

National Public Education Financial Survey (NPEFS) 2022-2024: Common Core of Data (CCD)

Appendix A 1-3

Communication Materials

OMB# 1850-0067 v.24

National Center for Education Statistics (NCES)

May 2023
revised September 2023

Table of Contents

A.1	
Federal Register Notice for FY 2022.....	2
Federal Register Notice for FY 2023.....	7
A.2 – 2022 Communication Materials	
Initial cover letter to respondents.....	13
Submission letter.....	14
Closeout letter.....	15
Reminder Notice.....	16
A.3 – 2023 Communication Materials	
Initial cover letter to respondents.....	18
Submission letter.....	19
Closeout letter.....	20
Reminder Notice.....	21

A.1 Federal Register Notice for FY 2022

4000-01-U

DEPARTMENT OF EDUCATION

Submission of Data by State Educational Agencies; Submission Dates for State Revenue and Expenditure Reports for Fiscal Year 2022, Revisions to Those Reports, and Revisions to Prior Fiscal Year Reports

AGENCY: National Center for Education Statistics, Institute of Education Sciences, Department of Education.

ACTION: Notice.

SUMMARY: The Secretary announces dates for State educational agencies (SEAs) to submit expenditure and revenue data and average daily attendance statistics on ED Form 2447 (the National Public Education Financial Survey (NPEFS)) for fiscal year (FY) 2022, revisions to those reports, and revisions to reports for previous fiscal years. The Secretary sets these dates to ensure that data are available to serve as the basis for timely distribution of Federal funds. The U.S. Census Bureau is the data collection agent for this request of the Department of Education's National Center for Education Statistics (NCES). The data will be published by NCES and will be used by the Secretary in the calculation of allocations for FY 2024 appropriated funds.

DATES: SEAs can begin submitting data for FY 2022 and revisions to previously submitted data for FY 2021 on Tuesday, January 31, 2023. SEAs are urged to submit accurate and complete data by Friday, March 31, 2023, to facilitate timely processing. The deadline for the final submission of all data, including any revisions to previously submitted data for FY 2021 and FY 2022, is Tuesday, August 15, 2023. Any resubmissions of FY 2021 or FY 2022 data by SEAs in response to requests for clarification, reconciliation, or other inquiries by NCES or the Census Bureau must be completed as soon as possible, but no later than Tuesday, September 5, 2023. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau as soon as possible, but no later than September 5, 2023.

SUBMISSION INFORMATION:

SEAs are encouraged to submit data online using the interactive survey form on the NPEFS data collection website at: <http://surveys.nces.ed.gov/ccdnpefs>. The NPEFS interactive survey includes a digital confirmation page where a personal identification number (PIN) may be entered. A successful entry of the PIN serves as a signature by the authorizing official.

Alternatively, a certification form also may be printed from the website, signed by the authorizing official, and mailed to the Economic Reimbursable Surveys Division of the Census Bureau at the Washington, DC, address provided above, within five business days after submission of the NPEFS web interactive form.

SEAs may mail ED Form 2447 to: U.S. Census Bureau, ATTENTION: Economic Reimbursable Surveys Division, 4600 Silver Hill Road, Suitland, MD 20746.

If an SEA's submission is received by the Census Bureau after August 15, 2023, the SEA must show one of the following as proof that the submission was mailed on or before that date:

1. A legibly dated U.S. Postal Service postmark.
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
3. A dated shipping label, invoice, or receipt from a commercial carrier.
4. Any other proof of mailing acceptable to the Secretary.

If the SEA mails ED Form 2447 through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

1. A private metered postmark.
2. A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an SEA should check with its local post office.

FOR FURTHER INFORMATION CONTACT: Stephen Q. Cornman, Senior Survey Director, Financial Surveys, National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education, 550 12th Street, SW, Washington, DC 20202. Telephone: (202) 245-7753. Email: stephen.cornman@ed.gov. You may also contact an NPEFS team member at the Census Bureau. Telephone: 1-800-437-4196 or (301) 763-1571. Email: erd.npefs.list@census.gov.

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service, toll free, at 1-800-877-8339.

