

# NPEFS 2016-2018: Common Core of Data (CCD) National Public Education Financial Survey

## Appendix A 1-2

### Communication Materials

OMB# 1850-0067 v.14

National Center for Education Statistics (NCES)

*October, 2016*

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DEPARTMENT OF EDUCATION

Submission of Data by State Educational Agencies; Submission Dates for State Revenue and Expenditure Reports for Fiscal Year (FY) 2016, Revisions to Those Reports, and Revisions to Prior Fiscal Year Reports

AGENCY: National Center for Education Statistics, Institute of Education Sciences, Department of Education.

ACTION: Notice.

SUMMARY: The Secretary announces dates for State educational agencies (SEAs) to submit expenditure and revenue data and average daily attendance statistics on ED Form 2447 (the National Public Education Financial Survey (NPEFS)) for fiscal year (FY) 2016, revisions to those reports, and revisions to prior fiscal year reports. The Secretary sets these dates to ensure that data are available to serve as the basis for timely distribution of Federal funds. The U.S. Census Bureau is the data collection agent for this request of the Department of Education's National Center for Education Statistics (NCES). The data will be published by NCES and will be used by the Secretary in the calculation of allocations for FY 2018 appropriated funds.

DATES: SEAs can begin submitting data on Thursday, February 2, 2017. The deadline for the final submission of all data, including any revisions to previously submitted data for FY 2015 and FY 2016, is Tuesday, August 15, 2017. Any resubmissions of FY 2015 or FY 2016 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed as soon as possible, but no later than Tuesday, September 5, 2017. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau as soon as possible, but no later than September 5, 2017.

ADDRESSES AND SUBMISSION INFORMATION: SEAs may mail ED Form 2447 to: U.S. Census Bureau, ATTENTION: Economic Reimbursable Surveys Division, 4600 Silver Hill Road, Suitland, MD 20746.

SEAs may submit data online using the interactive survey form on the NPEFS data collection Web site at: <http://surveys.nces.ed.gov/ccdnpefs>. The NPEFS interactive survey includes a digital confirmation page where a personal identification number (PIN) may be entered. A successful entry of the PIN serves as a signature by the authorizing official. Alternatively, a certification form also may be printed from the Web site, signed by the authorizing official, and mailed to the Economic Reimbursable Surveys Division of the Census Bureau at the Washington, DC address provided above, within five business days after submission of the NPEFS Web interactive form.

Alternatively, SEAs may hand-deliver submissions by 4:00 p.m. Washington, DC time on August 15, 2017, to: U.S. Census Bureau, Economic Reimbursable Surveys Division, 4600 Silver Hill Road, Suitland, MD 20746.

FOR FURTHER INFORMATION CONTACT: Mr. Stephen Q. Cornman, NPEFS Project Director, National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education. Telephone: (202)245-7753 or by email: [stephen.cornman@ed.gov](mailto:stephen.cornman@ed.gov). You may also contact an NPEFS team member (Census Bureau). Telephone: 1-800-437-4196 or (301) 763-1571 or by email: [erd.npefs.list@census.gov](mailto:erd.npefs.list@census.gov).

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service, toll free, at 1-800-877-8339.

SUPPLEMENTARY INFORMATION: Under section 153(a)(1)(I) of the Education Sciences Reform Act of 2002, 20 U.S.C. 9543(a)(1)(I), which authorizes NCES to gather data on the financing and management of education, NCES collects data annually from SEAs through ED Form 2447. The report from SEAs includes attendance, revenue, and expenditure data from which NCES determines a State's "average per-pupil expenditure" (SPPE) for elementary and secondary education, as defined in section 9101(2) of the Elementary and Secondary Education Act of 1965, as amended (ESEA) (20 U.S.C. 7801(2)).

