

**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

# Elementary and Secondary Schools: Running the Federal Survey Card Export

Version 3.5 · Revised August 18, 2016

FOR USE WITH TRACKING  
FEDERAL SURVEY CARDS

This job aid describes the steps that both Elementary and Secondary School staff will need to follow in PowerSchool to create a spreadsheet using Microsoft Excel. Some steps may appear slightly different depending on the version of Excel you are using. You will run the Federal Aid Survey report in PowerSchool, then save it. This report will be used for tracking and collecting Federal Survey Cards. Both the cards and the report will be submitted to the Impact Aid Office.

**NOTE:** This report will also be used to run labels and to track survey card collection. See the instructions for *Running Labels for Federal Survey Cards* at the end of this Job Aid.

## RUN THIS REPORT ON THE SURVEY DATE FOR THE CURRENT YEAR

1. From the Start Page in PowerSchool, select **System Reports**.
2. Select **SDUSD** tab.
3. Select **Federal Survey Card Report**.



**SDUSD Custom Reports**

Report	Description
Attendance Code Counts	Listing of students and their Attendance Code Counts
Attendance Roster	Weekly attendance roster with signature line for use by sub
Eligibility Report	Report of students eligible to participate in extra curricular a
Enrollment Counts Chart by <sup>3</sup> e Level or Class Of	Chart showing the number of students enrolled at your scho
<b>Federal Survey Card Report</b>	Creates Tracking Excel sheet for Federal Survey Cards.
Gains and Losses Audit	Audit Report showing students entering and exiting Grades

4. The Meeting(s) default is blank for all periods: The Effective date is auto-populated.

Follow instructions below for your particular site:

- a. **Elementary Site**, leave the default and then click **Submit**. (*See example below.*)
- b. **Secondary Site**, select the **period** for which you would like the report to run and then click **Submit**. For example, your site may decide to collect the Survey Cards during Period 4. In this case, you should select **4**. (*See example below.*)
- c. **K-8 Site**, select the **period(s)** for which you would like the report to run and then click **Submit**. Most K-8 sites will need to select a period for their secondary students (such as Advisory), and one for their elementary students. (*See example below.*)

a. Elementary example:

### Federal Survey Card Report

Report Name	Federal Survey Card Report	
Version	1.0	
Description	Creates Tracking Excel sheet for Federal Survey Cards	
Comments	Please select Periods to print	
Meeting(s) (leave unchecked for all)	1RE	<input type="checkbox"/>
	1T	<input type="checkbox"/>
Effective date:	October 5, 2016	

**Elementary Schools:**

Just click **Submit**.

Date is preset for you.

Leave Meeting(s) unchecked.

**Submit**

b. Secondary example (Your options may look different.)

### Federal Survey Card Report

Report Name	Federal Survey Card Report	
Version	1.0	
Description	Creates Tracking Excel sheet for Federal Survey Cards	
Comments	Please select Periods to print	
Meeting(s) (leave unchecked for all)	A	<input type="checkbox"/>
	1	<input type="checkbox"/>
	2	<input type="checkbox"/>
	3	<input type="checkbox"/>
	4	<input type="checkbox"/>
	5	<input type="checkbox"/>
	6	<input type="checkbox"/>
	7	<input type="checkbox"/>
	Adv	<input checked="" type="checkbox"/>
Effective date:	October 5, 2016	

**Secondary Schools:**

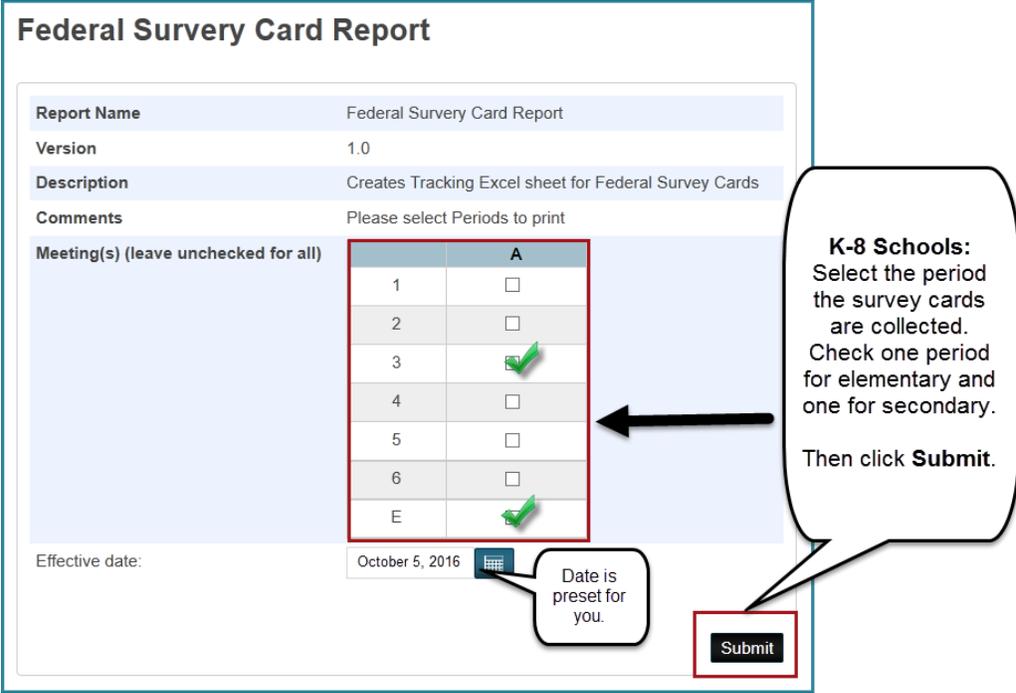
Select the period the survey cards are collected.

