### TABLE OF CONTENTS

1. Memorandum to Principals and Site Impact Aid Coordinators  
2. General Information for District Employees  
3. Site Action Plan – Instructions for Office Staff  
   - Running the Federal Survey Card Report  
   - Working with the Federal Survey Card Report  
   - Running Labels for Federal Survey Cards  
   - Sample Federal Survey Card Report  
5. Principal’s Certification of Federal Survey Form Release Date and Contact Information  
6. Principal’s Certification of Special Education Student Information  
7. Communication to Teachers Template  
8. Teachers Checklist  
9. Parent Survey Letter Template  
   - English  
   - Spanish  
   - Somali  
10. Hints for a Successful Collection of the Federal Survey Forms  
11. Federal Property List  

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