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

Purpose

Approved on August 2, 2021, the current Office of Management and Budget (OMB) collection that supports the School District Review Program (SDRP) will expire on August 31, 2024. This non-substantive change (NSC) request is to provide the revised respondent guide used for the 2023 SDRP Verification Phase. The revised guide does not alter the objective of the SDRP.

There are no substantive changes to the SDRP resulting from the revisions made to this previously approved material. The revisions were necessary to reflect the most current SDRP information or to update the style and organization of the content in the guide. The size of this year's guide decreased from 18 pages/2,246 words to 13 pages/1,951 words. Primary revisions include documenting the change from county-based work to state-based work and the change from use of the Geography Review tool to use of the Review Change Polygons tool to conduct the verification review. These two changes, and the other modifications made to the respondent guide, are listed in **Table 1**.

Background

The U.S. Census Bureau, sponsored by the U.S. Department of Education's National Center for Education Statistics, conducts the SDRP annually. The SDRP gives state officials the opportunity to update and review the Census Bureau's school district data. 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.

The 2023 SDRP Verification Phase begins in April 2023, after processing of the 2023 SDRP Annotation Phase submissions completes. Mapping coordinators follow the instructions in the Verification Phase respondent guide to review their school districts and confirm their Annotation Phase updates are accurate. No new updates to school districts are accepted during verification.

Burden

The burden of the 2023 SDRP is unchanged by this update.

Attachments

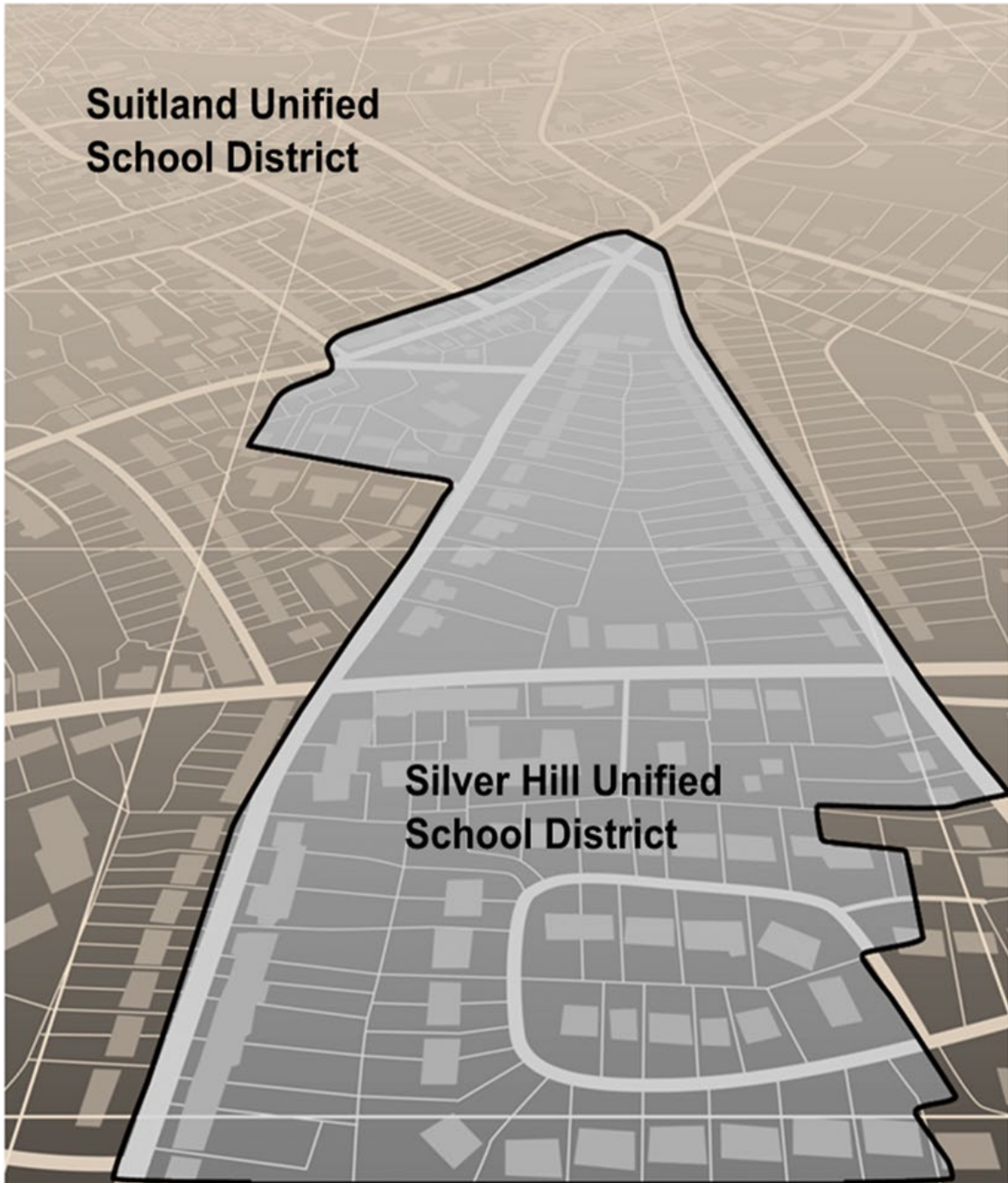**Table 1: 2023 SDRP Material Changes Since 2022 SDRP**

