

**Acknowledgment for receipt of mapping coordinator and title 1 coordinator information.** The recipient of the email is dependent upon on who sent the Census Bureau team the information.

*To: Title 1 Coordinator or State official naming designee, cc: State Mapping Coordinator*

*Subject: 2019 School District Review Program Mapping Coordinator Nomination*

Dear <Title, Name >:

Thank you for notifying the U.S. Census Bureau that <Mapping coordinator name> will serve as the <State name> mapping coordinator for the 2019 School District Review Program (SDRP). In August, the Census Bureau will distribute the annotation phase materials to <Mapping coordinator name> for review and update. For more information about the 2019 SDRP, please refer to the Census Bureau's SDRP website at <provide website address.>

If there are any questions, please contact the SDRP team by phone at 301-763-1099 or by email to [geo.school@census.gov](mailto:geo.school@census.gov).

*To: Mapping Coordinator, cc: Title 1 Coordinator*

*Subject: 2019 School District Review Program Mapping Coordinator Nomination*

Dear <Title, Mapping Coordinator Name>:

Thank you for notifying the U.S. Census Bureau that you will serve as the <State Name> School District Review Program (SDRP) mapping coordinator for the 2019 SDRP update cycle. In August, the Census Bureau will distribute the annotation phase materials to you for review and update. For more information about the 2019 SDRP, please refer to the Census Bureau's SDRP website at <provide website link.>

If there are any questions, please contact the SDRP team by phone at 301-763-1099 or by email to [geo.school@census.gov](mailto:geo.school@census.gov).

**Non-response follow-up email to the NCES letter requesting the nomination of a mapping coordinator.**

#### **EMAIL 1**

*To: Title, Title I Coordinator, cc: other applicable state staff*

*Subject: 2019 School District Review Program Mapping Coordinator Nomination*

Dear <Title, Title I Coordinator Name>:

This is a follow-up to an e-mail sent to you on <Date nomination letter sent> by <Name of Commissioner of the NCES>, Commissioner of the National Center for Education Statistics (NCES), regarding the U.S. Census Bureau's (Census Bureau) 2019 School District Review Program (SDRP). Please designate a mapping coordinator to review and update the Census Bureau's current school district information for the state of <State name>. Please provide the designee's contact information and permission to

post this information on the SDRP's website to [geo.school@census.gov](mailto:geo.school@census.gov) within one week of receiving the request.

The Census Bureau has not received a response from <State name>. *Text added for some states: States with county-based school districts such as <State name> do not usually have any changes to report, but we provide all participants with the opportunity to review our current inventory of school districts and report any needed boundary, name, level, and grade range corrections.* When a state has no changes to submit, it is sufficient for the mapping coordinator to send an email to the Census Bureau notifying us there are no changes.

The Census Bureau is conducting the mail out of materials for the 2019 SDRP and would appreciate contact information for the new designee with permission to post the designee's contact information on the SDRP's website. This will prevent any further delay in your state receiving its materials and shortening its time to submit school district updates.

A copy of the NCES request is attached for your review and convenience in replying.

Please do not hesitate to contact the SDRP team by phone at 301-763-1099 or by e-mail to [geo.school@census.gov](mailto:geo.school@census.gov) with any questions.

<Attachment: Copy of invitation letter to states sent from NCES>

#### **Notification to Title 1 Coordinator that SDRP Annotation materials were shipped**

*To: Title 1 Coordinator*

*Subject: 2019 School District Review Program Annotation Materials distributed*

<Title, Title 1 Coordinator Name>

The U.S. Census Bureau distributed the 2019 School District Review Program (SDRP) materials to your mapping coordinator designee <mapping coordinator name> for review. We are providing you with a copy (attached) of the letter accompanying the SDRP materials.

