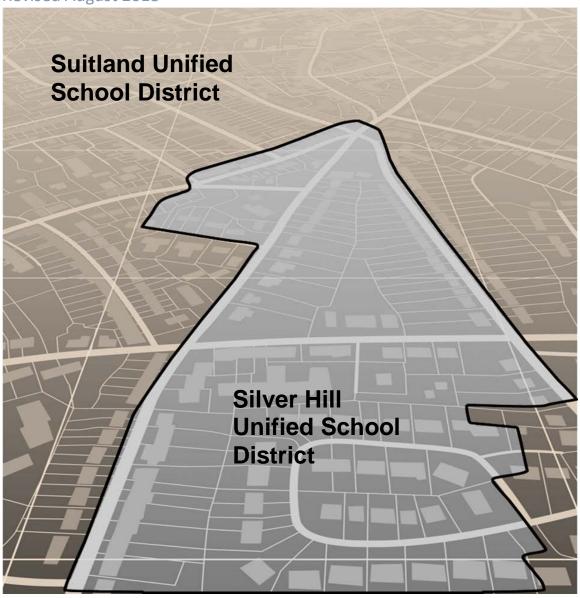
School District Review Program Respondent Guide

Instructions for Using the Submission Log and the Geographic Update Partnership Software (GUPS)

Revised August 2018



U.S. Department of Commerce Economic and Statistics Administration U.S. CENSUS BUREAU *census.gov*



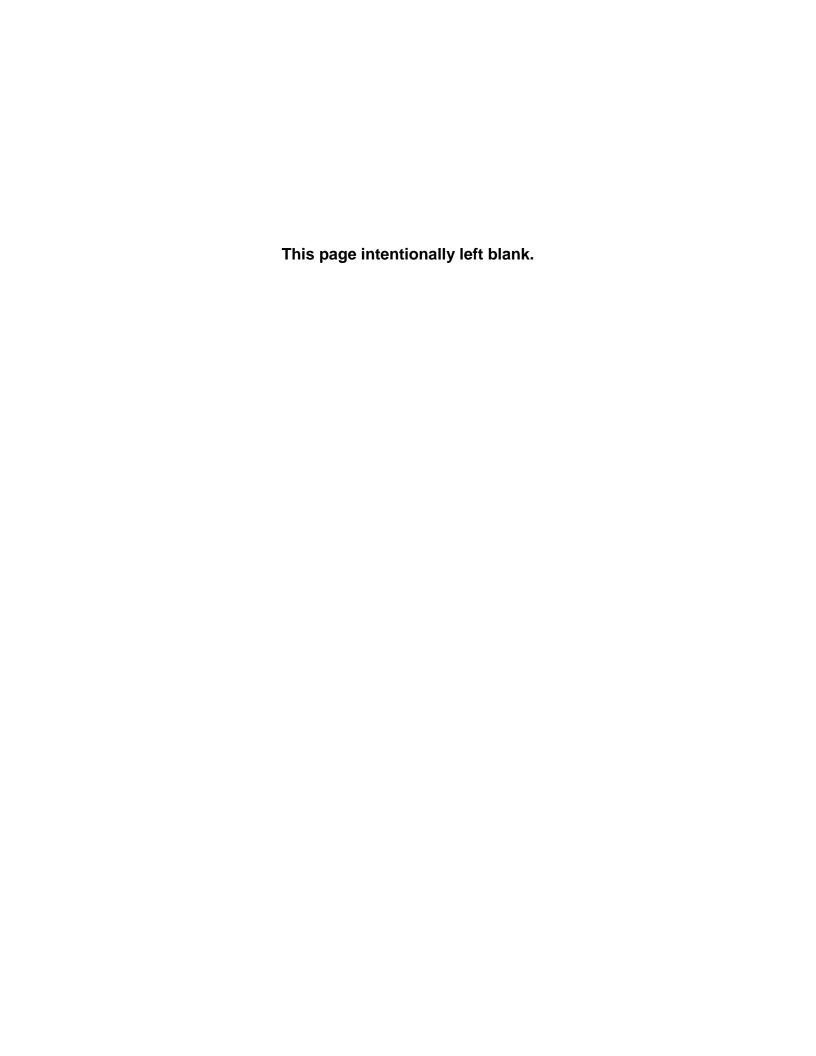


Table of Contents

Paperwork Reduction Act Statement

Introduction

- A School District Review Program
- B Mapping Coordinator Responsibilities
- C Types of School District Boundary Changes
- D Guidance for Boundary Corrections
- PART 1: School District Review Program (SDRP)

CHAPTER 1: Overview

- 1.1 SDRP Timetable
- 1.2 GUPS Application and Shapefiles
- 1.3 SDRP and GUPS Help
- 1.4 SDRP Annotation Phase Materials
- 1.5 Description and Use of Listing Files Provided
- 1.5.1 Listings
- 1.6 Inventory and Grade Range File (All States)
- 1.6.1 Grade Ranges
- 1.6.2 Official School District Names
- 1.6.3 How Do I Submit Inventory and Grade Range Changes?
- 1.6.4 County Coverage File (All States)
- 1.6.5 SD/GEO Relationship File (Limited States)
- 1.6.6 Legal Entity Coextensive File (Limited States)
- 1.6.7 How Do I Make Corrections to the "County Coverage", "Relationship" and/or "Legal Entity Coextensive" Files?