Reported Change	Location in Material	Description/Summary of Change(s)
Updated references and screenshots for program dates	Throughout the document	Updated references and screenshots throughout each document as appropriate to reflect the proper dates for this year's program.
Reorganized arrangement of sections and style of material	Throughout the document	Applied consistent styles within the guide, revised section and sub-section headings, and reorganized content to promote better flow of instruction.
Revised the title of guide	Cover page	Changed from "School District Review Program (SDRP) Verification Guide" to "School District Review Program (SDRP) Respondent Guide: Verification Phase".
Renamed first section heading and created three new sub-sections	Table of Contents and Page iii	Changed "Verification Phase Overview" section heading to "Introduction" with three new sub-sections "Overview", "SDRP Verification Phase Materials", and "Respondent Guide Organization".
Renamed second section heading and the sub-section headings	Table of Contents and Pages iii – 9	Changed "Verification Phase Processing Procedures" section heading to "Conducting Verification Phase Review". Changed section 1.1 heading from "Verifying School District Listings" to "Using the School District Listing Files". Inserted a new sub-section (1.1.1) for the "Verification Inventory Changes File". Changed section 1.2 heading from "Verifying SDRP Updates in GUPS" to "Using the Geographic Update Partnership Software (GUPS)". Changed sub-section 1.2.1 heading from "Starting a New Verification Project" to "Starting a Verification Phase Project". Changed sub-section 1.2.2 heading from "How to Conduct Verification Review" to "Conducting Verification Review".
Removed Table 1, Record Layout for Verification Inventory Changes File	Table of Contents	Removed because this table is unnecessary.
Table 2 becomes Table 1	Table of Contents and Page 2	Because of the deletion of Table 1 from the previously approved guide, the remaining tables are renumbered. Table 2 from the 2022 SDRP is now Table 1 in the 2023 SDRP. Its title did not change.
Renamed Table 3 to Table 2 and changed its title	Table of Contents and Page 3	Because of the deletion of Table 1 from the previously approved guide, the remaining tables are renumbered. Table 3 from the 2022 SDRP is now Table 2 in the 2023 SDRP. Changed the title of the table from "Start a New Verification Project" to "Steps to Open GUPS and Start a New SDRP Verification Phase Project".

Reported Change	Location in Material	Description/Summary of Change(s)
Renamed Table 4 to Table 3 and changed its title	Table of Contents and Page 7	Because of the deletion of Table 1 from the previously approved guide, the remaining tables are renumbered. Table 4 from the 2022 SDRP is now Table 3 in the 2023 SDRP. Changed the title of the table from "Verifying Annotation Phase Changes" to "Steps to Verify the Annotation Phase Updates with the Review Change Polygons Tool".
Added introductory paragraph to the "Conducting Verification Phase Review" section	Page 1	As part of reorganizing the flow of the material, an introductory paragraph was inserted prior to section 1.1.
Added summary paragraph prior to section 1.2	Page 2	As part of reorganizing the flow of the material and to close the section prior to moving to the next, a summary paragraph was added.
Removed reference to providing listing files in text (.txt) format and edited the explanation of the listing files	Section 1.1, Page 1	Revised language in this section to confirm distribution of listing files in .xls format and no longer in .txt format. Revised the explanation of the files to align with the 2023 SDRP Annotation Phase Respondent Guide.
Revised the names for the "Coextensive Coverage" and "Relationship" listing files	Throughout the guide; Specifically in section 1.1, Page 1	Revised the "Coextensive Coverage" listing file name to "Legal Entity Coextensive Coverage File" and "Relationship" listing file to "School District to Geography (SD/GEO) Relationship File" to align with the 2023 SDRP Annotation Phase Respondent Guide.
Created new sub-section 1.1.1 to detail the Verification Inventory Changes File	New sub-section 1.1.1, Pages 1-2	Created new sub-section to contain the instructions for using this file during verification. Information contained in this new sub-section existed within the 2022 SDRP Verification Guide section 1.1 but was streamlined and reorganized to assist mapping coordinators and others using this guide to better locate the specifics of this listing file.
Updated field lengths in new Table 1, Data Dictionary for the Verification Inventory Changes File	Page 2	Updated the "STATE CODE" field length from 11 to 2, the "SDLEA" field length from 6 to 5, the "LOGRADE" and "HIGRADE" field lengths from 8 to 2, and the "SDLEVEL" field length from 8 to 1.
Added introductory paragraph and a Note.	Section 1.2, Page 2 (intro) and Page 3 (note)	As part of reorganizing the flow of the material, an introductory paragraph was inserted for section 1.2 to introduce the content in that section. Added a Note that provides instructions to download the partnership shapefiles for those that want to use their own geographic information system rather than GUPS.

