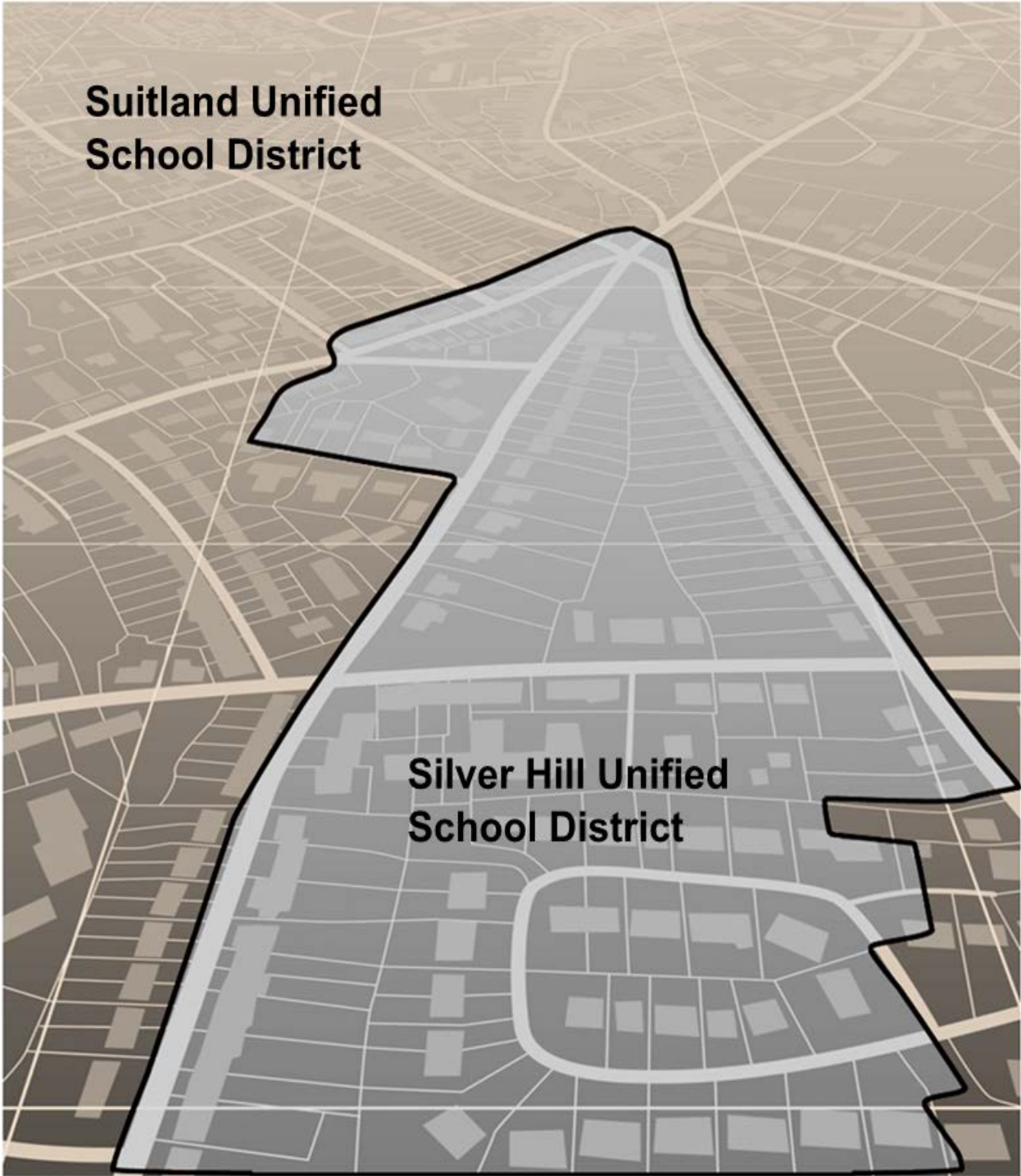


School District Review Program (SDRP) Verification Guide

Revised January 2021



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Washington, DC 20233-0001

This page intentionally left blank.

TABLE OF CONTENTS

Verification Phase Overview	iii
Verification Phase Processing Procedures	1
1.1 Verifying School District Listings.....	1
1.2 Verifying SDRP Updates in GUPS.....	1
1.2.1 Starting a New Verification Project.....	1
1.2.2 How to Conduct Verification Review	8

LIST OF TABLES

Table 1: Start a New Verification Project	2
Table 2: Verifying Annotation Phase Changes.....	8

VERIFICATION PHASE OVERVIEW

During September 2020, 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 2020, 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 2021 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, 2020 deadline. Any submissions received after the December 31, 2020 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 text and Excel formats. 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 2021 school districts recognized by the Census Bureau 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 tables in this section provide step-by-step instructions on how to verify the SDRP annotation phase changes.