SUPPLEMENTARY INFORMATION: Under section 153(a)(1)(I) of the Education Sciences Reform Act of 2002, 20 U.S.C. 9543(a)(1)(I), which authorizes NCES to gather data on the financing and management of education, NCES collects data annually from SEAs

through ED Form 2447. The report from SEAs includes attendance, revenue, and expenditure data from which NCES determines a State's "average per-pupil expenditure" (SPPE) for elementary and secondary education, as defined in section 8101(2) of the Elementary and Secondary Education Act of 1965, as amended (ESEA) (20 U.S.C. 7801(2)).

In addition to using the SPPE data as general information on the financing of elementary and secondary education, the Secretary uses these data directly in calculating allocations for certain formula grant programs, including, but not limited to, title I, part A, of the ESEA, Impact Aid, and Indian Education programs. Other programs, such as the Education for Homeless Children and Youth program under title VII of the McKinney-Vento Homeless Assistance Act, and the Student Support and Academic Enrichment Grants under title IV, part A of the ESEA make use of SPPE data indirectly because their formulas are based, in whole or in part, on State title I, part A, allocations.

In January 2023, the Census Bureau, acting as the data collection agent for NCES, will email ED Form 2447 to SEAs, with instructions, and will request that SEAs commence submitting FY 2022 data to the Census Bureau on Tuesday, January 31, 2023. SEAs are urged to submit accurate and complete data by Friday, March 31, 2023, to facilitate timely processing.

Submissions by SEAs to the Census Bureau will be analyzed for accuracy and returned to each SEA for verification. SEAs must submit all data, including any revisions to FY 2021 and FY 2022 data, to the Census Bureau no later than Tuesday, August 15, 2023. Any resubmissions of FY 2021 or FY 2022 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2023. Between August 15, 2023, and September 5, 2023, SEAs may also, on their own initiative, resubmit data to resolve issues not addressed in their NPEFS data submitted by August 15, 2023. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau as soon as possible, but no later than September 5, 2023.

In order to facilitate timely submission of data, the Census Bureau will send reminder notices to SEAs in June and July of 2023.

Having accurate, consistent, and timely information is critical to an efficient and fair allocation process and to the NCES statistical process. The Department establishes Friday, August 15, 2023, as the date by which SEAs must submit data using either the interactive survey form on the NPEFS data collection website

at <https://surveys.nces.ed.gov/ccdnpefs/> or ED Form 2447. This date is established to ensure that the best, most accurate data will be available to support timely distribution of Federal education funds.

Any resubmissions of FY 2021 or FY 2022 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed through the interactive survey form on the NPEFS data collection website or ED Form 2447 by Tuesday, September 5, 2023. If an SEA submits revised data after the September 5, 2023, deadline that result in a lower SPPE figure, the SEA's allocations may be adjusted downward, or the Department may direct the SEA to return funds.

Note: The following are important dates in the data collection process for FY 2022 data and revisions to reports for previous fiscal years:

Date	Activity
January 31, 2023	SEAs can begin to submit accurate and complete data for FY 2022 and revisions to previously submitted data for FY 2021.
March 31, 2023	Date by which SEAs are urged to submit accurate and complete data for FY 2022 and FY 2021.
August 15, 2023	Mandatory final submission date for FY 2021 and FY 2022 data to be used for program funding allocation purposes.
September 5, 2023	Mandatory final deadline for responses by SEAs to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau. Between August 15, 2023, and September 5, 2023, SEAs may also, on their own initiative, resubmit data to resolve issues not addressed in their final submission of NPEFS data by August 15, 2023. All data issues must be resolved.

Accessible Format: On request to the program contact person listed under For Further Information Contact, individuals with disabilities can obtain this document in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, or compact disc, or other accessible format.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. You may access the official edition of the Federal Register and the

Code of Federal Regulations at www.govinfo.gov. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Authority: 20 U.S.C. 9543.