Reported Change	Location in Material	Description/Summary of Change(s)
Replaced introductory paragraph and removed the Note in sub-section 1.2.1	Section 1.2.1, Page 3	Added mention that GUPS does not need an update, but that a new project must be created to review boundary updates from Annotation Phase. Removed the Note about styles used for tables with Action/*Results*.
Streamlined and revised instructions in new Table 2, Steps to Open GUPS and Start a New SDRP Verification Phase Project	Pages 3-7	Reduced steps from 13 to seven by removing unnecessary steps and combining others and by removing unnecessary screenshots from previous program year's table. Revised information because 2023 SDRP is state-based program, while 2022 SDRP was county-based. Added an important icon, e.g., a red square with a white "i", between steps 3 and 4 to highlight the change to state-based work.
Updated screenshots in tables 2 and 3 to reflect most current STATE GUPS version.	Sections 1.2.1 and 1.2.2	Updated screenshots in both tables to reflect instructions associated with state-based program rather than a county-based program.
Modified the introductory paragraph for sub-section 1.2.2	Section 1.2.2, Page 7	Modified the introductory paragraph of the sub-section to remove reference of the Geography Review tool and add reference to the Review Change Polygons tool.
Updated screenshots and instructions to new Table 3, Steps to Verify the Annotation Phase Updates with the Review Change Polygons Tool	Pages 7-9	Updated screenshots to reflect instructions associated with use of the Review Change Polygons tool. Removed screenshots and instructions related to use of the Geography Review tool. Table is reduced from 10 steps to five.
Added closing paragraph	Section 1.2, Page 9	To close the section, and the guide, a summary paragraph was included rather than having the information included as the last row of Table 3.

School District Review Program (SDRP) Respondent Guide: Verification Phase

December 2022

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INTRODUCTION

A. Overview

The U.S. Census Bureau completed processing of the School District Review Program (SDRP) Annotation Phase submissions and is now ready to begin the Verification Phase. During verification, the mapping coordinator is responsible for reviewing and confirming the changes that appear in the verification materials and notifying the Census Bureau if updates are needed. No new updates to school districts are accepted during verification.

By the deadline listed in the Verification Phase email notification, mapping coordinators should notify the Census Bureau's SDRP team of their agreement or inform them of the need for updates. If no response is received by the deadline, the SDRP team assumes acceptance of their work. Notification to the SDRP team can be made by calling 301-763-1099 or by emailing <geo.school@census.gov>. If updates are needed, the SDRP team will work with the mapping coordinator to evaluate the proposed updates and determine the best method for submission.

B. SDRP Verification Phase Materials

Verification materials are available to all mapping coordinators who met the Annotation Phase deadline of December 31st. All materials necessary to participate in the Verification Phase are available for download from the SDRP website: <www.census.gov/programs-surveys/sdrp/information/verification.html>. In addition, general information about the SDRP is on the main SDRP website: <www.census.gov/programs-surveys/sdrp.html>.

C. Respondent Guide Organization

The information provided in this guide enhances the instructions provided in the *2023 School District Review Program Respondent Guide: Annotation Phase*, i.e., the Annotation Phase respondent guide. To reduce repetition of instruction, this guide only includes details for completing this phase of SDRP. If, after consulting with the SDRP team, updates are necessary, mapping coordinators may need to refer to both guides to complete their updates.

CONDUCTING VERIFICATION PHASE REVIEW

To verify the updates submitted during the Annotation Phase were processed correctly and are accurately represented in the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System, follow the instructions in this guide to conduct a verification review of the listing files and school district boundaries.

1.1   Using the School District Listing Files

As for the Annotation Phase, the Census Bureau produces Microsoft Excel® (.xls) format files for the Verification Phase. The listing file names will be followed by "_V"; e.g., <ST>_SD_Inventory_V.xls where <ST> represents the two-digit State Federal Information Processing Standards (FIPS) code. Except for the Verification Inventory Changes file, described later in section **1.1.1**, the other four listing files are defined in section 1.4 and detailed in appendix B of the Annotation Phase respondent guide.

The Census Bureau requests that mapping coordinators review relevant listings for their state.

