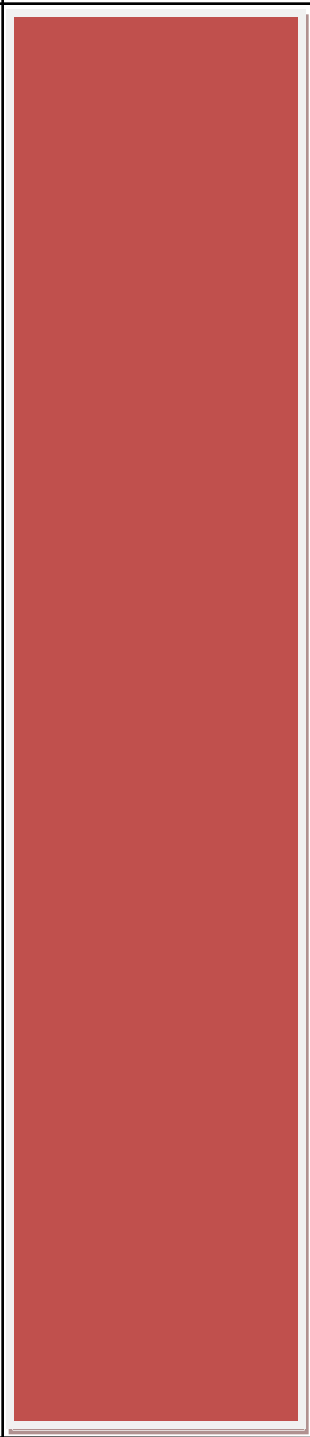


**School District Review Program:
About the SDRP and the Materials You Receive**

**Issued
August 2015**



Paperwork Reduction Act (PRA) Statement:

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I. General Information

A. Background

The School District Review Program (SDRP) is a U.S. Department of Education (DoED) 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 2010 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 SDRP consists of two phases – the Annotation Phase and the Verification Phase. In the Annotation Phase, the Census Bureau provides mapping coordinators with materials containing the most current school district boundaries and information for their state. The annotation materials you receive for SDRP 2015-2016 reflect the school district names, Federal Local Education Agency (LEA) identification (ID) numbers and boundaries updated during the 2013-2014 SDRP. The states review this data and report any changes in the school district boundaries or attributes to the Census Bureau.

In the Verification Phase the mapping coordinators review any changes they submitted during the Annotation Phase for the 2015-2016 SDRP, after the Census Bureau has incorporated those changes into the Master Address File (MAF)/Topologically Integrated Geographic Encoding and Referencing (TIGER) database (the Census Bureau's geographic database).

B. Purpose of the School District Review Program

The purpose of the 2015-2016 SDRP is for state officials to review the Census Bureau's 2013-2014 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.

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, dissolutions, grade range updates, etc.

