

**Request for Non-Substantive Change to the
School District Review Program (SDRP)
OMB Control No. 0607-0987
U.S. Department of Commerce
U.S. Census Bureau**

Purpose

The U.S. Census Bureau, sponsored by the U.S. Department of Education's National Center for Education Statistics, conducts the School District Review Program (SDRP) annually. The SDRP gives state officials the opportunity to update and review the Census Bureau's school district information. States can provide updates and corrections to the Census Bureau's database of Federal School District Local Education Agency (SDLEA) ID numbers, school district names, school district boundaries, levels, and grade ranges.

Maintaining accurate school district boundaries through annual SDRP updates is vital to estimate the number of children aged 5 through 17 in families in poverty in each school district. The U.S. Department of Education allocates Title I funding annually based primarily on the estimates produced by the Census Bureau.

This non-substantive change request is to update and add the SDRP verification phase materials from the currently approved Office of Management and Budget (OMB) collection, as described below.

Background

The current SDRP OMB collection was approved on July 16, 2018 with an expiration date of July 31, 2021. The Census Bureau has changes to the *School District Review Program (SDRP) Verification Guide*. The verification guide is part of the 2019 SDRP verification phase process, where respondents review their school district boundaries as they now exist in the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER).

This non-substantive change is a request to submit a revised copy of the *School District Review Program (SDRP) Verification Guide*. In this revised document, pronouns have been replaced for consistency throughout SDRP Guides. There are also screenshot image updates in processing procedures and additional minor verbiage updates.

The finalized informational guide does not change the content or objective of the SDRP. The changes were necessary to reflect the most current SDRP information.

Burden

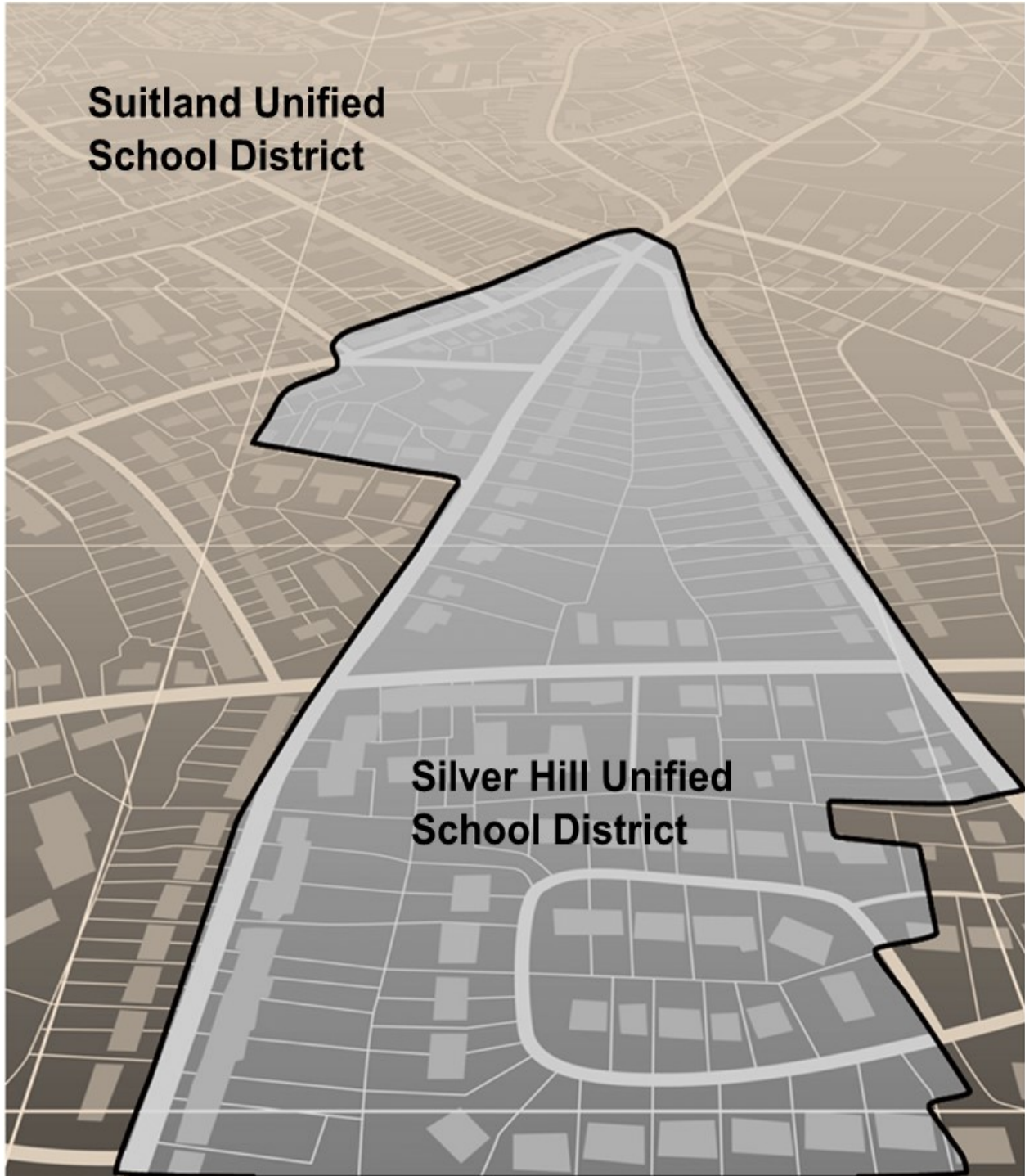
The burden of the 2019 SDRP is unchanged by this update.