Then click **Submit**.

Date is preset for you.

**Submit**

c. K-8 example (Your options may look different.)



**Federal Survey Card Report**

Report Name: Federal Survey Card Report  
 Version: 1.0  
 Description: Creates Tracking Excel sheet for Federal Survey Cards  
 Comments: Please select Periods to print

Meeting(s) (leave unchecked for all)

	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
E	<input checked="" type="checkbox"/>

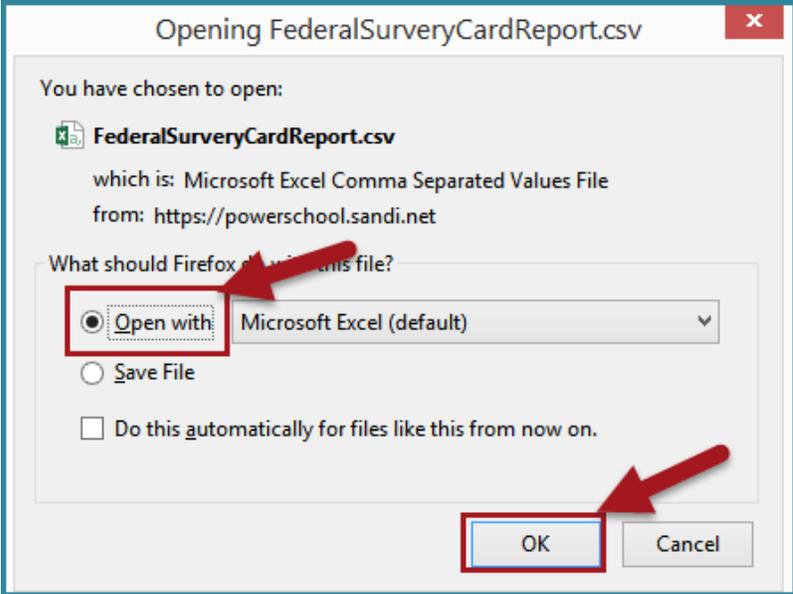
Effective date: October 5, 2016

Date is preset for you.

**Submit**

**K-8 Schools:**  
 Select the period the survey cards are collected. Check one period for elementary and one for secondary. Then click **Submit**.

5. After clicking **Submit** in Step 4, the process to generate the report runs and a dialog window opens. Verify or Click **Open with**.



Opening FederalSurveyCardReport.csv

You have chosen to open:

**FederalSurveyCardReport.csv**  
 which is: Microsoft Excel Comma Separated Values File  
 from: <https://powerschool.sandi.net>

What should Firefox do with this file?

**Open with** Microsoft Excel (default)

Save File

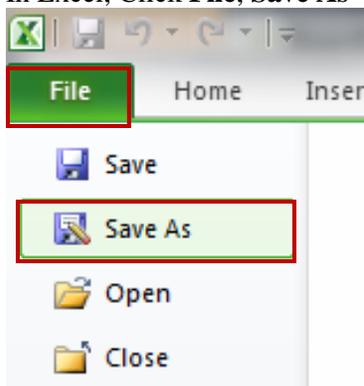
Do this automatically for files like this from now on.

**OK** Cancel

(Your options may look different)

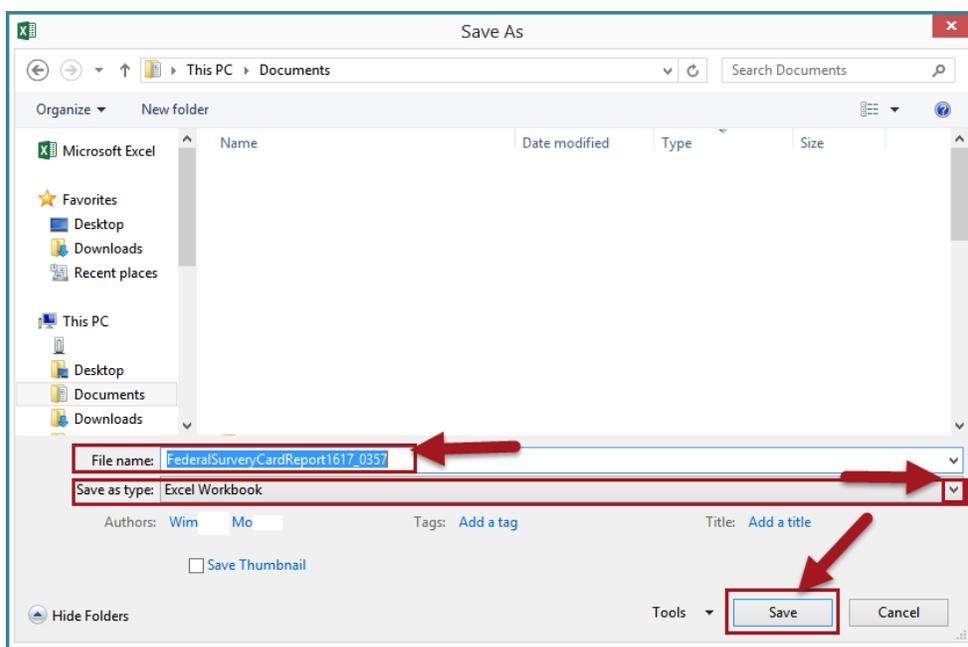
6. Click **OK** and Excel opens the file.