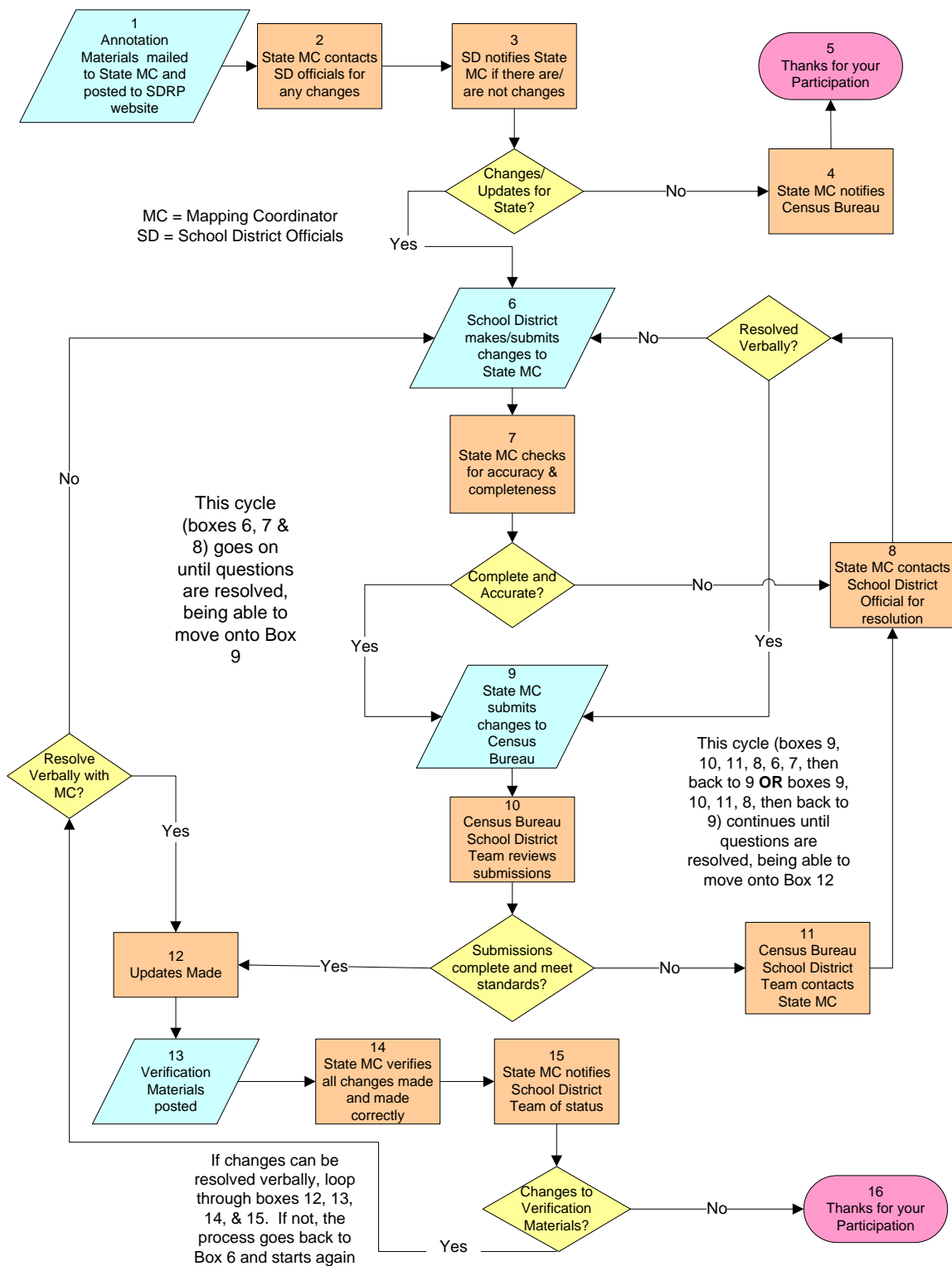
When you receive a boundary change from a school district, it is your responsibility to contact all the other school districts that would be affected by the boundary change to ensure this change is valid and all affected parties agree to said change. It is also the mapping coordinator's responsibility to resolve any problems found in these submissions or discrepancies between school district boundaries.

Once you feel certain that all of the information submitted is correct and in the proper format, submit this information by county to the Census Bureau. You have then completed the Annotation Phase of the program.

After the Census Bureau processes your changes, we will create new materials for you to review. This is the Verification Phase. The mapping coordinator is responsible for reviewing these materials and notifying the Census Bureau if there are any additional changes or corrections, or if the information is correct.

The program flowchart shown below is to help you understand how the process flows.

School District Review Program Flowchart



D. Schedule

We request that the school district information you submit reflect the school districts as they exist, or will exist, on **January 1, 2016**. Please contact us immediately if you are concerned that you may not be able to meet deadlines as outlined below.

Program Timetable

- **July 2015** - 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 2015** - Mailout of program instructions and annotation materials to designated state school district mapping coordinators begins.
- **December 31, 2015** - 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 more than 25 changes, please send them on a flow basis by county, rather than waiting to send the entire state. **In order to participate in the 2015-2016 SDRP's Verification Phase, the Census Bureau must receive all your school district updates before December 31, 2015.**
- **March 2016** – Review of verification materials.
- **November 2016** - Release of preliminary estimates based on the updated school district geographic framework.

