



TO: Principals and Site Impact Aid Coordinators

FROM: J. Macalos

DATE: September 24, 2018

SUBJECT: FEDERAL IMPACT AID SURVEY FOR 2018/19

Welcome back to school! Hopefully, you had a fun and relaxing summer vacation and a great start to a new and exciting school year.

It is that time of the year to conduct the annual Federal Impact Aid Surveys for residence and employment eligibility. The Finance team is dedicated to supporting the efforts at the school in the survey collections. The Federal Impact Aid program provides valuable funding to the District's General Fund on an annual basis, which is approximately \$10 million. Funding is direct, locally controlled and flexible and can be used for any general fund purposes such as instructional materials, salaries, transportation, technology or capital needs. Each form is critical to increasing the value of the claim to the U.S. Department of Education.

Since the 2018/19 Federal Impact Aid survey will be conducted on October 3, 2018, the following items are included with this packet to help with the collection process:

- General Information for District Employees
- Site Action Plan – Instructions for Office Staff
- PowerSchool Handbook and Sample Reports
- Principal Certification Forms
- Reference Documents
 - Template for Communications to Teachers
 - Teacher Checklist
 - Template for Parent Communications (English/Spanish/Somali)
 - Hints for Successful Collection Process
 - Federal Property List

Special attention should be given to the dates noted below:

- September 24 through September 28 – Survey forms will be delivered to schools
- October 3 – Schools to distribute survey forms to students
 - Forms cannot be issued prior to this date
- October 26 – Return survey forms to the Financial Accounting – Impact Aid Office, Eugene Brucker Education Center, Room 3244

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Please plan on meeting with your team (Principal, Administrative Assistant, and Site Coordinator) and make a plan of action to get every form possible returned, with the goal of 100% return. Know that at first glance some families may find the information gathering to be quite intrusive and strategically plan how to address and alleviate concerns. Also, begin thinking of ways to incentivize survey return at the individual, class, and school levels.

Again, the team in Finance is committed to directly supporting you in this vital task in any way possible. If you have any questions please don't hesitate to contact me directly.

If you have any questions or need additional materials please contact the following:

- Pat McCoy at 619.725.7593
- Tawnee Brooks at 619.725.7594

JM:tt

Encs.