In addition to using the SPPE data as general information on the financing of elementary and secondary education, the Secretary uses these data directly in calculating allocations for certain formula grant programs, including, but not limited to, title I, part A of the ESEA, Impact Aid, and Indian Education programs. Other programs, such as the Education for Homeless Children and Youth program under title VII of the McKinney-Vento Homeless Assistance Act and the Teacher Quality State Grants program (title II, part A of the ESEA), make use of SPPE data indirectly because their formulas are based, in whole or in part, on State title I, part A allocations.

In January 2017, the Census Bureau, acting as the data collection agent for NCES, will email ED Form 2447 to SEAs, with instructions, and will request that SEAs commence submitting FY 2016 data to the Census Bureau on Thursday, February 2, 2017. SEAs are urged to submit accurate and complete data by Friday, March 17, 2017, to facilitate timely processing.

Submissions by SEAs to the Census Bureau will be analyzed for accuracy and returned to each SEA for verification. SEAs must submit all data, including any revisions to FY 2015 and FY 2016 data, to the Census Bureau no later than Tuesday, August 15, 2017. Any resubmissions of FY 2015 or FY 2016 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2017. Between August 15, 2017, and September 5, 2017, SEAs may also, on their own initiative, resubmit data to resolve issues not addressed in their final submission of NPEFS data by August 15, 2017. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau as soon as possible, but no later than September 5, 2017.

In order to facilitate timely submission of data, the Census Bureau will send reminder notices to SEAs in May, June, and July of 2017.

Having accurate, consistent, and timely information is critical to an efficient and fair Department of Education (Department) allocation process and to the NCES statistical process. To ensure timely distribution of Federal education funds based on the best, most accurate data available, the Department establishes, for program funding allocation purposes, Tuesday, August 15, 2016, as the final date by which the SEAs must submit data using either the interactive survey form on the NPEFS data collection Web site at: <http://surveys.nces.ed.gov/ccdnpefs> or ED Form 2447.

Any resubmissions of FY 2015 or FY 2016 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed through the interactive survey form on the NPEFS data collection Web site or ED Form 2447 by Tuesday, September 5, 2017. If an SEA submits revised data after the final deadline that result in a lower SPPE figure, the SEA's allocations may be adjusted downward, or the Department may direct the SEA to return funds. SEAs should be aware that all of these data are subject to audit and that, if any inaccuracies are discovered in the audit process, the Department may seek recovery of overpayments for the applicable programs.

Note: The following are important dates in the data collection process for FY 2016:

February 2, 2017 -- SEAs can begin to submit accurate and complete data for FY 2016 and revisions to previously submitted data for FY 2015.

March 17, 2017 -- Date by which SEAs are urged to submit accurate and complete data for FY 2015 and FY 2016.

August 15, 2017 -- Mandatory final submission date for FY 2015 and FY 2016 data to be used for program funding allocation purposes.

September 5, 2017 -- Mandatory final deadline for responses by SEAs to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau. All data issues must be resolved.

If an SEA's submission is received by the Census Bureau after August 15, 2017, the SEA must show one of the following as proof that the submission was mailed on or before that date:

1. A legibly dated U.S. Postal Service postmark.
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
3. A dated shipping label, invoice, or receipt from a commercial carrier.
4. Any other proof of mailing acceptable to the Secretary.

If the SEA mails ED Form 2447 through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

1. A private metered postmark.
2. A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an SEA should check with its local post office.

Accessible Format: Individuals with disabilities may obtain this document in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to: Mr. Stephen Q. Cornman, NPEFS Project Director, National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education. Telephone: (202)245-7753 or by email: [stephen.cornman@ed.gov](mailto:stephen.cornman@ed.gov).

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: [www.federalregister.gov](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Authority: 20 U.S.C. 9543.

Dated:

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Ruth Neild,  
Deputy Director for Policy and  
Research Delegated the Duties of the  
Director for the Institute of  
Education Sciences.