The deadline for submitting school district updates to the Census Bureau is <date>. The Census Bureau's SDRP team can be contacted by phone at 301-763-1099, or by email to [geo.school@census.gov](mailto:geo.school@census.gov)

<Attachment: Copy of Geography Chief Letter to mapping coordinator>

#### **Email notifying mapping coordinators and interested state staff of webinar and request to sign up**

*To: Mapping Coordinators*

*Subject: U.S. Census Bureau 2019 School District Review Program Webinar*

<Salutation>

The U.S. Census Bureau will be offering a nationwide School District Review Program (SDRP) webinar on <Date>, from <time>. The webinar will provide an overview of the 2019 SDRP, how to get started with SDRP, and demonstrations for creating, updating, and submitting your response digitally to complete the SDRP.

Please review the SDRP Respondent Guide, SDRP videos, and website at: <URL>. Census Bureau staff will be available during the webinar to answer specific questions regarding the SDRP.

SDRP Submissions are due by <Due date>.

Webinar Details:

When: <Date, time>

Agenda:

<Agenda details>

Space is limited and sign up is on a first come, first serve basis. To RSVP, please email [geo.school@census.gov](mailto:geo.school@census.gov) by <date>, with your name, phone number, list of attendees, and state you are reporting for to the SDRP.

We look forward to receiving your response. In the meantime, please do not hesitate to contact us via email at [geo.school@census.gov](mailto:geo.school@census.gov) or by telephone at 301-763-1099 if you have any questions or need further information. More information about the SDRP can be found on the SDRP website: <URL>. We look forward to working with you.

### **Email reminding mapping coordinators to sign up for webinar**

*To: Mapping coordinators who have not responded*

*Subject: REMINDER: U.S. Census Bureau 2019 School District Review Program Webinar*

<Salutation>

This is a friendly reminder that the U.S. Census Bureau will be offering a nationwide School District Review Program (SDRP) webinar on <Date>, from <time>. The webinar will provide an overview of the 2019 SDRP, how to get started with SDRP, and demonstrations for creating, updating, and submitting your response digitally to complete the SDRP.

Please review the SDRP Respondent Guide, SDRP videos, and website at: <URL>. Census Bureau staff will be available during the webinar to answer specific questions regarding the SDRP.

SDRP Submissions are due by <Due date>.

Webinar Details:

When: <Date, time>

Agenda:

<Agenda details>

Space is limited and sign up is on a first come, first serve basis. To RSVP, please email [geo.school@census.gov](mailto:geo.school@census.gov) by <date>, with your name, phone number, list of attendees, and state you are reporting for to the SDRP.

We look forward to receiving your response. In the meantime, please do not hesitate to contact us via email at [geo.school@census.gov](mailto:geo.school@census.gov) or by telephone at 301-763-1099 if you have any questions or need further information. More information about the SDRP can be found on the SDRP website: <URL>. We look forward to working with you.

### **Email notifying mapping coordinators and interested state staff of webinar information**

*To: State staff that have signed up for the webinar*

*Subject: 2019 School District Review Webinar Information*

<Salutation>

Thank you for your participation in the upcoming 2019 School District Review Program (SDRP) Webinar. We look forward to discussing the SDRP with you on <date>.

Please be aware that the Geographic Partnership Software (GUPS) is only used for spatial updates for the SDRP. If you have spatial updates, we encourage you to install GUPS prior to the start of the Webinar.

Ensure that you review the SDRP Quick Start Guide and SDRP Respondent Guide prior to the start of the Webinar. SDRP staff will be available for questions.

The agenda is below.

Agenda:

<Agenda Details>

The information for the Webinar is below.

<Web conference information, audio conference information>

Please let us know if you have any questions at this time. We look forward to speaking with everyone at the Webinar!

### **SDRP Non-Response Follow up email**

*To: Mapping Coordinators who have not responded*

*Subject: 2019 School District Review Program Follow Up*

Dear Mapping Coordinator,

The U.S. Census Bureau is contacting you to follow up on the 2019 School District Review Program (SDRP). We have not received any school district updates from your state or notification that you have no changes to provide. The deadline for submitting school district updates is <date>. Please let us know if you anticipate having any updates for the SDRP this year. If you do not have any updates to submit, please notify the Census Bureau by phone at 301-763-1099 or by email to [geo.school@census.gov](mailto:geo.school@census.gov). If you have any questions about reviewing the Census Bureau's school district inventory for your state or submitting updates do not hesitate to contact us.