7. In Excel, Click **File**, **Save As**



(Your options may look different)

8. Browse to the location in which you want to store the file. Some users like to first create a new folder, titled **Federal Survey Cards 2016-2017** for example, to store this report and other related files. Name the file to **FedSurveyCardReport1617\_cost center.xls** where “cost center” is your 2016-2017 cost center. For example, if your cost center is 0357, your file should be titled, “**FedSurveyCardReport1617\_0357**”. Select **Excel Workbook** in the ‘Save as type’ field.



9. Click **Save**.

10. If this prompt appears, click **Open**.



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## WORKING WITH THE FEDERAL SURVEY CARD REPORT

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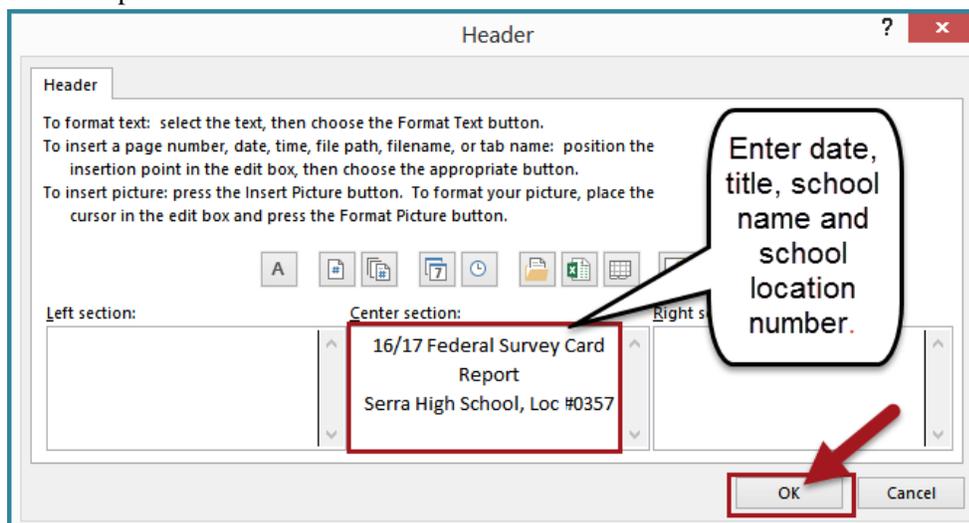
**Reminder!** The Federal Survey Card Report is ready to automatically tally your Survey Card counts as you enter them. The totals for Missing Card and Have Card columns will automatically create a sum at the bottom of each column.

You can sort the list by teacher, classroom number, or however best suits your needs while recording card tally. It is probably best to keep your list in classroom or teacher order until the end of your survey card collection, but you can resort it to find students by ID number or some other way and then resort to classroom order.

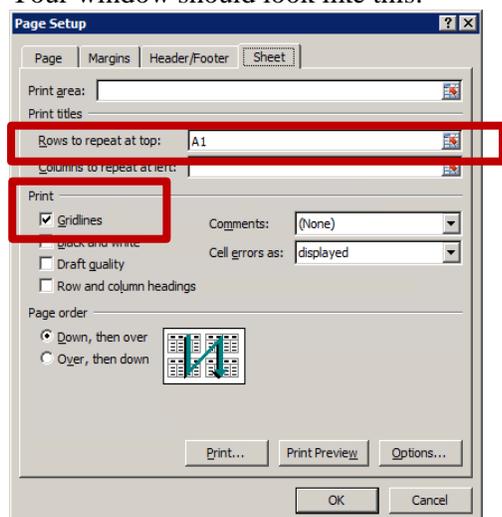
**IMPORTANT: Before submitting the report to the Impact Aid Office, your report needs to be sorted by student last name, for the entire school!**

## SET UP THE PAGES AND THE HEADER/FOOTER OF THE REPORT

1. Open the Excel report for the Federal Survey Card. Click the **Page Layout** tab > **Margins** > **Custom Margins...** (the words at the bottom, *not* the icon.)
  - a. On the **Page** tab, click the **Landscape** radio button.
  - b. On the **Margins** tab, set **Left** and **Right** to **.25**.  
**Top** to **1**  
**Bottom** to **.5**  
**Header** to **.5**  
**Footer** to **.25**
  - c. On the **Header/Footer** tab, click **Custom Header**
  - d. In the **Center section**, enter the following: **16/17 Federal Survey Card Report**. Press the **Enter** key on your keyboard, and then enter your School name and your location #.  
For example:



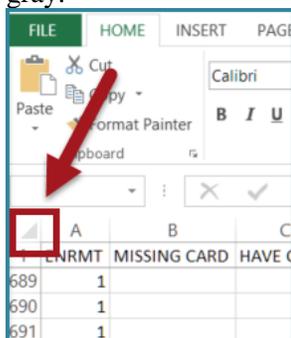
- e. Click **OK**. (This window closes and returns to the **Header/Footer** tab on the **Page Setup** dialog box.)
- f. Click **Custom Footer** (the cursor should be in the **Left** section)
- g. Click the **Insert File Path icon** .  
(**&[Path]&[File]** appears. In the printed document, this will show the file path and name.)
- h. Click in the **Right** section.
- i. Click the # icon , type the word **of**, press the space bar, and then click the ++ icon . (This will put page numbers (e.g., **1 of 16**) on your report.)
- j. Click **OK**.
- k. Click the **Sheet** tab:
- l. Check **Gridlines** to include gridlines in the spreadsheet.
- m. In **Rows to Repeat at Top**, enter **A1**. (This will put your column headers on all pages.)  
Your window should look like this:



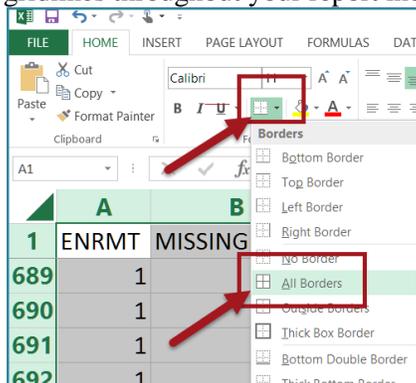
- n. Click **OK** when finished.