Dated:

Mark Schneider,
*Director of the Institute of
Education Sciences.*

A.1 Federal Register Notice for FY 2023

4000-01-U

DEPARTMENT OF EDUCATION

Submission of Data by State Educational Agencies; Submission Dates for State Revenue and Expenditure Reports for Fiscal Year 2023, Revisions to Those Reports, and Revisions to Prior Fiscal Year Reports

AGENCY: National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education.

ACTION: Notice.

SUMMARY: The Secretary announces dates for State educational agencies (SEAs) to submit expenditure and revenue data and average daily attendance statistics on ED Form 2447 (the National Public Education Financial Survey (NPEFS)) for fiscal year (FY) 2023, revisions to those reports, and revisions to reports for previous fiscal years. The Secretary sets these dates to ensure that data are available to serve as the basis for timely distribution of Federal funds. The U.S. Census Bureau is the data collection agent for this request of the U.S. Department of Education's (Department) National Center for Education Statistics (NCES). The data will be published by NCES and will be used by the Secretary in the calculation of allocations for FY 2025 appropriated funds.

DATES: SEAs can begin submitting data for FY 2023 and revisions to previously submitted data for FY 2022 on Wednesday, January 31, 2024. SEAs are urged to submit accurate and complete data by Friday, March 29, 2024, to facilitate timely processing. The deadline for the final submission of all data, including any revisions to previously submitted data for FY 2022 and FY 2023, is Thursday, August 15, 2024. Any resubmissions of FY 2022 or FY 2023 data by SEAs in response to requests for clarification, reconciliation, or other inquiries by NCES or the Census Bureau must be completed as soon as possible, but no later than Tuesday, September 3, 2024. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau as soon as possible, but no later than September 3, 2024.

SUBMISSION INFORMATION: SEAs are encouraged to submit data online using the interactive survey form on the NPEFS data collection website at: <http://surveys.nces.ed.gov/ccdnpefs>. The NPEFS interactive survey includes a digital confirmation page where a personal identification number (PIN) may be entered. A

successful entry of the PIN serves as a signature by the authorizing official. Alternatively, a certification form (ED Form 2447) also may be printed from the website, signed by the authorizing official, and mailed to the Economic Reimbursable Surveys Division of the Census Bureau at the address provided below, within five business days after submission of the NPEFS web interactive form.

SEAs may mail ED Form 2447 to:

U.S. Census Bureau, ATTENTION: Economic Reimbursable Surveys Division, 4600 Silver Hill Road, Suitland, MD 20746.

If an SEA's submission is received by the Census Bureau after August 15, 2024, the SEA must show one of the following as proof that the submission was mailed on or before that date:

1. A legibly dated U.S. Postal Service postmark.
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
3. A dated shipping label, invoice, or receipt from a commercial carrier.
4. Any other proof of mailing acceptable to the Secretary.

If the SEA mails ED Form 2447 through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

1. A private metered postmark.
2. A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an SEA should check with its local post office.

FOR FURTHER INFORMATION CONTACT: Stephen Q. Cornman, Senior Survey Director, Financial Surveys, National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education, 550 12th Street, SW, Washington, DC 20202.

Telephone: (202) 245-7753. Email: stephen.cornman@ed.gov. You may also contact an NPEFS team member at the Census Bureau.

Telephone: 1-800-437-4196 or (301) 763-1571. Email: erd.npefs.list@census.gov.

If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunications relay services, please dial 7-1-1.

SUPPLEMENTARY INFORMATION: Under section 153(a)(1)(I) of the Education Sciences Reform Act of 2002, 20 U.S.C. 9543(a)(1)(I), which authorizes NCES to gather data on the financing and management of education, NCES collects data annually from SEAs through ED Form 2447. The report from SEAs includes attendance,

revenue, and expenditure data from which NCES determines a State's "average per-pupil expenditure" (SPPE) for elementary and secondary education, as defined in section 8101(2) of the Elementary and Secondary Education Act of 1965, as amended (ESEA) (20 U.S.C. 7801(2)).