### **SWIM Token Assignment email**

*To: Mapping Coordinator*

*Subject: Submitting your files to the Census Bureau*

<Title, Mapping Coordinator Name>

The Census Bureau requires that all School District Review Program (SDRP) participants use the Secure Web Incoming Module (SWIM) for submitting update materials. Once you have registered for an account in SWIM, you will no longer need the token provided below to login into the system. The token enables your SWIM registration. Please refer to the SDRP Respondent Guide, page <page number> <Topic Reference>.

Use this token to enable your SWIM registration: <SWIM Token>.

In SWIM, select School District Review Program (SDRP) when prompted for which U.S. Census Bureau program you are reporting data.

If you have additional questions, please contact the SDRP team by phone at 301-763-1099 or by email to [geo.school@census.gov](mailto:geo.school@census.gov).

### **No change acknowledgement email**

*To: Mapping Coordinator*

*Subject: 2019 School District Review Program*

<Title, Mapping Coordinator Name>,

Thank you for notifying the U.S. Census Bureau that <State> has no updates for the 2019 School District Review Program (SDRP). There is nothing further you need to do at this time.

Thank you for participating in the SDRP.

### **Verification notification email**

*To: Mapping Coordinator*

*Subject: 2019 School District Review Program Verification Phase*

<Title, Mapping Coordinator name>

The U.S. Census Bureau is ready to begin the verification phase of the 2019 School District Review Program (SDRP). States that submitted school district updates by <SDRP annotation due date> have the opportunity to review their school district boundaries and data as they now exist in the Census Bureau's database and verify that the Census Bureau entered them correctly. New updates to school districts are not accepted during the verification phase.

Important: No response by <date> will be considered as acceptance that the Census Bureau made your updates correctly.

SDRP verification phase materials are available for download on the SDRP website in the 'Verification Phase Program Materials' section at:

<URL>

Your deadline for responding to the verification phase is <date>. As always, please do not hesitate to contact the SDRP team if you have any questions. The SDRP team is available by e-mail at [geo.school@census.gov](mailto:geo.school@census.gov) or by phone at 301.763.1099.

#### **Verification reminder email**

*To: Mapping Coordinator*

*Subject: 2019 School District Review Program Verification Phase*

<Title, Mapping Coordinator name>

The U.S. Census Bureau is contacting you to follow up on the 2019 School District Review Program (SDRP) verification phase. We have not received your confirmation that your updates were made correctly. The deadline for confirming or submitting verification corrections is <date>. No response by <date> will be considered as acceptance that the Census Bureau made your updates correctly.

SDRP verification phase materials are available for download on the SDRP website in the 'Verification Phase Program Materials' section at:

<URL>

Please do not hesitate to contact the SDRP team if you have any questions. The SDRP team is available by e-mail at [geo.school@census.gov](mailto:geo.school@census.gov) or by phone at 301.763.1099.

#### **Verification confirmation email**

*To: Mapping Coordinator*

*Subject: 2019 School District Review Verification Phase*

<Title, Mapping Coordinator Name>

Thank you for completing your SDRP verification review and confirming your changes were correctly made. These school district changes will be available in the U.S. Census Bureau TIGER/Line shapefiles to be released in late August 2019. The Census Bureau will release updated poverty estimates in November 2019.

**Verification non-response email**

*To: Mapping Coordinator*

*Subject: 2019 School District Review Follow Up*

<Title, Mapping Coordinator Name>

The U.S. Census Bureau is contacting you in reference to the 2019 School District Review Program (SDRP) verification phase. As of <date>, we have not received confirmation that your school district changes were correctly made or required changes. Since the due date has passed, we consider your non-response as acceptance that the Census Bureau made your updates correctly. If you have any questions, please do not hesitate to contact the SDRP team by phone at 301-763-1099 or by email to [geo.school@census.gov](mailto:geo.school@census.gov).