PART 2: How to Use Tigerweb

CHAPTER 2: TIGERweb Map Viewer for SDRP7

- 2.1 Getting Started with TIGERweb
- 2.2 Available Map Layers
- 2.3 Selecting a Map Layer

2.4 TIGERweb Tools and Functions

PART 3: How to Use SDRP Submission Log

CHAPTER 3: SDRP Submission Log

- 3.1 Purpose
- 3.2 School District Name Change
- 3.3 Grade Range Change
- 3.4 LEA Code Change
- 3.5 Simple Consolidation (School District with New Name and New LEA Code)
- 3.6 Simple Dissolution (into Existing District)
- 3.7 Filling Out the Narrative/Description Field

PART 4: How to Use GUPS

CHAPTER 4: Getting Started

- 4.1 GUPS Hardware and System Requirements
- 4.2 How to Install GUPS

CHAPTER 5: GUPS Basics

- 5.1 Using GUPS (GUPS Basics and Map Management)
- 5.2 How to Start a New Project from the Census Website
- 5.3 Making SDRP Updates in GUPS
- 5.4 Adding a Linear Feature
- 5.5 Deleting a Linear Feature
- 5.6 Making Boundary Corrections Using Whole Faces
- 5.7 Making Boundary Corrections from Adjacent Counties
- 5.8 Complex Consolidation
- 5.9 Complex Dissolution
- 5.10 Forming a New District
- 5.11 How to Use the GUPS Interface
- 5.11.1 The GUPS Main Page
- 5.11.2 Table of Contents and Map View

5.11.2.	1	Managing the Map View from Within the Table of Contents
5.11.2.	2	Manage Layer Visibility
5.11.2.	3	Reorder Data Layers
5.11.2.	4	Expand/Contract Table of Contents Menus
5.11.2.	5	Set Layer Symbology
5.11.2.	6	Change Label Display
5.11.2.	7	Using the Table of Contents Toolbar to Manage Layers
5.12	Menu	& Toolbars
5.13	How to	Import User-Provided Data into GUPS
5.13.1 The Add Data Toolbar		
5.13.2 How to Upload User-Provided Data Layers		
5.13.3 Changing Working Directory and Cleaning GUPS Data		
5.13.4 Changing the Working Directory		
5.13.5 Cleaning GUPS Data		
5.13.6 Modify Area Feature Tool		
5.14	How to	Import a Shared ZIP Shapefile
5.15	How to	Use GUPS Review and Validation Tools
5.15.1 Using the SDRP Criteria Review Tool		
5.15.1.	1	Grade Range Overlap Error
5.15.1.	2	Grade Range Coverage Gap Error - Incorrect Attributes
5.15.1.3 Grade Range Coverage Gap Error - Missing School District Geograph Coverage		
5.15.1.	4	Partially Dissolved School District Error
5.15.1.	5	Informational Warning - School District Has Less Than 10 Faces
5.15.1.	6	Non-contiguous Entities
5.15.1.	7	Multiple SCSD to ELSD
5.15.2 Geography Review Tool		
5.15.3 Review Change Polygons Tool		
5.16	How to	Export ZIP Files to Share and Submit

5.16.1 How to Export a File to Share with Another Participant 5.16.2 How to Export a File for Submission to the Census Bureau PART 5: Submitting Your Files to the Cenus Bureau through SWIM CHAPTER 6: How to Transmit Files Using SWIM Appendices Appendix A Data Dictionary and Record Layout for Listings Α1 Listings Data Dictionary/Record Layout A2 Data Dictionary for the School District Inventory and Grade Range File А3 Record Layout for the School District Inventory and Grade Range File A4 Data Dictionary for the County Coverage File Α5 Record Layout for the County Coverage File A6 Data Dictionary for the Coextensive Coverage File Α7 Record Layout for the Coextensive Coverage File 8A Data Dictionary for the School District to Geography Relationship File Α9 Record Layout for the School District to Geography Relationship File

Appendix B Appendix for Pseudo School Districts

Appendix D Standard Street Type Abbreviations

Appendix C MTFCC Descriptions