In addition to using the SPPE data as general information on the financing of elementary and secondary education, the Secretary uses these data directly in calculating allocations for certain formula grant programs, including, but not limited to, title I, part A, of the ESEA; Impact Aid; and Indian Education programs. Other programs, such as the Education for Homeless Children and Youth program under title VII of the McKinney-Vento Homeless Assistance Act, and the Student Support and Academic Enrichment Grants under title IV, part A of the ESEA, make use of SPPE data indirectly because their formulas are based, in whole or in part, on State title I, part A, allocations.

In January 2024, the Census Bureau, acting as the data collection agent for NCES, will email ED Form 2447 to SEAs, with instructions, and will request that SEAs commence submitting FY 2023 data to the Census Bureau on Wednesday, January 31, 2024. SEAs are urged to submit accurate and complete data by Friday, March 29, 2024, to facilitate timely processing.

Submissions by SEAs to the Census Bureau will be analyzed for accuracy and returned to each SEA for verification. SEAs must submit all data, including any revisions to FY 2022 and FY 2023 data, to the Census Bureau no later than Thursday, August 15, 2024. Any resubmissions of FY 2022 or FY 2023 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 3, 2024. Between August 15, 2024, and September 3, 2024, SEAs may also, on their own initiative, resubmit data to resolve issues not addressed in their NPEFS data submitted by August 15, 2024. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau as soon as possible, but no later than September 3, 2024.

In order to facilitate timely submission of data, the Census Bureau will send reminder notices to SEAs in June and July of 2024.

Having accurate, consistent, and timely information is critical to an efficient and fair allocation process and to the NCES statistical process. The Department establishes Thursday, August 15, 2024, as the date by which SEAs must submit data using either

the interactive survey form on the NPEFS data collection website at <http://surveys.nces.ed.gov/ccdnpefs> or ED Form 2447. This date is established to ensure that the best, most accurate data will be available to support timely distribution of Federal education funds.

Any resubmissions of FY 2022 or FY 2023 data by SEAs in response to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau must be completed through the interactive survey form on the NPEFS data collection website or ED Form 2447 by Tuesday, September 3, 2024. If an SEA submits revised data after the September 3, 2024, deadline that result in a lower SPPE figure, the SEA's allocations may be adjusted downward, or the Department may direct the SEA to return funds.

Note: The following are important dates in the data collection process for FY 2023 data and revisions to reports for previous fiscal years:

Date	Activity
January 31, 2024	SEAs can begin to submit accurate and complete data for FY 2023 and revisions to previously submitted data for FY 2022.
March 29, 2024	Date by which SEAs are urged to submit accurate and complete data for FY 2023 and FY 2022.
August 15, 2024	Mandatory final submission date for FY 2022 and FY 2023 data to be used for program funding allocation purposes.
September 3, 2024	Mandatory final deadline for responses by SEAs to requests for clarification or reconciliation or other inquiries by NCES or the Census Bureau. Between August 15, 2024, and September 3, 2024, SEAs may also, on their own initiative, resubmit data to resolve issues not addressed in their final submission of NPEFS data by August 15, 2024. All data issues must be resolved.

Accessible Format: On request to the program contact person listed under FOR FURTHER INFORMATION CONTACT, individuals with disabilities can obtain this document in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format

(txt), a thumb drive, an MP3 file, braille, large print, audiotape, or compact disc, or other accessible format. Electronic Access to This Document: The official version of this document is the document published in the Federal Register. You may access the official edition of the Federal Register and the Code of Federal Regulations at www.govinfo.gov. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Authority: 20 U.S.C. 9543.

Dated:

Mark Schneider,
Director of the Institute of
Education Sciences.

A.2 – 2022 Communication Materials

Initial cover letter to respondents

Date

State Contact
State Address

Dear _____:

The National Center for Education Statistics (NCES) requests your state's continued participation in the Fiscal Year 2022 National Public Education Financial Survey (NPEFS). The U.S. Census Bureau will once again act as the collection agency on behalf of NCES. Your participation in this voluntary survey is important as the data are used to allocate federal funds for education. In addition, the data are widely published as the official data on revenues and expenditures for public education in your state.