## MAKE SURE ALL BORDERS IS SELECTED

1. Select your entire report by clicking the arrow to the left of the A cell. The entire Excel report should turn gray.



- Click on the **Borders** icon and select **All Borders** from the menu. See screen shot below. This will put gridlines throughout your report including the **Missing Card** column.



- Close the file until you need to use it when students turn in cards. See the next set of instructions on how to use the report.

## TEACHERS TURN IN CARDS TO THE OFFICE

- As cards are turned in by your teachers, enter the numeral **1** in the **HAVE CARD** column of your Federal Survey Card Report for each student with a completed card. If you have duplicate cards for a student, staple these together and count as one.
- If the student does not have a card, enter the numeral **1** in the **MISSING CARD** column.
- Once all cards are entered, you must sort your list alphabetically by student for your entire school.**
- Your final report *must* include the following columns:
  - ENRMT**
  - MISSING CARD**
  - HAVE CARD**
  - LAST NAME**
  - FIRST NAME**
  - ADDRESS**
  - BIRTHDATE**
  - STUDENT ID**
  - GRADE NUMBER**
    - Click **View** and select **Page Break Preview**.
    - Move the blue lines to include the first 9 columns (A through I), **ENRMT** through **Grade Number**.
    - Hide or Remove the **Teacher, Room #, Period, Course Code** and **Course Description** columns when actually submitting the report. (This will also reduce the number of pages of your report)
- At the end of the collection, you must alphabetize all of your cards in complete alphabetical order. (In previous years, it was acceptable if the cards were alphabetized in rough alphabetical order, but they now *must* be alphabetized completely.)

6. Count all of your cards.
7. Your total on your list should match the number of cards collected. If it doesn't, go through the cards, comparing them to the list until you are balanced to your list. Note name differences on the cards and highlight, putting in order of your alphabetical list. For example, if "David Jones" on card and "David Smith" on list, write "David Smith on list" at top and highlight. You can file it by Smith for comparison purposes to balance your cards to your list.
8. Type your name, phone number and e-mail address at the bottom of the report.
9. Print one copy of the list.
10. Circle the total number of cards on your report.
11. Sign and date the report. See screen shot below:

615	1		1	Xiong	Samanta	2869 WEB:	9/1/2004	319114		6
616	1		1	Yoon	Nima	3505 L ST	11/1/2008	431953		2
617	1		1	Zappia	Kale	3048 Main	8/1/2010	454787		1
618	1	1		Zava	Trinidad	4216 Divis	10/1/2007	371047		4
619	1		1	Zelaya	Analia	2974 FRAN	1/1/2007	439659		3
620	1		1	Zelaya	Elena	3091 Ocea	7/1/2009	509357		2
621	1		1	Zhang	Gerson	1132 S 27t	10/1/2005	327127		5
622	1		1	Zheng	Samirah	2945 Natic	6/1/2009	541659		1
623	1		1	Ziegler	Juan	2964 New	9/1/2003	85056		7
624	1		1	Zucker	Stuart	2917 WEB:	7/1/2008	541655		2
625	623	2	621							
626	Staff member responsible for survey:			Jane Doe, Attendance Clerk		<i>Jane Doe</i>				
627	Email:	<a href="mailto:jdoe@sandi.net">jdoe@sandi.net</a>		October 21, 2016						
628	Phone#	619-555-1234								
629										

12. Submit the original and keep a copy with the site employee information, signature and circled total on file at the site until the end of the school year. Also keep the electronic file until the end of the school year. Attachment 4
13. When submitting the report and the actual survey cards, bring them to the **Impact Aid Office, Room 3244** at the Education Center.
14. Please contact that office with any Federal Survey Card questions. See the next page for instructions on **Running Labels for Federal Survey Cards**.

If you encounter PowerSchool-related problems, please contact your school's PowerSchool Power User or the IT Help Desk at 619-209-HELP (4357).

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## Running Labels for Federal Survey Cards

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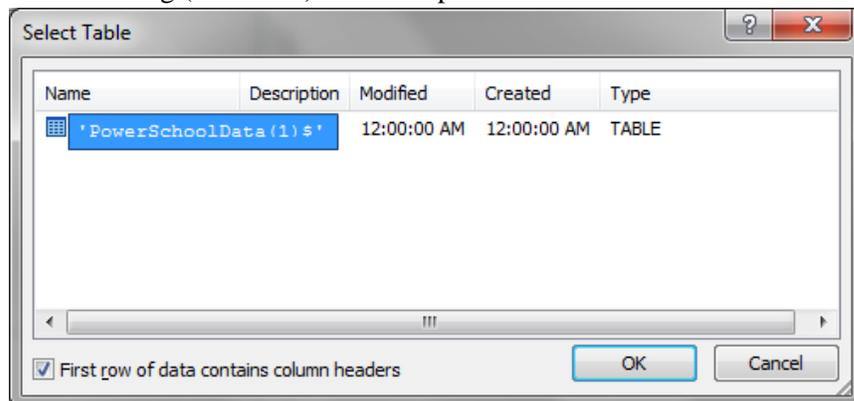
Labels must be attached to the survey cards before they are sent in to the Impact Aid Office. You must run the labels from your **PowerSchool Federal Survey Report**. Go ahead and run the labels when you prepare for the survey, and set them aside. You may wait until cards are completed to attach the labels since you may not know what language card each child needs. **Please affix the label in the blank\_upper right area of the survey cards without covering any of the print.**