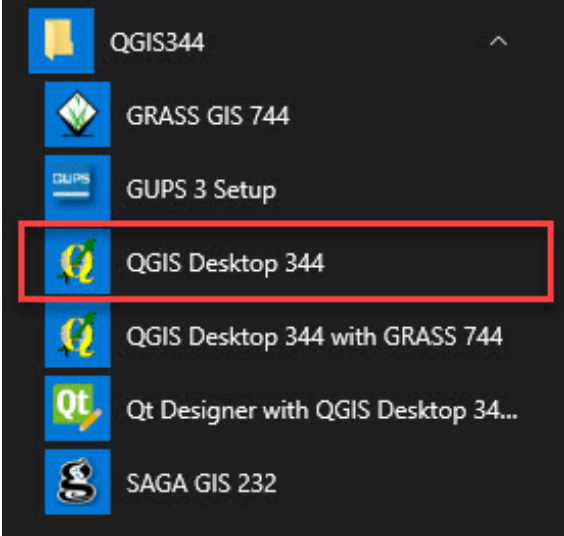

1.2.1 Starting a New Verification Project

To open the Geographic Update Partnership Software (GUPS) application and begin verifying SDRP updates, follow the steps in [Table 1](#). Before beginning, note that:

1. When changes have been saved, the project can be reopened in GUPS to the last saved state.
2. 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

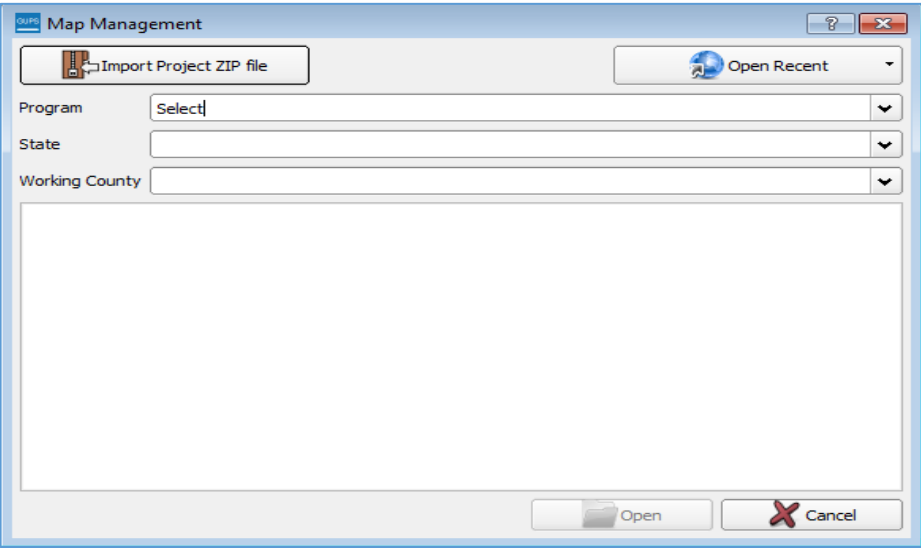
Step	Action and Result
Step 1	<p>Select the Quantum Geographic Information System (QGIS) Desktop 3.4.4 from the All Programs Start Menu list.</p>  <p>The QGIS splash screen appears. Note: QGIS is the open-source platform on which GUPS is built.</p> 

Step **Action and Result**

Step 2 Click the **Next** or Previous buttons to review the QGIS System tips. To disable QGIS Tips on start-up, click the *I've had enough tips, don't show this on start up any more!* button.

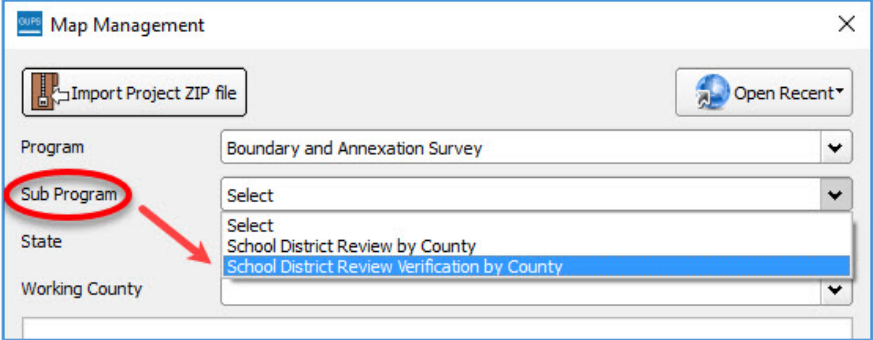


Step 3 To begin a GUPS project, close the **QGIS Tips!** box by clicking the **OK** button. *The box closes and the **Map Management** dialog box opens, as shown below.*

