

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 22, 2016

To: All School Principals and Child Development Center Administrators

Subject: FEDERAL IMPACT AID SURVEY
TO BE CONDUCTED ON OCTOBER 5, 2016

**Department and/or
Persons Concerned:** Site Administrators, Teachers and School Secretaries

Due Date: October 28, 2016

Reference: Administrative Procedure 6060

Action Requested: Distribute and return completed survey cards by timeline indicated below and in accordance with instructions on the attached packet.

Brief Explanation:

The 2016-2017 Federal Impact Aid Survey will be conducted on October 5, 2016. As a result of your continued effort, support, and assistance in completing the annual survey, the district earns a significant amount of income.

Special attention should be given to the noted dates:

- September 12 through September 16—Survey cards delivered to school sites.
- October 5—Distribute survey cards to students.
- October 28—Return survey cards to the Impact Aid Office, Eugene Brucker Education Center, Room 3244

For complete instructions, please refer to the attached packet, “2016-2017” Federal Impact Aid Survey Information Packet.” For additional assistance, contact Pat McCoy in the Impact Aid Office at (619) 725-7593 or Tawnee Brooks at (619) 725-7594.

Jodie Macalos
Financial Accounting Manager

APPROVED:



Jenny Salkeld
Chief Financial Officer

JS:dn

Attachments (13)

Distribution: Lists B (without attachment), C, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT

Federal Impact Aid Survey Information Packet

FY 2016-2017

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If you need translations in Cambodian, Vietnamese, or any additional English or Spanish survey cards, please call the Impact Aid Office at (619) 725-7593 or (619) 725-7594.

SAN DIEGO UNIFIED SCHOOL DISTRICT

Federal Impact Aid Survey Information Packet FY 2016-2017

GENERAL INFORMATION FOR DISTRICT EMPLOYEES

The Federal Survey, or Survey of Residence and Employment, is conducted each fall by distributing survey cards to all students in October. The Federal Survey brings in over \$8 million each year to the district. These dollars accumulate card by card which is only possible by surveying each student's parents and collecting the data. The completed survey cards are sent to the central office where the parent's residence and employment are carefully checked to identify the federally connected children as outlined below.

The survey is the way in which the district files its claim each year for Impact Aid funds allowed for under Public Law 103-382, Title VIII. This law allows for partial replacement funding for lost property tax revenue due to military installations and other federal property in or near our district. Students whose parents work on federal property or are active duty military either living in military or non-military housing will have survey cards that qualify for funds. Examples of federal property include a Border Patrol station, an Indian casino, or a Correctional facility. For military housing, the home may not necessarily be located on a military base. There are 37 military housing complexes in our area.

We need to collect a survey card from every student in the district and personally evaluate the residence and work addresses; many parents are unsure if they work or do not work on federal property. Survey cards for students living in certain public housing complexes also qualify. The value of the survey claim is determined by the number of survey cards received for every student that is federally connected. The District also receives additional aid for Federally connected Students with Disabilities who qualify under the Individuals with Disabilities Education Act (IDEA) and qualify for an Individual Education Plan (IEP).
Every card helps!

There must be a driving force at each site behind the survey in order to collect every survey card and ensure the survey cards are filled out completely. A plan should be put in place and follow-up should be done periodically to ensure the site is on track in collecting the survey cards. We need the commitment at the site level or the survey will not bring in the funding that it could.

Teachers can be a driving force and they should be aware of the value of the survey in practical terms.

Parents should be made aware of the importance of returning their completed survey card to the school. Many parents think this is just another form and do not want to be bothered, especially since the survey cards go home right after all of the "beginning of the year" paperwork has been flowing into their homes. A brief explanation of the purpose of the survey is printed on the back of the survey card.



SITE ACTION PLAN
Instructions for Office Staff

THE INFORMATION ENTERED ON THE SURVEY CARDS MUST BE AS OF OCTOBER 5, 2016.

The Impact Aid survey date for all students enrolled in Traditional, Year Round, or Multi-Track schools including Child Development Centers, State Preschools, School Readiness Program, and SEEC Program will be October 5, 2016. This includes those students enrolled in tracks that will be on vacation at the time of the survey.

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

The survey cards must not be sent home to the parent(s) prior to the survey date of October 5, 2016.

1. A letter should accompany the survey card briefly explaining the purpose of the survey and encourage the parents to participate. Prepare the Parent Survey Letter (sample provided in the packet) formatted onto your schools letterhead and staple to the back of the survey card. The school's name and location number must appear in the upper left corner of the survey card in the space provided prior to be completed by the parent(s). Run a class roster with all students in alpha order and distribute to each teacher along with the blank survey cards.
2. On the day of the survey, October 5, 2016, run the Federal Survey Card Report. Refer to the PowerSchool job aid included in this packet titled "Elementary and Secondary Schools: Running the Federal Survey Card Export". This will be what is used to track and submit the survey cards to the Impact Aid Office.
3. Labels must be attached to the survey cards 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 cards. Refer to the job aid, section titled "Running Labels for Federal Survey Cards".
4. As the survey cards are returned to the teachers, please have them check for completeness before submitting to the office. If the survey card is missing a signature, date, or employment information, please have the teacher write a note, attach it to the card, and ask them to send home with the student. Have the teachers check off student's names as the survey cards are returned and have them submit completed survey cards to the office.
5. One survey card must be completed by the parent(s) for each student in the active enrollment on the survey date, October 5, 2016.
6. Military personnel on full-time duty must list their Name, Branch of Service, and Rank.
7. The employment information of the parent(s) must be accurate and complete. If the military section in the middle has been completed, the employment section for that parent need not be completed. All other survey cards must have the employment section completed.

8. A parent or guardian signature and date is required on all survey cards. The student cannot sign for the parent or guardian. Please do not write any references or explanations on the signature line of the survey card.
9. If you need additional English or Spanish survey cards, please call the Impact Aid Office at (619) 725-7593 or (619) 725-7594.
10. As the survey cards are turned into the office, please record them on the Federal Survey Card Report by entering the number 1 in the HAVE CARD column of your report. Refer to the PowerSchool job aid, section titled "Teachers Turn in Cards to the Office". Please remove all staples and alphabetize the survey cards by school as outlined in the job aid.
11. Once all the survey cards have been collected, return the following items to the Impact Aid Office, Eugene Brucker Education Center, Room 3244 by October 28, 2016:
 - Federal Survey Cards in alpha order
 - Federal Survey Report in alpha order
 - 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. Your resource specialist should be able to help you with this.
 - Signed Principal's Certification of Survey Card Release Date and Contact Information
 - Signed Principal's Certification of Special Education Student Information