These labels assist the central office to identify the students since some handwriting is unreadable and we are dealing with a high volume of cards. Also, the name written on the cards is not always the registered name, which makes it hard to find in the student information system.

### COMPLETING THE MAIL MERGE IN WORD

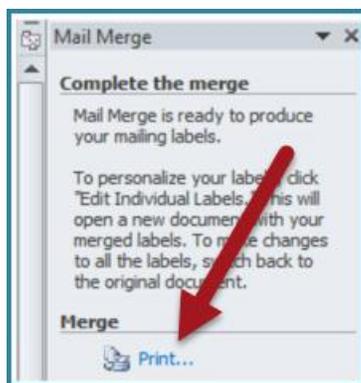
1. Launch **Microsoft Word**.
2. Click the **Mailings** tab
3. Click **Start Mail Merge** > Select **Step by Step Mail Merge Wizard ...**  
The **Mail Merge** task pane opens on the right side of the document:
4. Under **Select document type**, click the **Labels** radio button
5. Under **Step 1 of 6** at the bottom of the page, click **Next: Starting document**.
6. Under **Change document layout**, click **Label options** and select the types of labels you are going to print. (Typically **Avery 5167**, but the type of labels you have could be different.)
7. Click **OK**.
8. Under **Step 2 of 6**, click **Next: Select recipients**.
9. Under **Select recipients**, confirm that the **Use an existing list radio button is selected**, and under **Use an existing list**, click **Browse....**
10. When the browse window opens, navigate to your desktop, and **select** the Excel Spreadsheet that you saved earlier, "**FedSurveyCardsXX\_cost center of your site.xls**"
11. Click **OK**

The following (or similar) window opens:



(If more than one row is listed in the Select Table window, select the top option)

12. Confirm that **First row of data contains column headers** is checked.
13. Click **OK**.  
The **Mail Merge Recipients** window opens:
14. Click **OK**.
15. You should now see the label sheet formatted with the words **Next Record** appearing in each label.
16. At the bottom right, under Step 3 of 6, click **Next: Arrange your labels**.
17. Under **Arrange your labels**, click **More items ...**.  
The **Insert Merge Field** window opens. The fields listed match the fields found in your Excel spreadsheet.
18. **Insert** the **desired fields** from the list.  
You *must* include **Last Name**, **First Name**, and **Student Ident**.  
(You could also add Teacher Name or Classroom Number if you will be distributing cards by teacher or classroom.)
19. Close the **Insert Merge Field** window.
20. Edit the label information:  
You can add spaces (or commas and spaces) between **each field**, or hit the **Enter** key on your keyboard to add a new line after any field.
21. **Select All** and **change the font size** to have the text better fit your label. (Most users choose 8 or 9 point).
22. **Click the Update all labels** button.  
(This changes all the labels to match the first one you formatted.)
23. Under Step 4 of 6, click **Next: Preview your labels**.
24. Under Step 5 of 6, click **Next: Complete the merge**.
25. **IMPORTANT:** To print *all* labels, click **Print...** in the **Mail Merge** box on the right side of the screen.



(If you were to choose **Print** from the **File** menu, **only** the first page of labels would print.)

# Sample Federal Survey Card Report

16/17 Federal Survey Card Report										
Your School Name, Loc #										
1	ENRMT	MISSING CARD	HAVE CARD	Last Name	First Name	Address	Birthdate	Student ID	Grade Number	
599	1		1	Washburn	Trayvon	2896 Clay	12/1/2006	435423	4	
600	1		1	Watt	Elisha	3893 BIRC	1/1/2010	561951	0	
601	1		1	Weiler	Pricilla	3086 FRAN	5/1/2005	321	5	
602	1		1	Weldon	Cristhian	2959 WEB	6/1/2007		3	
603	1		1	Weston	Harley	802 41ST S			6	
604	1		1	Weston	Malakai	308			4	
605	1		1	Whitefield	Paige				7	
606	1		1	Wilks				18010	6	
607	1		1	Will				372890	4	
608	1						1/1/2005	380558	6	
609	1					1499 Via	9/1/2002	82443	9	
610	1					2753 MAR	7/1/2009	454263	1	
611	1	1			Aryanna	414 SICAR	3/1/2004	320323	7	
612	1				Anai	2202 KEAR	6/1/2010	552126	1	
613	1		1	Woodley	Shaun	2862 Clay	8/1/2008	399648	3	
614	1		1	Xavier	Sadaf	3066 NEW	6/1/2008	399620	3	
615	1		1	Xiong	Samanta	2869 WEB	9/1/2004	319114	6	
616	1		1	Yoon	Nima	3505 L ST	11/1/2008	431953	2	
617	1		1	Zappia	Kale	3048 Main	8/1/2010	454787	1	
618	1	1		Zava	Trinidad	4216 Divis	10/1/2007	371047	4	
619	1		1	Zelaya	Analia	2974 FRAN	1/1/2007	439659	3	
620	1		1	Zelaya	Elena	3091 Ocea	7/1/2009	509357	2	
621	1		1	Zhang	Gerson	1132 S 27t	10/1/2005	327127	5	
622	1		1	Zheng	Samirah	2945 Natic	6/1/2009	541659	1	
623	1		1	Ziegler	Juan	2964 New	9/1/2003	85056	7	
624	1		1	Zucker	Stuart	2917 WEB	7/1/2008	541655	2	
625	623	2	621							
626	Staff member responsible for survey:					Jane Doe, Attendance Clerk	<i>Jane Doe</i>			
627	Email:	<a href="mailto:jdoe@sandi.net">jdoe@sandi.net</a>		October 21, 2016						
628	Phone#	619-555-1234								