We have several methods for you to use to report your survey data. Most of our respondents use the Internet reporting option and we encourage you to utilize this time and cost saving alternative. You may access the NPEFS questionnaire at <http://surveys.nces.ed.gov/ccdNPEFS/> beginning Tuesday, January 31, 2023. We have enclosed your new username and password, along with general instructions for accessing the Web application. You may contact our office at the numbers given below if you would like a hard copy of the NPEFS questionnaire and reporting instructions. Detailed instructions for how to use the Web application can be found in the NPEFS User Guide at the web address above.

As a part of the Web application, we offer the Crosswalk module. The Crosswalk module gives users the ability to upload data with the state account accounts, then crosswalk those state accounts to the NCES accounting codes and transfer the crosswalked data to the NPEFS form. The Crosswalk module is only available to users that request access. This program promotes consistency, timeliness, and accuracy in the final data product resulting in timely distribution of funds. Please contact us if you wish to learn more about the NPEFS Crosswalk.

Survey replies and data plans should be submitted directly to the Census Bureau by Friday, March 31, 2023, to facilitate timely processing. To request an extension, please contact the NPEFS staff at the U.S. Census Bureau, at 1(800) 437-4196 or (301) 763-1571. Please note that data submissions received after Tuesday, August 15, 2023 cannot be accepted for purposes of federal program allocations. Any resubmissions of FY 2021 or FY 2022 data by SEAs in response to requests for clarification, reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2023. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 5, 2023. The Census Bureau address for Federal Express mailing, survey contact names, telephone numbers, and e-mail addresses are all located in the Contact Us page of the Web application.

Sincerely yours,



Stephen Q. Cornman
Project Director

Username:
Temporary Password:

Enclosures

Submission letter

1



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

Date

Dear _____:

Thank you for your submission of The National Public Education Financial Survey (NPEFS) for fiscal year 2022 and your review of the edits.

The National Center for Education Statistics (NCES) requests that each state submit a copy of their state statutory citation (as defined by State Law) describing how the average daily attendance (ADA) is calculated. If ADA for your state is calculated using state statute, please ensure that you have uploaded the appropriate documentation within the fiscal data plan in the Web application.

NPEFS address: Bureau of the Census
Economic Reimbursable Surveys Division
Attn: (add staff name here)
Washington, D.C. 20233-6800

Although you have completed your review of the edits contained in the Web application, please also clarify the question(s) about your state's submission in the attached notes.

To ensure timely distribution of Federal education funds based on the best, most accurate data available, NCES establishes, for allocation purposes, **August 15, 2023**, as the final date by which the NPEFS Web form or ED Form 2447 must be submitted. Any resubmissions of FY 2022 or FY 2021 data by SEAs in response to requests for clarification, reconciliation, or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2023. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 5, 2023.

Revisions to FY 21 data should be made on our Web application by clicking the "Revise 2021 Data" button in the "FY 2021 Data Revision" section on the "Main" page. Please note that all changes made require a new digital signature by your authorized official.

The preferred contact method to reach NPEFS staff is via the following e-mail address erd.npefs.list@census.gov. We encourage you to use the preferred e-mail address in case analysts are assigned different states depending on workflow. Your correspondence with us is important, and we want to provide you the most efficient venue for communication. Thank you for your contribution to this important data collection effort.

Sincerely,

NPEFS Staff Name
Title
Educational Finance Branch
Economic Reimbursable Surveys Division

Enclosures

Closeout Letter to states



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

Date

Dear _____:

Thank you for responding to the National Public Education Financial Survey (NPEFS), fiscal year 2022. We have completed our analysis of your data and have enclosed information regarding the closeout of your state.

If your state requires adjustments to your data, written specifications on how we will adjust your data will be included in the closeout notes. Please review these specifications carefully for concurrence and accuracy. Our imputation program will adjust your data according to these specifications in the final phase of the survey process. You will be notified by e-mail when the imputed data is available for viewing. The final version of your state's data may be viewed on the NPEFS Web application and will be released this winter by the National Center for Education Statistics. Any resubmissions of FY 2022 or FY 2021 data by SEAs in response to requests for clarification, reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 5, 2023. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 5, 2023.