E. Contact Information

We encourage you to contact the following Census Bureau's School District Team with any questions about the SDRP at 301.763.1099:

- Mr. Ian Millett
- Mr. Nathan Jones
- Ms. Lauren Kirsch
- Mr. Ryan Short

E-mail: geo.school@census.gov

Fax number: 301.763.4710

F. Web Sites

School District Review Program (SDRP) Web Page

<http://www.census.gov/geo/partnerships/sdrp.html>

Links to the Annotation Phase materials will be available on the SDRP website soon after you receive your discs. 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 discs contain various Annotation Phase materials and data that you will need to participate in the program (explained in section II below.) The shapefiles and MTPS software provided on the discs will also be available on, and able to be downloaded from, the web site (go to www.census.gov and click on “Geography”, then “Partnerships”, then “School District Review Program”, then “Annotation Phase Program Materials”). **You will need to contact the School District Team for a password in order to download the MTPS software.** The text and Excel files are not available for download.

After we have completed processing your submissions, Census Bureau staff will notify you via e-mail when the verification materials for your state are ready for review so you can verify we have processed all your state’s changes correctly. Participants will be able to download and review their verification shapefiles using the MTPS, the Census Crowdsourcing Tool, or other GIS software. The Census Bureau will provide instructions for verifying your boundaries at the same time we notify you that your Verification Phase materials are available.

Reviewing Current School District Boundaries Online

All current school district boundaries can be reviewed online using the Census Bureau's TIGERweb Map Viewer at: <http://tigerweb.geo.census.gov/tigerweb/>. Instructions for using the TIGERweb Map Viewer are provided in the document **TIGERweb Map Viewer for Review of School Districts** which is available on your MTPS Data disc.

II. Description and Use of Files Provided

The data disc contains 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 *Readme.txt* on the data disc contains a complete list of materials your state will receive. You will see that for convenience purposes, we have provided both a text file and an Excel file for each listing on your disc. The potential files include:

Listings

- Inventory and Grade Range File (All States)
- County Coverage File (All States)
- Relationship Files (Limited States)
- Legal Entity Coextensive File (Limited States)

Spatial Files

- Shapefiles (All states)

MAF/TIGER Partnership Software (MTPS) (All states)

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

NOTE: Due to the formatting of the **text documents**, please use a text viewer such as WordPad (located in Microsoft Office/Accessories) to open them. Otherwise, the margins and page orientation will have to be changed to accommodate the text.

A. Inventory and Grade Range File (All States)

The Inventory and Grade Range files are named "<ST>_SD_Inventory_A.txt" and "<ST>_SD_Inventory_A.xls" (see **Appendix A** for record layout). This file is a listing of all the 2013-2014 school districts that the Census Bureau has in its database and includes the school district name, Federal LEA ID number (SDLEA), level, type, and grade range. We request that you carefully review the information contained on this listing and provide us with updates and corrections.

Please 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 **Appendix B** for more information on pseudo school districts), Department of Defense (B), Interstate (C), and Bureau of Indian Affairs [BIA] (D). This file also flags school districts within a state or county that have the same name but different Federal LEA ID (SDLEA) numbers with an E. In these situations, the SDLEA numbers are the means to identify unique school districts that share the same name.

In addition, 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:

- Arizona
- California
- North Dakota
- Oklahoma

- Connecticut
- Illinois
- Michigan
- Missouri
- New Hampshire
- Oregon
- Rhode Island
- Vermont
- Virginia
- Wyoming

1. 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
2. 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
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.

2. 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."

3. How to Submit Inventory and Grade Range Changes

Submit grade range and name changes to the Census Bureau as follows: *(Do not make these changes using the MAF/TIGER Partnership Software (MTPS)).*

- Include all changes manually using the Excel Submission_Log.xls spreadsheet (referenced in the **User Guide for the Excel Submission Log** and included on your MTPS Data disc), or
- Update either the School District Inventory and Grade Range text **or** Excel file, not both, with all grade range changes, additions (new school districts) and deletions (deleted school districts) making clear what you are changing by highlighting, changing text color, text bolding, adding, or crossing out what has changed.
- Send the Submission Log or updated file by e-mail to geo.school@census.gov.