**Very Important: Make sure address is complete shown on the report.**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**PRINCIPAL'S CERTIFICATION OF FEDERAL SURVEY CARD  
RELEASE DATE AND CONTACT INFORMATION**

DATE:

TO: Impact Aid Office

FROM: School Name \_\_\_\_\_

SUBJECT: **IMPACT AID SURVEY CARDS DATED OCTOBER 5, 2016**

Please be advised that the 2016-2017 Impact Aid survey cards for students attending this school were sent home to parents for completion on or after October 5, 2016.

No survey cards were released to parents prior to October 5, 2016.

\_\_\_\_\_  
Principal's Signature

**Site contact responsible for collecting and submitting cards:  
(Please print or type)**

\_\_\_\_\_  
Name of School Contact

Email address: \_\_\_\_\_

Phone number including extension: \_\_\_\_\_

**Card Quantity Information: (Please indicate in 100's)**

I received:

English: \_\_\_\_\_ Spanish: \_\_\_\_\_

I would prefer:

English: \_\_\_\_\_ Spanish: \_\_\_\_\_

**Return to: Impact Aid Office  
Eugene Brucker Education Center, Room 3244**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**PRINCIPAL'S CERTIFICATION OF  
SPECIAL EDUCATION STUDENT INFORMATION**

DATE: October 5, 2016  
TO: Impact Aid Office  
FROM: School Name \_\_\_\_\_  
SUBJECT: **SPECIAL EDUCATION STUDENTS AS OF OCTOBER 5, 2016**

Attached is a list of all Special Education students enrolled at this school with active IEPs, as of October 5, 2016. This list has been verified and all exceptions have been noted.

**I certify this list to be accurate and complete. All students listed have a valid IEP on file.**

\_\_\_\_\_  
Principal's Signature

**Return to: Impact Aid Office  
Eugene Brucker Education Center, Room 3244**



**TO:** Teachers  
**FROM:** J. Salkeld  
**DATE:** August 22, 2016  
**RE:** FEDERAL IMPACT AID SURVEY FOR 2016/17

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Thank you very much for your support and hard work in participating in the Federal Impact Aid Survey each year. The district receives approximately \$8 million annually so every card that is collected is valuable to the survey.

The Federal Impact Aid program was formed to help make up 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. The District also receives additional aid for Federally connected students with an active Individual Education Plan (IEP). Every card helps!

We have included a paragraph on the back of the card explaining its purpose. Please read it so you will be familiar with the survey purpose and process in the event of questions from students and/or parents.

Please encourage your students to have their parents fill the survey card out completely. Survey cards that are returned with missing information are not allowed to be counted as part of the claim. We must have every home and employment address in order to determine if a student's parent(s) is/are "federally connected", which means they live and/or work on federal property. Military personnel must list their branch of service and rank. Every card must be signed by the parent or guardian and the survey card must be dated. Students are not allowed to sign the survey card.

The goal is for 100% survey card collection. Think of ways to incentivize or reward the students and class for a successful collection. Please remember that detention or Saturday school is not to be used if a student does not return the survey card. For cards that have not been returned, one successful technique is to put a hand written note on the survey card and ask the student to give it to their parent. As a teacher, you have the closest relationship with your student's parents.

Together we can have a successful survey and maintain our level of funding. We sincerely appreciate every effort on your part to contribute to the value of this year's claim!

## **SAN DIEGO UNIFIED SCHOOL DISTRICT**

Federal Impact Aid Survey Information Packet  
FY 2016-2017

### **CHECK LIST FOR TEACHERS**

- Distribute survey cards on October 5, 2016 to all students on your class roster along with the Parent Survey Letter.
- Set a return date of October 14, 2016.
- Check off each student's name on your roster list as they turn in the survey card. Keep this list until all cards have been collected.
- Turn in the survey cards daily to the office.
- Continue to remind students daily to return cards – ask for blank cards as needed.
- Provide Incentives for returned cards – individual and whole class.
- As cards are returned - please check all survey cards for the following information:
  - The name and address of both student and parent(s) must appear on the card.
  - Employment section has been completed. Military personnel on full time active duty must list their name, branch of service, and their rank in the active duty military section of the survey card.
  - Signature of parent or guardian and date the survey card was signed. If the signature and/or date are missing, please return to student and ask them to have their parent sign and date the card.
- Please ask students not to fold, spindle, or otherwise damage the cards.
- Be prepared to answer parent questions and concerns – the importance of schools receiving Federal Aid to offset lost Property Taxes for Federally owned properties and that the information will not be used for any other purposes
- If there are further questions and concerns refer them to Office Staff and/or Administration
- For parents that refuse to submit a card please ask them to write their wishes on the card so it can be noted and further collections attempts will not occur

## PARENT SURVEY LETTER TEMPLATE (ENGLISH)

(Place on school letterhead)

Date

Dear Parent or Guardian,

Your help and support with securing federal funding for our schools would be greatly appreciated.