Attachments

| SDRP Materials | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <i>Changes as part of this NSC.</i> | <i>Description</i> |
| <i>Informational Guides</i> | |
| Verbiage - pronouns replaced for consistency throughout SDRP Guides. Screenshot image updates in processing procedures. Additional minor verbiage updates. | <i>School District Review Program (SDRP) Verification Guide.</i> |

School District Review Program (SDRP) Verification Guide

Revised December 2018



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Verification Phase Overview

During September 2018, the U.S. Census Bureau (Census Bureau) delivered the annotation phase materials for the School District Review Program (SDRP) to mapping coordinators in the fifty states and the District of Columbia. During the fall of 2018, the mapping coordinators collaborated with school district officials for a review of the boundaries to submit any school district updates to the Census Bureau through the SDRP. Upon receipt of school district boundary updates, the mapping coordinators were responsible for reviewing, adjudicating, annotating, and submitting digital files and/or submission logs to the Census Bureau for insertion into the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System.

Based on submissions from the mapping coordinator, the Census Bureau reviewed and updated school district boundaries and attributes according to the established SDRP criteria and guidelines. In some cases, the Census Bureau made minor changes to ensure that the school district boundaries meet the criteria outlined in the SDRP guidelines.

The verification phase of the 2019 SDRP is the opportunity for mapping coordinators and school district officials to review their school district boundaries as they now exist in MAF/TIGER. New updates to school districts are not accepted during the verification phase. Verification phase materials are provided to all mapping coordinators who submitted annotation updates by the December 31, 2018 deadline. Any submissions received after the December 31, 2018 deadline may not be included in the verification phase materials.

This document provides information for reviewing school district attributes and boundaries. Verification phase procedures for the school district listings tables are in [Section 1.1](#), while school district boundary verification procedures are located in [Section 1.2](#).

- If the delineation of the school districts is found to be correct, the Census Bureau requests that mapping coordinators communicate this by e-mail to geo.school@census.gov.
- If school district updates (both spatial and attribute) need to be made during the verification phase, please contact the SDRP team at geo.school@census.gov or (301) 763-1099 before making any changes. This is to allow for an evaluation of the proposed updates and to determine the best method for the mapping coordinator to submit those updates.
- No response by the deadline stated in the verification phase email notification is considered acceptance that the Census Bureau made updates correctly.

Verification Phase Processing Procedures

1.1 Verifying School District Listings

The Census Bureau requests that mapping coordinators review relevant listings including the following: **Inventory and Grade Range** (all states), **County Coverage** (all states), **Coextensive Coverage** (limited states), and **Relationship** (limited states). Verification of the data contained in these listings ensures that all school districts in a state are correct and spatial relationship(s) with other geographic entities are correctly recorded and maintained. These files are available in both a text and Excel format. The mapping coordinators need only to review each applicable listing in one format.

Note: Due to the formatting of the text documents, please use Microsoft WordPad or any text program like WordPad to open them. Otherwise, the margins and page orientation will have to be changed to accommodate the text.

