

**School District Review Program: DRAFT**  
**Guidelines for Using the Census Bureau Crowdsourcing**  
**Application for the Verification Phase of the 2015-2016**  
**School District Review Program**

**Issued**  
**August 2015**

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## Table of Contents

Background .....	3
Mapping Coordinator Responsibilities .....	3
Key Verification Dates .....	4
Accessing the CCT .....	5
Registering & Logging on to the CCT .....	6
CCT Screen Overview.....	9
Navigation Tools .....	10
Imagery.....	11
Zoom to Functions.....	11
Zoom to County.....	12
Zoom to ZIP Code.....	14
Zoom to Address .....	16
Zoom to Boundary.....	19
School District Attribute Query and Display .....	22
Boundary Verification Process.....	24
Verifying Name, LEA Code, Grade Range Changes, and Dissolutions .....	30
Contact Information.....	35
Appendix A: Map Legend.....	36

# SDRP Verification User Guidelines

## Background

The U. S. Census Bureau shipped annotation materials for the School District Review Program (SDRP) to the appointed mapping coordinator in each of the fifty states and the District of Columbia. The mapping coordinators contacted school district officials in their state asking them to review their boundaries and submit any school district boundary updates. Upon receipt of school district boundary updates, the mapping coordinators were responsible for reviewing, adjudicating, annotating, and submitting digital files or submission logs to the Census Bureau.

Census Bureau staff reviewed submitted materials ensuring they met criteria and guidelines set forth in the SDRP materials that were included in the delivery. Upon completion of the review, Census Bureau staff inserted updates into its Master Address File/Topologically Integrated Geographic Encoding and Referencing database (MTDB). In some cases, the Census Bureau made minor changes to participant submissions so that the school district delineated would meet the criteria outlined in the SDRP guidelines.

The Verification phase of the 2015-2016 SDRP is the opportunity for mapping coordinators and school district officials to review their school district boundaries as they now exist in the Census Bureau's MTDB. During the Verification phase, participants verify or report issues with their school district boundaries using a new verification tool called, the Census Crowdsourcing Tool (CCT). The Census Bureau will provide verification materials to all participants from whom the Census Bureau received school district updates.

## Mapping Coordinator Responsibilities

Verifying your school district boundaries is a very important component to participating in the SDRP. Correct school district boundaries allow the Census Bureau to create estimates and tabulations of census data by school district geography. These estimates and tabulations provide detailed demographic characteristics of the nation's public school systems and offer one of the largest single sources of children's demographic characteristics currently available. The SDRP is of vital importance for each 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 school district information obtained through this program, along with the 2010 Census population and income data, current population estimates, and tabulations of administrative records data, 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 of the number of children in low-income families residing within each school district are the basis of the Title I allocation for each school district. Therefore, we ask you to spend just a few more moments of your time reviewing our representation of your updates in this new verification tool. You will use the 'Report an Issue' function to report discrepancies to the Census Bureau.

## Key Verification Dates

**March 2016** – Census Bureau notifies state mapping coordinators that their verification materials are available for review and verification.

**March 2016** – State mapping coordinators or other state officials verify their updates using the CCT, and we ask that state mapping coordinators notify Census Bureau via e-mail that they have completed their verification. In order to meet critical production delivery dates, verification ends on **XXX XX, 2016**; there will be no extensions. If the Census Bureau does not receive an email by COB on this date, we will assume that you have successfully confirmed and verified your updates to be correct.

**XXXXX 2016** – Deadline for submitting school district changes during the verification phase.

**May 2016** – The U.S. Census Bureau makes any changes to the database or resolves delineation errors with the aid of the state mapping coordinator.

**Important: The Census Bureau will consider no response by the **XXXXX XX, 2016** deadline as acceptance of the SDRP Verification Phase.**

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## Accessing the CCT

You can access the CCT by clicking on the link below:

<https://sdrp.geo.census.gov/CrowdSourcing/faces/autoLogin.jsp>

Once the user hits the enter key, the following Census Crowdsourcing login page will display.

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The School District Review Program (SDRP), conducted by the U.S. Census Bureau every two years, is of vital importance for each 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 school district information obtained through this program, along with the 2010 Census population data, survey data, current population estimates, federal tax information, and tabulations of administrative records data, 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 of the number of children in low-income families residing within each school district are the basis of the Title I allocation for each school district.

The annotation phase of the 2013-2014 SDRP began in September of 2013 and ended in early 2014. During this time, state mapping coordinators reported school district changes to the Census Bureau. During the Verification phase, state officials will use the Census Crowdsourcing tool to review the changes submitted during the annotation phase. Please refer to the user guide linked below for information pertaining to the use of the Census Crowdsourcing tool.

**Please note that the verification phase is only intended for the review and modification of changes submitted during the annotation phase. New school district changes will not be accepted.**

If you have any questions or need assistance using the tool, please do not hesitate to contact the School District Review Program team via email at [geo.school.list@census.gov](mailto:geo.school.list@census.gov) or phone at 301-763-1099.

[View our User Guide http://www.census.gov/geo/partnerships/sdrp.pdf](http://www.census.gov/geo/partnerships/sdrp.pdf)

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## Registering & Logging on to the CCT

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The system will display the ‘Census Crowdsourcing (GEO\_CrowdSource) Registration’ page. Please provide all of requested information and click the state you are representing under the ‘SELECT YOUR STATE’ section. Scroll down the page to display more state options.

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### U.S. Census Bureau Census Crowdsourcing (GEO\_CrowdSource)

#### Registration Page

##### Overview

Welcome to the U.S. Census Bureau Census Crowdsourcing (GEO\_CrowdSource) Registration System. From this site, you have the ability to register for an Census Crowdsourcing (GEO\_CrowdSource) user account, to manage an existing Census Crowdsourcing (GEO\_CrowdSource) user account, and to subscribe to Census applications.

Questions and comments can be directed to the following email address:  
[geo.school.list@census.gov](mailto:geo.school.list@census.gov).

##### Census Crowdsourcing (GEO\_CrowdSource) Registration

Thank you for your interest in the Census Crowdsourcing (GEO\_CrowdSource) Sites. Please complete the following registration form to start the process of creating your account. Approval is required for your account to be created and for you to be granted access. Choosing the right Resource in the list below is especially important for quick approvals.

You will receive an email confirmation to which you must respond to get your account. After responding to the email, you will receive additional instructions for how to setup your password.

**Please fill out all of the fields on this form as they are all required.**

(\*) Indicates a required field.

\* First Name:

\* Last Name:

By submitting this form, you agree to receive E-Mails at the following address.

\* E-Mail Address:

\* Confirm E-Mail:

\* Organization:

\* Position:

\* City:  State:  Zip:

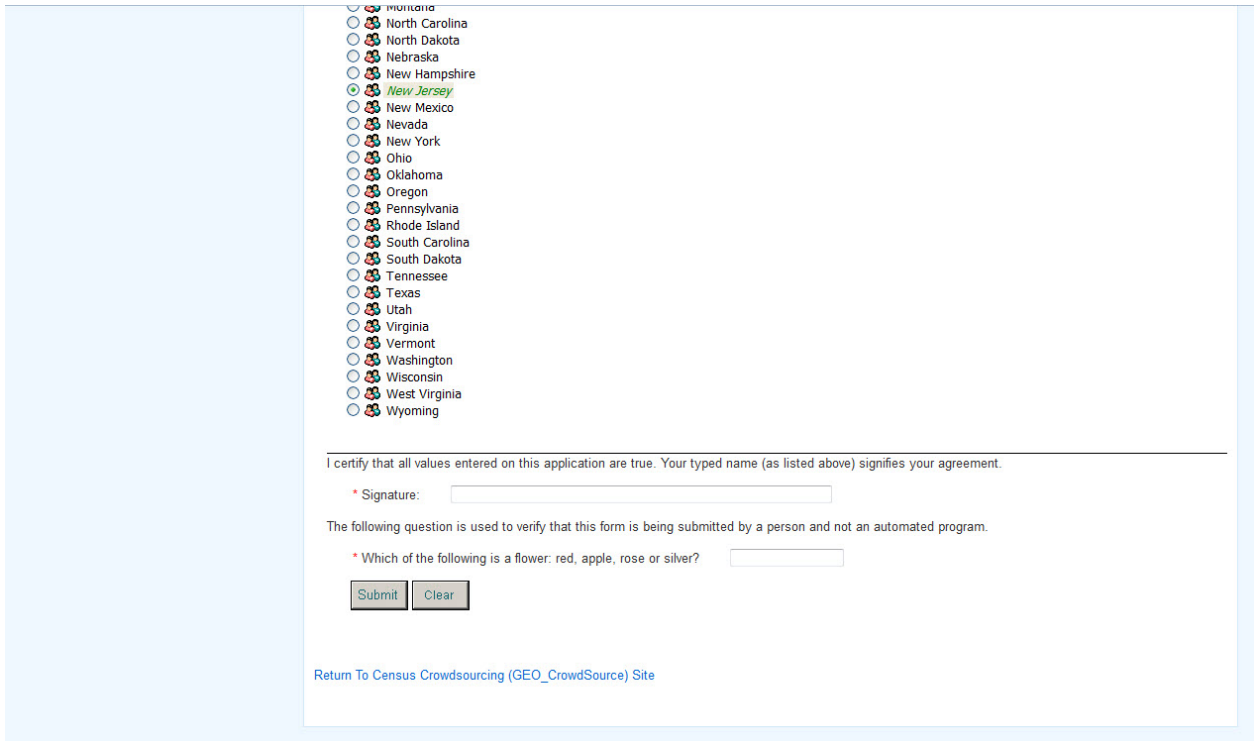
\* Phone:  (ext.)

Select Your State:

- Alaska
- Alabama
- Arkansas
- Arizona
- California
- Colorado
- Connecticut
- District of Columbia
- Delaware
- Florida



Type your name in the ‘SIGNATURE’ box at the bottom of the registration page to certify all the values entered on this application are true. Answer the last question as appropriate and click the ‘SUBMIT’ button.



The screenshot shows a registration form with a list of US states on the left. The states listed are: Montana, North Carolina, North Dakota, Nebraska, New Hampshire, New Jersey (highlighted in green), New Mexico, Nevada, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Vermont, Washington, Wisconsin, West Virginia, and Wyoming. Below the list, there is a horizontal line and the text: "I certify that all values entered on this application are true. Your typed name (as listed above) signifies your agreement." Below this is a text input field labeled "\* Signature:". Underneath that is the text: "The following question is used to verify that this form is being submitted by a person and not an automated program." Below this is another text input field labeled "\* Which of the following is a flower: red, apple, rose or silver?". At the bottom of the form are two buttons: "Submit" and "Clear". At the very bottom, there is a link: "Return To Census Crowdsourcing (GEO\_CrowdSource) Site".

You will receive an email confirmation from the Census Bureau to which you must respond to get your account. After responding to the email, you will receive additional instructions for how to setup your password.

If a user has previously registered on the system, they can log on to the system by entering their username and password and clicking the ‘SIGN IN’ button on the ‘Census Crowdsourcing’ main page.

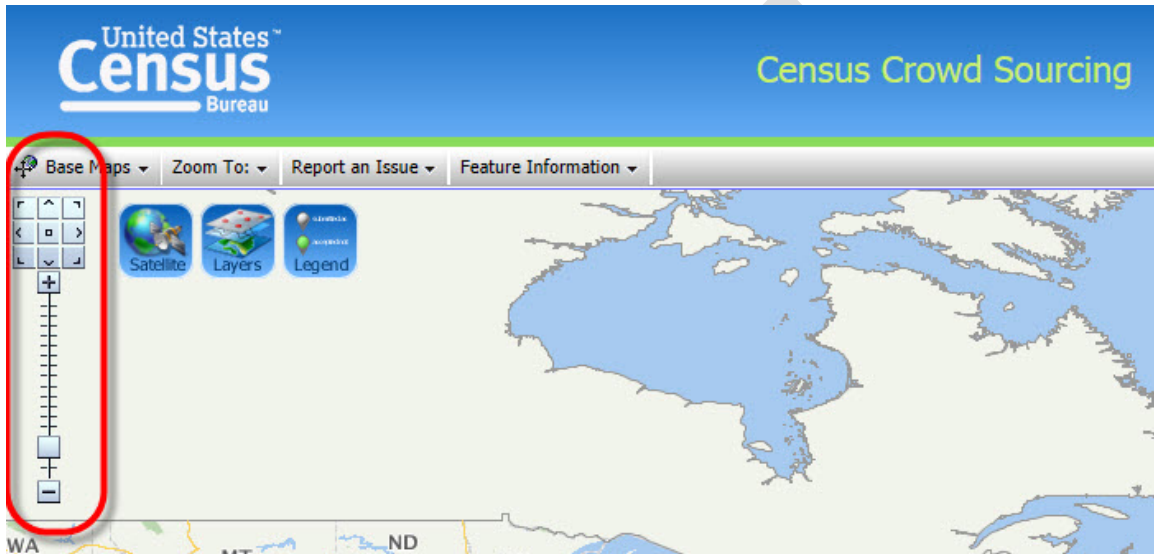
**Note: Registered users will only have access to information in their designated state.**



## CCT Screen Overview



## Navigation Tools

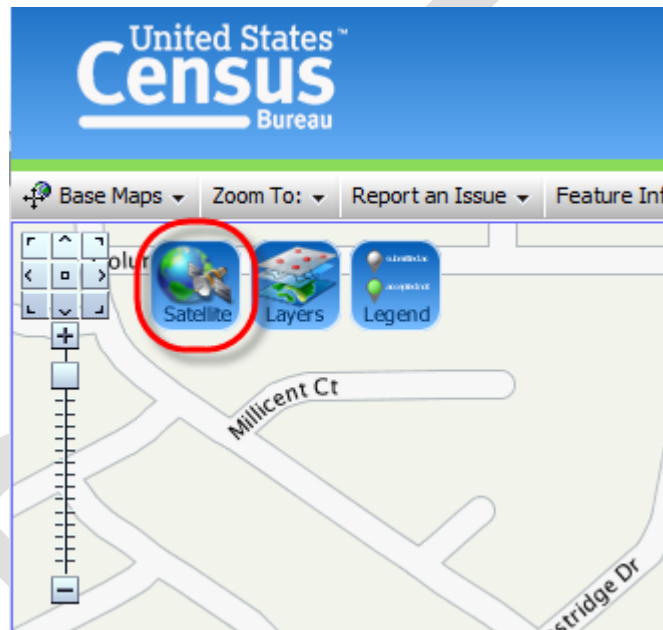
The CCT includes basic navigation and display tools located at the top left. Below are brief descriptions of tools available that enable the user to zoom in, zoom out, and pan around the map.