Each year our district receives over \$8 million in Impact Aid funding. This is not automatic – we must apply for it each year. The U. S. Department of Education requires that a survey be conducted on a common day every year and a claim be filed based upon the cards received. We are not allowed to use enrollment cards for this purpose.

In order to apply, we need information from you. Your response helps increase the dollar value of the district's claim.

Please fill out the enclosed card completely and return it to us. *The information should be for the date of October 5, 2016*, the survey date for this year. These cards are kept confidential and are used for the purposes of filing this claim only.

Thank you very much for your time and for helping us to obtain this valuable funding for our students.

Sincerely,

Name of Principal

Name of School

**NOTE:** This letter is approved for Impact Aid Program use only. **Do not** change the contents of this letter other than to add school letterhead, date, principal and school names. Once you have copied this letter onto your letterhead, please remove the heading at the top of the page along with this entire paragraph.

## PARENT SURVEY LETTER TEMPLATE (SPANISH)

(Place on school letterhead)

Date

Estimado padre, madre o tutor:

Le estaremos muy agradecidos si nos presta su ayuda y apoyo para asegurar que nuestras escuelas reciban fondos federales.

Cada año, nuestro distrito recibe más de \$8 millones en financiamiento para Ayuda de Impacto. Esta suma no es automática, ya que cada año debemos solicitarla. El Departamento de Educación de los Estados Unidos requiere que se haga una encuesta anual durante un día común de labores y que cada escuela presente una solicitud basada en el número de tarjetas de la encuesta que recibamos. No se nos permite usar las tarjetas de inscripción para este propósito.

Con el fin de hacer nuestra solicitud, necesitamos información de usted. Su respuesta nos ayudará a aumentar el valor de la suma que solicitemos.

Por favor, llene la tarjeta adjunta y entréguenosla. *La información debe tener la fecha del 5 de octubre de 2016*, la cual es la fecha de nuestra encuesta de este año. Estas tarjetas se mantienen confidenciales y se usan únicamente para fines de nuestra solicitud de fondos.

Mucho le agradecemos el tiempo que dedique para ayudarnos a obtener estos valiosos fondos para nuestros alumnos.

Atentamente,

Name of Principal

Name of School

**NOTE:** This letter is approved for Impact Aid Program use only. **Do not** change the contents of this letter other than to add school letterhead, date, principal and school names. Once you have copied this letter onto your letterhead, please remove the heading at the top of the page along with this entire paragraph.

## PARENT SURVEY LETTER TEMPLATE (SOMALI)

(Place on school letterhead)

Date

Mudane Waalid ama Qofka ilmaha masuulka ka ah,

Waxaan kaaga mahadcelineynaa taageerada iyo kaalmada aad ka geysato si loo sugo helitaanka deeqda lacageed ee dawlada-dhexe.

Sannad kasta waxay waxbarashadda degmadu heshaa deeq lacageed oo dhan \$8 malyan, deeqdaasna waxaa loo yeqaanaa Impact Aid funding. Lacagtaasu maaha mid iska timaada – ee waan inaan sannad kasta soo dalbanaa. Waaxda Waxbarashadda ee Maraykanku waxay u baahan tahay inaan maaali gaar ah oo la cayimay sannad kasta baadhitaankaas la sameeyo, kedibna kaadhahkaas la helay codsiga lagu soo gudbiyo. Lama oggola Kaadhahka diiwaangelinta inaan codsigan u istimaalo.

Si aan deeqdaas lacageed u codsano, waxaan kaaga baahanahay warbixin. Jawaabta aad na soo siisid waxay kor u qaadaysaa qiimaha doolarka ee codsiganaga.

Fadlan waxaad si dhammeystiran u soo buuxisaa kaadhka halkan gudaha ugu jira, kedibna noo soo celi. *Taariikhda warbixintas la rabo waa 10/5/16*, waa taariikhda aan sannadkan baadhitaanka sameynayno. Kaadhahkanu waa kuwo qarsoodi ah, waxaana loo isticmaaleyaa in dalabkaas lagu gudbiyo oo keliya.

Waad ku mahadsan tahay wakhtiga aad u hurtay inaan ardeydeena uu helo deeqdaas lacageed.

Si daacadnimo ah,

Name of Principal

Name of School

**NOTE:** This letter is approved for Impact Aid Program use only. **Do not** change the contents of this letter other than to add school letterhead, date, principal and school names. Once you have copied this letter onto your letterhead, please remove the heading at the top of the page along with this entire paragraph.