- **Inventory and Grade Range File** (*All States*) – This file, "<ST>_SD_Inventory_V.xls", is a listing of all 2023 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.
- **County Coverage File** (*All States*) – This file, "<ST>_County_Coverage_V.xls", is a listing of all school districts for each county, sorted by county. There is a separate record for each unique school district/county combination.
- **Legal Entity Coextensive Coverage File** (*Limited States*) – Only the states that had this listing file for the Annotation Phase will have a corresponding file for verification. This file, "<ST>_Coextensive_Coverage_V.xls" is a listing of school districts that are coextensive with legal entities such as counties, county equivalents, or incorporated places.
- **School District to Geography (SD/GEO) Relationship File** (*Limited States*) – Only the states that had this listing file for the Annotation Phase will have a corresponding file for verification. This file, "<ST>_SD_GEO_Relationship_V.xls", is a listing of school districts that are commonly coextensive with one or more incorporated place and/or county subdivision (town, township, borough, etc.).
- **Verification Inventory Changes File** (*States with Inventory and Grade Range file changes from the Annotation Phase*) – This file, "<ST>_SD_Inventory_Change_V.xls", is a listing that compares the Inventory and Grade Range Listing file (<ST>_SD_Inventory_Change_V.xls) to the Inventory and Grade Range Listing from the Annotation Phase (<ST>_SD_Inventory_Change_A.xls) by SDLEA. See section **1.1.1** for details.

1.1.1   Verification Inventory Changes File

This listing provides state officials with a means to quickly review inventory changes to their school district inventory after the Census Bureau applied their Annotation Phase updates to the MAF/TIGER System. This file consists of change type, state FIPS code, SDLEA code, school district name, low grade, high grade, and school district level for each school district that had an inventory change.

Note: Only new districts, deleted districts, and attribute changes are reflected in the Verification Inventory Changes file. No file is created if a state submitted only a boundary correction(s).

Table 1 describes the fields in the file, their length, data type, a brief description of the field, and the valid value range.

Table 1: Data Dictionary for the Verification Inventory Changes File

Attribute Field	Length	Type	Description	Value/Range
CHANGE TYPE	12	VARCHAR	Type of change	NEW, DELETED, NAME, LEVEL, LOGRADE, HIGRADE
STATE CODE	2	VARCHAR	State FIPS (Federal Information Processing Standards) code	01, 02, 04-06, 08-13, 15-42, 44-51, 53-56
SDLEA	5	VARCHAR	Federal School District Local Education Agency (SDLEA) identification number	00001-99998
NAME	100	VARCHAR	School district name	Not Blank
LOGRADE	2	VARCHAR	School district low grade	PK, KG, 01-11
HIGRADE	2	VARCHAR	School district high grade	PK, KG, 01-12
SDLEVEL	1	VARCHAR	School district level	E=Elementary; S=Secondary; U=Unified; A=Administrative Area

If the listing files are correct, proceed with a review of the boundaries using the Geographic Update Partnership Software (GUPS) as detailed in section 1.2. If the listing files do not reflect the updates submitted during the Annotation Phase or are otherwise incorrect, please contact the SDRP team at the conclusion of your boundary review to report the discrepancies and receive further instruction.

