



SITE ACTION PLAN

Instructions for Office Staff

THE INFORMATION ENTERED ON THE SURVEY FORMS MUST BE AS OF OCTOBER 3, 2018.

The Impact Aid survey date for all students enrolled in Traditional or Year Round schools including Child Development Centers, State Preschools, School Readiness Program, and SEEC Program will be October 3, 2018.

All references to *Parent* in the following instructions include *Parent, Stepparent, Guardian*, or other person with whom the student lives.

The survey forms must not be sent home to the parent(s) prior to the survey date of October 3, 2018. Please note that this year the survey form is printed on yellow 8 ½" x 11" paper.

1. **New letter this year:** Included with this packet is a letter from the Superintendent that must accompany the survey form sent to parents. The letter briefly explains the purpose of the survey and also encourages the parent/guardian to participate in the survey. After printing the letter, staple it to the front of the preprinted survey form to be given to every parent. When sending a blank survey form, please provide the school information in the space designated at the top of the form in the grey shaded area, for **Office Use Only**. This should be completed prior to sending the form to the parent(s).
2. Run a class roster with all students in alpha order and distribute to each teacher along with the survey forms attached to Superintendent Letter.
3. **Please do not use a date stamp on the survey forms. All forms must be signed and dated by the Parent/Guardian.**
4. On the day of the survey, October 3, 2018, run the Federal Survey Form Report. Refer to the PowerSchool Handbook included in this packet, section titled "Federal Survey Form Report". This will be what is used to track and submit the survey forms to the Impact Aid Office.
5. Labels must be attached to the survey forms before they are sent to the Impact Aid Office. You can run the labels from your PowerSchool Federal Survey Report. Go ahead and run the labels when you prepare for the survey and set them aside. It is suggested that you wait to attach the labels on the completed survey forms. Refer to the handbook, section titled "Run Labels for the Federal Survey Forms".
6. As the survey forms are returned to the teachers, please have the teachers check for completeness before submitting to the office. If the survey form is missing a signature, date, or employment information, please have the teacher write a note, attach it to the form, and ask them to send home with the student. Have the teachers check off student's names as the survey forms are returned and encourage them to submit completed survey forms to the office.
7. One survey form must be completed by the parent(s) for each student in the active enrollment status on the survey date, October 3, 2018. **No staff member or student should write in any information on the form.**
8. Military personnel on full-time duty must list their Full Name, Branch of Service, and Rank.

9. The employment information of the parent(s) must be accurate and complete. If the military section on the form has been completed, the employment section for that parent need not be completed. All other survey forms must have the employment section completed.
10. Students cannot complete the form or sign for the parent/guardian.
11. **Important Reminder:** Please do not write, date stamp or put any information on the signature line of the survey form.
12. **Need Blank Forms:** If you need additional English or Spanish survey forms, please call the Impact Aid Office at (619) 725-7593 or (619) 725-7594. In addition, the survey form is available on the staff portal of the District's website under Controller Department, Financial Accounting. There will be both the English and Spanish versions.
13. As the survey forms are turned into the office, please record them on the Federal Survey Form Report by entering the number 1 in the HAVE FORM column of your report. Refer to the PowerSchool Handbook, section titled "Track Survey Form Collection Using Report and Labels". Please remove all staples and alphabetize the survey forms by school as outlined in the handbook.
14. Once all the survey forms have been collected, return the following items to the Impact Aid Office, Eugene Brucker Education Center, Room 3244 **by October 26, 2018:**
 - Federal Survey Forms in alpha order
 - Federal Survey Report sorted in alpha order
 - Run an up-to-date list of all Special Education Students with an active IEP as of the survey date. Please include the four-digit code for each student. For instructions on how to run this report, please refer to the PowerSchool Handbook section titled "Additional Report to Submit: Special Education – SAI Services. After printing attached the Signed Principal's Certification of Special Education Student Information form to the list.
 - Signed Principal's Certification of Survey Form Release Date and Contact Information