School District Review Program:
Quick Start Guide to Reporting School District Updates

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Quick Start Guide: The Update Process in Seven Steps

We recommend that you read this guide in its entirety BEFORE starting your work.

The School District Review Program establishes the boundaries used in the income and poverty estimates used to determine Title I funding for school districts in your state. This guide will help you get started and most importantly, save you time by reducing unnecessary work. This guide will briefly go over the process of deciding how to update your school district boundaries.

Your data disc includes five guideline documents (including this one) as well as the School district inventory listings. All participants should review the **Quick Start Guide** and the **About SDRP and Materials you Receive Guide**. Depending on the type of changes you submit, you may have to read the **User Guide for the MAF/TIGER Partnership Software (MTPS)**, the **User Guide for the Excel Submission Log**, and/or the **TIGERweb Map Viewer for Review of School Districts Online Guide**. This guide will help by telling you which Guidelines and reporting tools apply to your state's changes.

We will now go over how to evaluate school district changes using a step by step technique that will save you time. Please, DO NOT just load your updated school district shapefile boundaries in the MTPS and draw in new lines. This will be time consuming and cause more work for you, and we may not be able to accept many of the updates.

Here is an outline of the process you should follow:

Step One: Gather information on any changes to your state's school district boundaries since January 1, 2014

Step Two: Determine which counties have changes to their school districts

Step Three: Determine changes to be submitted via submission log vs. MTPS and record the submission log changes. — **Submission Log Step**

Step Four: Find your MTPS AREA changes (boundary changes, complex dissolutions, complex consolidations and new school districts.)

Step Five: For these area changes, decide if you need to add a line or which existing line to use.

— **Steps Using MTPS**

Step Six: Complete your boundary for all MTPS AREA changes.

Step Seven: Work on any other minor boundary discrepancies.

Step One: Gather information on any changes to your state's school district boundaries since January 1, 2014.

You may need to contact each school district and ask for their changes or for their updated maps. We suggest you also check with other state education officials, county planners or your state data center. They may know of good boundary sources or have the boundary data itself. The U.S. Census Bureau's latest school district boundary data (as of January 1, 2014) is available online using the Census Bureau's TIGERweb Map Viewer at: http://tigerweb.geo.census.gov/tigerweb. This may be the easiest way for your local school districts to review the boundaries we currently have. See the document titled **TIGERweb Map Viewer for Review of School Districts** for information on viewing boundaries online through the Census Bureau's TIGERweb application.

*If you are the state mapping coordinator for **Florida, Hawaii, Maryland, Nevada, West Virginia, or the District of Columbia,** you probably do not have any changes to submit for the SDRP. School Districts in these states are all unified and county-based. Unless this has changed in your state or a school district's name was changed, you do not have any changes to report for the 2015-2016 SDRP. If you have no changes to report, please notify the SDRP Team with a short email to geo.school@census.gov that your state has no changes.*

Step Two: Determine which counties have changes to their school districts.

You may know which counties have school districts with reported changes or you may need to use the MAF/TIGER Partnership Software (MTPS) or your own Geographic Information System to compare the Census Bureau boundaries to the boundaries sent to you by each school district to determine if there are updates. If you do need to use the MTPS to identify your school district changes, use the **User Guide for the MTPS** for instructions to load the MTPS. At this time, you should only use the MTPS to view your updated files in comparison with the Census Bureau files. Do not begin to make changes yet.

Step Three: Determine what types of School District changes you have and if you will report them using the submission log or the MTPS.

There are ten types of school district changes and two methods to submit school district changes to the Census Bureau. Table 1 below summarizes the types of changes, how to report them and where to find information about them in the guidelines.

Table 1: School District Changes and How to Report Them

Type of Change	Report Using	In Guidelines
Boundary Change/Boundary Correction *	MTPS	User Guide for the MTPS
Complex Consolidation *	MTPS	User Guide for the MTPS
Complex Dissolution *	MTPS	User Guide for the MTPS
Grade Range Change +	Submission Log	User Guide for the Excel Submission Log
Level Change +	Submission Log	User Guide for the Excel Submission Log
Name Change	Submission Log	User Guide for the Excel Submission Log
New School District *	MTPS	User Guide for the MTPS
Pseudo School District	Call Census Bureau	About the SDRP and the Materials You Receive
Simple Consolidation *	Submission Log	User Guide for the Excel Submission Log
Simple Dissolution *	Submission Log	User Guide for the Excel Submission Log