- The **Inventory and Grade Range** (<ST>_SD_Inventory_V.txt and <ST>_SD_Inventory_V.xls) file is a listing of all Census Bureau school districts in MAF/TIGER and includes the school district name, Federal School District Local Education Agency (SDLEA) ID number, level, type, and grade range.
- The **County Coverage** (<ST>_County_Coverage_V.txt and <ST>_County_Coverage_V.xls) file is a listing containing county-to-school district relationships. There is a separate record for each unique school district/county combination.
- The **Coextensive Coverage** (<ST>_Coextensive_Coverage_V.txt and <ST>_Coextensive_Coverage_V.xls) file is a listing of school districts that are coextensive with legal entities such as counties, county equivalents, or incorporated places. **Please Note:** Only those states that received this listing in their annotation phase materials will receive one in their verification phase materials.
- The **Relationship** (<ST>_SD_GEO_Relationship_V.txt and <ST>_SD_GEO_Relationship_V.xls) file is a listing of school districts that are commonly coextensive with one or more incorporated place and/or county subdivision (town, township, borough, etc.). **Please Note:** Only those states that received this listing in their annotation phase materials will receive one in their verification phase materials.

1.2 Verifying SDRP Updates in GUPS

The table in this section provides step-by-step instructions on how to verify the SDRP annotation phase changes.

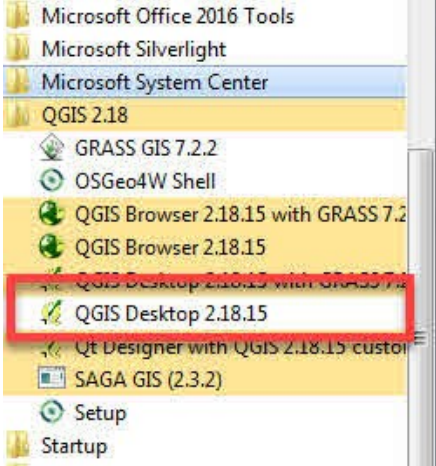

1.2.1 Starting a New Verification Project


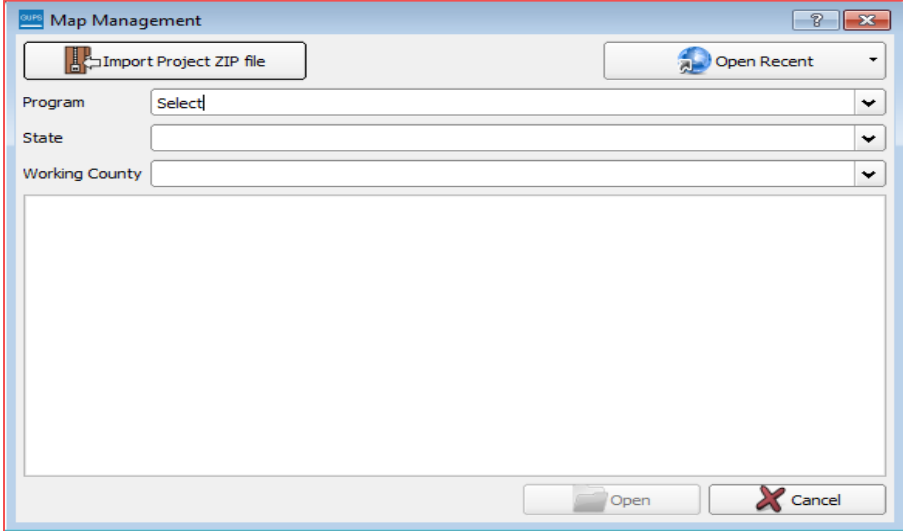
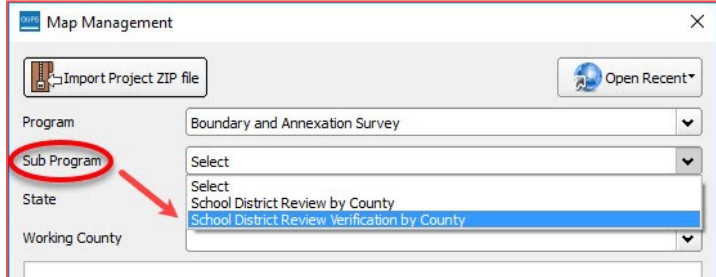
To open the GUPS application and begin verifying SDRP updates, follow the steps in **Table 1** below. Before beginning, note that:

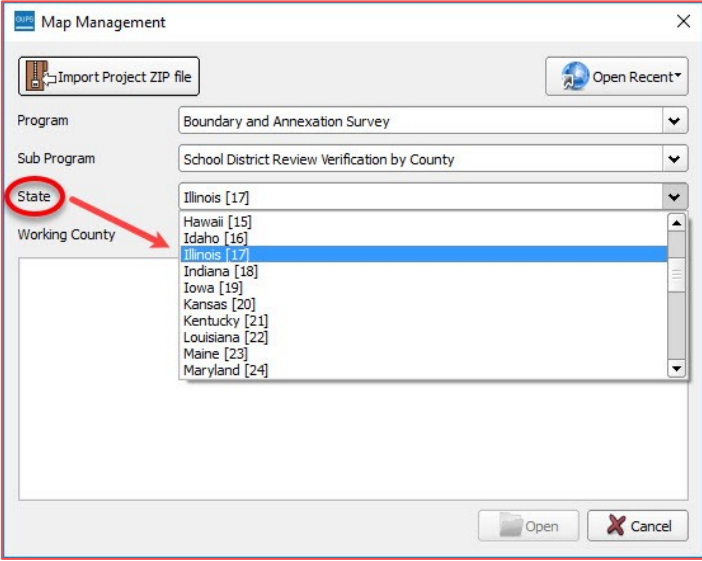
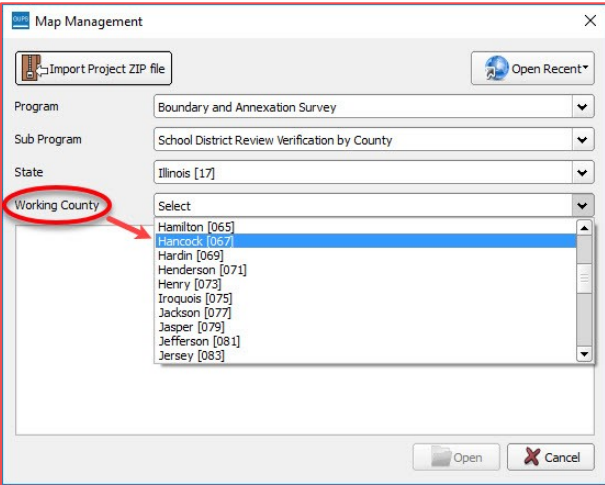
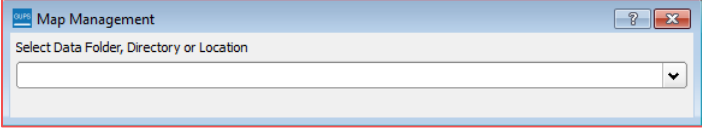

1. To practice using GUPS without committing the changes made, simply exit the software without saving and choose to discard changes when prompted.
2. When changes have been saved, the project can be reopened in GUPS to the last saved state.
3. The computer must be connected to the internet and able to access the Census Bureau's File Transfer Protocol (FTP) site.

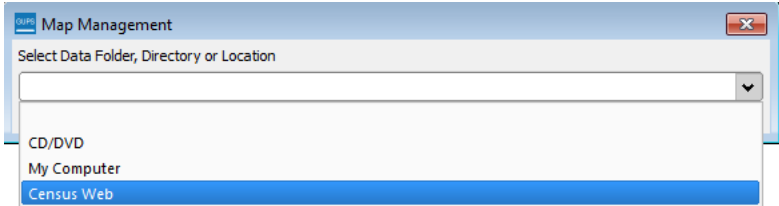
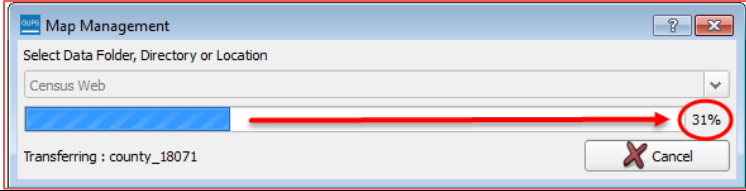

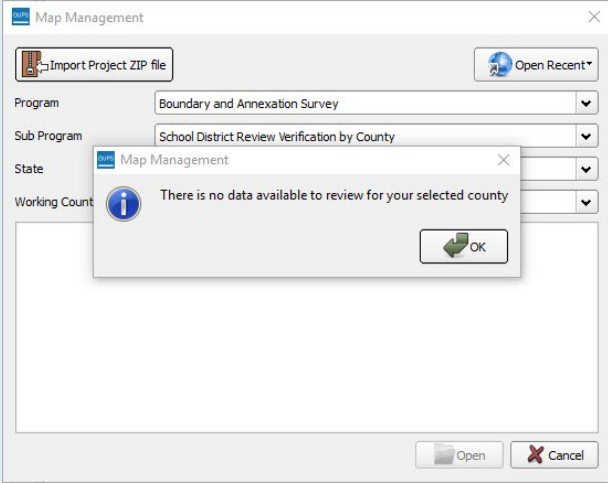
Note: In all the Action/Result tables, the action is usually a command or action the participant needs to perform and the Result(s) of the action will be shown in italics. For example: if the participant clicks the GUPS icon on their desktop, *the software should begin to run automatically.*