1.2   Using the Geographic Update Partnership Software (GUPS)

With the listing files review complete, the next step is to complete a review of the school district boundaries that were submitted for processing during the Annotation Phase. Follow the instructions in the next two sections and refer to the Annotation Phase respondent guide for more thorough guidance on using GUPS to complete this review.
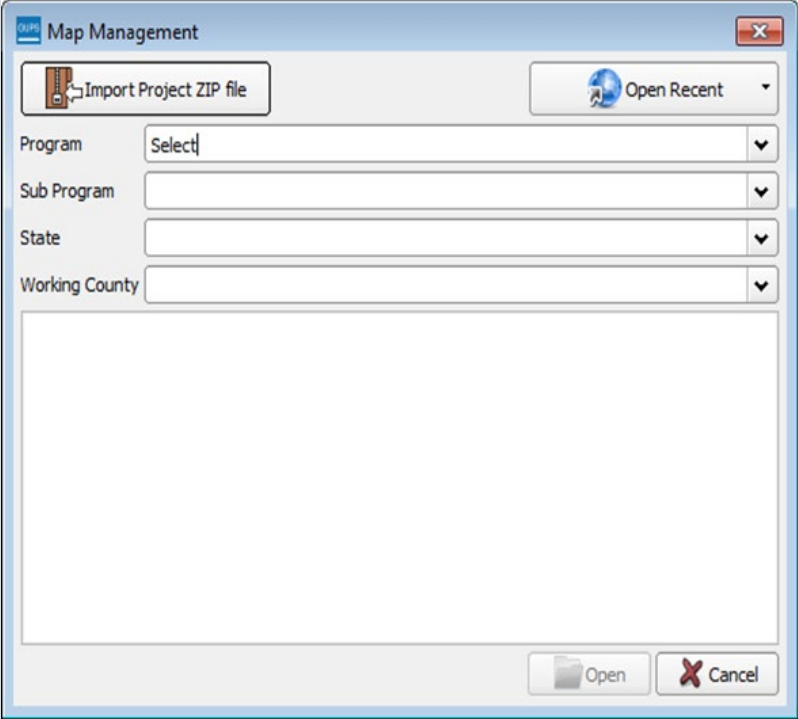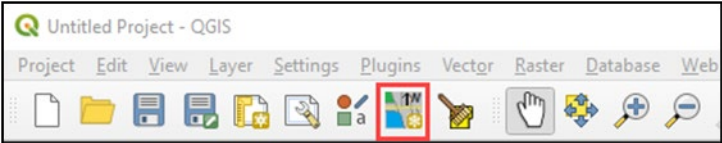
Note: Mapping coordinators who prefer to conduct their verification review using their own geographic information system (GIS) can download the Census partnership shapefiles from the Census Bureau's ftp site <https://www2.census.gov/geo/pvs/>. From that location, select the appropriate state folder to locate the version required for the 2023 SDRP Verification Phase, *partnership_shapefiles_23v0_<ST>.zip*, where ST represents the two-digit Federal Information Processing Series (FIPS) state code. For example, if Alabama wants to use their own GIS, the mapping coordinator would download *partnership_shapefiles_23v0_01.zip* to their local system and unzip the file to begin their review.
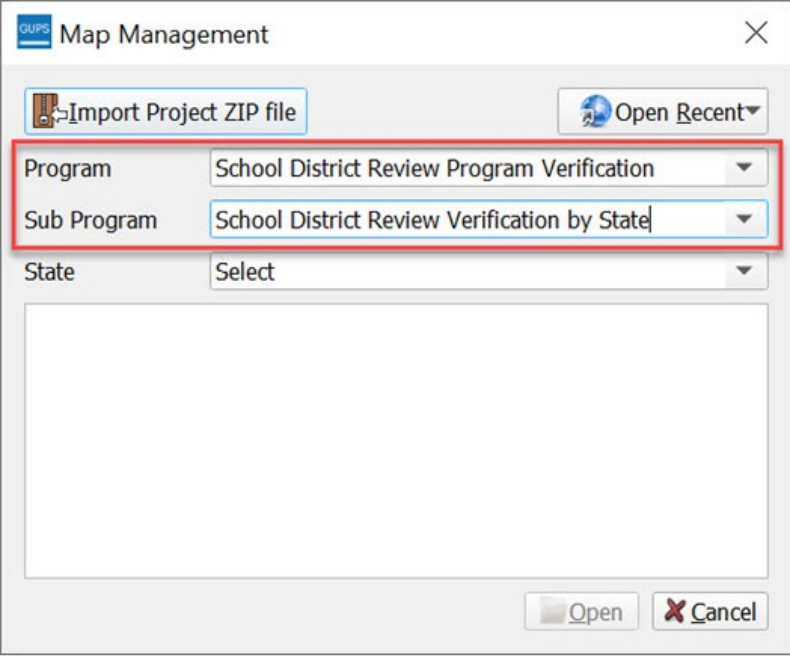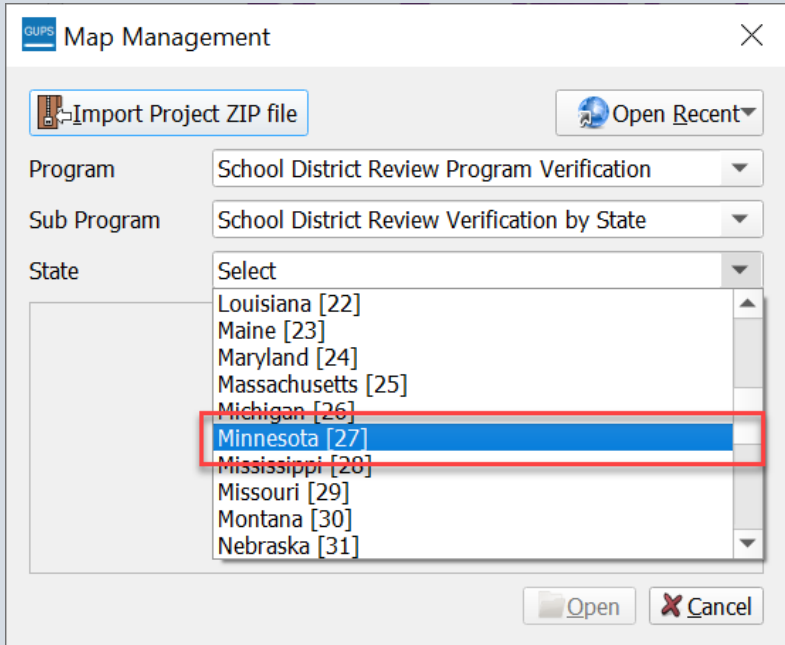
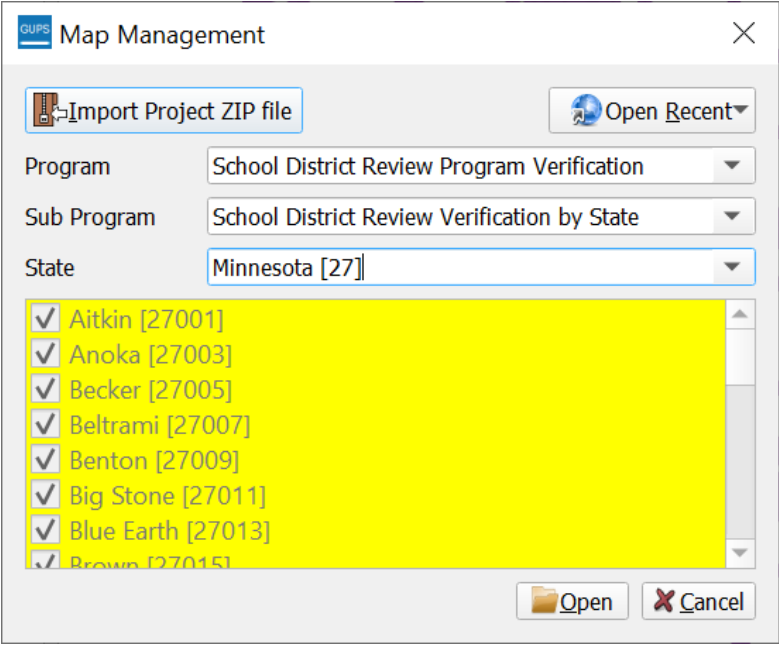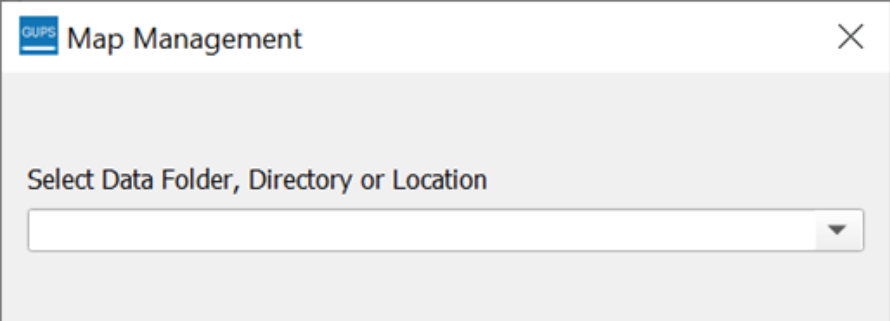## 1.2.1   Starting a Verification Phase Project