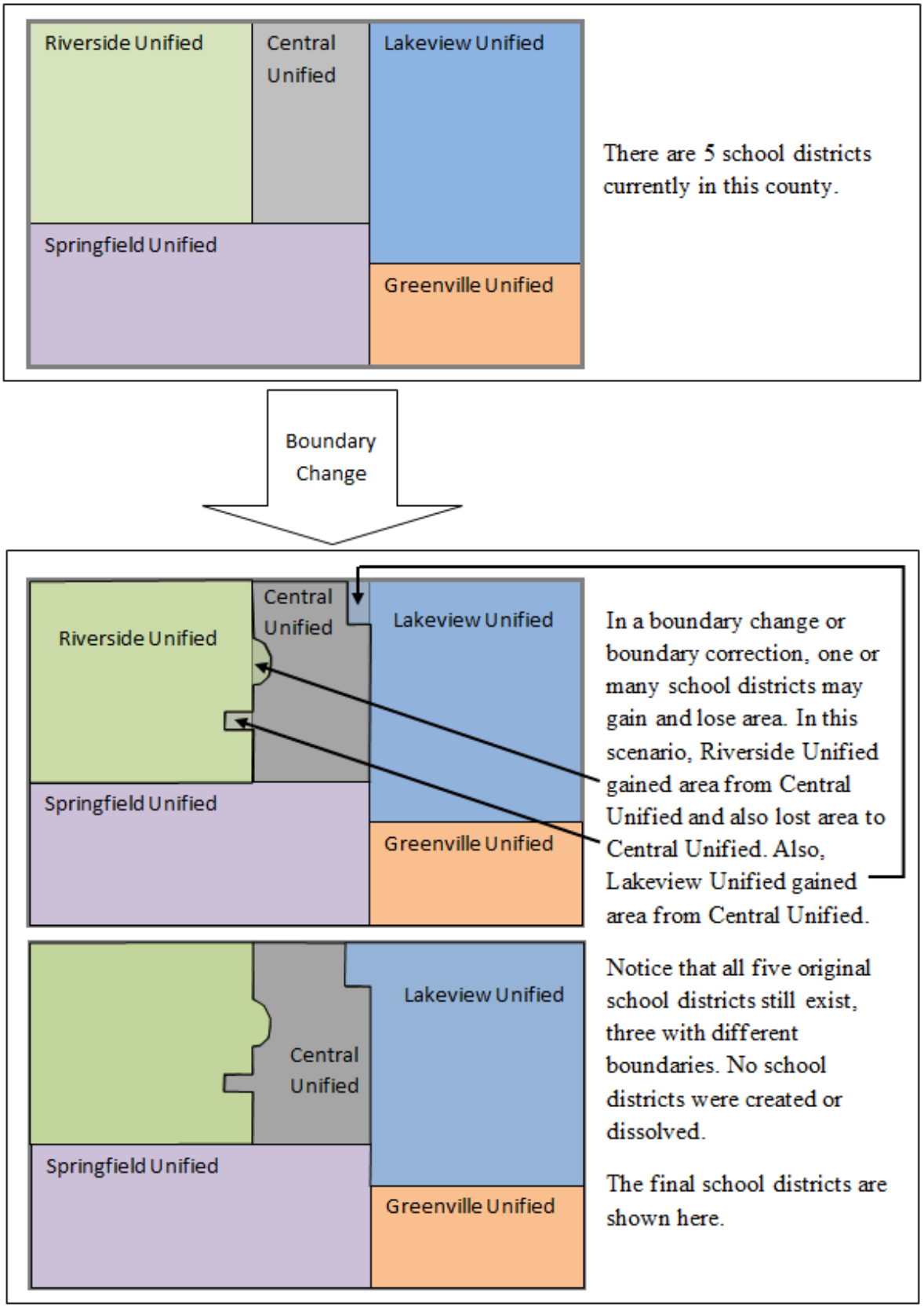
+ A **Grade Range Change** occurs when a school district changes the grades it covers, for example, changing from covering 9-12 to 7-12. A **Level Change** occurs when a school district changes classification, for example, changing from elementary to unified.

*** See the next six pages for examples of consolidations, dissolutions, boundary changes, and a new school district.**

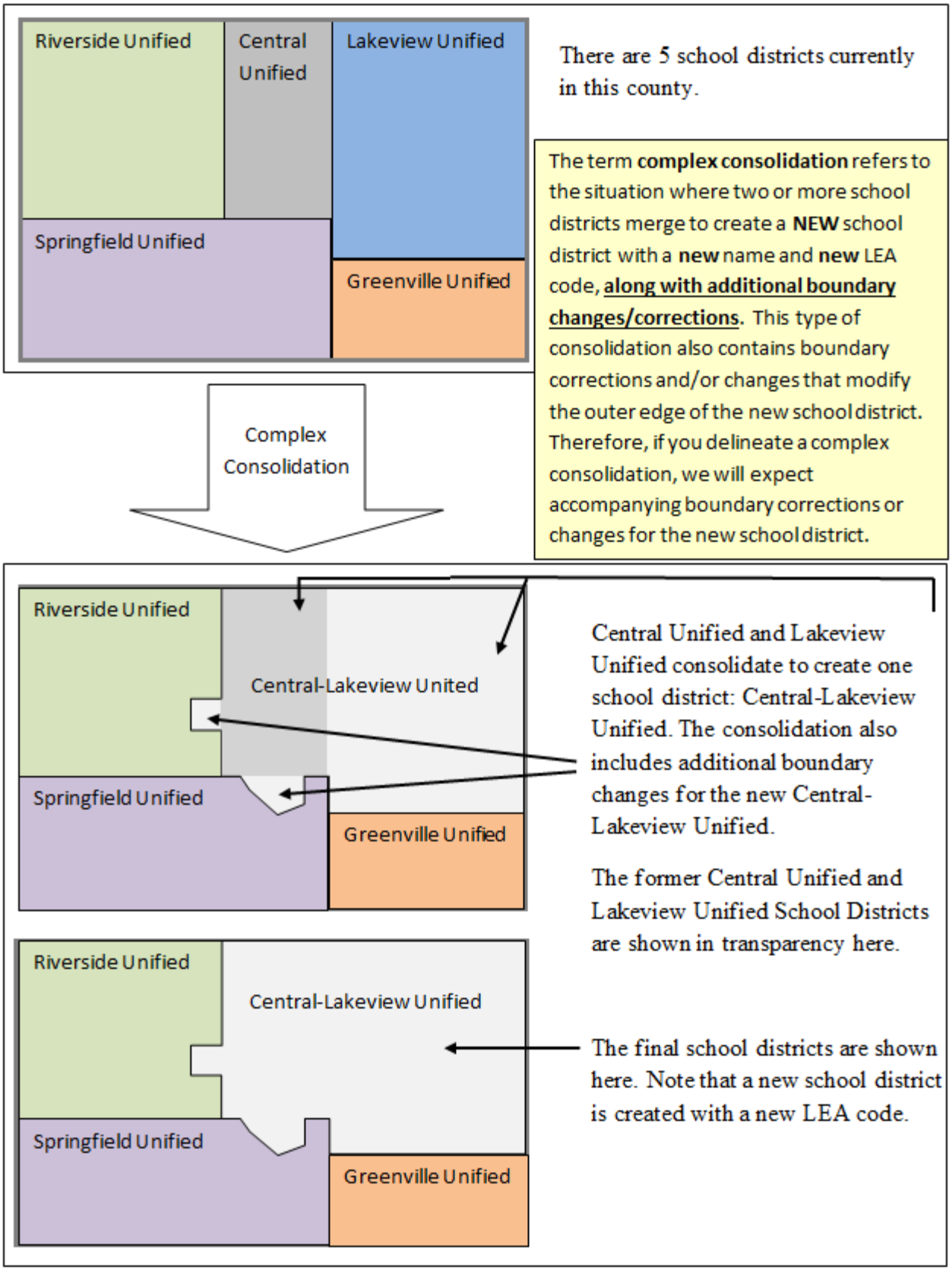
The following pages contain diagrams to help you understand the various types of school district changes. Use these as a guide to determine, for example, if your consolidation is simple or complex. This is important because you will report a simple consolidation using the submission log and a complex consolidation using the MTPS.

