

# School District Review Program (SDRP) Quick Start Respondent Guide: 2019

## Initial Steps

- Confirm that contents of the U.S. Census Bureau (Census Bureau) SDRP packet includes:
  - 1) Geography Chief Invitation Letter
  - 2) Quick Start Guide
  - 3) Disc One – Geographic Update Partnership Software (GUPS)
  - 4) Disc Two – Respondent Guide, Quick Start Guide, Shapefiles, Submission Log, and Listings
- Review the SDRP Respondent Guide before beginning any school district boundary work.
- Gather information on any changes to your state’s school district boundaries effective on or before January 1, 2019.
- Coordinate with school districts, state education officials, county planners, or state data centers to ensure you have the most up-to-date school district boundaries.
- Review the Census Bureau’s TIGERweb Map Viewer, which displays school district boundary data, as of January 1, 2018, and is accessible at: <https://tigerweb.geo.census.gov/tigerweb/>

## School District Boundary Review

- 1) Determine which counties have updates to school district boundaries.
- 2) Compare the Census Bureau’s representation of your school district’s boundary with the local representation of your school district’s boundary. If there are updates to your school district boundaries, please continue below.
- 3) Determine which updates you will report via the Submission Log as opposed to the GUPS.
- 4) If there are no updates, please notify the Census Bureau’s SDRP team after receiving your SDRP packet.

## Types of School District Boundary Changes

| Type of Change         | Submit Using       | Page In Respondent Guide |
|------------------------|--------------------|--------------------------|
| Boundary Correction    | GUPS               | Page 42                  |
| Complex Consolidation  | GUPS               | Page 52                  |
| Complex Dissolution    | GUPS               | Page 57                  |
| Grade Range Change     | Submission Log     | Page 21                  |
| Level Change           | Submission Log     | Page 22                  |
| Name Change            | Submission Log     | Page 20                  |
| New School District    | GUPS               | Page 64                  |
| Pseudo School District | Call Census Bureau | Page B-1                 |
| Simple Consolidation   | Submission Log     | Page 22                  |
| Simple Dissolution     | Submission Log     | Page 22                  |

- 1) There are ten types of school district changes accepted through the SDRP. The table below lists the types of accepted changes; the recommended submission method; and where to find examples of each in the SDRP Respondent Guide.
- 2) Below are detailed explanations to the types of changes that can be found in the SDRP:

- **Boundary Correction** refers to the condition where a school district adds or removes area from the same school district level or across school district levels.
- **Complex Consolidation** occurs when two or more school districts merge to create a **new** school district with a **new** name and **new** Local Education Agency (LEA) code, **along with additional boundary corrections**. Therefore, if you delineate a complex consolidation, the Census Bureau expects accompanying boundary corrections for the new school district.
- **Complex Dissolution** refers to the situation where a single school district dissolves its area between **two or more** existing school districts, with or without additional boundary corrections. Complex dissolutions do not create new school districts, and the names and LEA codes of the **receiving** school districts remain unchanged.
- **Grade Range Change** occurs when a school district changes the grades it covers; for example, changing from covering 9-12 to 7-12.
- **Level Change** occurs when a school district changes classification; for example, changing from elementary to unified.

- **Name Change** is when a school district changes its name; for example, changing from Oak Union Unified School District to Oak Union School District.
- **New School Districts** are created by transferring area from one or more existing school districts to form a completely new school district.
- **Pseudo School District** refers to the condition where one school district pays for the educational services for a set of grades in a different geographic area than its own.
- **Simple Consolidation** occurs 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 corrections**.
- **Simple Dissolution** refers to the situation where one or more existing school districts are entirely absorbed by **one** other existing school district. Simple dissolutions retain the name and LEA code of the receiving school district, and **do not** create a new school district.

## How to Submit

The method you use to report your changes will depend on the type of changes you are reporting.

### 1) Submission Log

- The submission log is a Microsoft excel file used to report non-spatial and simple school district changes and is located in the SDRP packet on Disc Two in the "SDRP\_Respondent\_Guides\_Listings" folder and on the Web site found here [www.census.gov/programs-surveys/sdrp.html](http://www.census.gov/programs-surveys/sdrp.html).
- Validate that attribution for all mandatory fields is accurate and complete.
- Zip the submission log file before uploading to the Census Bureau through the Secure Web Incoming Module (SWIM).
- For more information, see chapter 3 in the SDRP Respondent Guide.

### 2) Geographic Update Partnership Software (GUPS)

- The GUPS is a Census-customized Geographic Information System and is located on Disc One or on the SDRP Web site located here [www.census.gov/programs-surveys/sdrp.html](http://www.census.gov/programs-surveys/sdrp.html).
- Use the GUPS to view and update school district geographies.
- Complete all school district updates by county and check your work before you export the file to send to the Census Bureau.
- For more information, see chapter 4 of the SDRP Respondent Guide.

## File Naming Conventions and Submission Prep

- Name all return files using the file naming conventions outlined in the SDRP Respondent Guide.
  - o For the Submission Log – please ensure the zipped log file is named Submission\_Log.zip
  - o GUPS automatically labels the files during file export.

## Return Updates Using the Census Bureau's SWIM

- The SWIM is the official web portal for submitting all SDRP response documentation to the Census Bureau's Geography Division.
- Detailed instructions for uploading SDRP response materials are on page 130 in the SDRP Respondent Guide.

## SDRP Schedule and Deadlines

- **August 2018**– Mail out and review of SDRP packet to designated state school district mapping coordinators.
- **October 2018** – Census Bureau will provide SDRP Webinar to state school district mapping coordinators.
- **December 2018** – Deadline for submitting school district changes during annotation phase.
- **April 2019** – Review of verification phase materials by designated state school district mapping coordinators.
- **December 2019** – Release of preliminary poverty estimates based on the updated school district geographic framework.

## Contact Information

If you have questions, please contact the Census Bureau:

- E-mail: [geo.school@census.gov](mailto:geo.school@census.gov)
- Phone: 301-763-1099
- SDRP Web site: [www.census.gov/programs-surveys/sdrp.html](http://www.census.gov/programs-surveys/sdrp.html)