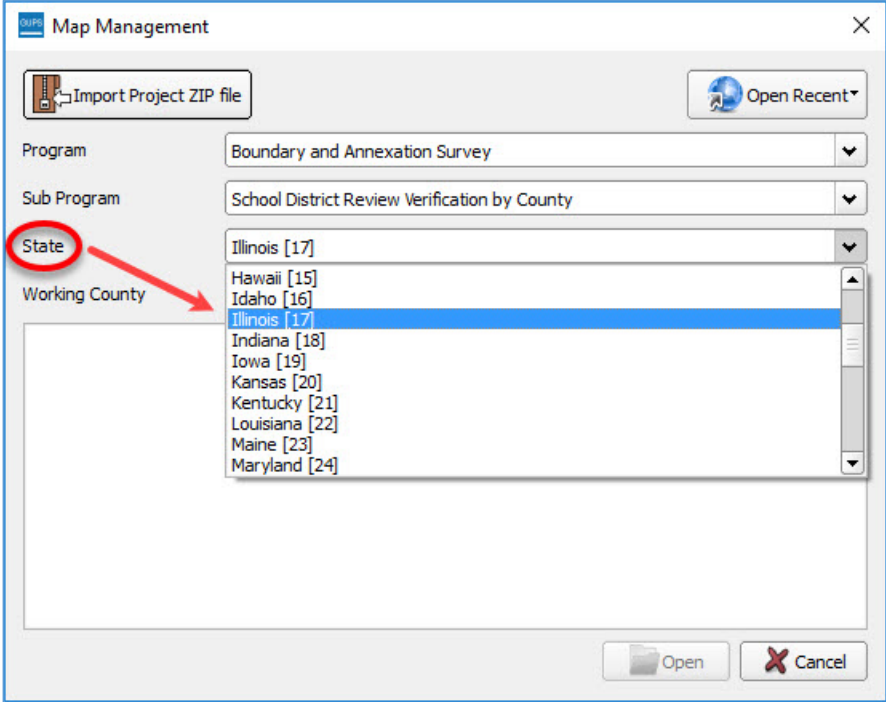


Step **Action and Result**

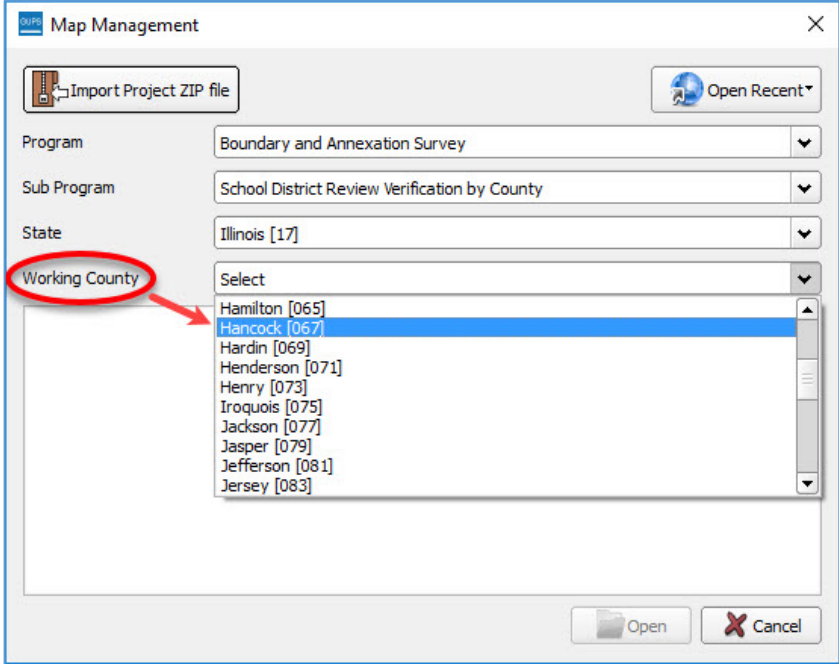
Step 4 In the **Map Management** dialog box, use the drop-down menu next to the **Program** field to select program, 'Boundary and Annexation Survey', then **Sub Program** 'School District Review Verification by County'.

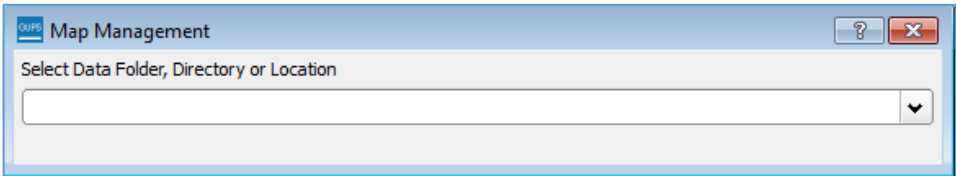



Step 5 In the **State** field, use the drop-down menu to select a state. The scroll bar to the right allows moving up and down the list of states.