The submission log is an excel file used to report certain school district changes and is located on your MTPS data disc. The MTPS is software used to view and update school district geography. The method (submission log or MTPS) you use to report changes will depend on the type of change you are reporting

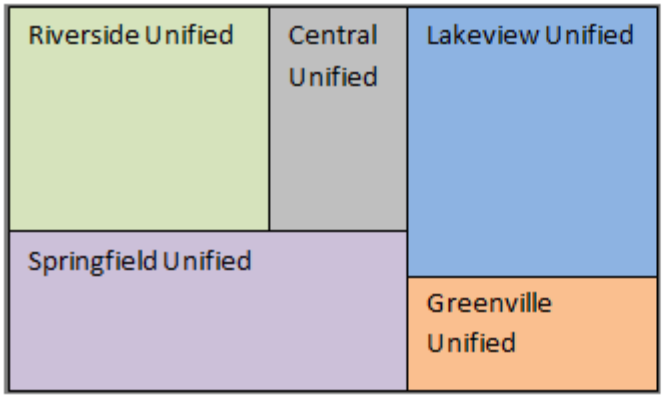
Boundary Correction: For these types of changes, use the MTPS



Complex Consolidation: for these types of changes, use the MTPS



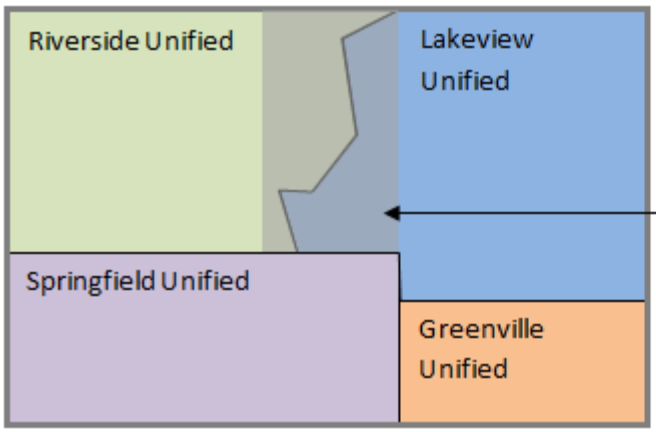
Complex Dissolution: for this type of change, use the MTPS



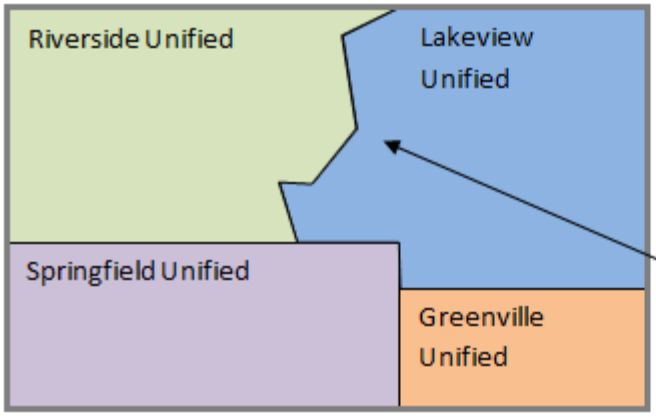
There are five school districts currently in this county.

