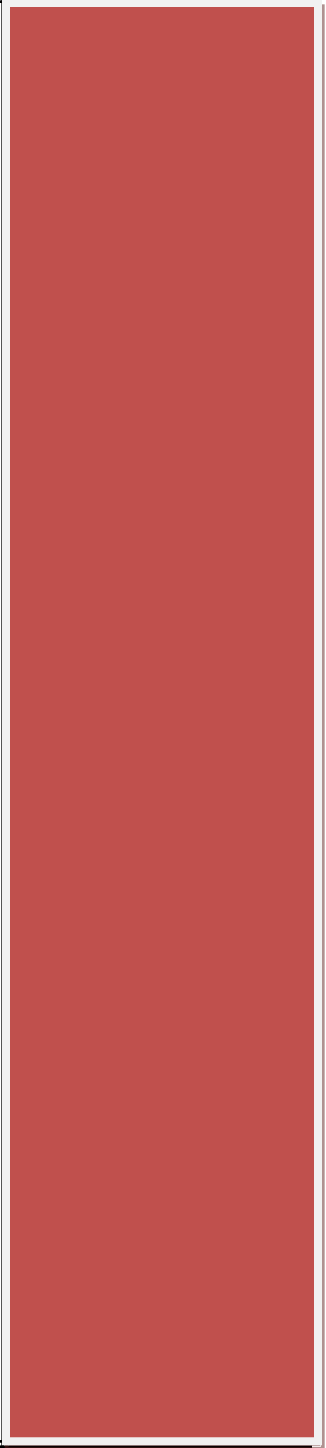


**Attachment B: School District Review Program
Guidelines for Completing the Excel Submission Log**

2013-2014



The Excel Submission Log

What is the Excel Submission Log?

The Excel submission log is a spreadsheet where we request state participants to document one record for each change made during the School District Review Program (SDRP) process. For some participants, the Excel submission log will include every change, whether it is an actual geographic change or just an attribute change, like a name or grade range. If a school district has more than one kind of change associated with it, **each** type of change should be documented as a separate record in the log. A blank Excel Submission Log has been provided to all participants as a file (Submission_Log.xls) on their data CD/DVD.

When to fill out the Excel Submission Log?

Use this form only for submitting the following changes: Name, Grade Range, LEA code, Simple Consolidations and Simple Dissolutions.

For all other changes, a submission log is automatically produced within the MTPS application. See **Attachment A** for more information on the Submission Log within the MTPS.

What fields require data in the Excel Submission Log?

The type of change made by the participant determines what fields require information.

1. NAME

A name change is usually a result of a misspelled or legal school district name change.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	OLD LEA
NAME	005	19320	BLUE STONE	BLUESTONE							
NAME	009 021	20603	JENNERSVILLE	JENNERSVILLE USD 219							

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), Local Education Agency (LEA) of Change, Old Name, and New Name.

NOTE: Please contact the School District Team if you have a large number of name changes.

2. GRADE RANGE (GR)

A grade range change could be the result of an incorrect grade range previously reported to the Census Bureau or a legitimate change; e.g., changing from Kindergarten (K) to Pre-Kindergarten (PK). **NOTE:** If correcting the grade range for an elementary school district, you must also report a grade range change for the corresponding secondary school district and vice-versa. There can be no gaps or overlaps in grade ranges.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL
GRADE RANGE	001 003 013	17175			01	PK				
GRADE RANGE	017	02319			K	08	K	12		

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), LEA of Change, Old GR Low, Old GR High, New GR Low, and New GR High. **NOTE:** Please contact the School District Team if you have a large number of Grade Range changes.

3. LEA CODE

A correction to a previously incorrect LEA code or replacing a temporary LEA code (99***) with a permanent code are examples of LEA code changes.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	OLD LEA	NEW LEA	CONSOLIDATED
LEA CODE	135	00021							00021	00012			

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), LEA of Change, Old LEA (same as LEA of Change), and New LEA.

4. SIMPLE CONSOLIDATION (school district with new name and new LEA code)

A **simple consolidation** refers to the situation where two or more school districts merge to create a **new** school district with a **new** name and **new** LEA code, with no additional boundary changes/corrections. There is **no** change in the outside boundaries of the former school districts. See the Quick Start Guide for additional information.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	NEW NAME	NEW GR LOW	NEW GR HIGH	NEW LEVEL	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	NARRATIVE/DESCRIPTION
SIMPLE CONSOLIDATION	025		CORKFARM SYMPHONY	PK	12	U	39504	45003	46004		UNKNOWN	Farmdale USD (39504) merged with Cork USD (45003) and Symphony (46004) to form Corkfarm Symphony.

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), New Name, New GR Low, New GR High, New Level, Consolidation1 LEA (first school district being merged), Consolidation2 LEA (other school district being merged), Consolidation New LEA (LEA of newly formed school district, if known; otherwise place “unknown” in this field), and Narrative/Description. Consolidation 3 LEA and Consolidation 4 LEA fields only require information if three or more school districts are consolidating (merging).