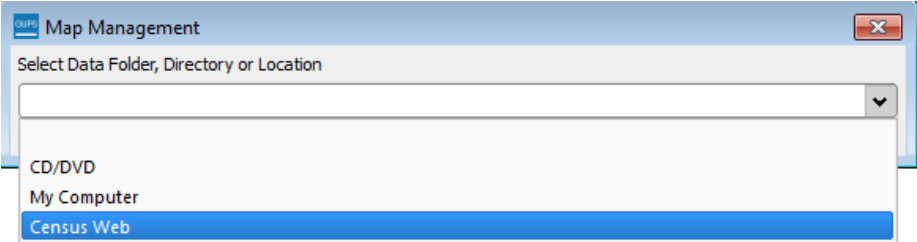


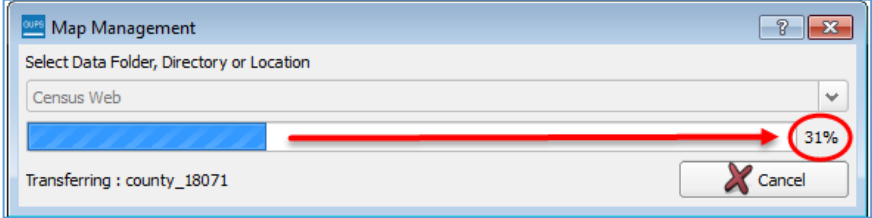

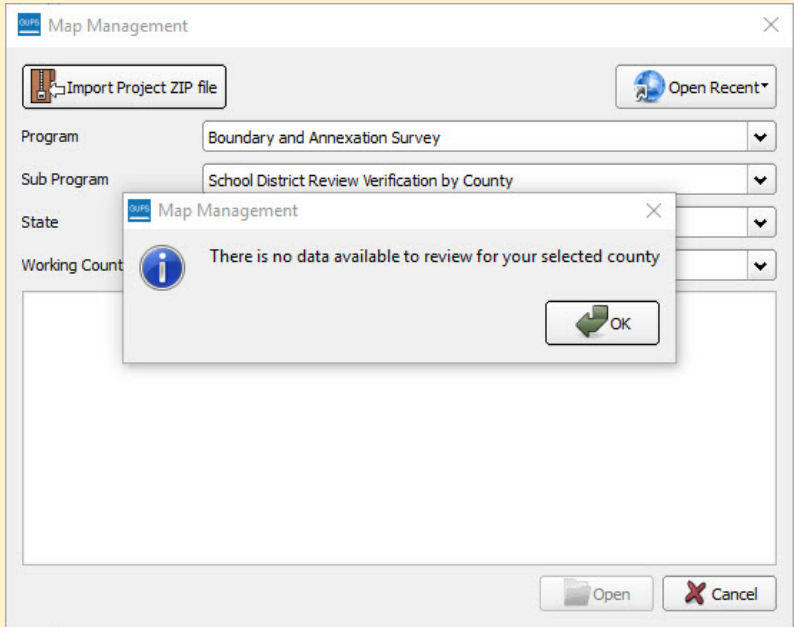
Step	Action and Result
------	-------------------

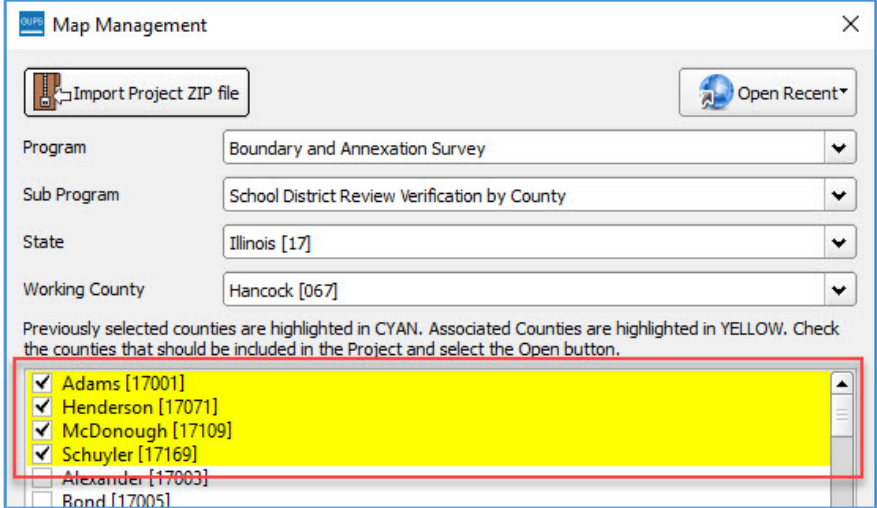

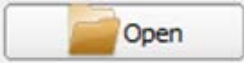
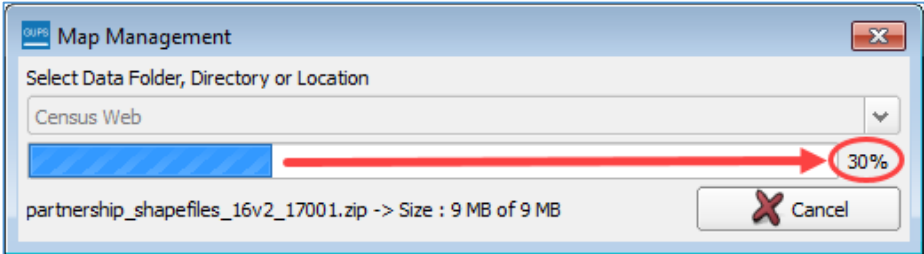
Step 6	<p>In the Working County field, use the drop-down menu to select the county to verify. The scroll bar to the right allows moving up and down the list of counties.</p> 
---------------	--