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

Complex Dissolution



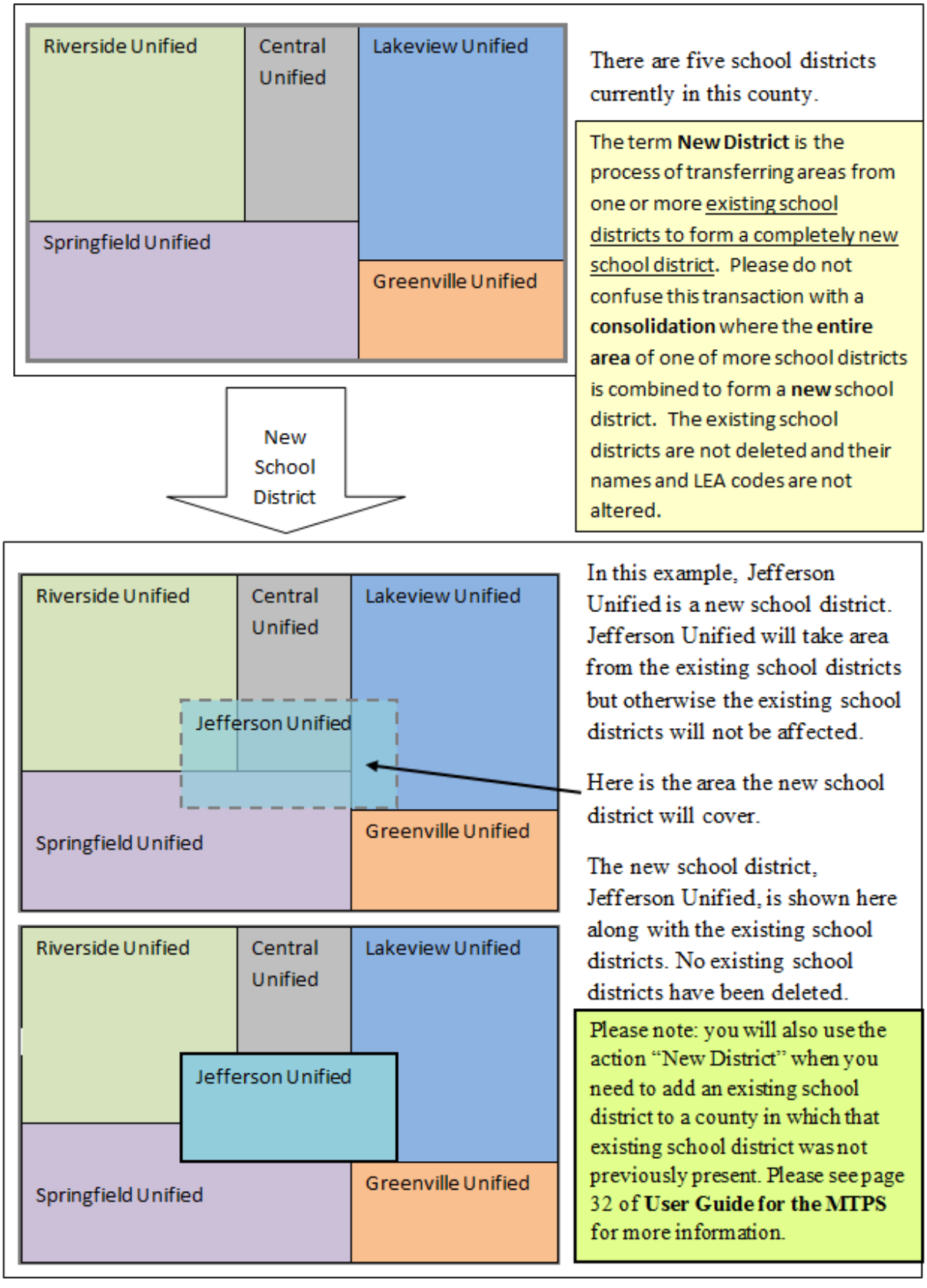
Central Unified School District has dissolved. Lakeview Unified School District will take a portion and Riverside Unified School District will take the rest. This is a complex dissolution because a single school district is dissolved and its area is split between two or more other existing school districts. A new school district is not created.



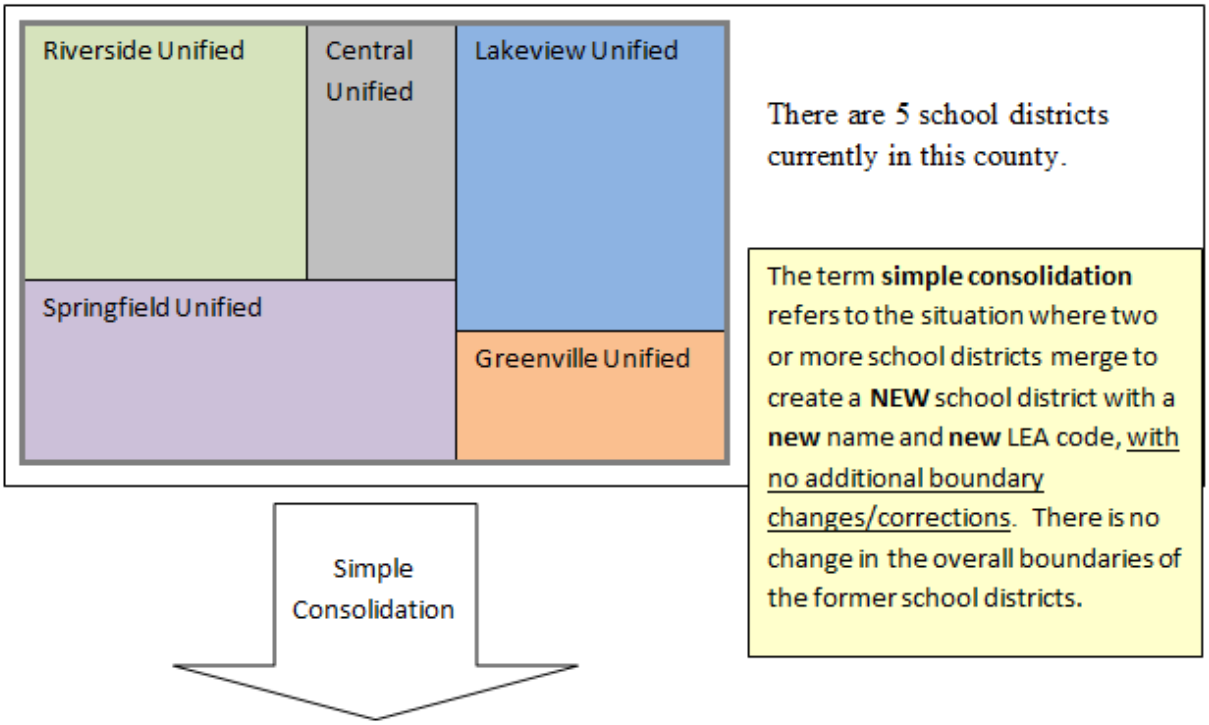
The grey area represents the former school district with the new boundaries of Lakeview Unified and Riverside Unified.