While the GUPS version does not need to be updated for the Verification Phase, a new project must be created to conduct a review of the boundary updates from the Annotation Phase. Follow the steps in **Table 2** to open GUPS and start a new project.
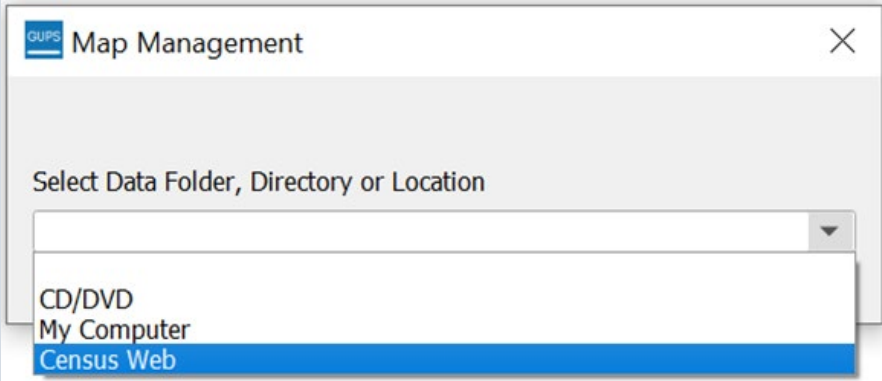
Table 2: Steps to Open GUPS and Start a New SDRP Verification Phase Project

Step	Action and Result
Step 1	Select **QGIS3** or **QGIS Desktop 3.4.4** from the **Start Menu**. *The QGIS splash screen appears.*

Step	Action and Result
Step 2	*The **Map Management** window appears.*
	If the **Map Management** window does not appear, choose the **Map Management** button from the **Standard toolbar** (shown below highlighted by a red rectangle). If the **Map Management** button does not exist in the **Standard toolbar**, contact the SDRP Team at <geo.school@census.gov> for assistance.