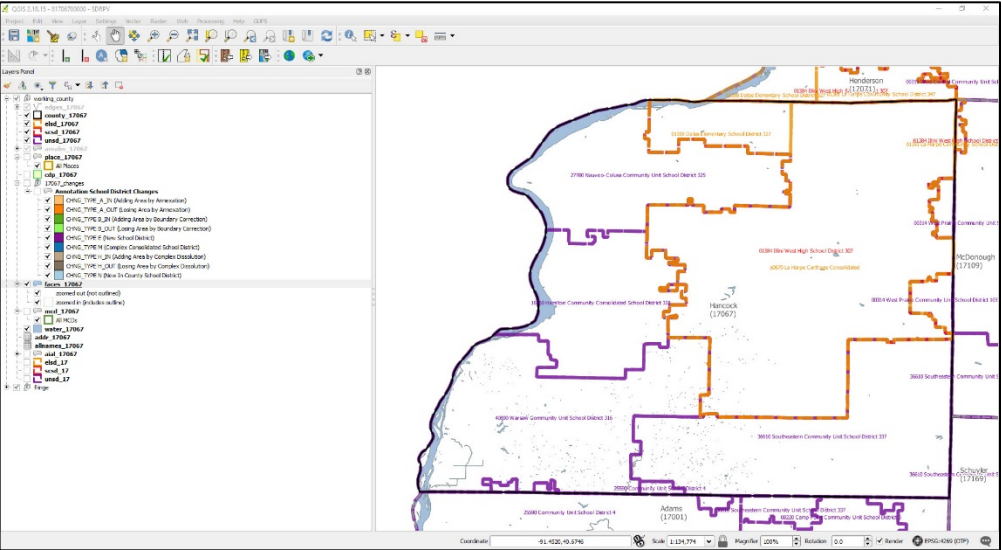
Step 7	<p>After selecting the working county, GUPS asks to specify the location from which to load the county’s shapefile. <i>The Select Data Folder, Directory or Location box opens.</i></p> 
---------------	---

	<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 8	<p>In the Select Data Folder, Directory or Location box drop-down menu, select Census Web from the dropdown menu.</p> 
---------------	--

Step	Action and Result
<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> 


Step	Action and Result
<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> 
	<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> 

Step	Action and Result
<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> 

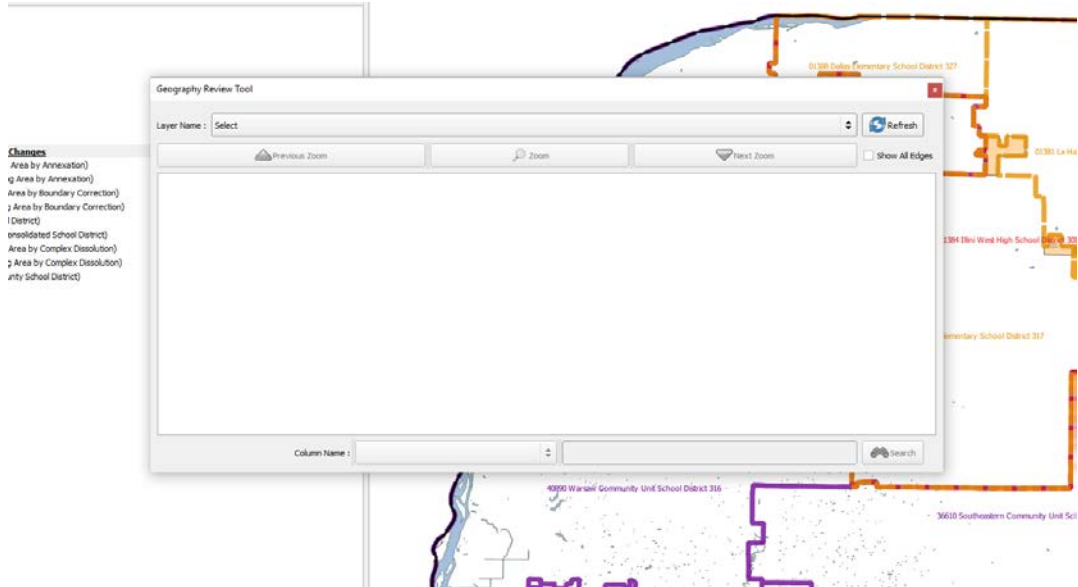
1.2.2 How to Conduct Verification Review