The final school districts. No new school district is created.

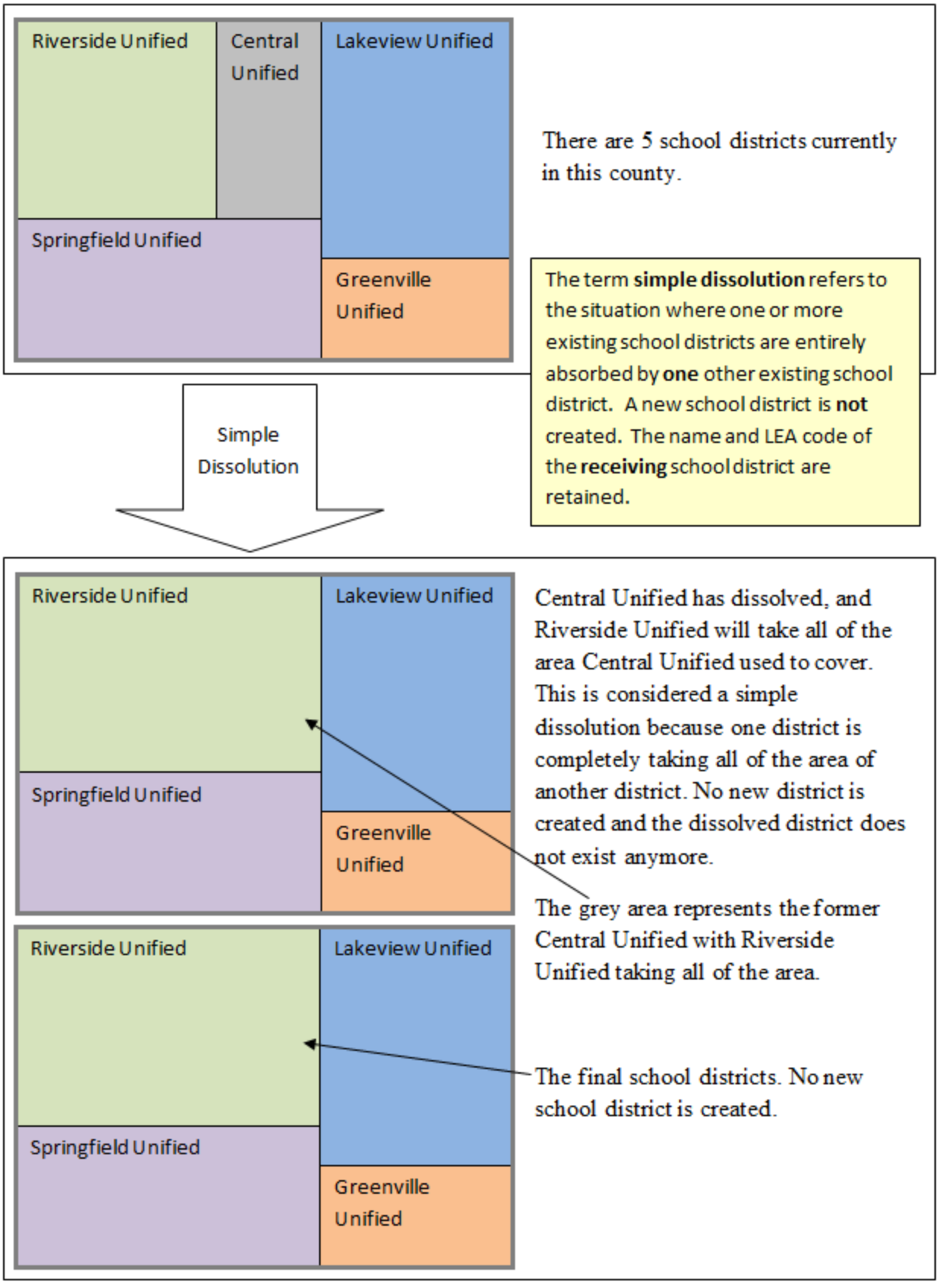
New School District: For these types of changes, use the MTPS



Simple Consolidation: for these types of changes, use the submission log



Simple Dissolution: for these types of changes, use the submission log



At this point, you have determined what type of changes you need to report. If you have changes to report via the submission log, refer to the **User Guide for the Excel Submission Log** for more details on how to record and submit those changes. If you only have changes that use the submission log, you are done!