	<p>Pan Buttons</p>	<p>To pan the map:</p> <ol style="list-style-type: none"> <li>1. Click pan buttons to pan the map.</li> <li>2. Click and drag the map.</li> </ol>
	<p>Zoom Slider</p>	<p>To zoom in/out:</p> <ol style="list-style-type: none"> <li>1. Click the + sign to zoom in and the – button to zoom out</li> <li>2. Slide the box up to zoom in and down to zoom out</li> <li>3. Scroll the mouse button up or down to zoom.</li> </ol>

## Imagery

The user can switch the background imagery on and off by clicking on the 'SATELLITE MAP' option in the 'BASE MAPS' drop down list or by clicking on the 'SATELLITE' icon. Once the user selects either option, the CCT will display the MTDB data over the satellite imagery.



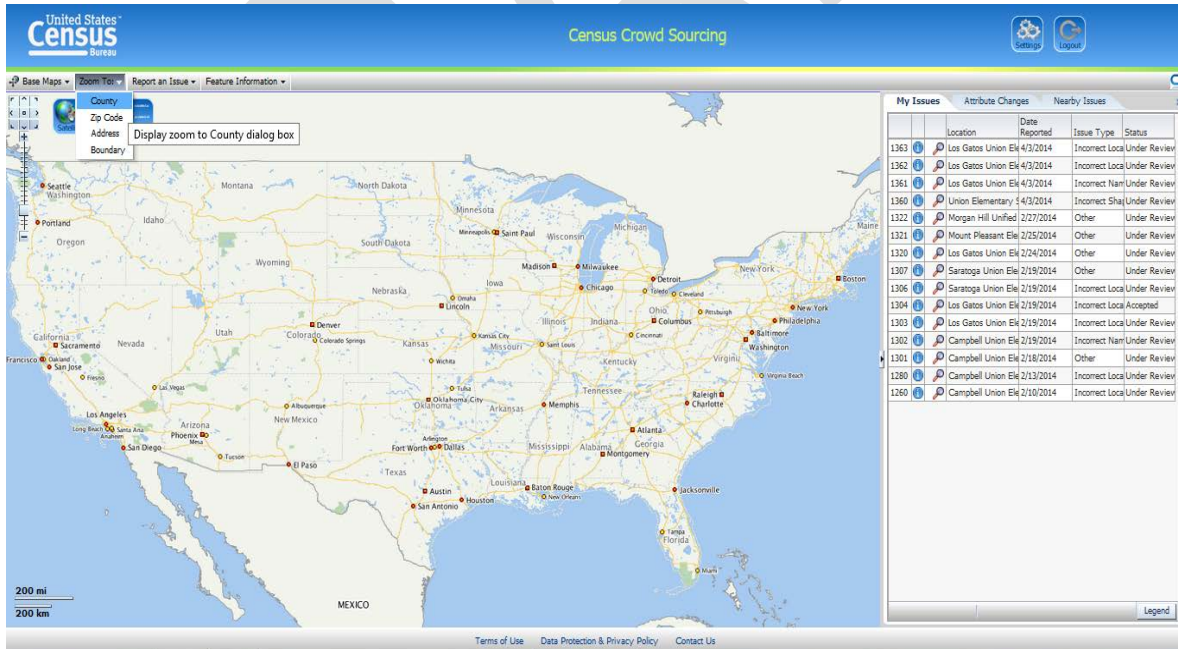
## Zoom to Functions

The CCT has multiple 'ZOOM TO' functions. The user can 'ZOOM TO COUNTY', 'ZOOM TO ZIP CODE', 'ZOOM TO ADDRESS', and 'ZOOM TO BOUNDARY.'



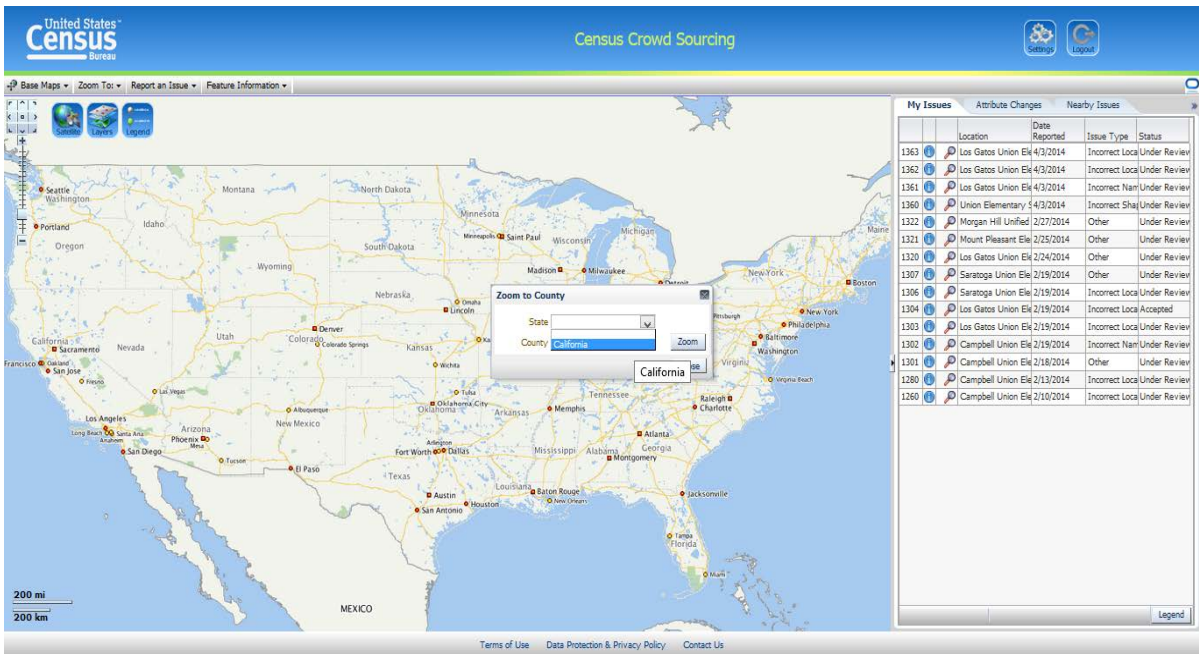
### Zoom to County

The user clicks the 'ZOOM TO' button and selects the 'COUNTY' option from the displayed drop down list when they want to zoom to a county.

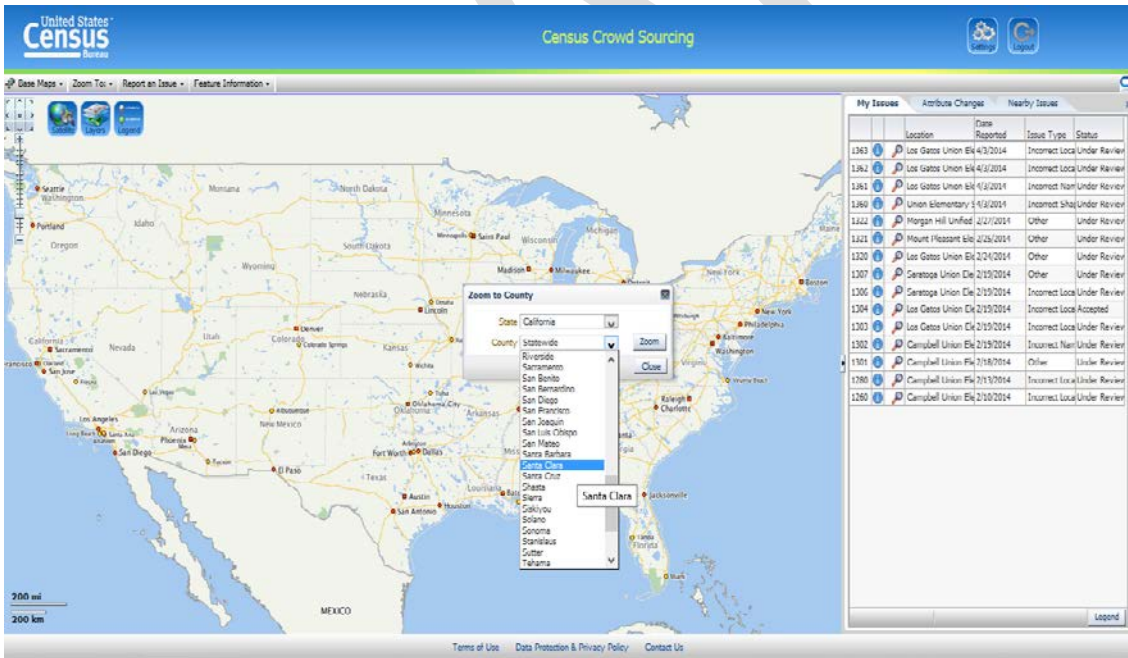


The CCT displays the 'ZOOM TO COUNTY' dialog. In the following examples, the user selects the 'STATE' (California).



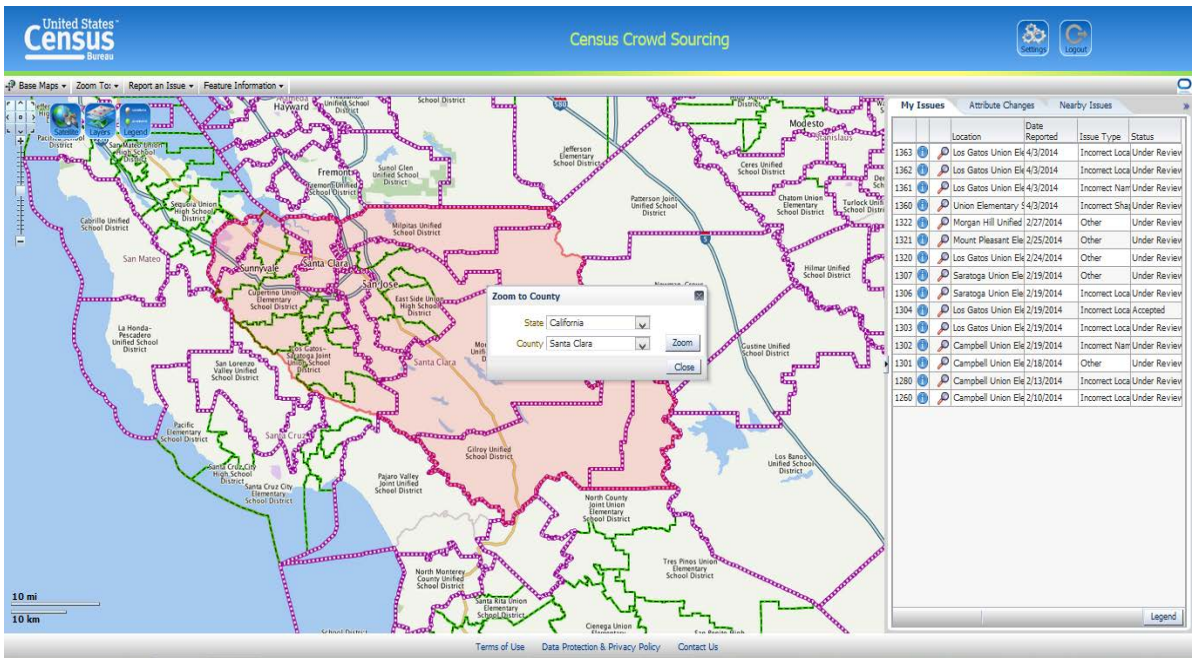


Then, for example, select 'COUNTY' (Santa Clara) from the drop down lists, as shown below, and then the user clicks the 'ZOOM' button.



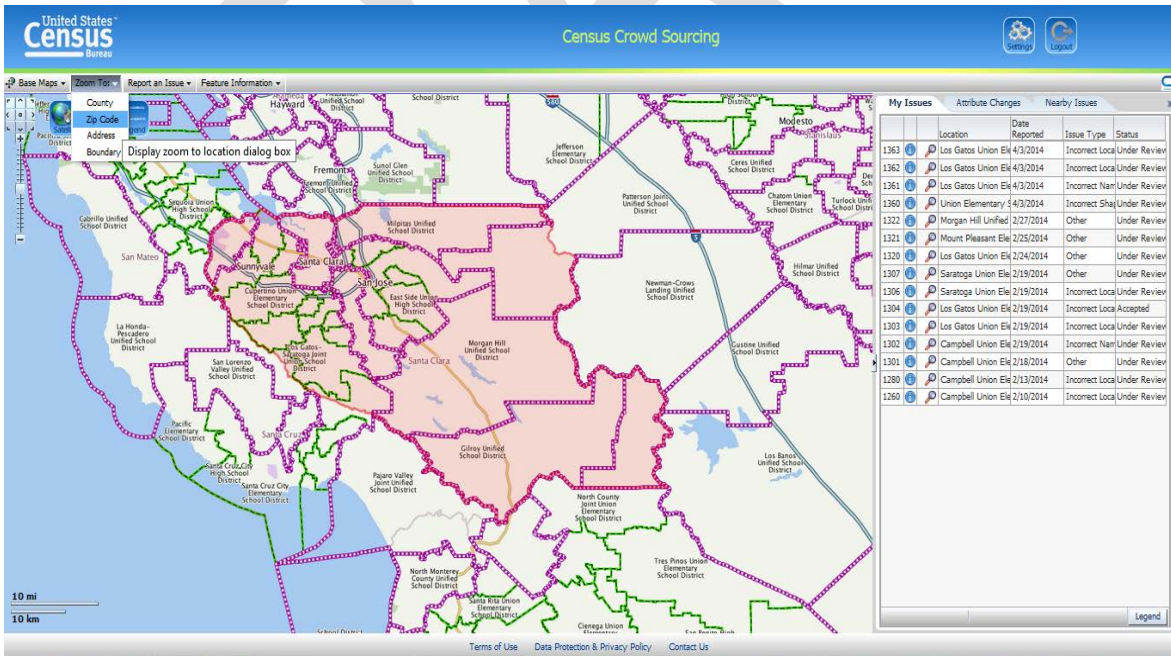
Once the user clicks the 'ZOOM' button, the CCT zooms to the selected county's extent. It then displays and highlights both the county boundary and school districts as shown below.