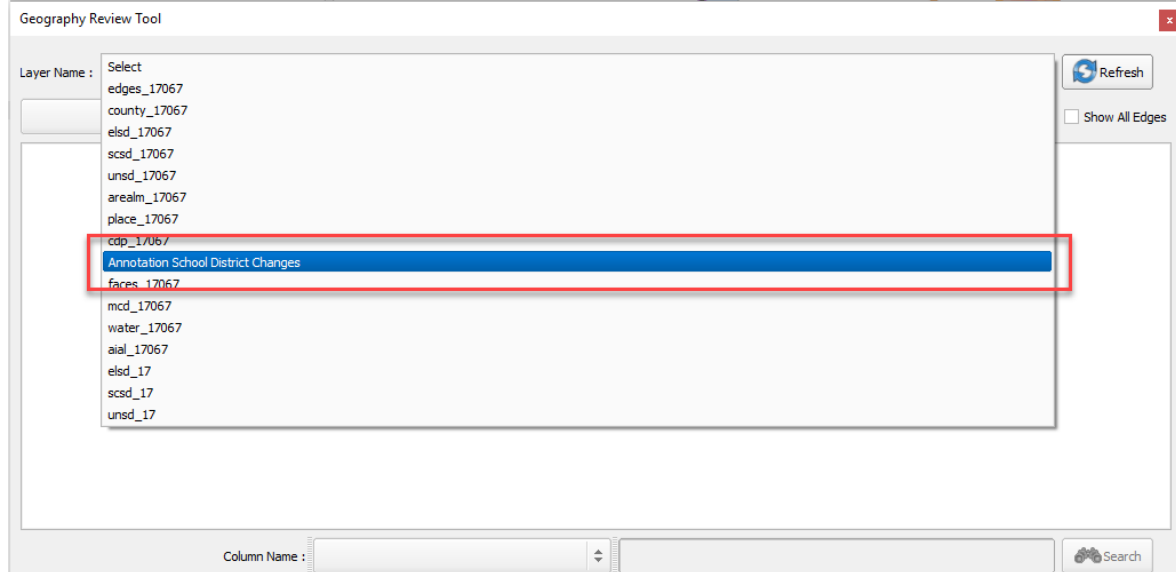
Verification is the process of reviewing the school district boundaries to ensure that the Census Bureau accurately and completely captured the changes submitted by the mapping coordinator. The Geography Review Tool is used to guide the verification process by focusing on the areas where the mapping coordinator submitted changes. 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 Geography Review Tool button in the SDRP toolbar.</p> 

Step	Action and Result
------	-------------------

<p>Step 2</p>	<p><i>The Geography Review Tool opens as a floating window on the screen.</i></p>  <p>Changes</p> <ul style="list-style-type: none"> Area by Annexation) Area by Annexation) Area by Boundary Correction) Area by Boundary Correction) (District) Insolidated School District) Area by Complex Dissolution) Area by Complex Dissolution) ntly School District)
----------------------	--

<p>Step 3</p>	<p>Select the Layer Name drop-down list and choose Annotation School District Changes.</p>  <p>Geography Review Tool</p> <p>Layer Name : Select</p> <ul style="list-style-type: none"> edges_17067 county_17067 elsd_17067 scsd_17067 unsd_17067 arealm_17067 place_17067 cdd_17067 Annotation School District Changes faces_17067 mcd_17067 water_17067 aial_17067 elsd_17 scsd_17 unsd_17 <p>Refresh</p> <p>Show All Edges</p> <p>Column Name :</p> <p>Search</p>
----------------------	---

Step **Action and Result**

Step 4 The Geography Review Tool will update with a list of annotation phase changes.

FEATURE_ID	STATEFP	COUNTYFP	SDLEA	NAME	LSAD	LOGRADE	HIGRADE	PARTFLG	SDTYP	POLYID
0	17	067	01385	Carthage Elementary School District 317	00	PK	08	N		
1	17	067	01381	La Harpe Community School District 347	00	PK	08	Y		
2	17	067	01385	Carthage Elementary School District 317	00	PK	08	N		
3	17	067	01381	La Harpe Community School District 347	00	PK	08	Y		

Step 5 To review changes, begin by locating the **RELATE** field in the table. The Relate field identifies changes that have added area (IN) and lost area (OUT).

STATEFP	COUNTYFP	SDLEA	NAME	LSAD	LOGRADE	HIGRADE	PARTFLG	SDTYP	POLYID	CHNG_TYPE	EFF_DATE	RELATE	JUSTIFY	FLNCKSTAT	VNTAGE
17	067	01385	Carthage Elementary School District 317	00	PK	08	N			A - Annexation or Addition		OUT		E	
17	067	01381	La Harpe Community School District 347	00	PK	08	Y			A - Annexation or Addition		IN		E	
17	067	01385	Carthage Elementary School District 317	00	PK	08	N			A - Annexation or Addition		OUT		E	
17	067	01381	La Harpe Community School District 347	00	PK	08	Y			A - Annexation or Addition		IN		E	
17	067	01385	Carthage Elementary School District 317	00	PK	08	N			B - Boundary Correction		OUT		E	
17	067	01381	La Harpe Community School District 347	00	PK	08	Y			B - Boundary Correction		IN		E	