If you have additional changes that need to be reported though the MTPS, please continue to step four.

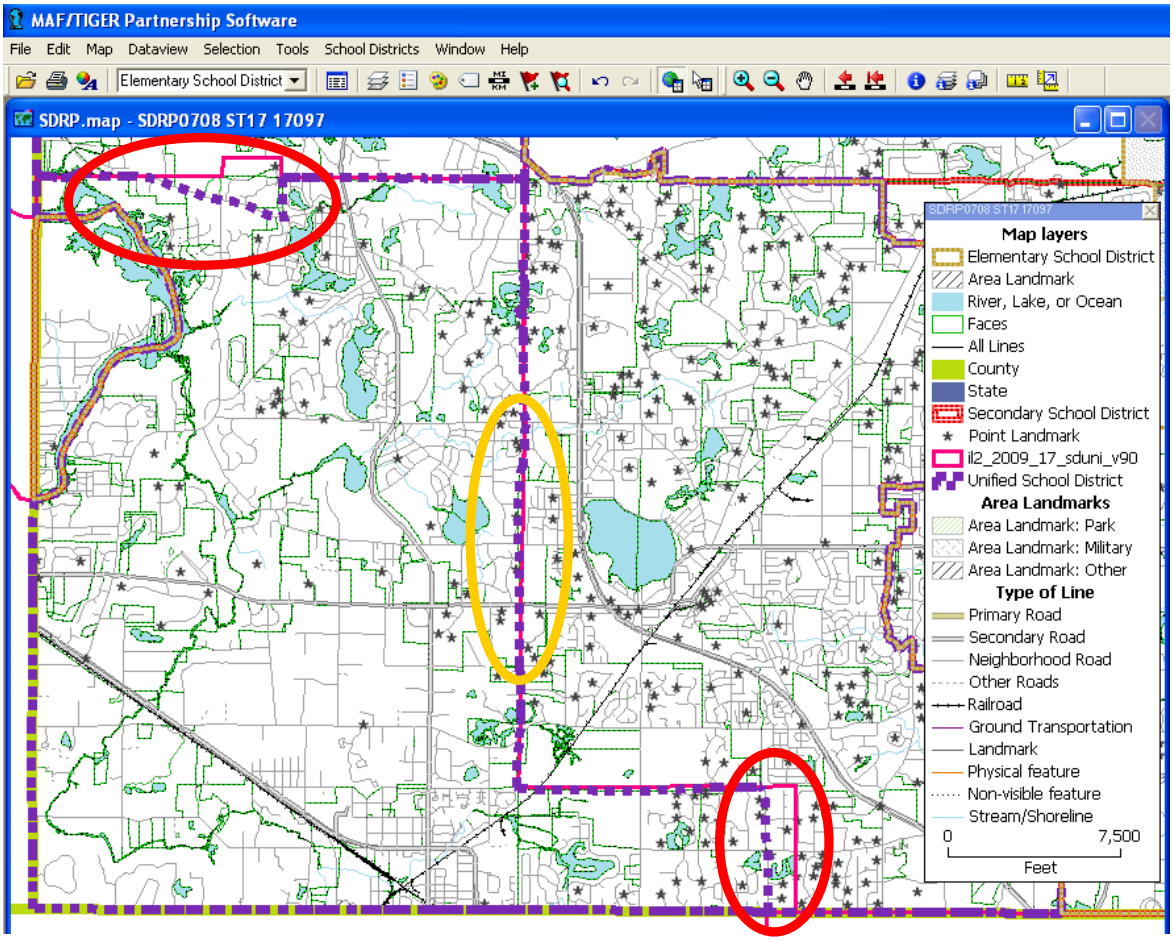
Step Four: Find your boundary and other area changes that are reported using the MTPS.

You may do this by looking at maps of your school districts or uploading a shapefile (or other GIS files) into the MTPS. See **User Guide for the MTPS** for guidance. You may notice many differences between the school districts in the MTPS and your shapefile or when comparing your maps to the MTPS. **Zoom to the significant changes first as shown below.**

For example, look at the two areas circled in red on the top and bottom of the screenshot. Notice how the local school district boundaries (symbolized by the pink line) differ noticeably from the purple Census Bureau school district boundaries.