See Appendix A for an explanation of the map symbology.



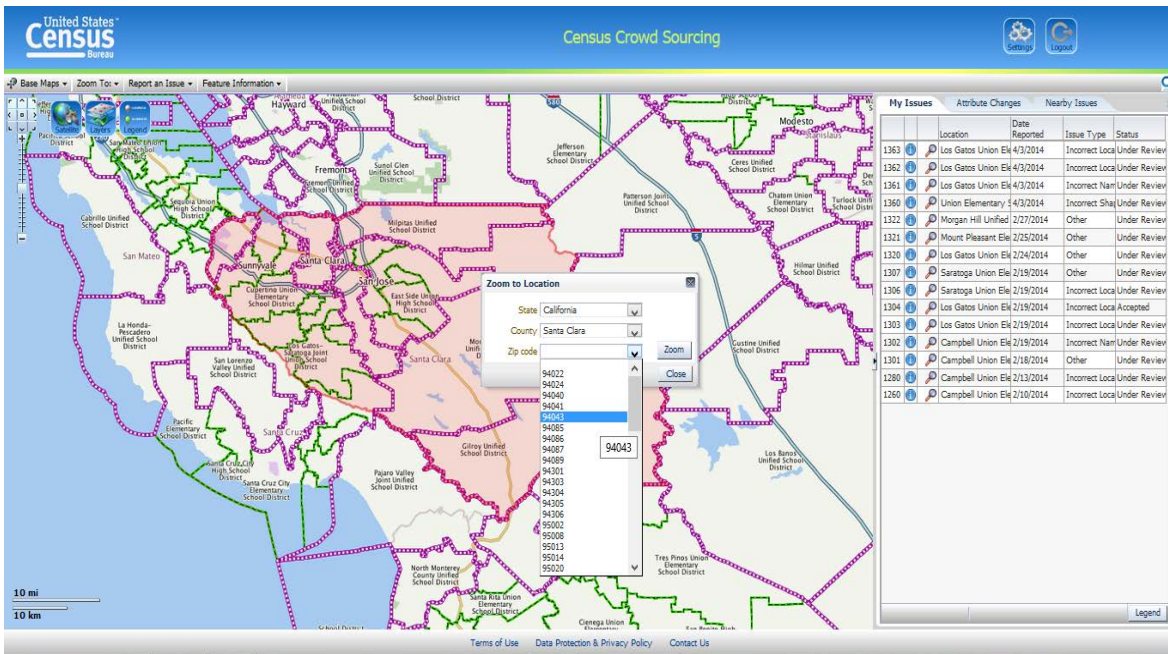
## Zoom to ZIP Code

The user selects 'ZIP CODE' from the 'ZOOM TO' drop down list.



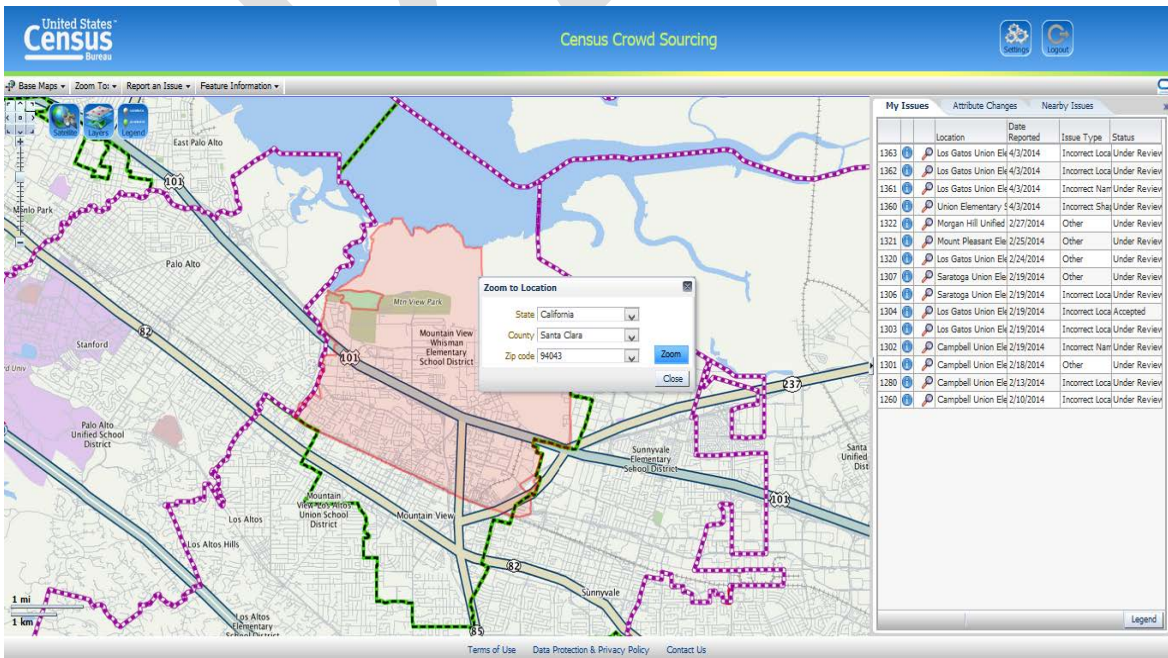
The user then selects state, county, and ZIP code from the drop down list.





Once the user clicks the 'ZOOM' button, the CCT will zoom to, and highlight the extent of, the selected ZIP code and display the school district boundaries. The user can use the 'MAP NAVIGATION' controls to pan around and zoom in and out of the displayed map if they wish to see a more detailed map. The extent of the ZIP code remains highlighted.

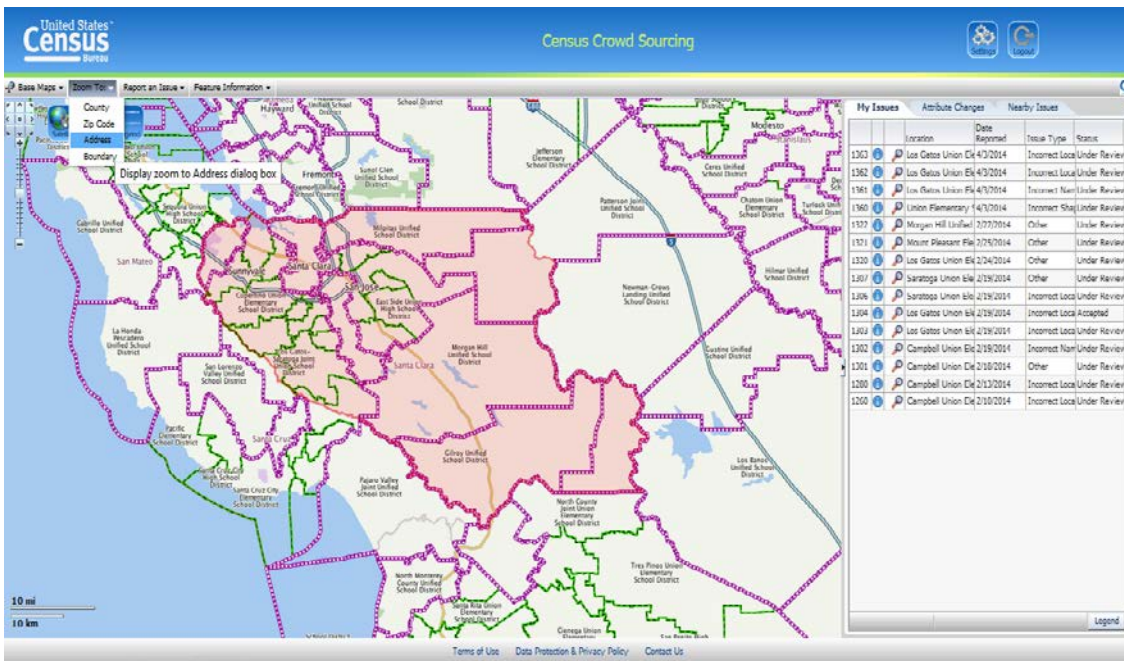
See Appendix A for an explanation of the map symbology.



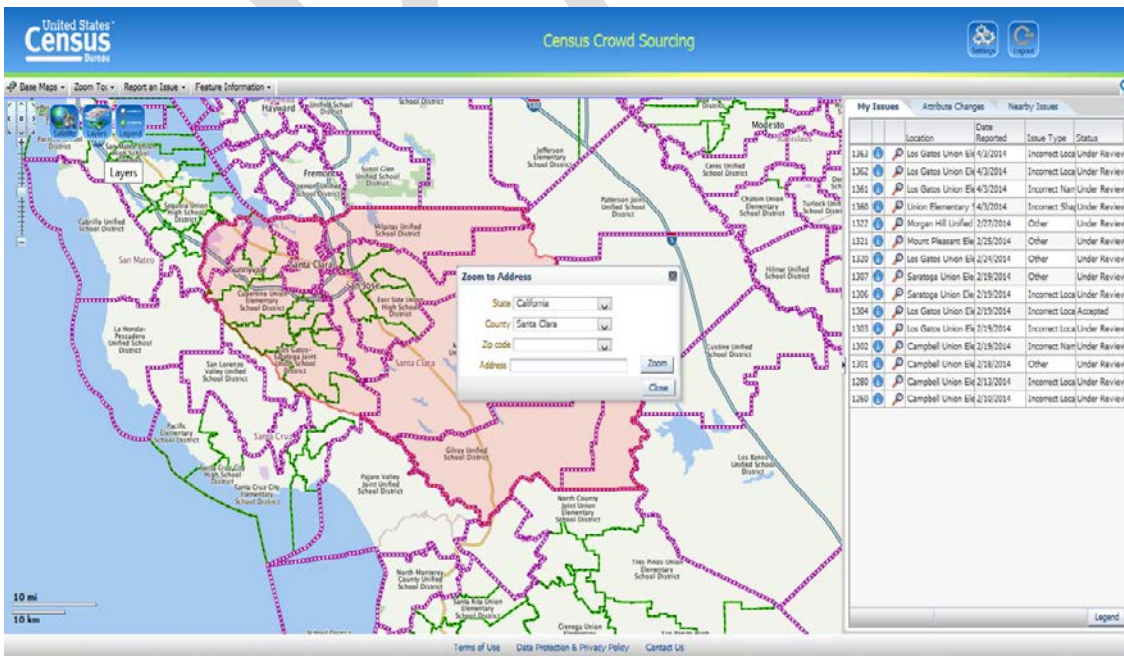


## Zoom to Address

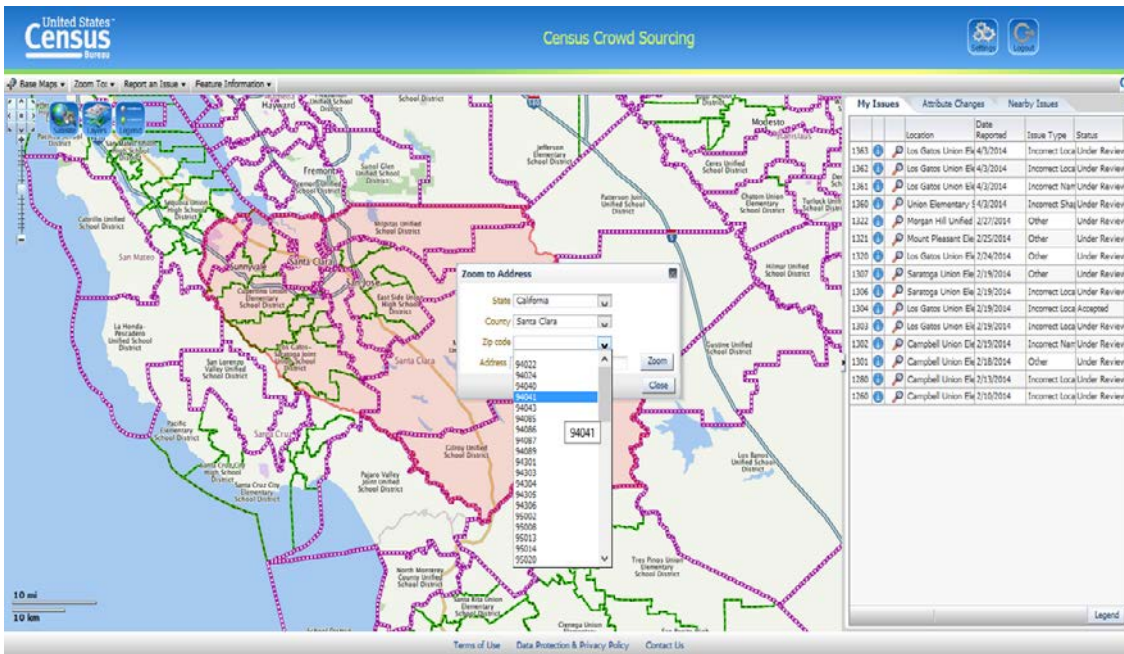
The user can zoom to an address by selecting the 'ZOOM TO ADDRESS' option.