IMPORTANT: If you plan to submit more than 25 changes, please contact the SDRP team before you fill out the submission log.

B. County Coverage File (All States)

The County Coverage files are named "<ST>_County_Coverage_A.txt" and "<ST>_County_Coverage_A.xls" (see **Appendix A** for record layout). The files are sorted by county and list the school districts that are located in each county. There is a separate record for each unique school district/county combination.

The County Coverage file reflects the boundaries of the 2013-2014 school districts as shown in the shapefiles and the TIGERweb map viewer. 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.

Please review these listings and notify us where we should no longer maintain a relationship, or where we should create and maintain a new relationship.

C. SD/GEO Relationship File (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_GEO_Relationship_A.txt or <ST>_SD_GEO_Relationship_A.xls to ensure that your school districts are maintaining the correct relationships with the aforementioned legal governmental entities (See **Appendix A** for record layout). Similar to the County Coverage files, this file contains records for each school district/incorporated place and school district/county subdivision combination.

Both the <ST>_SD_GEO_Relationship_A.txt and the <ST>_SD_GEO_Relationship_A.xls files are sorted by Federal LEA ID number (SDLEA) for use in reviewing the geographic relationship between the local governments (towns, townships, boroughs, etc.) and each school district.

Currently, the Census Bureau maintains these 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 Boundary and Annexation Survey (BAS). If you believe that a legal boundary is incorrect, please notify the Census Bureau via email at **geo.bas@census.gov**. Boundaries of these school districts are updated accordingly.

Please review these listings and notify us where we should no longer maintain a relationship, or where we should create and maintain a new relationship.

D. Legal Entity Coextensive File (Limited States)

The Legal Entity Coextensive files named "<ST>_Coextensive_Coverage_A.txt," and "<ST>_Coextensive_Coverage_A.xls," (see **Appendix A** for record layout) are being provided to Alabama, Alaska, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Utah, and Virginia because **some** of their 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 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.

Please Note: If your state did not receive an SD/GEO Relationship File or a Coextensive Coverage file, we also would like to know if there are school districts in your state that are legally coextensive with local governments. Please contact the SDRP team if you wish to provide this information.

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

- Update either the text file or the Excel file, not both, with all changes, additions, and deletions making clear what you are changing by highlighting, changing text color, text bolding, adding, or crossing out what has changed.
- Send the updated file(s) by e-mail to geo.school@census.gov.

E. Spatial Files (All states)

You will receive a customized software application created by the Census Bureau called the **MAF/TIGER Partnership Software (MTPS)**.

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

Included in the MTPS application is a “Computer Based Training (CBT)” module. This tutorial provides an automated overview of the software’s basic functionality along with some additional tools, such as how to select and edit features. Detailed instructions for using the MTPS are included in the **User Guide for the MAF/TIGER Partnership Software (MTPS)** provided on your Data disc.

Please do not hesitate to contact the Census Bureau if you encounter any technical questions/issues. You can send an email to geo.school@census.gov or call any of the School District Team listed in the “Contacts” section of this document.

Appendix A: Supplementary Text and Excel File Data Dictionary/Record Layout

Text and Excel files are produced for both the Annotation Phase and the Verification Phase of the SDRP.

For the Annotation Phase, the file names will be followed by “_A”; e.g., <ST>_SD_Inventory_A.txt, <ST>_SD_Inventory_A.xls where <ST> = two-digit State FIPS code.

For the Verification Phase, the file names will be followed by “_V”; e.g., <ST>_County_Coverage_V.txt. <ST>_SD_Inventory_V.xls where <ST> = two-digit State FIPS code.

Data Dictionary for the School District Inventory and Grade Range File

These files follow the naming convention of <ST>_SD_Inventory_*.txt and <ST>_SD_Inventory_*.xls

The Data Dictionary Table, Table 1.a, describes the fields in the inventory, their length, data type, a brief description of the field and the valid value ranges.