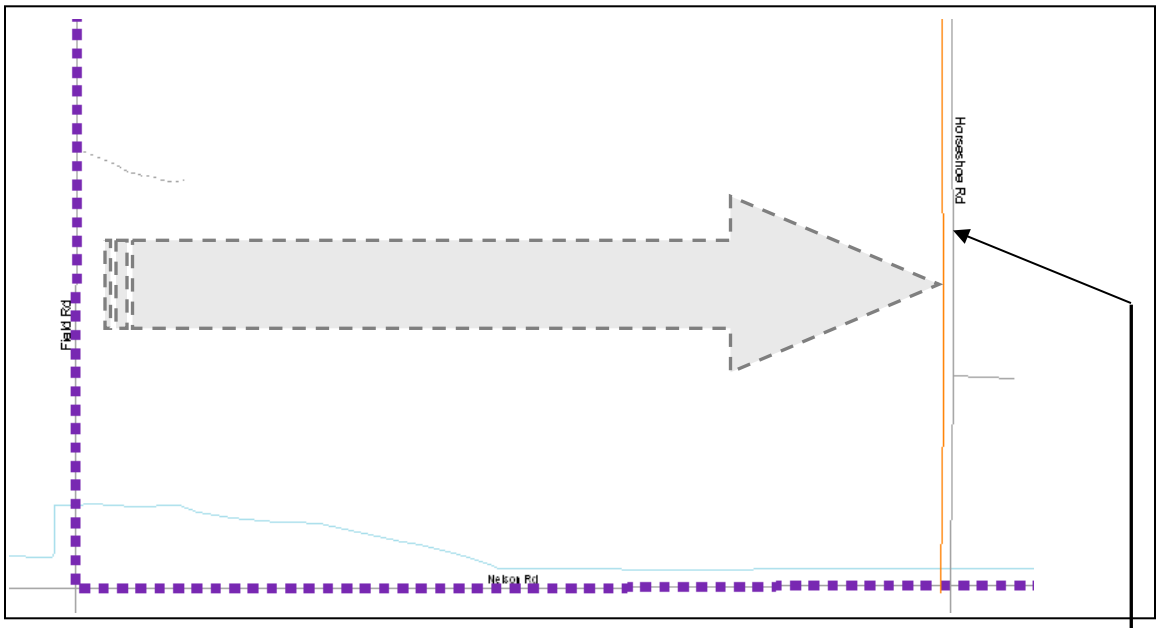
Now, look at the area circled in yellow in the middle: the two boundaries differ very slightly.

Concentrate first on the area changes like the ones circled in red. Once you have completed reporting all of those, you can evaluate the areas where the boundaries differ very slightly like the one circled in yellow below. **This will save you time and ensure better boundaries.**



Step Five: Decide if you will need to add a new line for your area boundary change.

Here is an example to show how to decide whether or not you need to add a new line for your new boundary:



Example: You need to move the boundary of the school district (shown in purple) to Horseshoe Road, near the orange line. Your shapefile, the orange line, shows the new boundary to be updated. Should you use Horseshoe Road as the boundary or add a line following your orange shapefile and use that new line as the boundary?

Consider the following questions <u>in this order:</u> (see the flowchart on the last page)

1) **Which feature (in this case, road) should the school district boundary follow?** Your file should have details about the boundary, such as road name. If your files show the boundary on Horseshoe Road, then you should use the road as it appears in the Census Bureau's shapefile in the MTPS, even if the road is spatially "off." If you're not sure what feature the boundary should follow or your files do not show Horseshoe Road as the boundary, move on to number two below.
2) **Are there housing units between your boundary and the nearest feature?** In this case, are there housing units between your shapefile line, in orange, and Horseshoe Road? If yes, you should add a line following your shapefile but read Appendix A of the **User Guide for the MTPS** for more guidance. Use imagery to help you determine if there are housing units. (Imagery is available in the MTPS; see page 18 of the **User Guide for the MTPS**.) If there are no housing units, move on to number three below.

3) **Is the difference significant?** This will depend on the geography of the area in question, but in general, differences of less than 30-40 feet are not significant when housing units are not present. Accordingly, if your boundary is less than 30 feet from Horseshoe Road, use Horseshoe Road as the boundary. If the distance is greater than 30 feet, add your own line to use as the boundary. In very remote areas with sparse population, a difference of 60-75 feet is not significant.

If your answers led you to add a line, add a line before moving on to step six. If not, move onto step six directly. See page Appendix A of the **User Guide for the MTPS** for information on how to correctly add a line. The Census Bureau will NOT make any feature (such as a road) modifications through the SDRP.

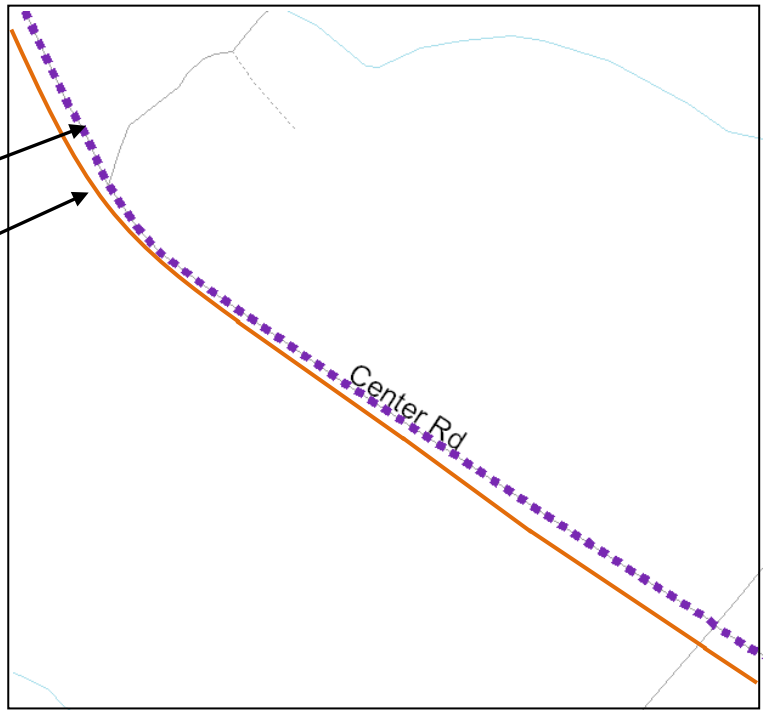
Step Six: Make your boundary change. See User Guide for the MTPS for information.

Repeat Steps four through six for every AREA change including boundary changes, complex consolidations, complex dissolutions, and new school districts.

