

TO: Shelly Martinez, Office of Management and Budget  
FROM: Marie Stetser, Program Director, Common Core of Data  
THROUGH: Kashka Kubzdela, OMB Liaison, NCES  
RE: Common Core of Data National Public Education Financial Survey (NPEFS) 2011 Data Submission Schedule Change Request (OMB# 1850-0067 v.8) Response to OMB Passback  
CC: Jeffrey Owings, NCES Associate Commissioner  
Stephen Cornman, NPEFS Project Director  
DATE: December 19, 2011

Below please find responses to OMB passback dated December 16, 2011. The proposed changes are incorporated into the attached communication materials.

1. The SS says that the collection is voluntary. But the public notice refers to a “mandatory final submission date” and one of the letters says: “The National Center for Education Statistics (NCES) requires that each state submit...” These would appear to imply that participation is mandatory. Please clarify and make appropriate changes.

The term “mandatory” has been deleted from the federal register notice.

The term “requires” has been replaced with the term “requests” in the submission letter from NPEFS to the states.

2. The letter appearing on page v includes a person’s name, perhaps inadvertently. We wanted to provide a chance to remove it if so. Also, the letter says data should be submitted “on” March 15. We believe the intention is to be “by” that date?

The name has been removed from the initial cover letter. (thank you)

The term “by March 15” has been added to the letter.

3. The letter on page vi says that “If an SEA submits revised (FY11) data after the final deadline that results in a lower SPPE figure, its allocations may be adjusted downward or the Department may request the SEA to return funds<sup>1</sup>.” This would appear to be a programmatic use of the data and not specifically related to the statistical collection. Please remove or revise accordingly.

The provision “If an SEA submits revised (FY11) data after the final deadline that results in a lower SPPE figure, its allocations may be adjusted downward or the Department may request the SEA to return funds<sup>1</sup>” has been removed.

4. There are no labels on any of the letters indicating to whom (by title/role) they are sent or in which order. We can deduce this for the most part, but not for the letter on page vii. Can you better identify and order these?

The letters have been labeled and put in chronological order.

5. Page ix appears to be the start of a document, but there is no cover page or other identifying markings. Is this the instruction manual referenced in one or more letters? If so, can we get the version with a cover? Is this included in the mailings?

We have added the cover page. Also, please note that the NPEFS instruction manual is posted on-line at <https://surveys.nces.ed.gov/ccdnpefs/pdf/NPEFSManual.pdf> and is not mailed to respondents.