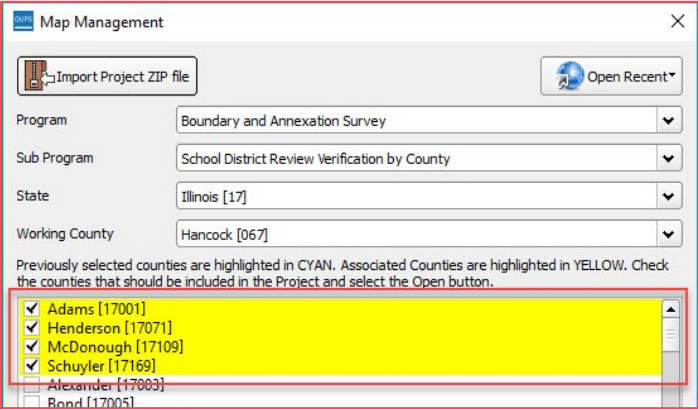

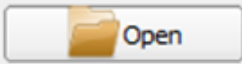
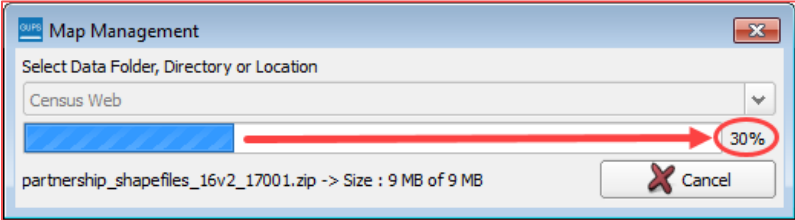
Table 1: Start a New Verification Project

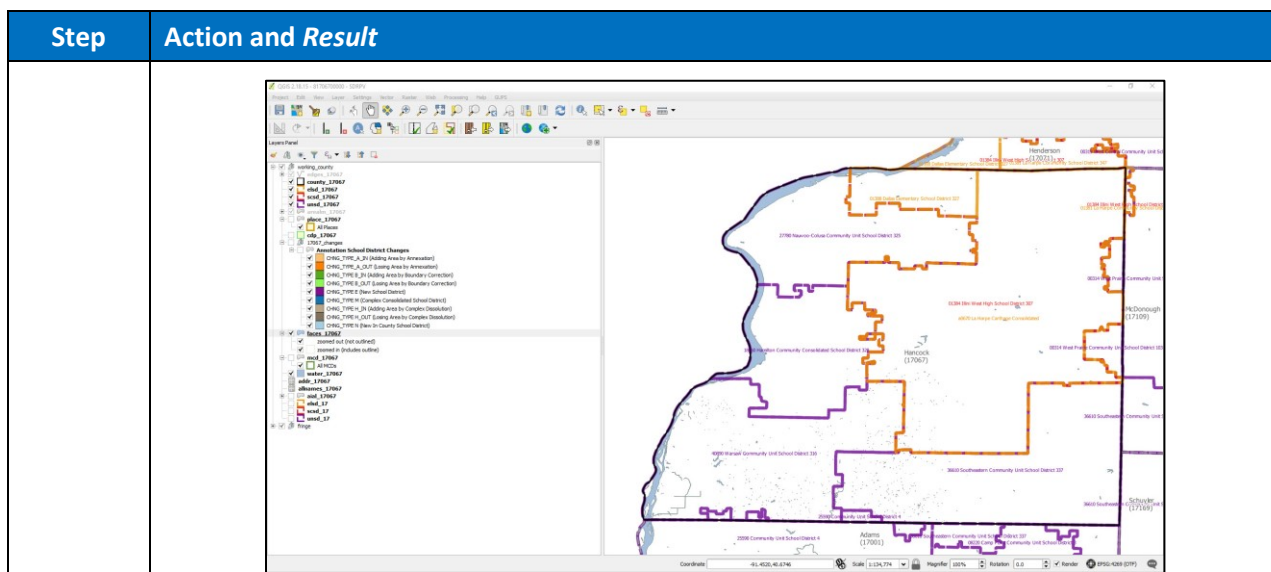
| Step | Action and Result |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 1</p> | <p>Select the Quantum Geographic Information System (QGIS) Desktop 2.18.15 from the All Programs Start Menu list.</p>  <p>The QGIS splash screen appears. Note: QGIS is the open-source platform on which GUPS is built.</p>  |