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## Federal Impact Aid Survey Information Packet FY 2016-2017

### HINTS: SUCCESSFUL COLLECTION OF SURVEY CARDS FOR COORDINATORS

- Tape or paste the homeroom/classroom rosters to a large envelope. Have teachers check off names of students who have turned in survey cards. If any names are unchecked, send the envelope back with blank survey cards and highlight the names for the teacher to work on. The envelopes may go back and forth until the survey is completed.
- Keep survey cards in a box while working on them and have them grouped by classroom until all survey cards are returned. List names of missing survey cards on top of each group so you will know which teachers need to contact which students.
- Notify teachers immediately when survey cards are missing or lacking information. Highlight the name of the child and enclose a new survey card or highlight the missing information and return the survey card to the teacher.
- Teachers should decide how to incentivize the survey card returns, for individual and entire class.
- School/Teachers may not use detention or other disciplinary actions to encourage card return.
- Ask Teachers to encourage parents to fill out the survey card when they come in for parent conferences or other class business.
- Provide whole school reward for meeting a School wide goal – enlist your Principal or administration.
- Keep a list of missing survey cards at the front desk. Take every opportunity to have parents fill out the survey card as they come into the office on other business.
- Use whatever method works for your school and community. Not all of the methods are appropriate for your school.
- Arrange a meeting in the auditorium for students who haven't returned their survey cards to explain the importance of the survey and request them to comply.
- Be prepared School wide to explain the necessity of the survey card collection and how the school and students benefit directly.
- For Parents with further questions or concerns refer to Administration.
- Keep at it! Your work is vital to the financial wellbeing of the District and your school.
- Keep your Administration informed of collection progress.
- Collection is an entire school responsibility – Coordinators are responsible for tracking and facilitating distribution and collection, but making it a school wide priority is the duty of the entire staff.
- For schools with families on CalWORKS, have a survey card ready for the parent to fill out in exchange for the proof of school attendance for social services.
- Always be truthful with parents regarding the nature of the survey. Do not tell them something that cannot be confirmed by the Impact Aid Office. For example, “your child cannot continue attending our school unless you fill out a survey card.”
- It is important to maintain good rapport with the parent and not alienate them. Explain that the information is completely confidential and that it helps the district obtain money, allowed for by a public law, as noted on the back of the card. If a parent/guardian still absolutely refuses, even after you have explained the need, make a note of it and attach a copy of the student's K-12 enrollment card to the survey card and send it in with the completed cards.

## \*FEDERAL PROPERTY LIST

Air Force Plant #19 (Spawar)	4297 Pacific Hwy.
Army Reserve Training Center	Mission Gorge Rd. area
Border Patrol Station	Campo
Border Patrol Station	Chula Vista
Border Patrol Station	El Cajon
Border Patrol Station	Otay Mesa
Border Patrol Station	San Ysidro
Border Patrol Station	Tecate
Cabrillo National Monument	Point Loma
Casinos	Various, on Indian Reservations
Coast Guard Air Station	2710 Harbor Dr.
Coast Guard Light Station	Ballast Point
Coast Guard Light Station	Point Loma
Edward J. Schwartz Federal Court House	221 & 333 W. Broadway
Federal Building	880 Front St.
Federal Court House	940 Front St.
Fort Rosecrans National Cemetery	Point Loma
Inter-American Tropical Tuna Commission	8901 La Jolla Shores Dr.
Job Corps	1325 Iris Ave., Brown Field
La Jolla Biological Laboratory	8604 La Jolla Shores Dr.
Marine Corps Air Station	Miramar
Marine Corps Base	Camp Pendleton
Marine Corps Recruit Depot	Barnett Ave.
Metropolitan Correctional Center	808 Union St.
National Marine Fisheries Services	8901 La Jolla Shores Dr.
Navy Air Station North Island	Coronado
Naval Air Station, Outlying Landing Field	Ream Field
Naval Amphibious Base	Silver Strand
Naval Base Hdqtrs., 11 <sup>th</sup> Naval District	937 N. Harbor Dr.
Naval Base Hdqtrs., 11 <sup>th</sup> Naval District	921 W. Broadway
Naval Degaussing Station	Point Loma
Naval Electronics Engineering Center	4297 Pacific Hwy.
Naval Facilities Engineering Command	1220 Pacific Hwy.
Naval Health Research Center	Point Loma
Naval Hospital	Balboa Park
Naval Ocean Systems Center	271 Catalina Blvd.
Naval Radio Station	Chollas Heights
Naval Radio Station	Silver Strand
Naval Reserve Readiness Command	960 N. Broadway
Naval Sea Support Center – Pacific	4297 Pacific Hwy.
Naval Shore Electronics Engineer Activity	4008 Rosecrans
Naval Shore Electronics Engineer Activity	4635 Pacific Hwy.
Naval Shore Electronics Engineer Activity	4008 Taylor St.
Naval Shore Patrol Hdqtrs.	726 Second Ave.
Naval Station, 32 <sup>nd</sup> St.	32 <sup>nd</sup> St. & Harbor Dr.
Naval Submarine Support Facilities	Sylvester Rd., Ballast Point
Naval Supply Center	937 N. Harbor Dr.
Naval Supply Center, Fuel Annex	Point Loma
Navy Exchange Service Center, Bldg. 3155	32 <sup>nd</sup> St Nav Stn, 8 <sup>th</sup> & Nat'l
Navy Fleet Anti-Submarine Warfare Training Center	Point Loma
Navy Recreation Center (Admiral Baker Field)	Mission Gorge Rd. area
Nuclear Generating Plants #1, #2, #3	San Onofre
Scripps Field Annex, Oceanic Research	Ballast Point
Scripps Field Annex, Marine Physical Laboratory	Point Loma
Southwest Fisheries	8604 La Jolla Shores Dr.
Space and Naval Warfare Systems Command	4301 Pacific Highway
SPAWAR Systems Center, Pacific	53560 Hull Street
Veterans Administration Hospital	3350 La Jolla Village Dr.
Village at NTC	Point Loma

\*Note: This is a partial list of the most common federal properties in the area.

Revised – July 2016