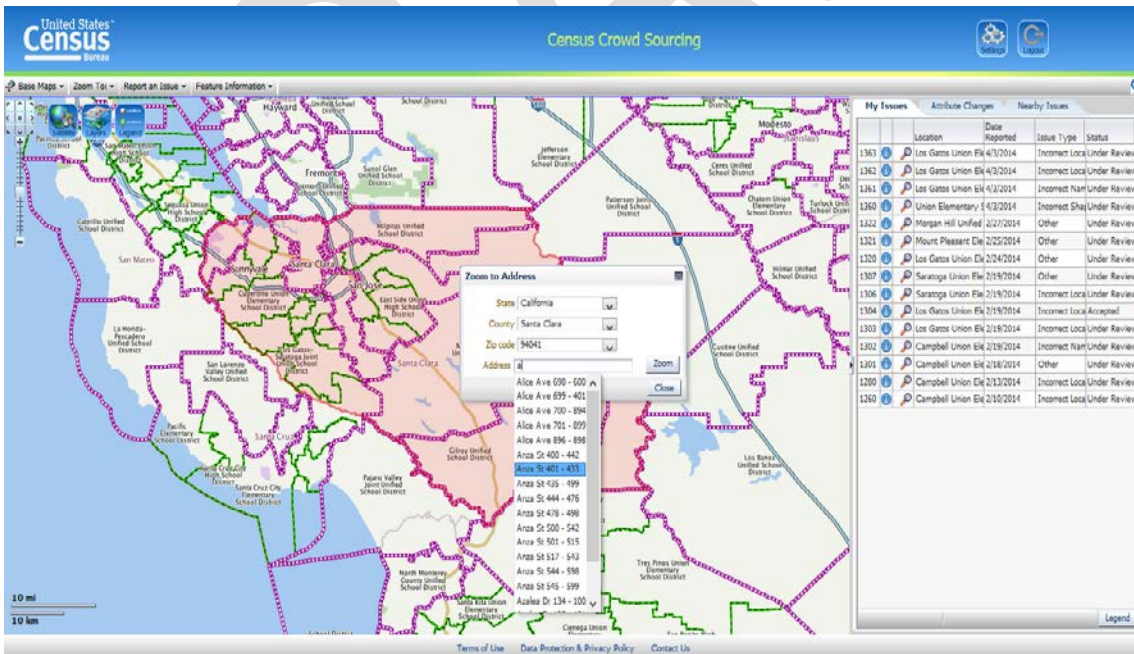
The 'ZOOM TO ADDRESS' dialog window appears. The user selects state and county.



The user then selects the ZIP code of the address range they want to map.



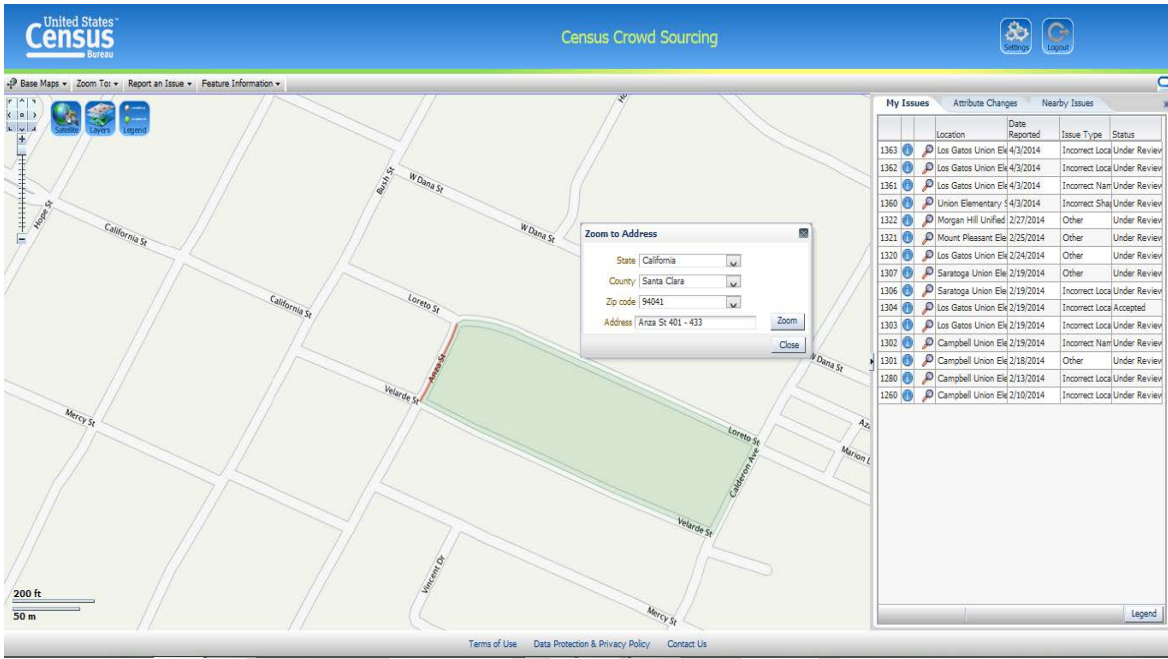
The CCT auto-selects street names as the user enters letters into the 'ADDRESS' box.



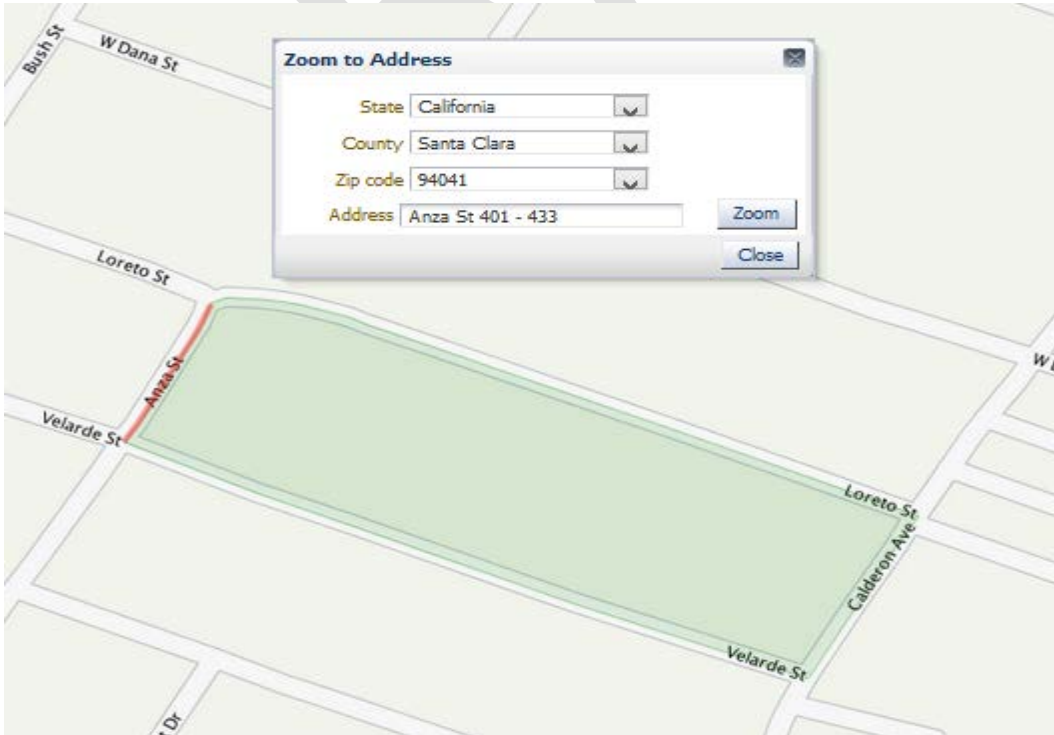


Once the user selects the street name and address range, the CCT will zoom to and highlight the street segment and the census tabulation block to which the street segment and address range are associated.

See Appendix A for an explanation of the map symbology.

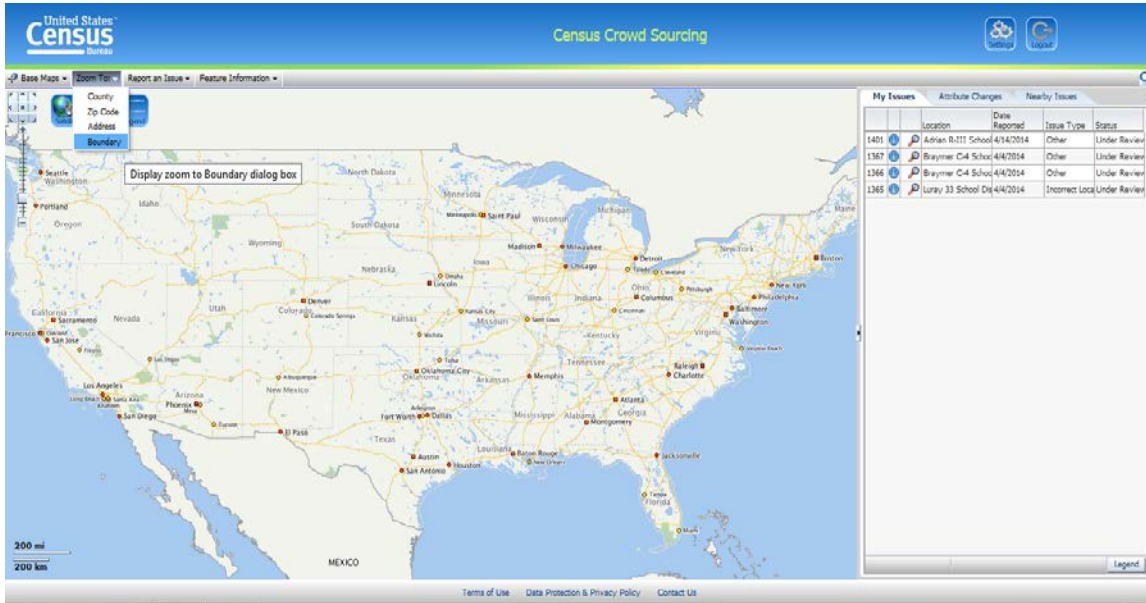


The street segment will be highlighted in red.

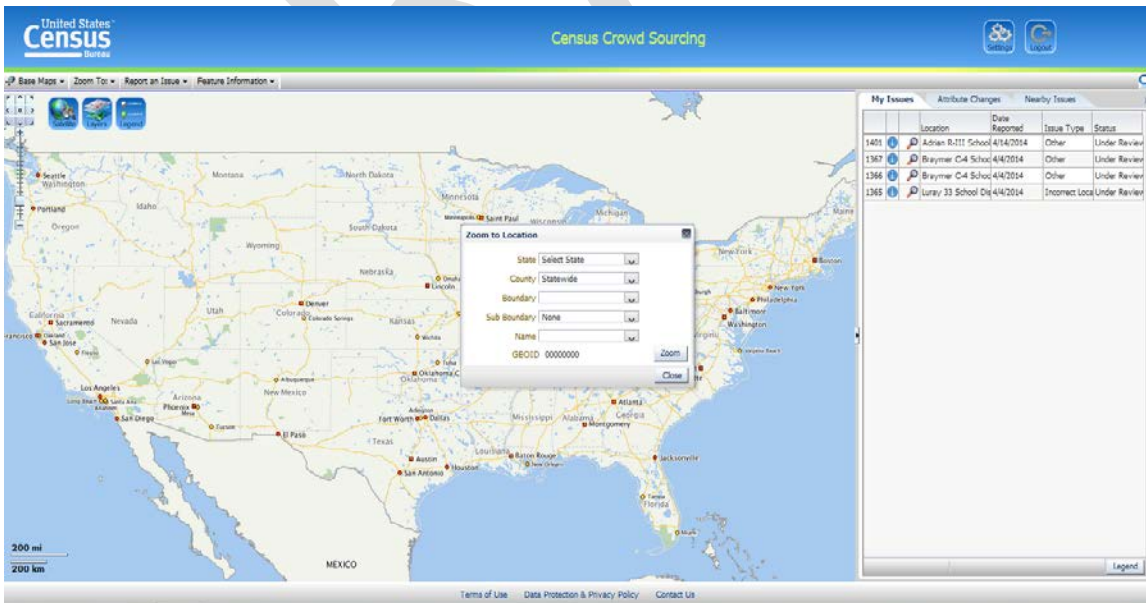


## Zoom to Boundary

The user can zoom to a school district boundary by selecting ‘ZOOM TO BOUNDARY’ option from the ‘ZOOM TO’ drop down list as shown below.

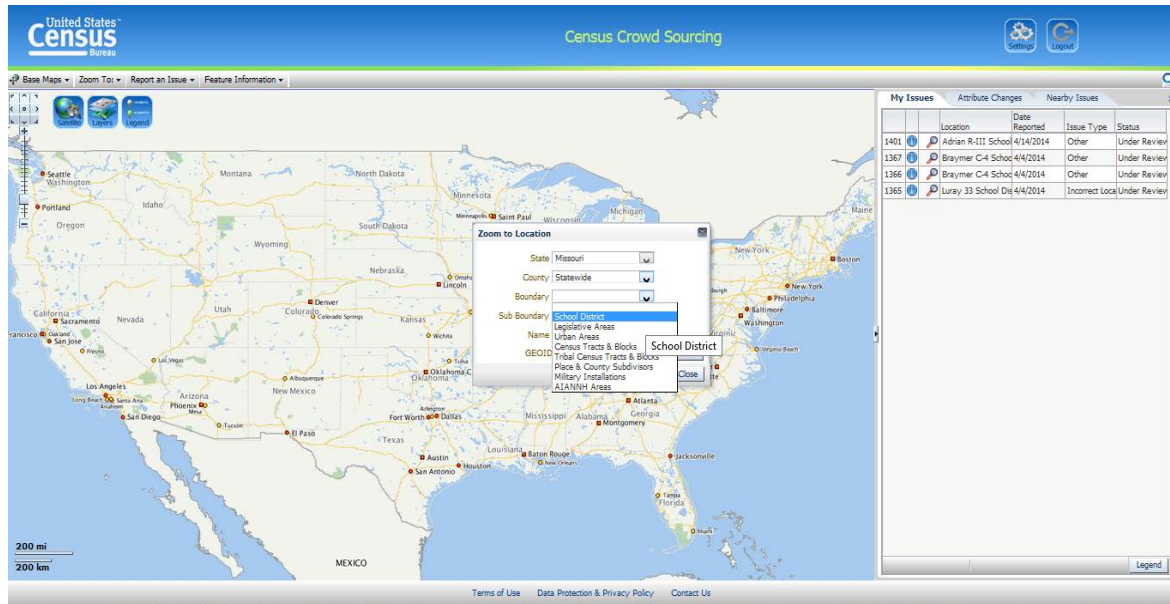


The CCT will display the ‘ZOOM TO LOCATION’ dialog as shown below.