| Step | Action and Result |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 2</p> | <p>Click the Next or Previous buttons to review the QGIS System tips. To disable QGIS Tips on start-up, click the <i>I've had enough tips, don't show this on start up any more!</i> button.</p>  |
| <p>Step 3</p> | <p>To begin a GUPS project, close the QGIS Tips! Box by clicking the OK button. <i>The box closes and the Map Management dialog box opens, as shown below.</i></p>  |
| <p>Step 4</p> | <p>In the Map Management dialog box, use the drop-down menu next to the Program field to select program, 'Boundary and Annexation Survey', then Sub Program 'School District Review Verification by County'.</p>  |

| Step | Action and Result |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 5</p> | <p>In the State field, use the drop-down menu to select a state. The scroll bar to the right allows moving up and down the list of states.</p>  |
| <p>Step 6</p> | <p>In the Working County field, use the drop-down menu to select the county to verify. The scroll bar to the right allows moving up and down the list of counties.</p>  |
| <p>Step 7</p> | <p>After selecting the working county, GUPS asks to specify the location from which to load the county's shapefile. <i>The Select Data Folder, Directory or Location box opens.</i></p>  |
|  | <p>GUPS will only ask to specify a data download location once per project. When a project has been closed and reopened, the shapefiles automatically load, even if no changes were made during the first session.</p> |

| Step | Action and Result |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 8</p> | <p>In the Select Data Folder, Directory or Location box drop-down menu, select Census Web from the dropdown menu.</p>  |
| <p>Step 9</p> | <p>When Census Web is chosen, the shapefile for the county begins to load and progress is displayed by a blue striped bar (color may vary), with the percentage of the upload completed displayed to the right.</p>  |
|  | <p>If a selected working county has no verification phase partnership shapefiles, GUPS will notify that the chosen county has no data to verify.</p>  |
| <p>Step 10</p> | <p>After the files load, GUPS returns to the Map Management box. A list of counties in the state appears at the bottom of the Map Management box. Associated counties (counties that share school districts with the chosen working county) are highlighted in yellow and are checked.</p> |

| Step | Action and Result |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| |  |
|  | <p>Only select associated counties needed to complete a project. Loading additional associated counties may slow the performance of GUPS. GUPS allows a maximum of 10 associated counties.</p> |
| <p>Step 11</p> | <p>In this example, all neighboring counties, Adams, Henderson, McDonough, and Schuyler Counties are selected. Click the Open button at the bottom of the Map Management dialog box.</p>  |
| <p>Step 12</p> | <p>GUPS will automatically download the associated counties from Census Web. The progress is displayed by the blue striped bar (color may vary), with the progress percentage noted to the right.</p>  |
| <p>Step 13</p> | <p>GUPS unzips and copies the files to the GUPS home directory, then loads them into the application. The map management screen will show the project loading followed by a progress bar with the message “Starting GUPS.” <i>The data layers for Hancock County appear in the Table of Contents and the maps for the selected adjacent (or other selected) counties appear next to the working county in Map View.</i></p> |



1.2.2 How to Use the Review Change Polygons Tool

The Review Change Polygons tool is used to verify annotation phase changes. Access the tool via the SDRP toolbar. This tool can toggle between annotation change polygons or verification change polygons, selected via their respective radio buttons (Figure 1).

The tool filters change polygons by school district geography. For example, to review elementary school district change polygons, use the Geography filter to select elementary school district. A record for each change polygon will display in the info list with attributes that include **Info**, **Area in Acres**, **Justification (will be blank)**, **Relate**, and **Change Type**. Selecting a record will zoom to that change polygon in the map view. Exit the tool by clicking the **Close** button.

