**School District Review Program**
**User Guide for the Excel Submission Log**

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Bureau

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## 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 MTPS Data disc and available for download from the SDRP website located at http://www.census.gov/geo/partnerships/sdrp.html in the Annotation Phase Program Materials section. Appendix A contains an image of a blank Submission Log.

**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.
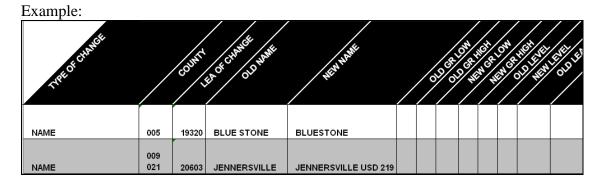
For all other changes, a submission log is automatically produced within the MTPS application. See the document titled **User Guide for the MAF/TIGER Partnership Software (MTPS)** for more information on the Submission Log within the MTPS.

**What fields require data in the Excel Submission Log?**
The type of change made by the participant determines what fields require information. All fields are not displayed in the examples.

**1. Name Change**
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 will submit a large number of name changes (more than 25).

**2. Grade Range (GR) Change**
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.
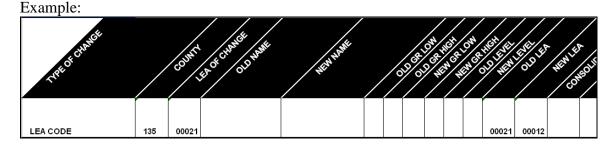
Example:

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 (more than 25).

**3. LEA Code Change**
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 | CONSOLI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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). If five of more school districts are consolidating, enter the remaining LEA codes on the next row starting in the Consolidation LEA field.

**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.

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**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.

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**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.** You must use the MTPS to report a complex consolidation. See the **Simple and Complex Consolidations** section of the **User Guide for the MAF/TIGER Partnership Software (MTPS)** for reporting complex consolidations using the MTPS software.

**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. You must use the MTPS to report complex dissolutions. See the **Simple and Complex Dissolutions** section of the **User Guide for the MAF/TIGER Partnership Software (MTPS)** for reporting complex dissolutions using the MTPS software.

**8. Boundary Change**
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). You must use the MTPS to report a boundary change. See the

**Boundary Corrections** section of the **User Guide for the MAF/TIGER Partnership Software (MTPS)** for reporting boundary changes using the MTPS software.

**Filling Out the Narrative/Description Field**

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.

# APPENDIX A: Excel Submission Log

This is an image of the blank Excel Submission Log spreadsheet provided to all participants as a file (**Submission_Log.xls**) on their MTPS Data disc and available for download from the SDRP website located at http://www.census.gov/geo/partnerships/sdrp.html in the Annotation Phase Program Materials section.

| 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 | CONSOLIDATION1 LEA | CONSOLIDATION2 LEA | CONSOLIDATION3 LEA | CONSOLIDATION4 LEA | CONSOLIDATION NEW LEA | ADDED AREA LEA | LOST AREA LEA | DELETED LEA | NARRATIVE/DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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