. **Do not add a line unless it will be part of a boundary.** The Census Bureau will canvas the country and add features during the 2010 Census. Therefore, only add a line that you will use for a school district boundary.
2. There is not a pre-existing feature within 30 feet of the line you want to add (parallel to the desired line add). Use the pre-existing feature rather than adding a new line if the pre-existing feature is within 30 feet.

Adding a line can cause the MTPS to fail. If this occurs, you may need to send your file to the Census Bureau to be repaired before you can continue your work. See **Attachment E** for help in determining if you need to add a line, how to best add a line to reduce the possibility of MTPS failure and what to do when errors messages are received.

How do I submit updates for Boundary Changes and Corrections?

You must submit new boundaries spatially using Census Bureau supplied shapefiles or paper maps, and you must provide an entry in the Submission Log for each boundary correction or change including the names and LEA ID numbers of the school districts involved in the school district change.

If using the MTPS to submit boundary changes and corrections, the information is automatically entered into the Submission Log within the MTPS.

If you are using paper maps to modify boundaries, you must create an entry in the Submission Log spreadsheet and enter the appropriate information for each type of change you make. See **Attachment D** for a Submission Log example.

E. New Federal LEA ID Numbers

The assignment of Federal LEA ID numbers for school districts that are new for the 2009-2010 SDRP may not occur before your response to this program. **The Census Bureau will accept the submission of new school districts without the official Federal LEA ID numbers.**

This occurred during the 2007-2008 SDRP, and the Census Bureau assigned “temp” codes (e.g., 99xxx). In this case, provide us with the valid Federal LEA ID information on the Submission Log for any school districts assigned temp codes. See an example in **Attachment D**.

IV. HOW TO DOCUMENT CHANGES – AT A GLANCE

A. Submit the following changes via a manual entry in the Submission Log:

- Name
- Grade Range
- Level
- LEA Code
- Simple Consolidation
- Simple Dissolution

B. If you make the following changes, you can use the MTPS or paper maps for the following:

- Boundary Change and/or Correction
- New District
- Complex Dissolution
- Complex Consolidation

If you use the MTPS, a manual Submission Log entry is **NOT** necessary for any changes mentioned in section B.

If you use paper maps supplied by the Census Bureau, a manual Submission Log entry **IS** necessary for all school district related changes.

C. If you make **relationship changes**, you can annotate changes on a printed copy of one of the following supplied Census Bureau files, or create a new file in the same format and include changes, deletions, and additions.

- Relationship
- Legal Entity Coextensive