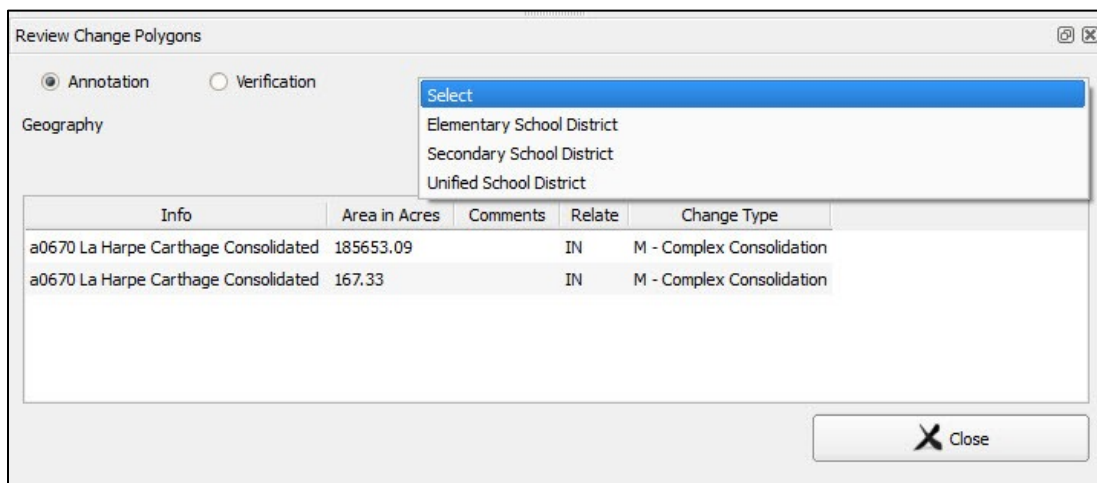

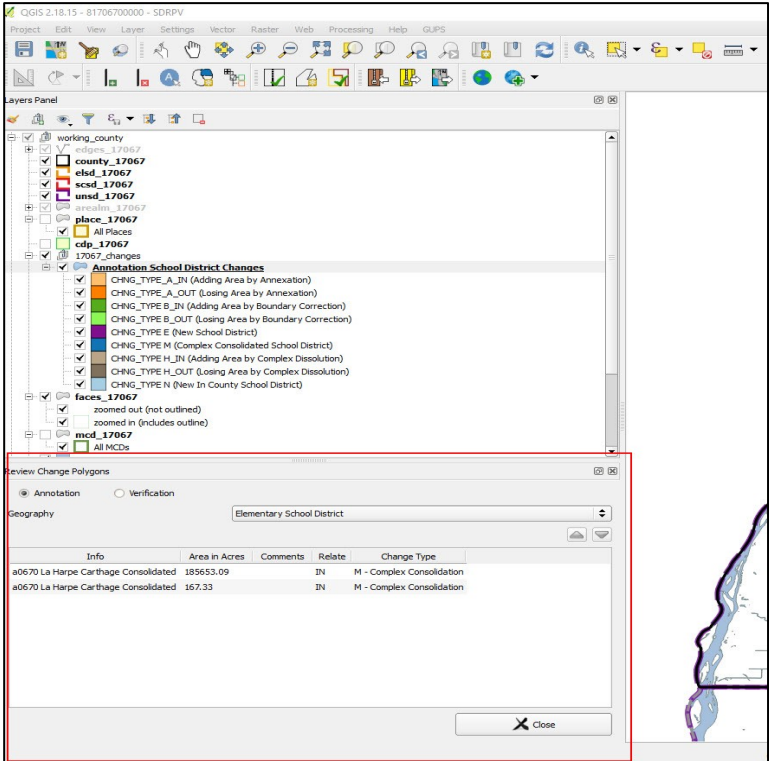
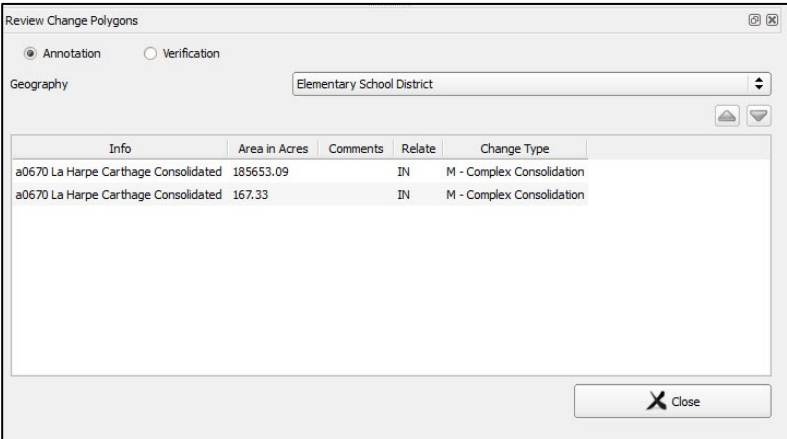