Step	Action and Result
------	-------------------

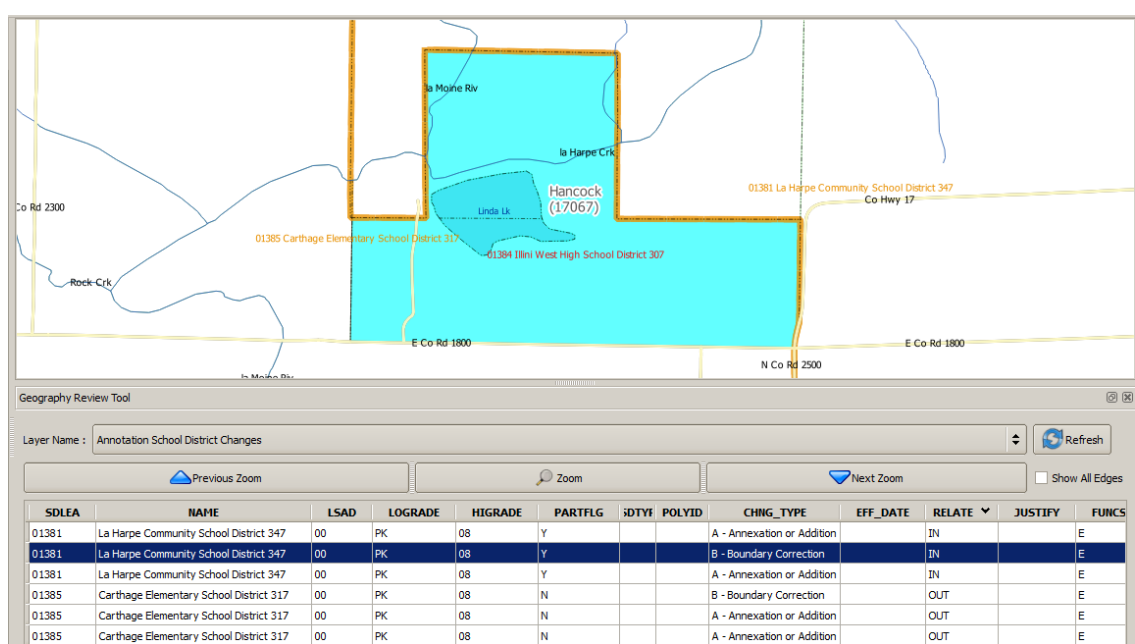
Step 6 Select the **Relate** field name to sort the table so that the **IN** changes are grouped together. The **IN** changes were used by the Census Bureau to update the school district boundaries during the Annotation Phase. The updated boundaries should be reviewed for accuracy and completeness.


