

Common Core of Data (CCD) School-Level Finance Survey (SLFS) 2018-2020

Appendix A Communication Materials

OMB# 1850-0930 v.2

August 2018

National Center for Education Statistics (NCES)

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U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

March 28, 2019

Dear Fiscal Coordinator:

The National Center for Education Statistics (NCES) and the U.S. Census Bureau would like to thank you for your participation in the FY 2018 School-Level Finance Survey (SLFS). Policymakers, researchers, and the public have voiced concerns about the distribution of school funding within elementary-secondary school districts. This survey provides a central source of data for examining the extent to which school-level education resources are distributed across and within school districts. Your assistance enables us to collect and report school-level education finance information that will be valuable to a variety of data users. Please be aware that public records retained from this collection do not require confidentiality.

The purpose of this letter is to officially announce the opening of the collection for the FY 2018 survey. I have enclosed the FY 2018 survey form and the materials you need to participate, which will assist you with your data submission. If you need additional information or have questions about any of the data items, please feel free to contact me or the SLFS staff at the Census Bureau at (800) 622-6193 or erd.f33.list@census.gov.

We also ask that you please provide contact information for any state education agency personnel that can be reached by the SLFS staff with any questions about your state's SLFS submission. Please provide the following information in response to this letter:

- 1) State coordinator name, title, phone number, and email
- 2) If you have delegated someone else to be the primary contact for data inquiries, please provide this person's name, title, phone number, and email address

We look forward to working with your state on this survey. The success of this voluntary collection will be due to your cooperation, and we greatly appreciate your efforts.

Sincerely,

Stephen Q. Cornman, Project Director
School-Level Finance Survey
National Center for Education Statistics
U.S. Department of Education
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(202) 245-7753

FY 2018 SLFS FILE SUBMISSION INSTRUCTIONS

FTP (File Transfer Protocol) - Send a File Utility

This is a user-friendly method of sending your data files to the Census Bureau.

1. Go to the URL: <https://secure.census.gov/cgi-bin/sendfile>
2. When prompted, login with your User-ID and Password. (User-ID = **govselfsec**; the Password will arrive in a separate e-mail.)
3. Browse to the file to be uploaded.
4. Select the file to be uploaded in the directory browser pop-up.
5. Click “Open” button in the directory browser pop-up. This closes the pop up, and places the file name (and its full path) in the text field labeled “File to Send.”
6. Optionally, provide a different name in the “New File Name” text field. This new name will be used to save the file on the target server.
7. Provide sender’s email address in the text field labeled “Sender’s Email Address.”
8. Please enter erd.f33.list@census.gov in the text field “Census Bureau Employee’s E-Mail Address.” An e-mail will be sent to this e-mail address when the upload process is complete letting staff know your data have been uploaded to the Census Bureau.

Note: If you cannot locate the password, please contact SLFS staff by phone or e-mail.

E-mail: erd.f33.list@census.gov

Phone: (800) 622 – 6193