Step	Action and Result
Step 3	In the **Map Management** window, use the drop-down menu next to the **Program** field to select **School District Review Program Verification** and then select **School District Review by State** for the **Sub Program** field.
	Beginning with 2023 SDRP, GUPS has been updated to operate at the state level. This means rather than working by individual county, GUPS loads data for the whole state during this initial setup for the project. Once created, users can load county level reference layers to provide the detail necessary to make updates. Instructions are included in the Annotation Phase respondent guide that describe the county loading/unloading process, i.e., tables 13 and 14, respectively.
Step 4	In the **State** field, use the drop-down menu to select a state. Use the scroll bar to move up and down the list of states. This example uses Minnesota.

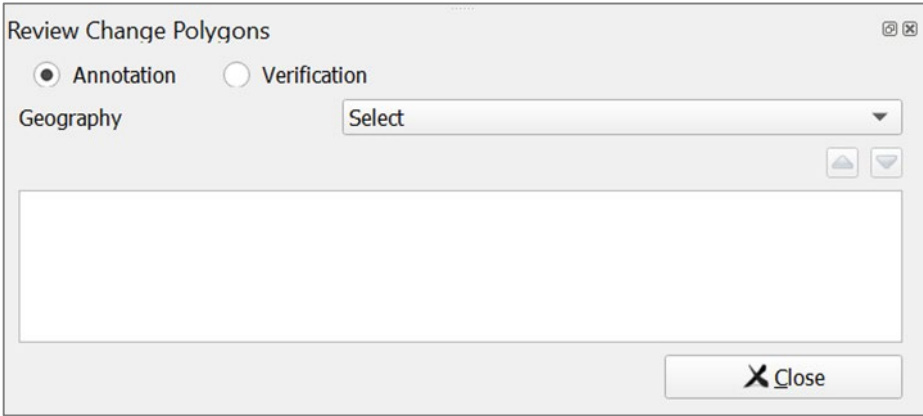| Step	Action and Result
Step 5	After selecting a state, *GUPS refreshes the* **Map Management** *window and automatically highlights all available counties for the state of Minnesota*. Select **Open**. **Map Management** Import Project ZIP file Open Recent▾ Program School District Review Program Verification ▾ Sub Program School District Review Verification by State ▾ State Minnesota [27] ▾ ☑ Aitkin [27001] ☑ Anoka [27003] ☑ Becker [27005] ☑ Beltrami [27007] ☑ Benton [27009] ☑ Big Stone [27011] ☑ Blue Earth [27013] ☑ Brown [27015] 📁 Open ✖ Cancel
Step 6	*The* **Select Data Folder, Directory or Location** *window opens*. **Map Management** Select Data Folder, Directory or Location ▾
ℹ	GUPS only prompts for 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.