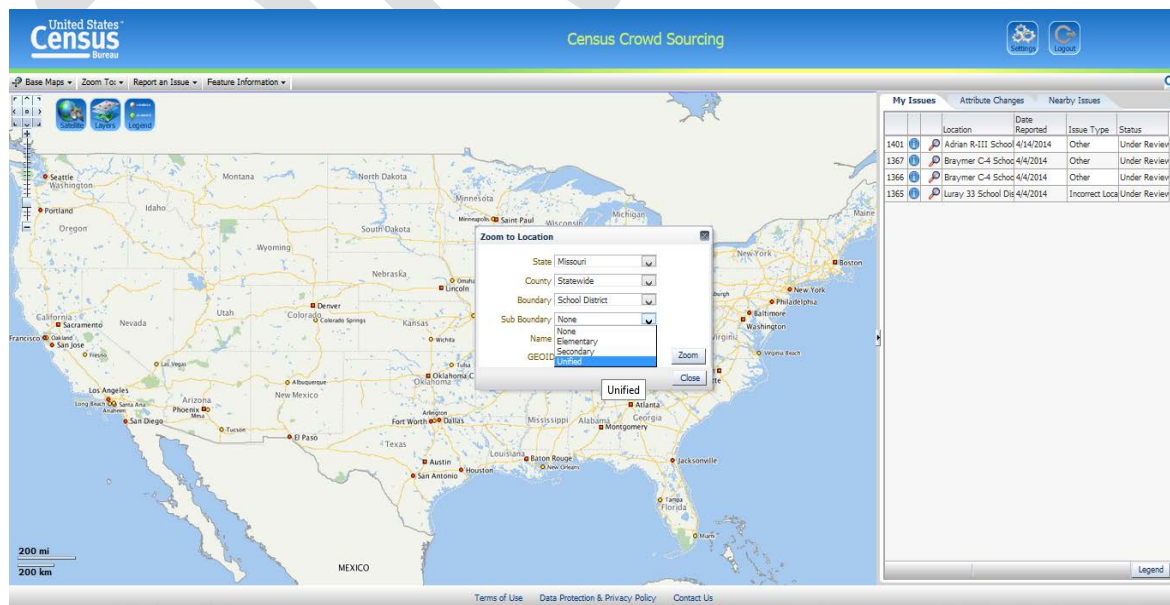


The user should select their 'STATE', set 'COUNTY' to 'Statewide', and select 'School District' for the 'SUB BOUNDARY'.

Note: School districts may exist in more than one county so the best way to 'ZOOM TO' them is by selecting the 'Statewide' option for 'COUNTY.' School districts that do exist in more than one county will not be listed under each county part if the user selects a specific county in this dialog.

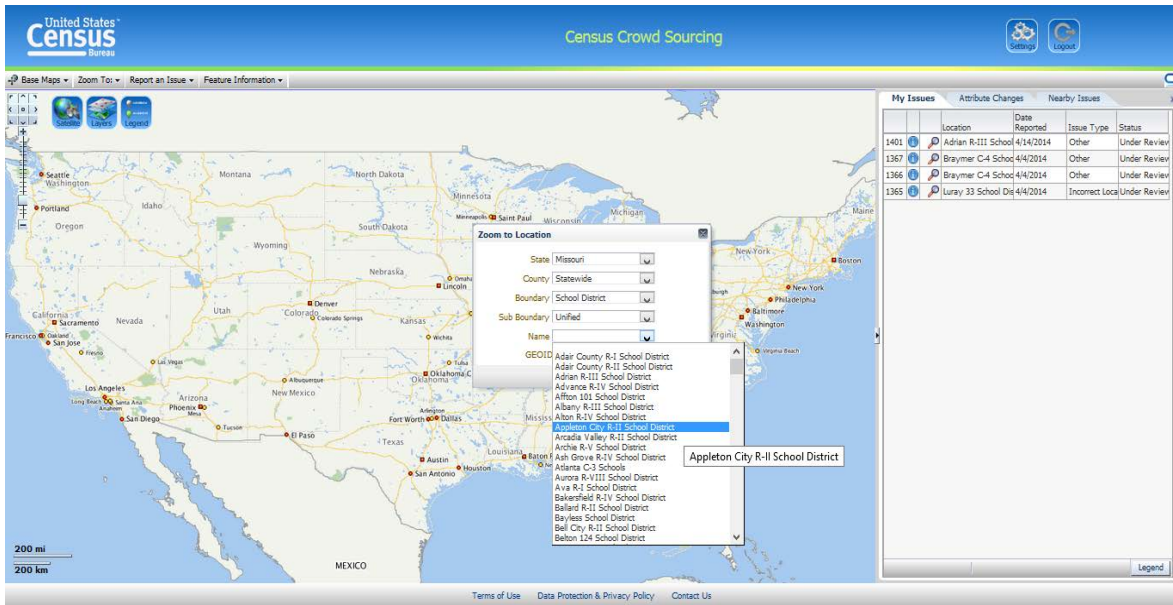


The user selects the school district type they are researching. 'Unified' is selected in the example below.



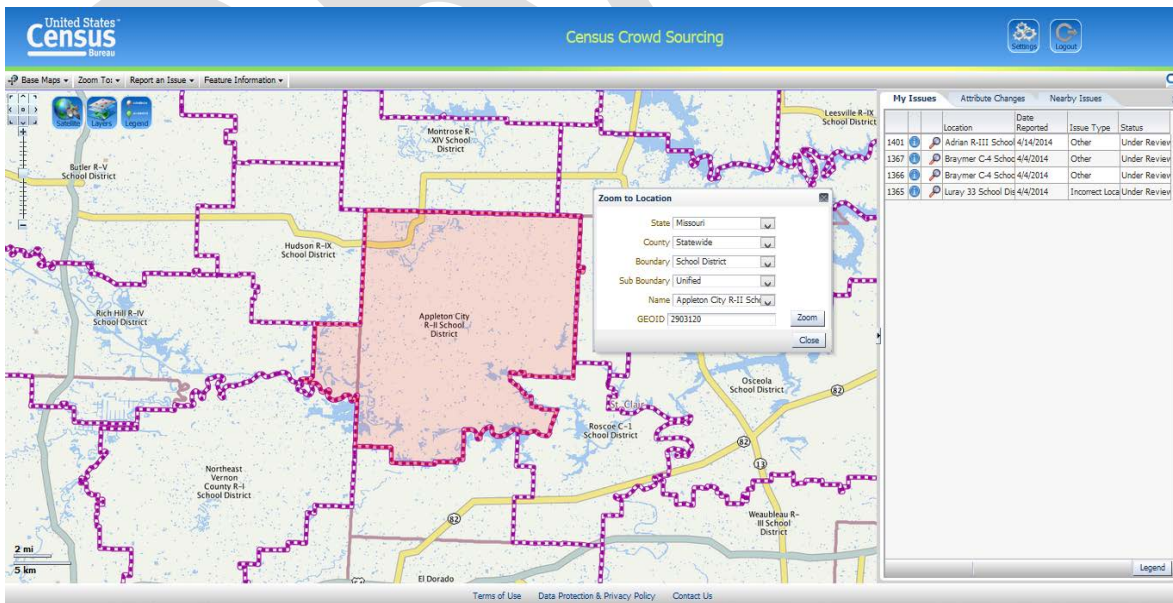


The user then selects the specific school district under the 'NAME' option. The user can enter the first letter of the school district to quickly move down the list.



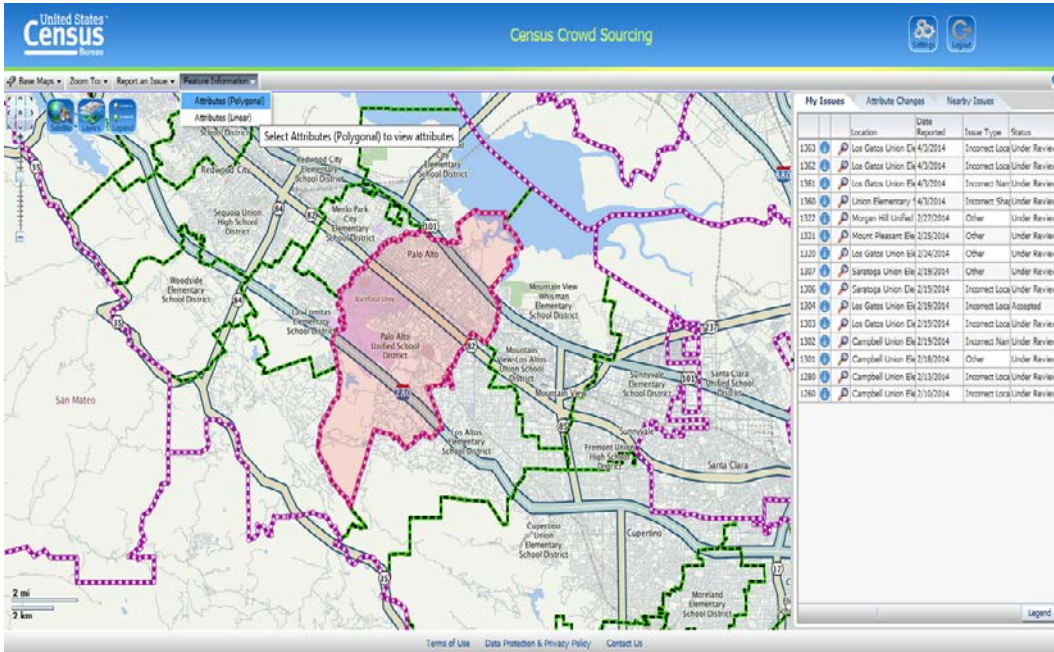
The user double clicks the 'ZOOM' button to zoom to and display the selected school district. In this example, Appleton City R-II School District is highlighted in pink with a pink shaded boundary symbol.

See Appendix A for an explanation of the map symbology.

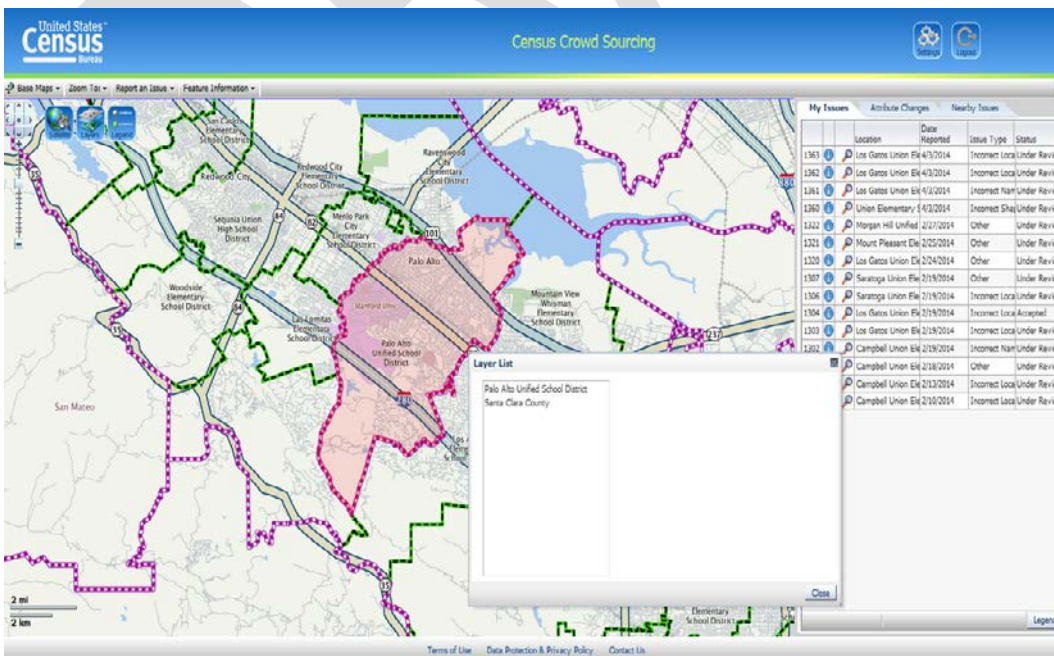


## School District Attribute Query and Display

The user can view the attributes of a school district by clicking the feature information function on the tool menu bar and selecting the polygons option.

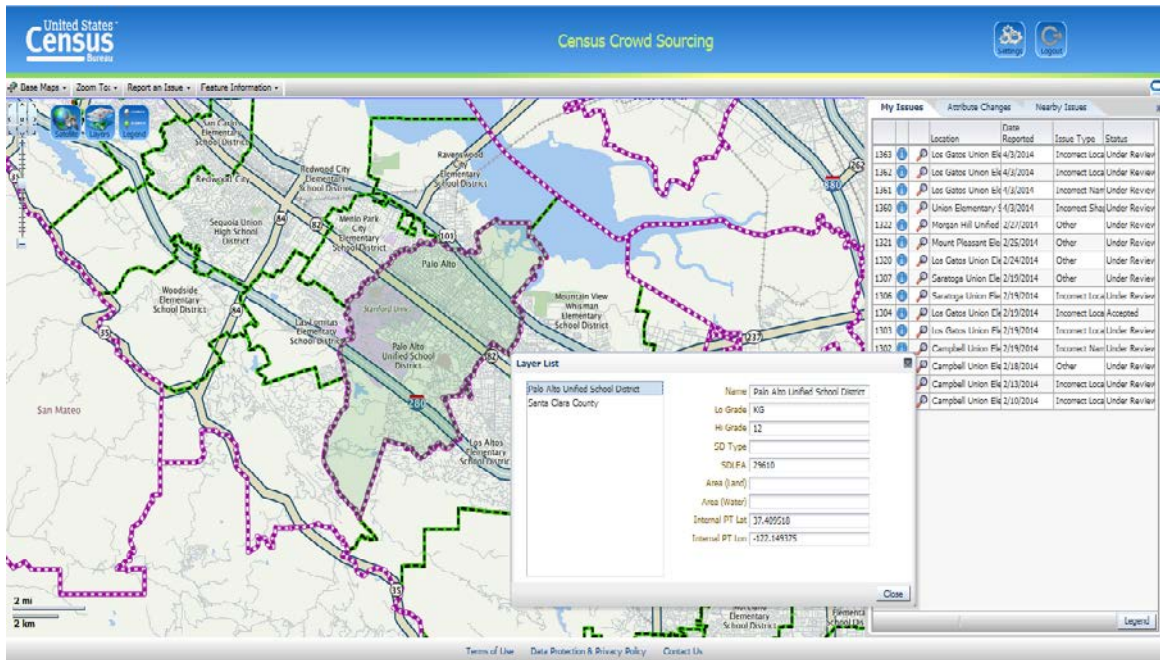


To display a school districts attribute data, the user clicks anywhere on the displayed map or within a specific School District boundary. The CCT will then display the School District layer list dialog.





