

## **SITE ACTION PLAN**

### **Instructions for Office Staff**

#### **THE INFORMATION ENTERED ON THE SURVEY FORMS MUST BE AS OF OCTOBER 4, 2017.**

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 4, 2017. 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 forms must not be sent home to the parent(s) prior to the survey date of October 4, 2017. Please note that the survey form has changed this year from a card to an 8 ½" x 11" form. Please note that the PowerSchool Handbook has not been updated to reflect the new term of survey form, the reference to survey card remains for this school year.

1. A letter should accompany the survey form 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 front of the survey form. The school's information will be preprinted on the form, however, if using a blank 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). Run a class roster with all students in alpha order and distribute to each teacher along with the survey forms.
2. On the day of the survey, October 4, 2017, run the Federal Survey Form Report. Refer to the PowerSchool Handbook included in this packet, section titled "Federal Survey Card Report". This will be what is used to track and submit the survey forms to the Impact Aid Office.
3. 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 Cards".
4. As the survey forms are returned to the teachers, please have them 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 have them submit completed survey forms to the office.
5. One survey form must be completed by the parent(s) for each student in the active enrollment on the survey date, October 4, 2017.
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 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.

8. A parent or guardian signature and date is required on all survey forms. The student cannot sign for the parent or guardian. Please do not write any references or explanations on the signature line of the survey form.
9. 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.
10. 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 CARD column of your report. Refer to the PowerSchool Handbook, section titled "Track Survey Card Collection Using Report and Labels". Please remove all staples and alphabetize the survey forms by school as outlined in the handbook.
11. 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 27, 2017:
  - Federal Survey Forms in alpha order
  - Federal Survey Report sorted 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 Form Release Date and Contact Information
  - Signed Principal's Certification of Special Education Student Information