Table 1.a Data Dictionary for the School District Inventory and Grade Range File

<u>ATTRIBUTE FIELD</u>	<u>LENGTH</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>Value/Range</u>
STATE CODE	2	VARCHAR	State FIPS (Federal Information Processing Standards) Code	01,02,04-06,08-13,15-42,44-51,53-56
SDLEA	5	VARCHAR	School District Local Education Agency Code	00001-99998
LOGRADE	2	VARCHAR	School District Low Grade	PK,KG,01-12
HIGRADE	2	VARCHAR	School District High Grade	PK, KG, 01-12
SDLEVEL	1	VARCHAR	School District Level	E=Elementary S=Secondary U=Unified
SDTYPE	1	VARCHAR	School District Type	A=Pseudo B=Dept. of Defense C=Interstate D=Bureau of Indian Affairs E=Same Name
NAME	100	VARCHAR	School District Name	Not Blank

Record Layout for the School District Inventory and Grade Range File

The Record Layout, Table 1.b, defines how each record's information is displayed giving the number of spaces in each column and the column name.

Table 1.b Record Layout for the School District Inventory and Grade Range File

<u>Space</u>	<u>Column Name</u>
1-2	STATE CODE
4-8	SDLEA
10-11	LOGRADE
13-14	HIGRADE
16	SDLEVEL
18	SDTYPE
20-119	NAME

Data Dictionary for the County Coverage File

These files follow the naming convention <ST>_County_Coverage_*.txt and <ST>_County_Coverage_*.xls

The Data Dictionary Table, Table 2.a, describes the fields in the file, their length, data type, a brief description of the field and the valid value ranges.

Table 2.a Data Dictionary for the County Coverage File

<u>ATTRIBUTE FIELD</u>	<u>LENGTH</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>Value/Range</u>
STATE CODE	2	VARCHAR	State FIPS (Federal Information Processing Standards) Code	01,02,04-06,08-13,15-42,44-51,53-56
COUNTY CODE	3	VARCHAR	County FIPS (Federal Information Processing Standards) Code	001-840
COUNTY NAME	100	VARCHAR	County Name	Not Blank
SDLEA	5	VARCHAR	School District Local Education Agency Code	00001-99998
NAME	100	VARCHAR	School District Name	Not Blank

Record Layout for the County Coverage File

The Record Layout, Table 2.b, defines how each record's information is displayed giving the number of spaces in each column and the column name.

Table 2.b Record Layout for the County Coverage File

<u>Space</u>	<u>Column Name</u>
1-2	STATE CODE
3-5	COUNTY CODE
7-106	COUNTY NAME
108-112	SDLEA
114-213	NAME

Data Dictionary for the Coextensive Coverage File

These files follow the naming convention <ST>_Coextensive_Coverage_*.txt and <ST>_Coextensive_Coverage_*.xls

The Data Dictionary Table, Table 3.a, describes the fields in the file, their length, data type, a brief description of the field and the valid value ranges.

Table 3.a Data Dictionary for the Coextensive File

<u>ATTRIBUTE FIELD</u>	<u>LENGTH</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>Value/Range</u>
STATE CODE	2	VARCHAR	State FIPS (Federal Information Processing Standards) Code	01,02,13,21,22,28,37,45,47,49,51
COUNTY CODE	3	VARCHAR	County FIPS (Federal Information Processing Standards) Code	001-840
COUNTY NAME	100	VARCHAR	County Name	Not Blank
SDLEA	5	VARCHAR	School District Local Education Agency Code	00001-99998
SDLEVEL	1	VARCHAR	School District Level	E=Elementary S=Secondary U=Unified
SDNAME	100	VARCHAR	School District Name	Not Blank
COEXTWITH	100	VARCHAR	Name of Entity School District Coextensive With	Not Blank
FIPS55 CODE	5	VARCHAR	FIPS(Federal Information Processing Standards) Code of Entity	001-840, 00000-98999, 99001-99840

Record Layout for the Coextensive Coverage File

The Record Layout, Table 3.b, defines how each record's information is displayed giving the number of spaces in each column and the column name.