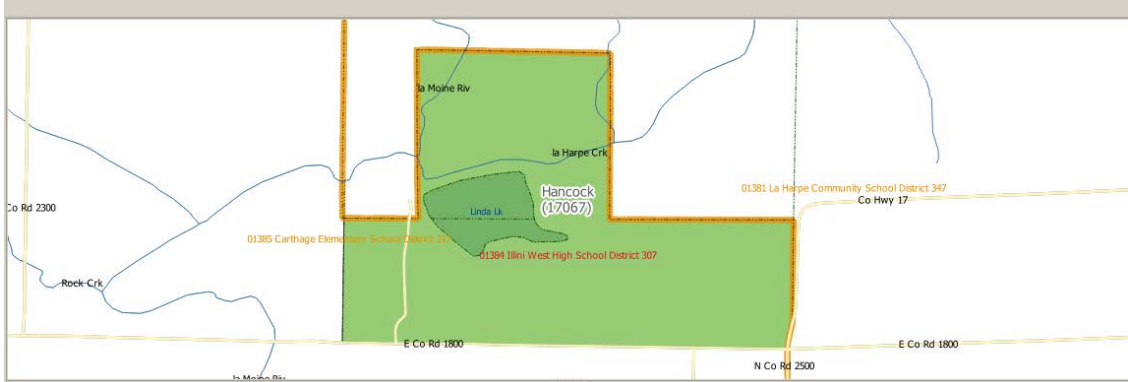
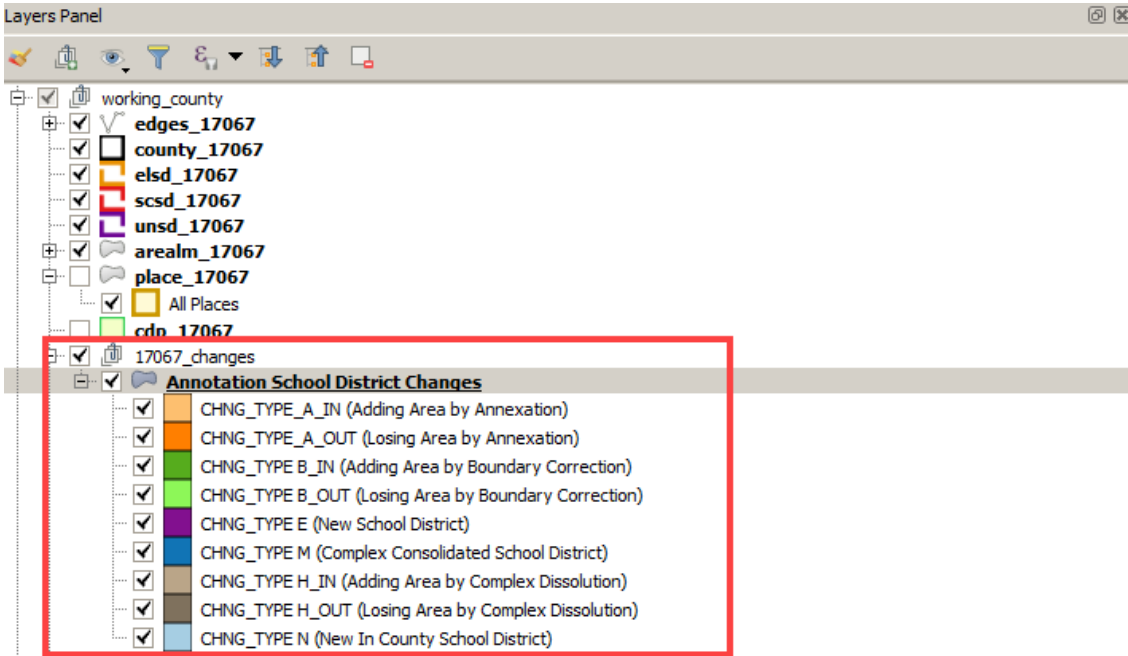
STATEFP	COUNTYFP	SDLEA	NAME	LSAD	LOGRADE	HIGRADE	PARTFLG	SDTYF	POLYID	CHNG_TYPE	EFF_DATE	RELATE	JUSTIFY	FUNCSTAT	VBNTAGE
17	067	01381	La Harpe Community School District 347	00	PK	08	Y			A - Annexation or Addition		IN			
17	067	01381	La Harpe Community School District 347	00	PK	08	Y			B - Boundary Correction		IN			
17	067	01381	La Harpe Community School District 347	00	PK	08	Y			A - Annexation or Addition		IN			
17	067	01385	Carthage Elementary School District 317	00	PK	08	N			B - Boundary Correction		OUT		E	
17	067	01385	Carthage Elementary School District 317	00	PK	08	N			A - Annexation or Addition		OUT		E	
17	067	01385	Carthage Elementary School District 317	00	PK	08	N			A - Annexation or Addition		OUT		E	

Step 7 From the table, select a change record and then select the **Zoom** button.

SDLEA	NAME	LSAD	LOGRADE	HIGRADE	PARTFLG	SDTYF	POLYID	CHNG_TYPE	EFF_DATE	RELATE	JUSTIFY	FUNCS
01381	La Harpe Community School District 347	00	PK	08	Y			A - Annexation or Addition		IN		E
01381	La Harpe Community School District 347	00	PK	08	Y			B - Boundary Correction		IN		E
01381	La Harpe Community School District 347	00	PK	08	Y			A - Annexation or Addition		IN		E

GUPS will zoom to and highlight that record in the map view (highlighted in cyan). Review the school district boundary (in orange in this example) to confirm that it appropriately reflects the requested change.



Step	Action and Result
<p>Step 8</p>	<p>To view the change without the cyan highlight, go to the Menu Bar and select the Deselect Features From All Layers button.</p>  <p>GUPS will deselect the highlighted feature from the map view and leave the change visible on the map.</p> 
<p>Step 9</p>	<p>To simplify reviewing change polygons, locate the Annotation School District Changes layer in the Layers Panel.</p>  <p>Uncheck the change polygons labeled Losing Area by Annexation, Losing Area by Boundary Correction, and Losing Area by Complex Dissolution. This will leave visible on the map the Adding Area change polygons, reflecting the IN records in the Geography Review Tool.</p>

Step	Action and Result
------	-------------------

17067_changes

Annotation School District Changes

- CHNG_TYPE A_IN (Adding Area by Annexation)
- CHNG_TYPE A_OUT (Losing Area by Annexation)
- CHNG_TYPE B_IN (Adding Area by Boundary Correction)
- CHNG_TYPE B_OUT (Losing Area by Boundary Correction)
- CHNG_TYPE E (New School District)
- CHNG_TYPE M (Complex Consolidated School District)
- CHNG_TYPE H_IN (Adding Area by Complex Dissolution)
- CHNG_TYPE H_OUT (Losing Area by Complex Dissolution)
- CHNG_TYPE N (New In County School District)

Using the Geography Review Tool, review and confirm the remaining changes.

Step 10 If the delineation of the school districts is found to be correct, send an email to the Census Bureau at geo.school@census.gov indicating that all changes have been accepted.

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.