The user now selects the School District for which they wish to display the attributes. In this example, the user selected Union Elementary School District. Once the user clicks on the 'School District' name, the CCT displays the School District attribute information, zooms to and highlights the selected school district.

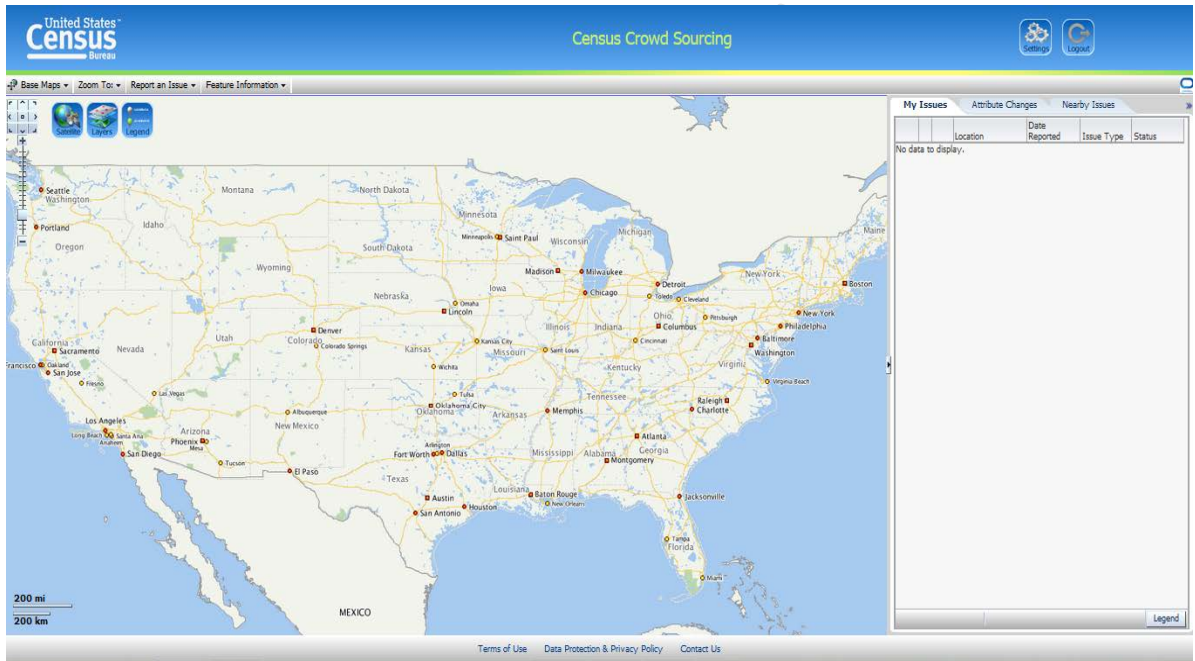


The user can now display the attribute for any elementary school district within the selected secondary school district by clicking on any of the school names listed in 'School Layer' list dialog.



## Boundary Verification Process

The Census Bureau requests that the Verification official(s) have access to all their original annotation materials before beginning the review. These materials assist one in quickly finding areas of update and ensuring that the Census Bureau made your update(s) correctly. Begin the Verification process by logging into the CCT. The users 'ISSUES' window appears on the right-hand side of the browser. The 'ISSUES' window will not contain any records until the user reports an issue with a school district.



In the following example, let us assume that the first school district on your list of changes is Princeton Elementary School District in Illinois. Begin your verification by clicking 'ZOOM TO' and 'LOCATION' to display the 'ZOOM TO LOCATION' dialog windows. Complete the dialog as shown below and then click the 'ZOOM' button.

**Zoom to Location**

State:

County:

Boundary:

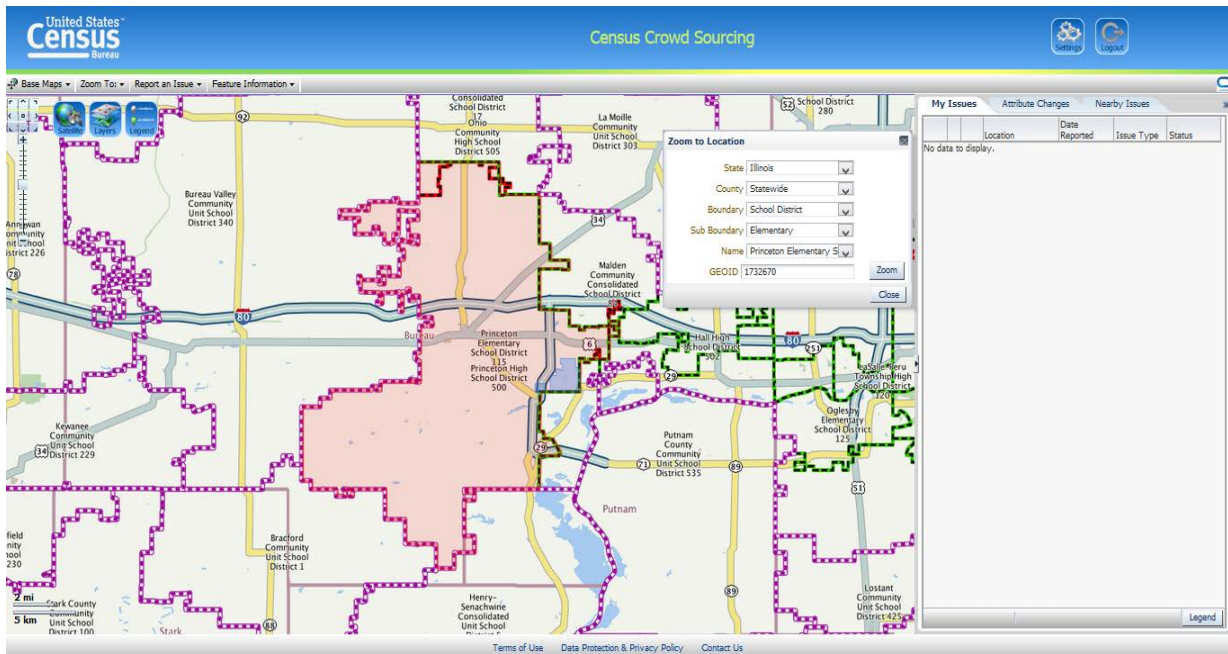
Sub Boundary:

Name:

GEOID:

The GEOID field contains a 7-digit number comprised of the 2-digit state FIPS code (06 for California) and the 5 digit Federal Local Education Agency (LEA) identification number.

The CCT will locate Princeton Elementary School District, zoom into the boundary, and highlight the school district. The pink highlighted area shows the school district before the 2015-2016 SDRP changes, and the blue highlight shows area added under the current program.

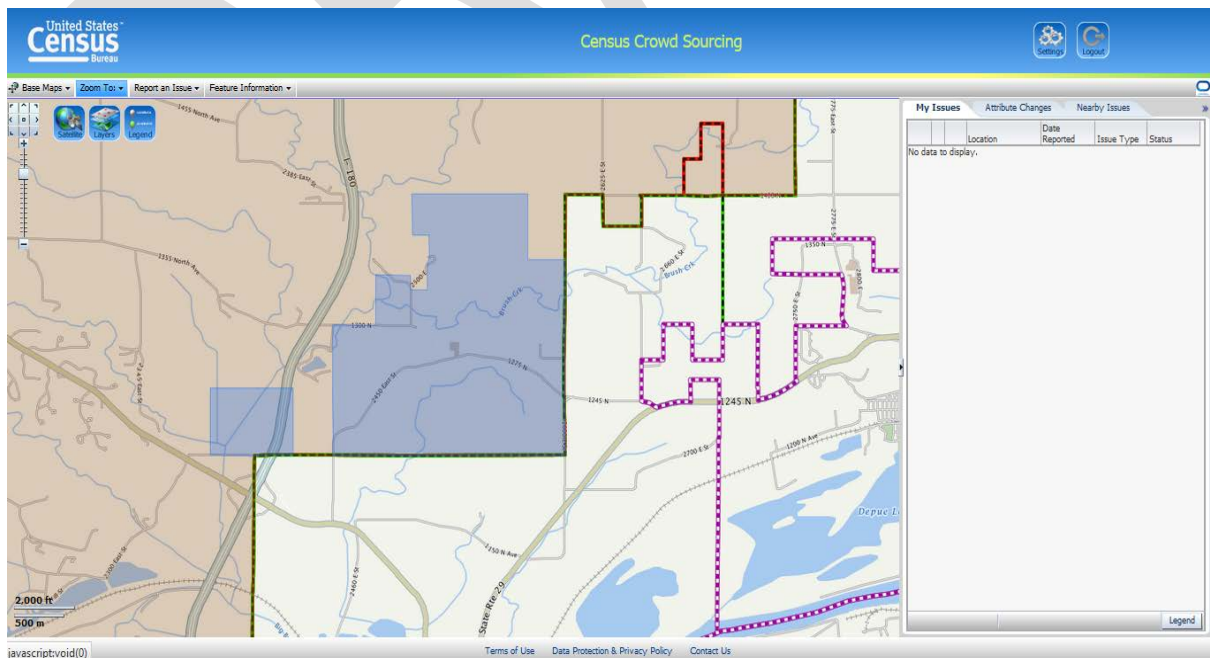


The user can view the information about Princeton Elementary School District by clicking 'FEATURE INFORMATION' and 'ATTRIBUTES (POLYGONAL)' and click within the boundary of the school district. The CCT lists all school districts covering the point the user clicked. Select about Princeton Elementary School District, which displays the details screen shown below. This screen allows the user to confirm the correct spelling, Lo Grade, Hi Grade, and SDLEA code of a school district.

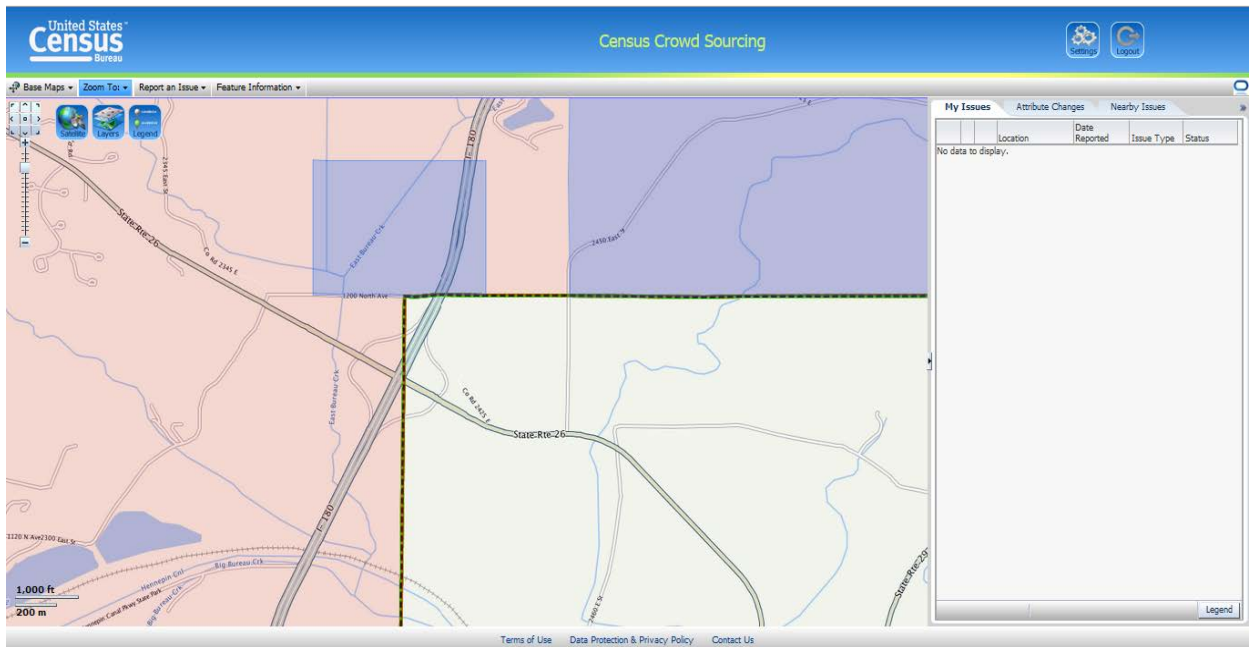
The screenshot shows a 'Layer List' dialog box with a list of school districts on the left and a form for details on the right. The details form includes fields for Name, Lo Grade, Hi Grade, SD Type, SDLEA, Area (Land), Area (Water), Internal PT Lat, and Internal PT Lon.