Revisions should be submitted electronically by updating your NPEFS submission via the Web application. Our staff is available to assist any respondent that is unclear of this process. *When sending in any revisions, please include the certification signature by the authorized state official. The authorizer can use either the digital authorization procedure (which is strongly encouraged for timeliness purposes) or upload a hard copy of the signature page.*

As a reminder, we are in an accelerated schedule to provide The National Center for Education Statistics the complete final imputed data file for the FY 22 survey. We would appreciate your help and attentiveness in notifying us immediately if you disagree with any adjustments that we will make to your data submission.

Please direct any further questions to me via e-mail at erd.npefs.list@census.gov or by calling at (800) 437-4196.

Thank you for making the Common Core of Data a valuable source of education financial information.

Sincerely,

[Name of Person closing out this state]
NPEFS Staff
Educational Finance Branch
Economic Reimbursable Surveys Division

Enclosures



1

National Public Education Financial Survey (NPEFS) FY 2022

REMINDER NOTICE

To ensure that the NPEFS staff and NCES have adequate time to review your NPEFS data for Title I funding allocations, we ask that you complete the following three items and submit to us as soon as possible:

- (1) NPEFS Form (2) Fiscal Data Plan (3) Digital Signature**

For your convenience, you may submit your data via:

- Web submission at: <http://surveys.nces.ed.gov/ccdnpefs> (preferred)
- Mail to:

U.S. Census Bureau
Economic Reimbursable Surveys Division
4600 Silver Hill Road
Suitland, Maryland 20746-6400

If your submission will be delayed for any reason or if you have any questions, please contact the NPEFS team at:

erd.npefs.list@census.gov or 1-888-437-4196

Thank you in advance for your cooperation and prompt attention to the matter.

A.3 – 2023 Communication Materials

Initial cover letter to respondents

Date

State Contact
State Address

Dear _____:

The National Center for Education Statistics (NCES) requests your state's continued participation in the Fiscal Year 2023 National Public Education Financial Survey (NPEFS). The U.S. Census Bureau will once again act as the collection agency on behalf of NCES. Your participation in this voluntary survey is important as the data are used to allocate federal funds for education. In addition, the data are widely published as the official data on revenues and expenditures for public education in your state.

We have several methods for you to use to report your survey data. Most of our respondents use the Internet reporting option and we encourage you to utilize this time and cost saving alternative. You may access the NPEFS questionnaire at <http://surveys.nces.ed.gov/ccdNPEFS/> beginning Tuesday, January 31, 2024. We have enclosed your new username and password, along with general instructions for accessing the Web application. You may contact our office at the numbers given below if you would like a hard copy of the NPEFS questionnaire and reporting instructions. Detailed instructions for how to use the Web application can be found in the NPEFS User Guide at the web address above.

As a part of the Web application, we offer the Crosswalk module. The Crosswalk module gives users the ability to upload data with the state account accounts, then crosswalk those state accounts to the NCES accounting codes and transfer the crosswalked data to the NPEFS form. The Crosswalk module is only available to users that request access. This program promotes consistency, timeliness, and accuracy in the final data product resulting in timely distribution of funds. Please contact us if you wish to learn more about the NPEFS Crosswalk.

Survey replies and data plans should be submitted directly to the Census Bureau by Friday, March 29, 2024, to facilitate timely processing. To request an extension, please contact the NPEFS staff at the U.S. Census Bureau, at 1(800) 437-4196 or (301) 763-1571. Please note that data submissions received after Thursday, August 15, 2024 cannot be accepted for purposes of federal program allocations. Any resubmissions of FY 2022 or FY 2023 data by SEAs in response to requests for clarification, reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 3, 2024. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 3, 2024. The Census Bureau address for Federal Express mailing, survey contact names, telephone numbers, and e-mail addresses are all located in the Contact Us page of the Web application.

Sincerely yours,



Stephen Q. Cornman
Project Director

Username:
Temporary Password:

Enclosures

Date

Dear _____:

Thank you for your submission of The National Public Education Financial Survey (NPEFS) for fiscal year 2023 and your review of the edits.

