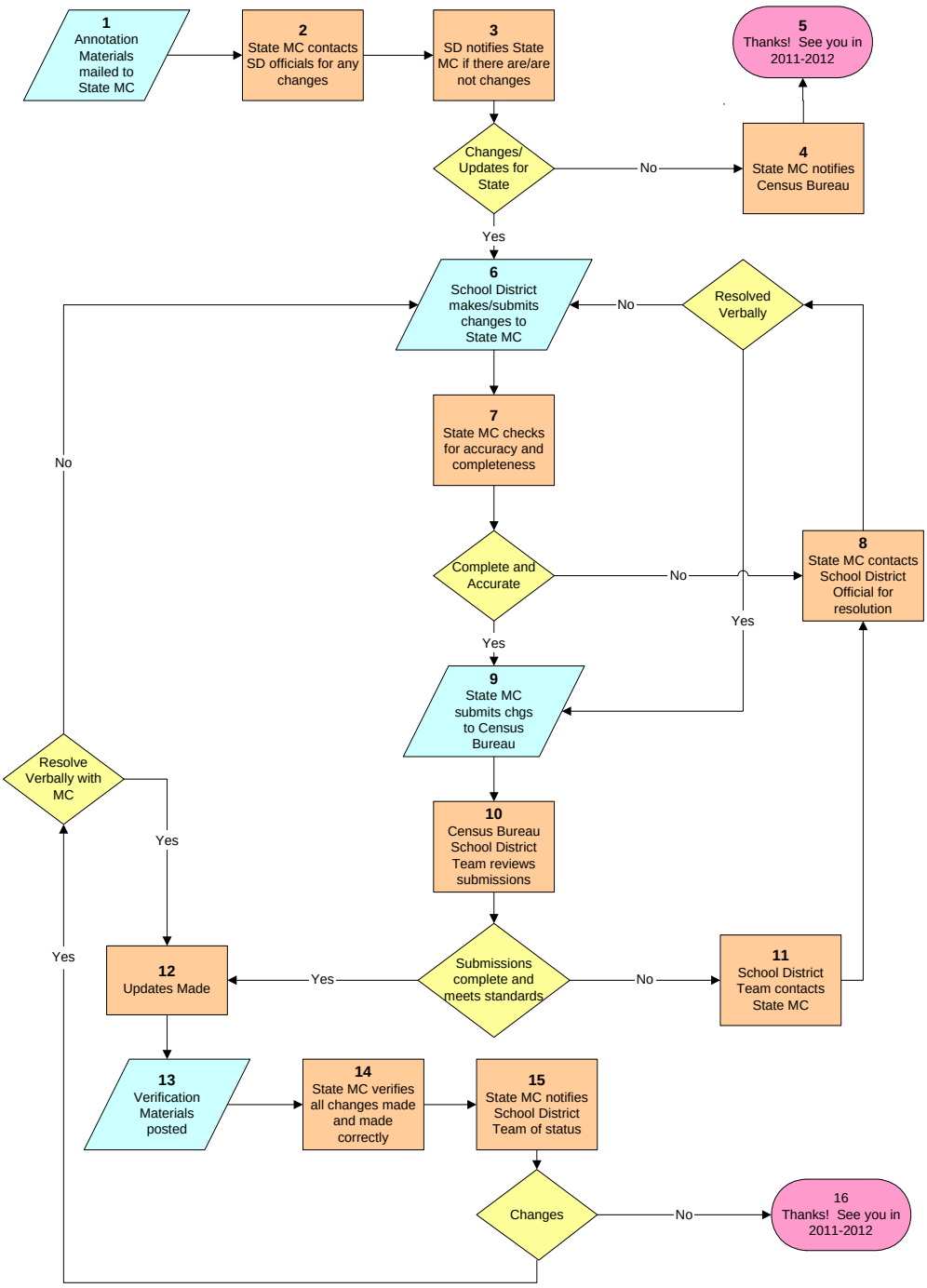
Attachment I: School District Review Program
School District Review Program Flowchart

2009-2010

USCENSUSBUREAU

Helping You Make Informed Decisions

School District Review Program Flowchart



MC = Mapping Coordinator
SD = School District

School District Review Program Flowchart

- Spatial (maps/shapefiles) and non-spatial (text files/instructions) materials needed for the **Annotation Phase** of the School District Review Program (SDRP) are created and sent on a CD/DVD to each state's Mapping Coordinator (MC). [Box 1]

- The MC contacts school district officials in their state for any changes/updates. [Box 2]

- **If there are no changes**, the MC notifies the Census Bureau. [Boxes 4, and 5]

- **If there are changes** - School district officials submit them to the MC. [Box 6]

- **If there are questionable submissions,** the MC contacts the school district official and if the problem **can be resolved verbally,**

- Fixes it and submits it to the Census Bureau. If not, the school district official resubmits the changes to the MC. This cycle - [Boxes 7, 8 and 9] - goes on until the problems are resolved.

- Once the Census Bureau receives the submissions, they are reviewed. [Box 10]

- If there are questions, the Census Bureau contacts the MC who resolves the problem or contacts the school district official - [Box 11] - to resolve the problem. The submission goes back through the whole cycle until the problems are resolved.

- The updates are then made by the Census Bureau. [Box 12]

- Next, the Census Bureau creates materials for the **Verification Phase** of the SDRP and notifies the MCs of those **states that submitted changes** that the materials are available for review. [Box 13]

- The MC and the school district officials verify that the Census Bureau correctly made all their submitted changes. [Box 14]

- The MC notifies the Census Bureau if all the submitted changes have been made correctly or not. [Box 15]

- **If all the changes were made correctly** – Thank you for your participation. [Box 16]

If the Census Bureau needs to correct your boundaries and they **can** be resolved verbally with the MC, **loop through boxes 12, 13, 14, and 15**. If not, then the MC contacts the school district official who re-submits to the MC, who then re-submits to the Census Bureau. The process goes through the larger loop, **back at Box 6** and the changes go back through the Verification Process again until the MC notifies the Census Bureau that everything is correct.