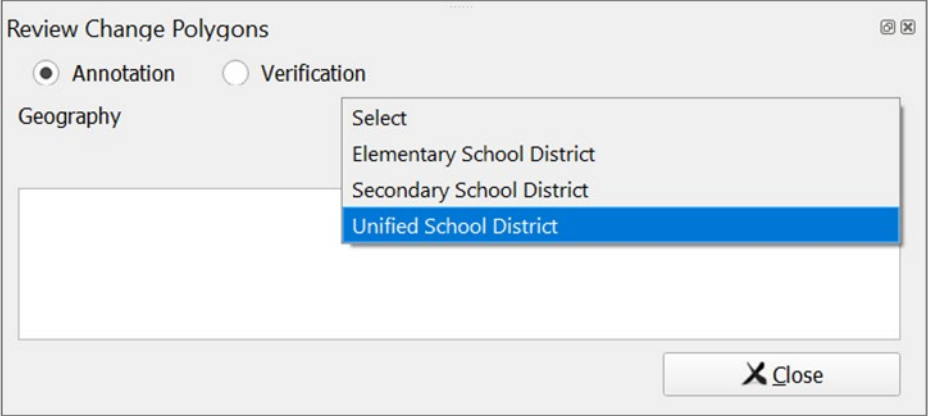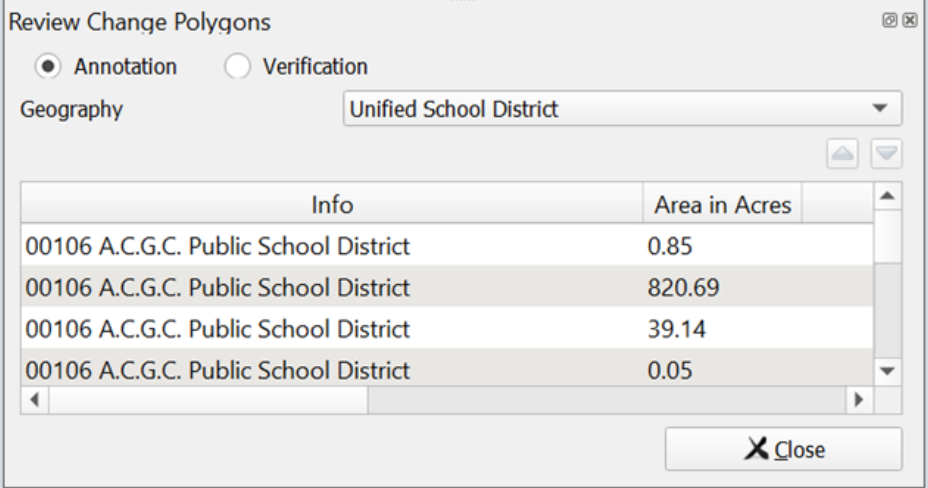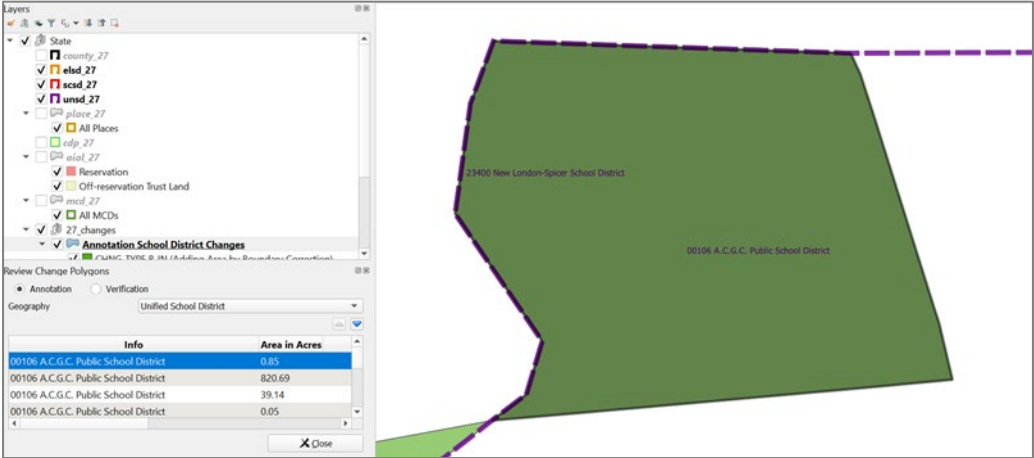| Step	Action and Result
Step 7	*A secondary **Map Management** window appears to select the data source*. From this secondary **Map Management** window, choose **Census Web** to download the shapefile data layers with preset symbology and labels directly into GUPS. **Map Management** Select Data Folder, Directory or Location CD/DVD My Computer Census Web

Proceed to the next section for instructions on conducting the verification review.

1.2.2   Conducting the Verification Review

Verification involves reviewing the school district boundaries to ensure the Census Bureau accurately and completely captured the updates submitted by mapping coordinators. In GUPS, the Review Change Polygons tool is used to identify areas where updates were submitted. Follow the steps in **Table 3** to verify the accuracy of the school district boundaries. Refer to table 27 in the Annotation Phase respondent guide for additional details.

Table 3: Steps to Verify the Annotation Phase Updates with the Review Change Polygons Tool

Step	Action and Result
Step 1	Select the **Review Change Polygons** tool from the **SDRP toolbar**. *The **Review Change Polygons** window opens.* Review Change Polygons ⦿ Annotation ◯ Verification Geography Select ✕ Close
ⓘ	The window includes two radio buttons: **Annotation** and **Verification**. **Annotation** is selected by default and is used to review the changes made during the Annotation Phase. To see changes made during the verification review, change the button to **Verification**.

Step	Action and Result
Step 2	From the **Geography** drop-down menu select the school district level to review. This example uses **Unified School District**. Review Change Polygons ◉ Annotation　○ Verification Geography Select Elementary School District Secondary School District **Unified School District** ✕ Close
Step 3	*The **Review Change Polygons** window populates with a list of Unified School District updates from the Annotation Phase*. Each record represents an update that added area. Review Change Polygons ◉ Annotation　○ Verification Geography　Unified School District | Info	Area in Acres
00106 A.C.G.C. Public School District	0.85
00106 A.C.G.C. Public School District	820.69
00106 A.C.G.C. Public School District	39.14
00106 A.C.G.C. Public School District	0.05 | ✕ Close
Step 4	Select a record from the list. *The **Map View** zooms to the extent of the selected record*. Review the selected school district by panning or zooming around the boundary to confirm it accurately reflects the requested update from the Annotation Phase.

Step	Action and Result
Step 5	Review each record in the list. If updates were made to the other two types of school districts (Elementary School District and Secondary School District), change the **Geography** drop-down selection to review the next type of school district in the same manner described above.

If the boundaries are correct and there are no discrepancies with the listing files, please notify the SDRP team by email to <geo.school@census.gov> of your agreement. If the boundaries do not reflect the updates submitted during the Annotation Phase or are otherwise incorrect and/or the listing files contain discrepancies, please contact the SDRP team by emailing <geo.school@census.gov> or by calling 301-763-1099 for further instruction.