## Initial cover letter to respondents

### 1 U.S. DEPARTMENT OF EDUCATION INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Date

State Contact  
State Address

Dear \_\_\_\_\_:

The National Center for Education Statistics (NCES) requests your state's continued participation in the Fiscal Year 2016 National Public Education Financial Survey (NPEFS). The U.S. Census Bureau will once again act as the collection agency on behalf of NCES. Your participation in this voluntary survey is important as the data are used to allocate federal funds for education. In addition, the data are widely published as the official data on revenues and expenditures for public education in your state.

We have several methods for you to use to report your survey data. Most of our respondents use the Internet reporting option and we encourage you to utilize this time and cost saving alternative. As a part of the Internet application, we also offer the Crosswalk software. All Crosswalk users may upload their table files on line. Each Crosswalk state that logs into the application will be immediately directed to the Crosswalk section of the application to begin the processing of your state's files.

You may access the NPEFS questionnaire at <http://surveys.nces.ed.gov/ccdNPEFS/>. We have enclosed your new username and password, along with general instructions for accessing the Internet application. Note that detailed instructions for using the Internet application can also be found in Appendix A of the on-line instruction manual. You may contact our office at the numbers given below if you would like a hard copy of the NPEFS questionnaire and instruction manual. Crosswalk users will also find specific Crosswalk information and detailed instructions in a manual, also on-line.

Beginning with FY 2016, two new variables have been added to NPEFS, section 7. Those two variables are: Current Expenditures Paid from State and Local Funds (CE1) (including federal funds intended to replace local tax revenues) and Current Expenditures Paid from Federal Funds (CE2).

Survey replies and data plans should be submitted directly to the Census Bureau by March 17, 2017. To request an extension, please contact the NPEFS staff at the U.S. Census Bureau, at 1(800) 437-4196 or (301) 763-1571. Please note that data submissions received after August 15, 2017 cannot be accepted for purposes of federal program allocations. Any resubmissions of FY 2015 or FY 2016 data by SEAs in response to requests for clarification, reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2017. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 5, 2017. The Census Bureau address for Federal Express mailing, survey contact names, telephone numbers, and e-mail addresses are all located in the survey contact section of the instruction manual.

Sincerely yours,

Stephen Q. Cornman  
Project Director

Username:  
Password:

Enclosures

WASHINGTON, D.C. 20006-5651

Submission letter

1



**UNITED STATES DEPARTMENT OF COMMERCE**  
Economics and Statistics Administration  
**U.S. Census Bureau**  
Washington, DC 20233-0001

June 3, 2017

Dear:

Thank you for your submission of The National Public Education Financial Survey (NPEFS) for fiscal year 2016 and your review of the edits.

The National Center for Education Statistics (NCES) requests that each state submit a copy of their state statutory citation (as defined by State Law) describing how the average daily attendance (ADA) is calculated. Please provide us a copy via e-mail, fax, or regular mail near or around the date of your data submission. Our phone and fax numbers are (800) 437-4196 and (888) 891-2099.

NPEFS address: Bureau of the Census  
Economic Reimbursable Surveys Division  
Attn: (Add staff name here)  
Washington, D.C. 20233-6800

Although you have completed your review of the edits contained in the Web application, please also clarify the question(s) about your state's submission in the attached notes.

To ensure timely distribution of Federal education funds based on the best, most accurate data available, NCES establishes, for allocation purposes, August 15, 2017, as the final date by which the NPEFS Web form or ED Form 2447 must be submitted. Any resubmissions of FY 2016 or FY 2015 data by SEAs in response to requests for clarification, reconciliation, or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2017. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 5, 2017.

Revisions to FY 2015 data should be made on our Web application using the link on the "Main" page displayed as "Prior Year" located at the bottom vertical menu bar. Please note that all changes made require a new digital signature by your authorized official.

The preferred contact method to reach NPEFS staff is via the following e-mail address [erd.npefs.list@census.gov](mailto:erd.npefs.list@census.gov). We encourage you to use the preferred e-mail address in case analysts are assigned different states depending on workflow. Your correspondence with us is important, and we want to provide you the most efficient venue for communication. Thank you for your contribution to this important data collection effort.