Field	Value
Name	Princeton Elementary School Dis
Lo Grade	PK
Hi Grade	08
SD Type	
SDLEA	32670
Area (Land)	
Area (Water)	
Internal PT Lat	41.344125
Internal PT Lon	-89.483759

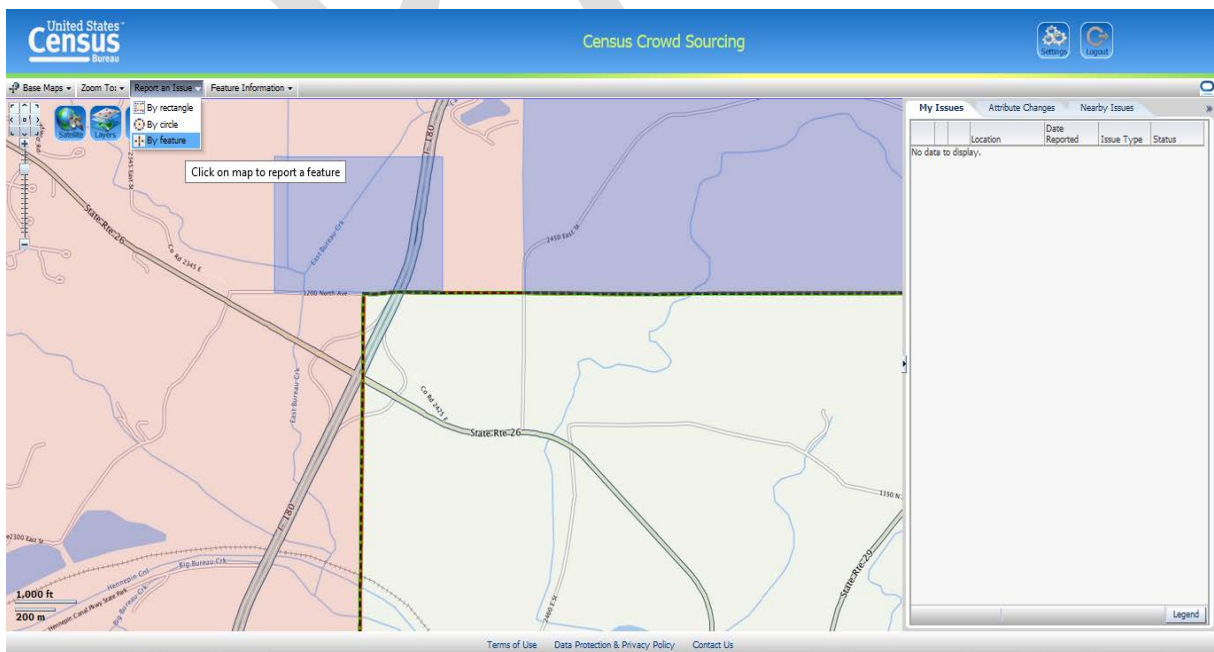
The Census Bureau also requests that the user zoom into the blue highlighted area and verify that the Census Bureau made the correction properly.



In the example below, assume that the boundary of Princeton Elementary School District (in the middle of the screen shot) is incorrect and should follow State Rte 26 east and 2450 East St north.

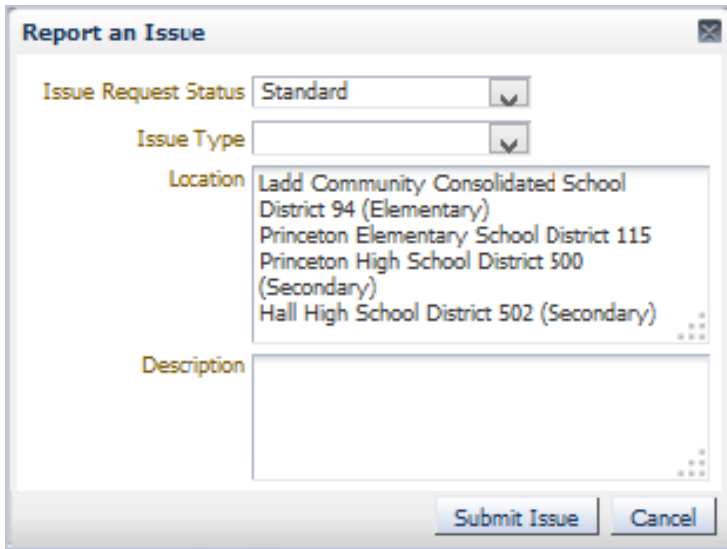


The user should report an issue whenever they notice the Census Bureau missed a change (as in this example) or made a change incorrectly. To report an issue click on 'REPORT AN ISSUE', select 'BY FEATURE'.



Click near the issue to display the 'REPORT AN ISSUE' dialog as shown below.

**Note: Always select the ‘BY FEATURE’ option when reporting issues.**



**Report an Issue**

Issue Request Status: Standard

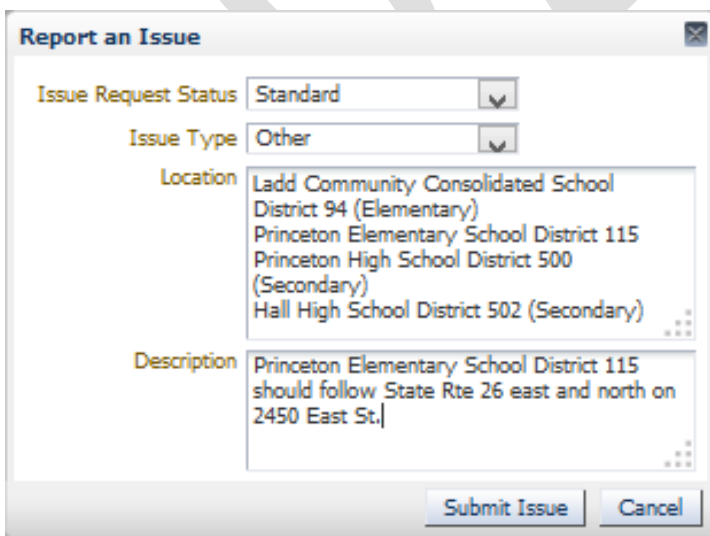
Issue Type: [Empty]

Location: Ladd Community Consolidated School District 94 (Elementary)  
Princeton Elementary School District 115  
Princeton High School District 500 (Secondary)  
Hall High School District 502 (Secondary)

Description: [Empty]

Submit Issue Cancel

Select ‘Other’ from the drop-down ‘ISSUE TYPE’ list and enter a brief description of the problem as shown below. Click ‘SUBMIT ISSUE’ to submit the issue to the Census Bureau.



**Report an Issue**

Issue Request Status: Standard

Issue Type: Other

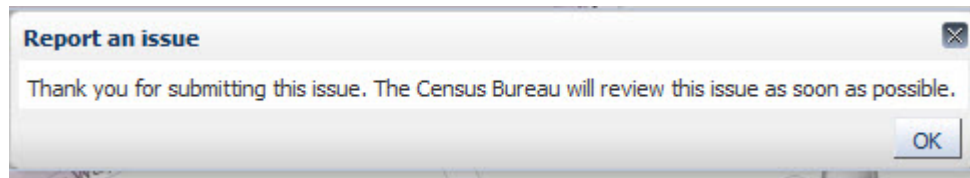
Location: Ladd Community Consolidated School District 94 (Elementary)  
Princeton Elementary School District 115  
Princeton High School District 500 (Secondary)  
Hall High School District 502 (Secondary)

Description: Princeton Elementary School District 115 should follow State Rte 26 east and north on 2450 East St.

Submit Issue Cancel

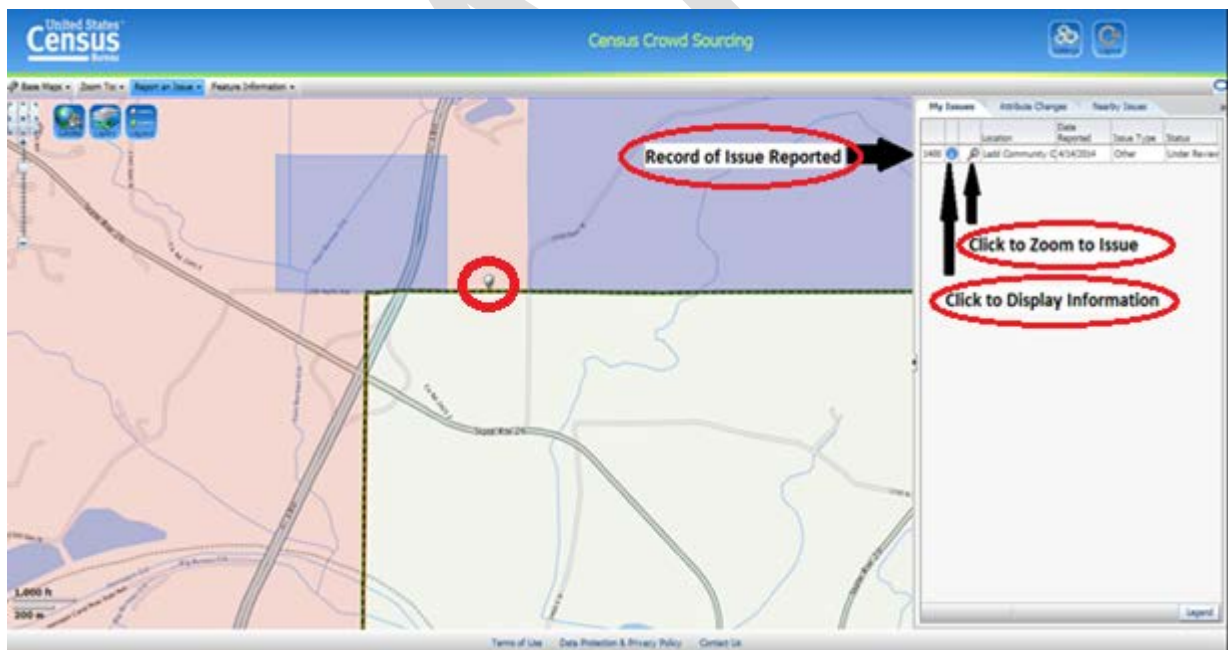


A confirmation message will appear. Click 'OK' to continue.



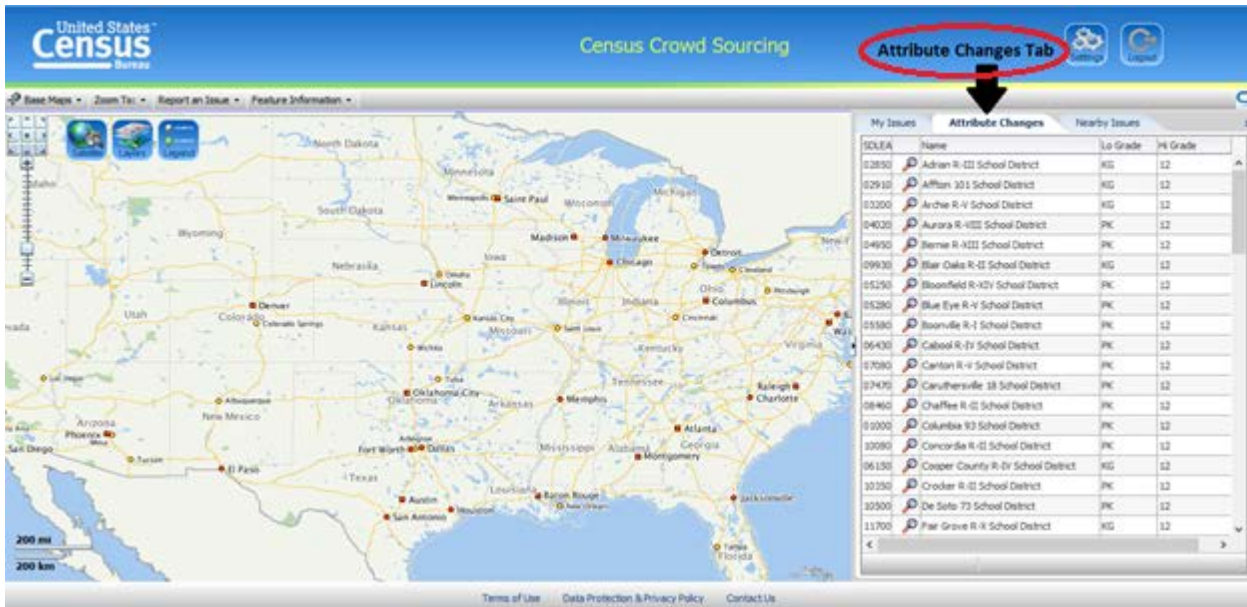
A balloon will appear on the map indicating that a user submitted an issue at that location. The 'MY ISSUES' tab in the 'ISSUES' window will include a record for every issue reported. The user can click the blue circle of the record to display information about the issue and click the magnifying glass to zoom to the location of the issue. The number in the left most column is issue identification number automatically assigned by the CCT.

The 'STATUS' field currently shows 'Under Review.' The Census Bureau does not update this field during the verification process.