Table 3.b Record Layout for the Coextensive Coverage File

<u>Space</u>	<u>Column Name</u>
1-2	STATE CODE
3-5	COUNTY CODE
7-106	COUNTY NAME
108-112	SDLEA
114	SDLEVEL
116-215	SDNAME
217-316	COEXTWITH
318-322	FIPS55 CODE

Data Dictionary for the School District to Geography Relationship File

These files follow the naming convention <ST>_SD_GEO_Relationship_*.txt and <ST>_SD_GE)_Relationship_*.xls

The Data Dictionary Table, Table 4.a, describes the fields in the file, their length, data type, a brief description of the field and the valid value ranges.

Table 4.a Data Dictionary for the School District to Geography Relationship File

<u>ATTRIBUTE FIELD</u>	<u>LENGTH</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>Value/Range</u>
SDLEA	5	VARCHAR	School District Local Education Agency Code	00001-99998
SDLEVEL	1	VARCHAR	School District Level	E=Elementary S=Secondary U=Unified
SDNAME	100	VARCHAR	School District Name	Not Blank
COUNTY SUBDIVISION 'PART' FLAG	1	VARCHAR	School District Partially Covers County Subdivision Part Flag	P
STATE CODE	2	VARCHAR	State FIPS (Federal Information Processing Standards) Code	01, 02, 04-06, 08-13, 15-42, 44-51, 53-56
COUNTY CODE	3	VARCHAR	County FIPS (Federal Information Processing Standards) Code	001-840
COUNTY SUBDIVISION CODE	5	VARCHAR	County Subdivision FIPS (Federal Information Processing Standards) Code	00000-98999
COUNTY SUBDIVISION NAME	100	VARCHAR	County Subdivision Name	Not Blank
PLACE 'PART' FLAG	1	VARCHAR	School District Partially covers Incorporated Place Part Flag	P
PLACE CODE	5	VARCHAR	Place FIPS (Federal Information Processing Standards) Code	00001-89999
PLACE NAME	100	VARCHAR	Place Name	Not Blank

Record Layout for the School District to Geography Relationship File

The Record Layout, Table 4.b, defines how each record's information is displayed giving the number of spaces in each column and the column name.

Table 4.b Record Layout for the School District to Geography Relationship File

<u>Space</u>	<u>Column Name</u>
1-5	SDLEA
7	SDLEVEL
9-108	SDNAME
110	COUNTY SUBDIVISION 'PART' FLAG
112-113	STATE CODE
115-117	COUNTY CODE
119-123	COUNTY SUBDIVISION CODE
125-224	COUNTY SUBDIVISION NAME
226	PLACE 'PART' FLAG
228-232	PLACE CODE
234-333	PLACE NAME