Sincerely,

NPEFS Staff  
Educational Finance and Special  
Statistics Branch  
Economic Reimbursable Surveys Division

Enclosures

Crosswalk letter



**UNITED STATES DEPARTMENT OF COMMERCE**  
Economics and Statistics Administration  
**U.S. Census Bureau**  
Washington, DC 20233-0001

July 1, 2017

Fiscal Coordinators:

We will begin the fiscal year 2017 (FY 2017) National Public Education Financial Survey (NPEFS) processing in January 2018. We take this opportunity to invite states that are currently not in the Crosswalk program to consider working with the NPEFS staff to design a Crosswalk specific to your state's chart of accounts.

The NPEFS Crosswalk is one method for you to employ to translate your data from your state's chart of accounts into the federal format in order to produce the NPEFS report. This program promotes consistency, timeliness, and accuracy in the final data product resulting in timely distribution of funds. Please contact us if you wish to learn more about the NPEFS Crosswalk process.

The start of the Crosswalk processing cycle is timed to give current states the opportunity to make changes to their translation table and to add, delete or modify records for data allocations (data distributed to more than one category). The majority of states maintain their individual state records. If you need assistance while working with any of the Crosswalk features, please let us know as soon as possible. The Census Bureau and the Department of Education maintain high security standards and we will safeguard all password distributions.

To access our Web site, go to <http://surveys.nces.ed.gov/ccdnpefs>. If you have any questions or are interested in using the Crosswalk program for fiscal year 2016, please contact us via e-mail at [govs.npefs.list@census.gov](mailto:govs.npefs.list@census.gov) or phone (800) 437-4196 by August 1, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Doyle".

Shannon Doyle  
NPEFS Crosswalk Coordinator  
Educational Finance and Special Statistics Branch  
Governments Division



Closeout letter

1



UNITED STATES DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. Census Bureau  
Washington, DC 20233-0001

September 8, 2017

Thank you for responding to the National Public Education Financial Survey (NPEFS), fiscal year 2016. We have completed our analysis of your data and have enclosed information regarding the closeout of your state.

If your state requires adjustments to your data, written specifications on how we will adjust your data will be included in the closeout notes. Please review these specifications carefully for concurrence and accuracy. Our imputation program will adjust your data according to these specifications in the final phase of the survey process. You will be notified by e-mail when the imputed data is available for viewing. The final version of your state's data may be viewed on the NPEFS website and will be released this winter by the National Center for Education Statistics. Any revisions to these data not submitted by close of business on August 15, 2017, must be excluded from the Department of Education publications and federal program allocations. Any prior year data revisions must also be submitted by close of business on August 15, 2017. Any resubmissions of FY 2016 or FY 2015 data by SEAs in response to requests for clarification, reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2017. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 5, 2017.

Revisions should be submitted electronically by updating your NPEFS submission via the Web application. Our staff is available to assist any respondent that is unclear of this process. *When sending in any revisions, please include the certification signature by the authorized state official. The authorizer can use either the digital authorization procedure (which is strongly encouraged for timeliness purposes) or a hard copy of the signature page.*

As a reminder, we are in an accelerated schedule to provide The National Center for Education Statistics the complete final imputed data file for the FY 2016 survey. We would appreciate your help and attentiveness in notifying us immediately if you disagree with any adjustments that we will make to your data submission.

Please direct any further questions to me via e-mail at [erd.npefs.list@census.gov](mailto:erd.npefs.list@census.gov) or by calling at (800) 437-4196. Our fax number is (888) 891-2099.

Thank you for making the Common Core of Data a valuable source of education financial information.

Sincerely,

[Name of Person closing out this state]

NPEFS Staff

Educational Finance Branch

Economic Reimbursable Surveys Division

Enclosures