The National Center for Education Statistics (NCES) requests that each state submit a copy of their state statutory citation (as defined by State Law) describing how the average daily attendance (ADA) is calculated. If ADA for your state is calculated using state statute, please ensure that you have uploaded the appropriate documentation within the fiscal data plan in the Web application.

NPEFS address: Bureau of the Census
Economic Reimbursable Surveys Division
Attn: (add staff name here)
Washington, D.C. 20233-6800

Although you have completed your review of the edits contained in the Web application, please also clarify the question(s) about your state's submission in the attached notes.

To ensure timely distribution of Federal education funds based on the best, most accurate data available, NCES establishes, for allocation purposes, **August 15, 2024**, as the final date by which the NPEFS Web form or ED Form 2447 must be submitted. Any resubmissions of FY 2023 or FY 2022 data by SEAs in response to requests for clarification, reconciliation, or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 3, 2024. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 3, 2024.

Revisions to FY 22 data should be made on our Web application by clicking the "Revise 2022 Data" button in the "FY 2022 Data Revision" section on the "Main" page. Please note that all changes made require a new digital signature by your authorized official.

The preferred contact method to reach NPEFS staff is via the following e-mail address erd.npefs.list@census.gov. We encourage you to use the preferred e-mail address in case analysts are assigned different states depending on workflow. Your correspondence with us is important, and we want to provide you the most efficient venue for communication. Thank you for your contribution to this important data collection effort.

Sincerely,

NPEFS Staff Name

Title

Educational Finance Branch

Economic Reimbursable Surveys Division

Enclosures



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

Closeout Letter to States

Date

Dear _____:

Thank you for responding to the National Public Education Financial Survey (NPEFS), fiscal year 2023. We have completed our analysis of your data and have enclosed information regarding the closeout of your state.

If your state requires adjustments to your data, written specifications on how we will adjust your data will be included in the closeout notes. Please review these specifications carefully for concurrence and accuracy. Our imputation program will adjust your data according to these specifications in the final phase of the survey process. You will be notified by e-mail when the imputed data is available for viewing. The final version of your state's data may be viewed on the NPEFS Web application and will be released this winter by the National Center for Education Statistics. Any resubmissions of FY 2023 or FY 2022 data by SEAs in response to requests for clarification, reconciliation or other inquiries by NCES or the Census Bureau must be completed by Tuesday, September 3, 2024. All outstanding data issues must be reconciled and/or resolved by the SEAs, NCES, and the Census Bureau prior to September 3, 2024.

Revisions should be submitted electronically by updating your NPEFS submission via the Web application. Our staff is available to assist any respondent that is unclear of this process. *When sending in any revisions, please include the certification signature by the authorized state official. The authorizer can use either the digital authorization procedure (which is strongly encouraged for timeliness purposes) or upload a hard copy of the signature page.*

As a reminder, we are in an accelerated schedule to provide The National Center for Education Statistics the complete final imputed data file for the FY 23 survey. We would appreciate your help and attentiveness in notifying us immediately if you disagree with any adjustments that we will make to your data submission.

Please direct any further questions to me via e-mail at erd.npefs.list@census.gov or by calling at (800) 437-4196.

Thank you for making the Common Core of Data a valuable source of education financial information.

Sincerely,

[Name of Person closing out this state]

NPEFS Staff

Educational Finance Branch

Economic Reimbursable Surveys Division

Enclosures

census.gov





1

National Public Education Financial Survey (NPEFS) FY 2023

REMINDER NOTICE

To ensure that the NPEFS staff and NCES have adequate time to review your NPEFS data for Title I funding allocations, we ask that you complete the following three items and submit to us as soon as possible:

- (1) NPEFS Form (2) Fiscal Data Plan (3) Digital Signature**

For your convenience, you may submit your data via:

- Web submission at: <http://surveys.nces.ed.gov/ccdnpefs> (preferred)
- Mail to:

U.S. Census Bureau
Economic Reimbursable Surveys Division
4600 Silver Hill Road
Suitland, Maryland 20746-6400

If your submission will be delayed for any reason or if you have any questions, please contact the NPEFS team at:

erd.npefs.list@census.gov or 1-888-437-4196

Thank you in advance for your cooperation and prompt attention to the matter.