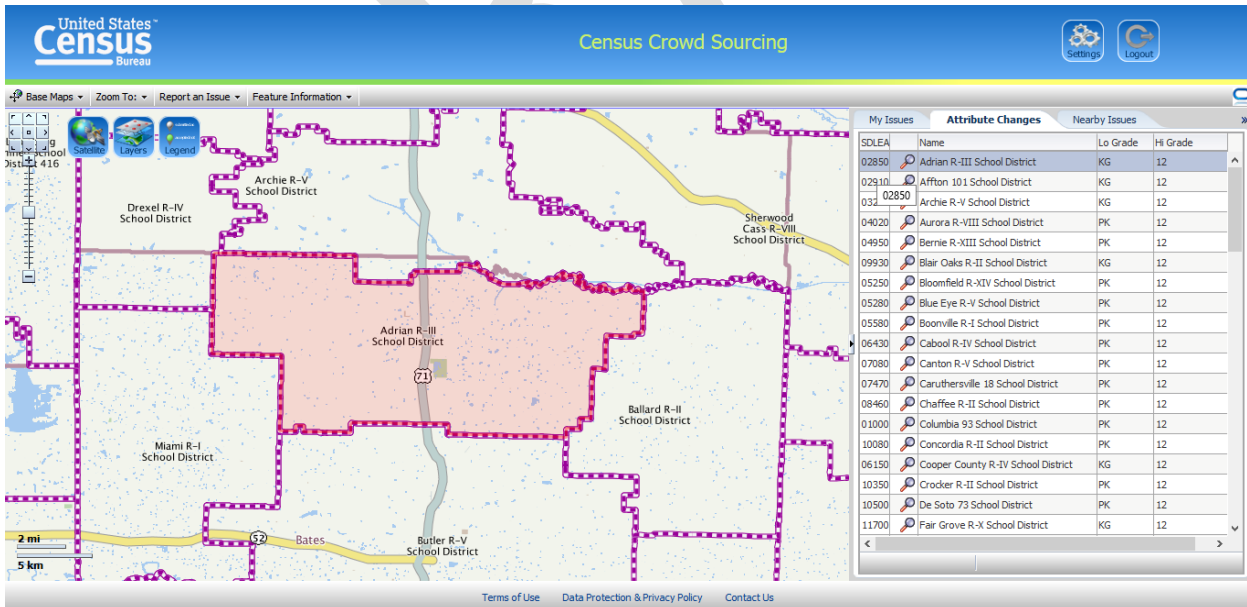


## Verifying Name, LEA Code, Grade Range Changes, and Dissolutions

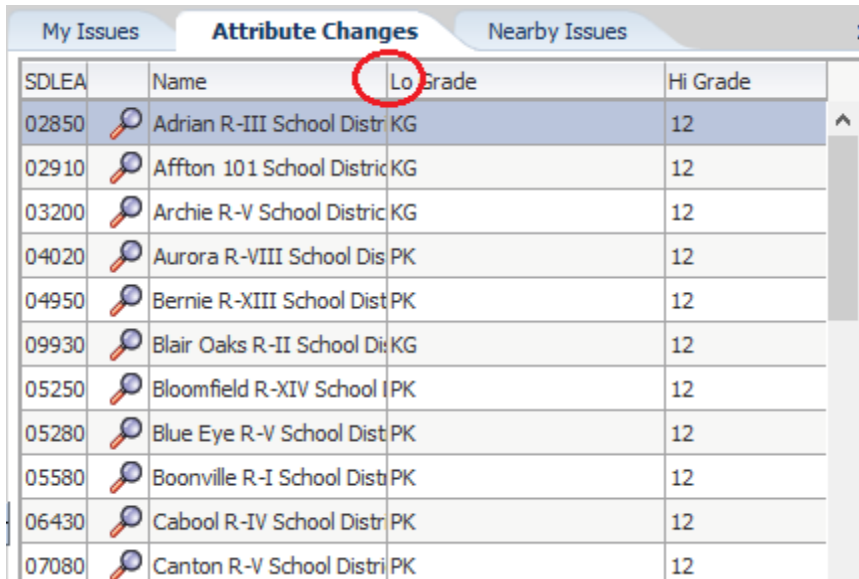
Changes to the school district attributes such as school district name, LEA code, and grade range changes, and dissolved school districts, can be verified in a list format using the 'ATTRIBUTE CHANGES' tab in the 'ISSUES WINDOW.'



The 'ATTRIBUTE CHANGES' tab lists the SDLEA, Name, Lo Grade, and Hi Grade of each school district change submitted by the state sorted alphabetically by school district name. The user can easily scan the list to verify the submitted changes. The user can click the magnifying glass icon next to the name to zoom to the school on the map and view the boundaries as they currently exist in TIGER.

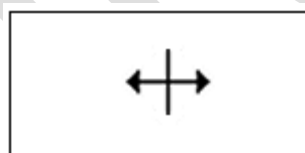


The user can resize the 'ATTRIBUTE CHANGES' tab fields as necessary to display all of the information contained in the field. First, move the mouse cursor directly over the boundary next to the name of the field as shown in the red circle below.



SDLEA	Name	Lo Grade	Hi Grade
02850	Adrian R-III School Distr	KG	12
02910	Affton 101 School Distric	KG	12
03200	Archie R-V School Distric	KG	12
04020	Aurora R-VIII School Dis	PK	12
04950	Bernie R-XIII School Dist	PK	12
09930	Blair Oaks R-II School Di	KG	12
05250	Bloomfield R-XIV School I	PK	12
05280	Blue Eye R-V School Dist	PK	12
05580	Boonville R-I School Dist	PK	12
06430	Cabool R-IV School Distr	PK	12
07080	Canton R-V School Distri	PK	12

The mouse cursor will change to from the mouse pointer to the figure shown below.





Click and hold the left mouse button and slide cursor left or right as required to display the field information. Release the left mouse button to save the change.

SDLEA	Name	Lo Grade	Hi Grade
02850	Adrian R-III School District	KG	12
02910	Affton 101 School District	KG	12
03200	Archie R-V School District	KG	12
04020	Aurora R-VIII School District	PK	12
04950	Bernie R-XIII School District	PK	12
09930	Blair Oaks R-II School District	KG	12
05250	Bloomfield R-XIV School District	PK	12
05280	Blue Eye R-V School District	PK	12
05580	Boonville R-I School District	PK	12
06430	Cahoon R-IV School District	PK	12

School districts that have been dissolved will appear in the 'ATTRIBUTE CHANGES' tab with the text '(Dissolved)' appended to the school district name as shown below.

SDLEA	Name	Lo Grade	Hi Grade
03870	Banta Elementary School District	KG	08
04590	Bend Elementary School District (Dissolved)		
05160	Bishop Joint Union High School District (Dissolved)		
01409	Bishop Unified School District	KG	12
06021	Bishop Unified School District in Round Valley (9-12)	09	12
05130	Bishop Union Elementary School District (Dissolved)		
99002	Exeter Unified School District	KG	12
06029	Exeter Unified School District (9-12) in Outside Creek	09	12
06028	Exeter Unified School District (9-12) in Sequoia Union	09	12

**Note: School district changes that contained ONLY boundary changes will not appear on the "ATTRIBUTE CHANGES" tab.**

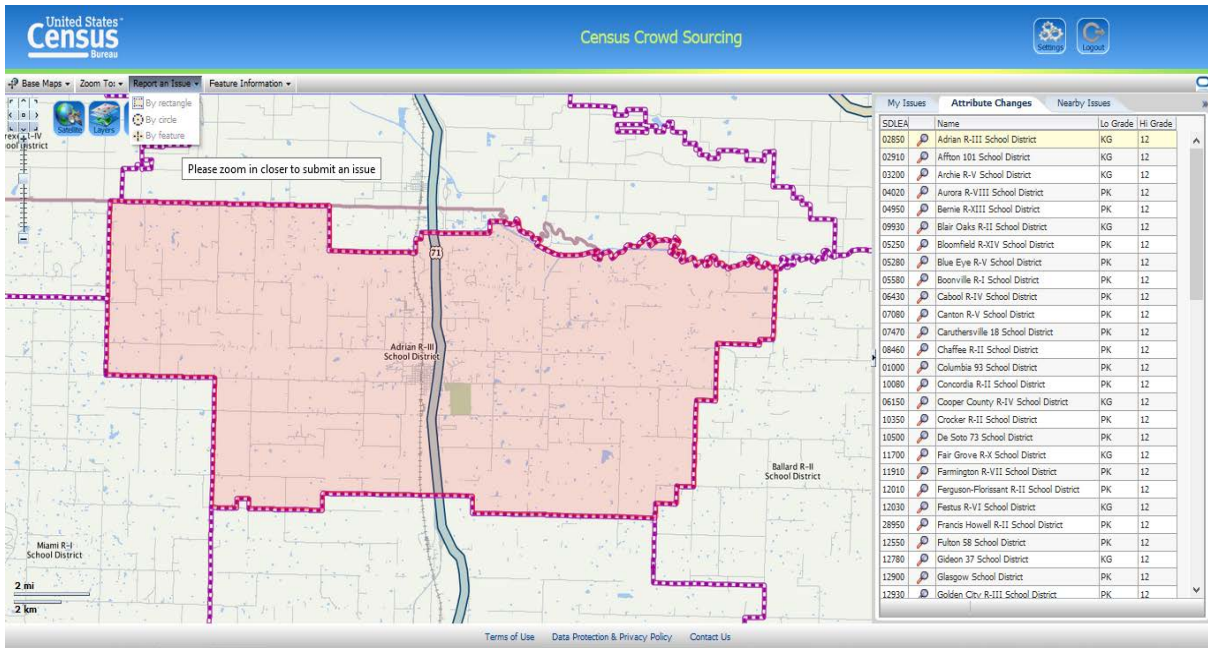
The figure below shows Adrian R-III School District has a ‘LO GRADE’ of KG. Let’s assume that the ‘LO GRADE’ should be pre-kindergarten (PK). The user should report this discrepancy.

SDLEA	Name	Lo Grade	Hi Grade
02850	Adrian R-III School District	KG	12
02910	Affton 101 School District	KG	12
03200	Archie R-V School District	KG	12
04020	Aurora R-VIII School District	PK	12
04950	Bernie R-XIII School District	PK	12
09930	Blair Oaks R-II School District	KG	12
05250	Bloomfield R-XIV School District	PK	12
05280	Blue Eye R-V School District	PK	12
05580	Boonville R-I School District	PK	12
06430	Cabool R-IV School District	PK	12

First, double click on the magnifying glass icon next to Adrian R-III School District’ to zoom to the school district on the map.

The screenshot shows the 'Census Crowd Sourcing' interface. The main map area displays a pink-shaded region representing the Adrian R-III School District. To the right, a sidebar contains a table of issues, which is a zoomed-in version of the table shown in the previous figure. The table lists various school districts with their corresponding SDLEA numbers, names, low grades, and high grades. The 'Adrian R-III School District' is highlighted in blue, indicating it is the selected issue.

Click on 'REPORT AN ISSUE' and then 'BY FEATURE' from the drop down list. Then, click in the middle of Adrian R-III School District boundary to display the 'REPORT AN ISSUE' dialog window.



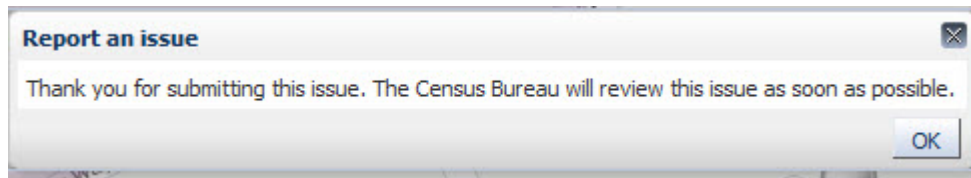
Set the 'ISSUE TYPE' to 'Other' and describe the problem in the 'DESCRIPTION' window as shown below.

The 'Report an Issue' dialog window is shown with the following fields:

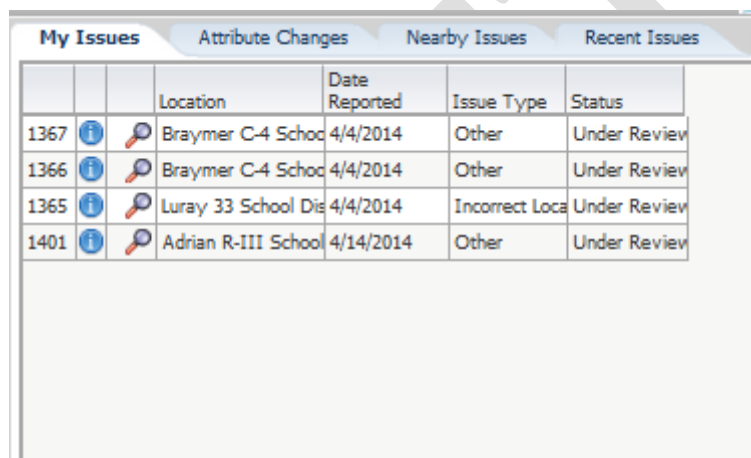
- Issue Request Status: Standard
- Issue Type: Other
- Location: Adrian R-III School District (Unified)
- Description: Lo Grade should be PK

Buttons: Submit Issue, Cancel

A confirmation message will appear. Click 'OK' to continue.



A new issue will appear in the 'MY ISSUES' tab for Adrian R-III School District.



			Location	Date Reported	Issue Type	Status
1367	i	🔍	Braymer C-4 Schoo	4/4/2014	Other	Under Review
1366	i	🔍	Braymer C-4 Schoo	4/4/2014	Other	Under Review
1365	i	🔍	Luray 33 School Dis	4/4/2014	Incorrect Loca	Under Review
1401	i	🔍	Adrian R-III School	4/14/2014	Other	Under Review

## Contact Information

We encourage you to contact any of the following Census Bureau Geography Division with any questions about the SDRP verification by calling 301-763-1099.

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

E-mail: [geo.school@census.gov](mailto:geo.school@census.gov)

Fax number: 301-763-4710

**Important: The Census Bureau will consider no response by the **XXXX XX, 2016** deadline as acceptance of the SDRP Verification Phase.**

## Appendix A: Map Legend

**Map Legend**

<b>School District Boundaries and Areas</b>		<b>Point Map Features</b>	
Unified School District	SD Change - Area Added	National and State Capital - Pop, > 200,000	
Secondary School District	SD Change - SD Dissolved	Cities with population > 500,000	
Elementary School District		Cities with population between 300,000 and 500,000	
		Cities with population 50,000 and 300,000	
<b>Administrative Boundaries</b>		<b>Issue Map Icons</b>	
State Boundary	County Boundary	Request for Information	Multiple Issues - Submitted
<b>Linear Map Features</b>		My Issue - Submitted	Nearby Issue - Submitted
National Highway	Railroad	My Issue - Accepted	Nearby Issue - Accepted
Local Street	Ferry Route	My Issue - Map Updated	Nearby Issue - Updated
State Highway	Creek	My Issue - Rejected	Nearby Issue - Rejected
<b>Area Map Features</b>			
River, Lake and Ocean	Park		
Military Base	University		
Hospital	Cemetery		

[Close](#)