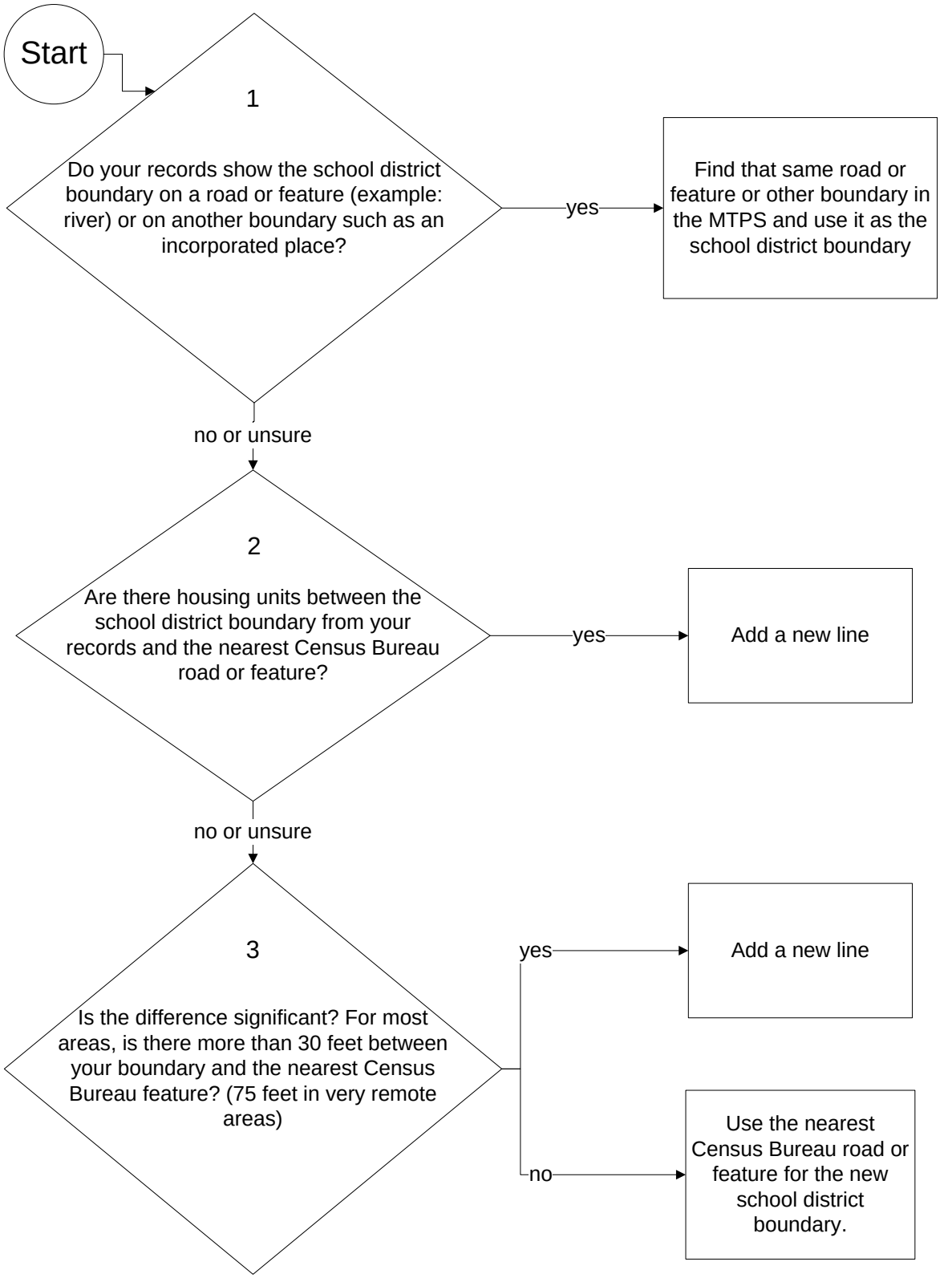
After you have completed all of the area changes for your counties, you may have time to work on minor boundary corrections. See the next page for step seven and information on how to correct small differences between the Census Bureau's boundary files and your own.

Step Seven: After you have completed all of your area changes, you may review small differences between your boundary and the Census Bureau's boundaries following these guidelines:

Example: While reviewing your file for changes, you notice the Census Bureau boundary (in purple) does not quite match your boundary (in orange). Does this mean you should submit this as a boundary correction?



Consider the following questions <u>in this order:</u>

1) **Which feature (in this case, road) should the school district boundary follow?** Your file should have details about the boundary, such as road name. If your files show the boundary on Center Road, then you should leave the Census Bureau boundary as it is, even if the road is spatially "off" in comparison to your boundary. (For more information, see Appendix A of the **User Guide for the MTPS**.) If you're not sure what feature the boundary should follow or your files do not show Center Road as the boundary, move on to number two below.
2) **Are there housing units between your boundary and the Census Bureau boundary?** In this case, are there housing units between your shapefile line (in orange) and Center Road? If yes, you should submit a change to the Census Bureau but read Appendix A of the **User Guide for the MTPS** for more guidance. If there are no housing units, move on to number three below.
3) **Is the difference significant?** This will depend on the geography of the area in question, but in general, differences of less than 30-40 feet are not significant when housing units are not present. Accordingly, if your boundary is less than 30 feet from Center Road, do not make any updates to the boundary. If the distance is greater than 30 feet, you will need to add your own line. In very remote areas with sparse population, a difference of 60-75 feet is not significant.

Decision Chart: Do you need to add a new line for your boundary?