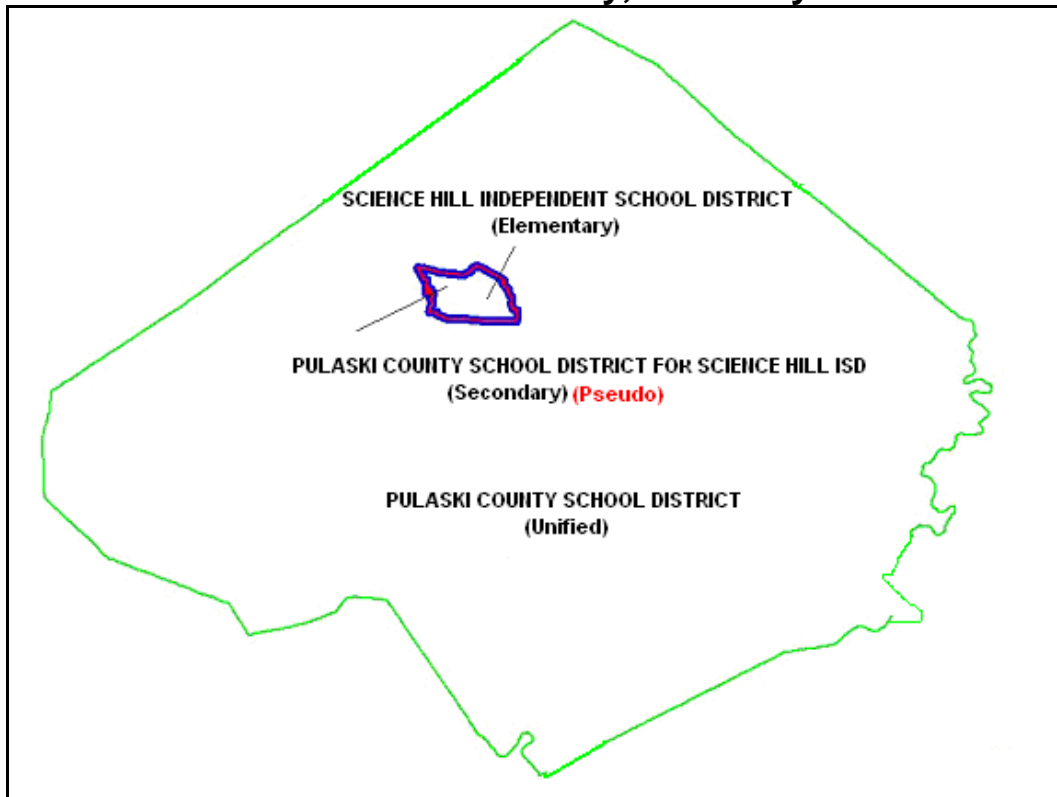
Appendix B: Pseudo School Districts

This section applies to states that have pseudo school districts.

In order to create accurate tabulations to support Title I funding allocations, the Census Bureau creates a **pseudo school district** for each school district that is **financially** responsible for providing education for one set of grades in one geographic area and also **financially** responsible for a different set of grades in a different geographic area. **For example**, a school district that is financially responsible for grades K-12 in one area is also financially responsible for grades 9-12 in a different area where it shares financial responsibility with an elementary school district. The pseudo district is always associated with a regular district so that the regular district is given “credit” for the additional financial responsibility.

In this example, the Science Hill Independent School District has very few children in grades 9-12, so those children attend school in the Pulaski County School District. Pulaski County School District is financially responsible for educating children in grades 9-12 who live in the Science Hill Independent School District and Pulaski County School District is also financially responsible for educating children in grade ranges K-12 within Pulaski County, outside of the Science Hill Independent School District. Therefore, the Census Bureau created the pseudo district “Pulaski County School District for Science Hill” using the same boundaries as the Science Hill Independent School District and assigned grades 9-12 to “Pulaski County School District for Science Hill”. The Science Hill Independent School District is assigned grades K-8 while the Pulaski County School District maintains its grades K-12.

Pulaski County, Kentucky



These pseudo districts are identified in the Inventory and Grade Range file by a flag with a value of "A." In addition, the Census Bureau assigns them a pseudo Federal LEA ID number and a school district name that is slightly different than the official name of the school district.

They appear in the School District Inventory and Grade Range Listing¹ as:

State	LEA	Grade Range	Flag	Name of School District
21	04950	PK 12		PULASKI COUNTY SCHOOL DISTRICT
21	21002	09 12	A	PULASKI COUNTY SCHOOL DISTRICT FOR SCIENCE HILL ISD
21	05220	PK 08		SCIENCE HILL INDEPENDENT SCHOOL DISTRICT

When submitting a pseudo school district, please provide the following information:

- Official School District Name and Federal LEA ID number
- Alternate Grade Range
- Service area of Alternate Grade Range

Currently, the Census Bureau has defined pseudo school districts in California, Georgia, Illinois, Kentucky, Massachusetts, Minnesota, Oklahoma, South Carolina, Tennessee, Texas, and Vermont.

If you think that you have school districts that fit the above description, please contact the School District Team.

¹ Refer to Appendix A for supplementary text file, data dictionary and record layout information.