Figure 1. Review Change Polygon Tool

1.2.3 How to Conduct Verification Review

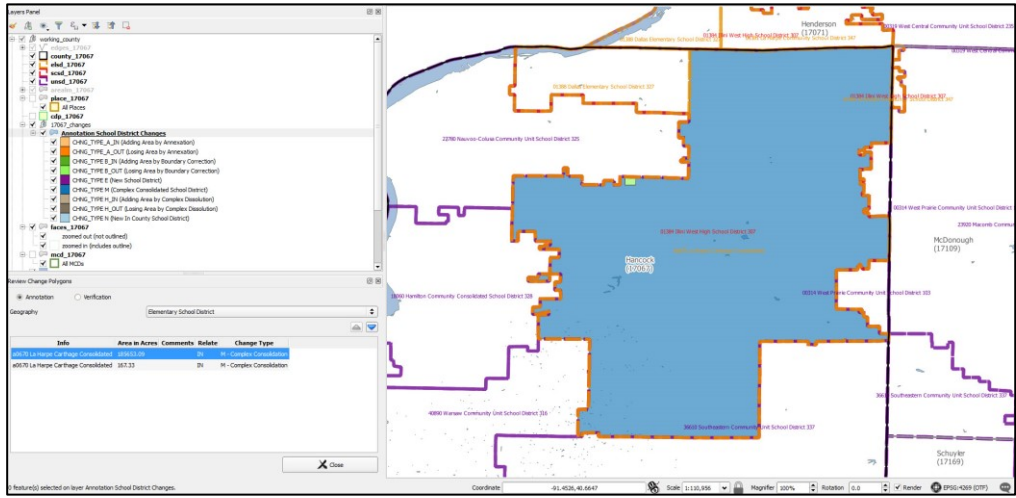
Verification is the process of reviewing the changes that the Census Bureau incorporated through the annotation phase into MTDB for accuracy and completeness. To begin the review, follow the steps in Table 2.

Table 2: Verifying Annotation Phase Changes

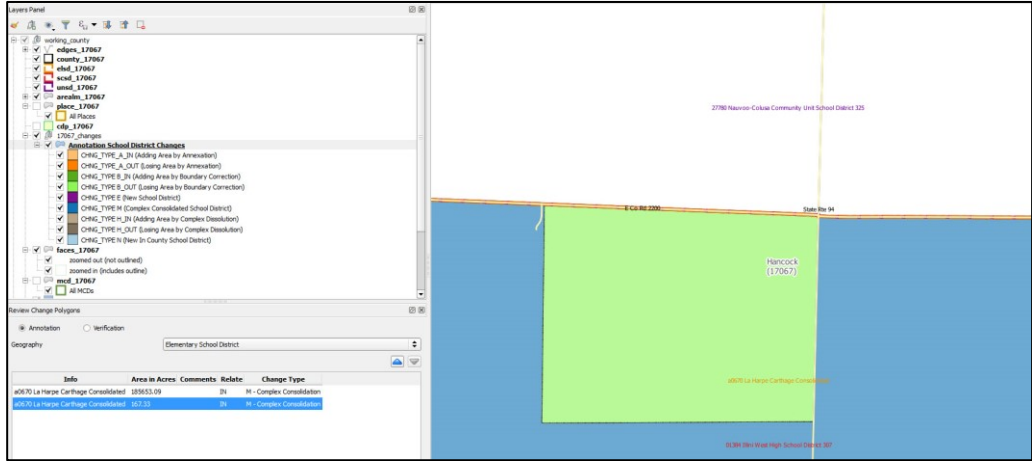
| Step | Action and Result |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 1</p> | <p>Begin by selecting the Review Change Polygon button in the SDRP toolbar.</p>  |
| <p>Step 2</p> | <p><i>The Review Change Polygon tool opens and docks below the layers panel.</i></p>  |
| <p>Step 3</p> | <p>Select the Annotation radio button and choose Elementary School District. <i>The Review Change Polygon info list populates with records for all Elementary School District change polygons. Select the first record “a0670 La Harpe Carthage Consolidated.”</i></p>  |
|  | <p>The Verification radio button is used to review changes created during the verification phase, if applicable.</p> |

| Step | Action and Result |
|------|-------------------|
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| Step 4 | <p>The Annotation School District Changes layer will automatically turn on and the map view will zoom to the extent of the selected change polygon. The change polygon indicates that Carthage Elementary and La Harpe Elementary are part of a complex consolidation.</p> |
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Select the second record from the review change polygons info list. The map view will automatically zoom to the extent of the chosen change polygon.



Using the **Annotation School District Changes** layer in the Layer Panel as reference, the chosen change polygon is a boundary correction (the light green symbology of the change polygon matches the symbology for boundary correction in the Annotation School District Changes layer). Since boundary corrections must follow complex consolidations, this indicates that the complex consolidated school district was done correctly.

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| Step 5 | <p>Once all changes have been confirmed as correct, send an email to the Census Bureau at geo.school@census.gov indicating that all changes have been accepted.</p> <p>If school district updates need to be made during the verification phase, contact the SDRP team at geo.school@census.gov or (301) 763-1099 before making any changes. This is to allow for an evaluation of the proposed updates and how best to submit those updates.</p> |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|