5. SIMPLE DISSOLUTION (into existing district)

A **simple dissolution** refers to the situation where one or more existing school districts entirely dissolve(s) into **one** other existing school district. A simple dissolution **never** results in the creation of a new school district. The **receiving** school district retains its name and LEA code. **PLEASE NOTE:** A separate entry is required for each school district that dissolves into the existing school district through this change. See the Quick Start Guide for additional information.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	ADDED AREA LEA	LOST AREA LEA	DELETED LEA	NARRATIVE/DESCRIPTION
SIMPLE DISSOLUTION	071	40001						40001		69069		Columbia USD (69069) dissolved into Shaw USD (40001)
SIMPLE DISSOLUTION	071	40001						40001		00021		Albamarle USD (00021) dissolved into Shaw USD (40001)
SIMPLE DISSOLUTION	035	24678	PK	08	PK	12	E	U	24678		13589	Hill High School (13589) dissolved into Avon Grove School District (24678)

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), LEA of Change (school district that is gaining area), Added Area LEA (same as LEA of Change), Deleted LEA(school district being dissolved), and Narrative/Description (include county/counties FIPS code(s)) and if applicable, the Old GR Low, Old GR High, New GR Low, New GR High, Old Level, and New Level fields.

NOTE: The previous five school district changes are the only types requiring updates in the Excel Submission Log. You do not need to use the MTPS at all to report these changes. Participants will use the MTPS to report change types 6 – 8 below and the submission log in the MTPS will automatically record those changes.

6. COMPLEX CONSOLIDATION (has associated boundary changes)

A **complex consolidation** refers to the situation where **two or more** school districts merge to create a **new** school district with a **new** name and a **new** LEA code **and there is/are additional boundary change(s) that modify the outer edge of the new school district.** See Quick Start Guide for additional information.

Example:

TYPE OF CHANGE	COUNTY	NEW NAME	NEW GR LOW	NEW GR HIGH	NEW LEVEL	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	ADDED AREA LEA	LOST AREA LEA	NARRATIVE DESCRIPTION
COMPLEX CONSOLIDATION - BOUNDARY CHANGE	025	Farmcork Symphony Unified	PK	12	U	39504	40597	15632		Unknown		00235	Farm Market School District (39054), Corkville School District (40597) and Symphony Hill School District (15632) merged. The new school district added area from Bellows School District (00235)
COMPLEX CONSOLIDATION - BOUNDARY CHANGE	051	Turnpike-Sonestown Elementary	PK	06	E	28796	12864			15932	23008		Turnpike and Sonestown merged. The new school district lost area to Pedro School District (23008)

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), New GR Low, New GR High, New Level, Consolidation1 LEA (first school district being merged), Consolidation2 LEA (second school district being merged), Consolidation3 LEA (if applicable), Consolidation4 LEA (if applicable), Consolidation New LEA (LEA of newly formed school district, if known; or place “unknown” in this field), and Narrative/Description.

NOTE: Please include each individual boundary change associated with the COMPLEX CONSOLIDATION record.

7. COMPLEX DISSOLUTION

The term **complex dissolution** refers to the situation where a single school district is completely dissolved and its area is split between **two or more** other existing school districts, with or without additional boundary changes/corrections. Again, a new school district is **not** created, and the names and LEA codes of the **receiving** school districts are retained. See Quick Start Guide for additional information.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	ADDED AREA LEA	LOST AREA LEA	DELETED LEA	NARRATIVE/DESCRIPTION
COMPLEX DISSOLUTION	023	39044					39044	69069	69069		Columbia (69069) has been dissolved into three neighboring districts: Shaw (39044), Heights (36029), and Adams (34034)
COMPLEX DISSOLUTION	023	36029					36029	69069	69069		Columbia (69069) has been dissolved into three neighboring districts: Shaw (39044), Heights (36029), and Adams (34034)
COMPLEX DISSOLUTION	023	34034					34034	690696	69069		Columbia (69069) has been dissolved into three neighboring districts: Shaw (39044), Heights (36029), and Adams (34034)

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), LEA of Change (for each school district which gains territory), Added Area LEA (same as LEA of Change), Lost Area LEA (school district losing area), Deleted LEA (school district being dissolved), and Narrative/Description.

8. BOUNDARY

A **boundary change** refers to the situation when one school district adds area from or loses area to one or more other school districts, but does not dissolve completely into (an) other school district(s). See Quick Start Guide for additional information.

Example:

TYPE OF CHANGE	COUNTY	LEA OF CHANGE	CONSOLIDATION1 LEA	CONSOLIDATION2 LEA	CONSOLIDATION3 LEA	CONSOLIDATION4 LEA	CONSOLIDATION NEW LEA	ADDED AREA LEA	LOST AREA LEA	DELETED LEA	NARRATIVE/DESCRIPTION
BOUNDARY	119	08215					08215	11195			Lee (08125) has annexed part of Allen (11195)
BOUNDARY	075 083	05052					05052	09241			St. Mary's (05052) has annexed part of Brown Cliffs (09241) in both counties

Fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), LEA of Change (the district gaining area), Added Area LEA (same as LEA of Change),

Lost Area LEA (school district losing area), and Narrative/Description. The LEA of Change will **always** be the school district that is adding area.

Filling Out the Narrative/Description Field for Boundary Changes

The Narrative/Description field in the submission log is where participants can enter any comments that they feel might help the Census Bureau to interpret various school district updates/changes.