



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6060

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CATEGORY: **Student, School Census**

EFFECTIVE: **1-29-62**

SUBJECT: **Federal Survey**

REVISED: **2-01-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures to be used in all schools, including those with special programs, for completion of the annual Federal Survey.
2. **Related Procedure:**
Release of student information 6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-2000, D-3000, H-1500, H-1501; Education Code Section 49076; California Code of Regulations Sections 430-432, 450; Public Laws 815, 874.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Federal Impact Aid Survey Unit, Accounting Department, Finance Division, Administrative Operational Support.
2. **Federal Survey.** To qualify for impact area aid under Public Laws 815 and 874, the Federal Survey is completed once each year as required by the U. S. Department of Health, Education and Welfare. California State Department of Education sets a date for the survey, which is during first quarter of academic year. Bulletins are issued by the Federal Impact Aid Survey Unit setting forth survey date and basic instructions.
3. **Definitions**
 - a. **Federally-connected employment:** Employment of a student's parent/guardian on federally-owned property, or in a factory which is primarily federally owned. (Lists of local major federal properties accompany the circular issued by the Federal Impact Aid Survey Unit prior to each survey.)
 - b. **Federally-connected residence:** Residence of a student living with parent/guardian on federally-owned property.
4. **Under no circumstances is the survey to be made prior to survey date;** cards must be given out on survey date.

D. IMPLEMENTATION

1. Federal Impact Aid Survey Unit supplies each school with “Federal Survey Cards” prior to count date.
2. **Principal** instructs staff as to procedure to follow, including:
 - a. **Letter with instructions** for parents/guardians may be prepared and sent home with “Federal Survey Card.”
 - b. **Signature of parent, stepparent, or guardian** (person with whom student resides) is required on all cards. If impossible to secure signature, school telephones the Federal Impact Aid Survey Unit at (619) 725-7593.
 - c. **Employment information** for persons with whom a child resides should be *complete and accurate* since this information establishes eligibility under Public Laws 815 and 874.
 - d. **Military personnel** on active duty must list branch of service and rate or rank.
 - e. **“Resident Address”** of parent or person with whom student lives should be home address, *not* name of a ship or “U.S. Navy.”
 - f. **Pencil or ink** may be used to complete cards as long as they are legible.
 - g. **Any child transferred on the survey date** is considered enrolled in the district; every effort must be made to obtain a signed “Federal Survey Card.”
3. **Attendance Clerk**
 - a. Stamps school name where designated on cards.
 - b. Divides cards into class-size packets, and places in teachers’ boxes *on day of survey, not before.*
4. **Teacher**
 - a. Gives card, and letter of instruction (if used) to each student; stresses importance of having the card filled out *correctly and completely.*
 - b. Instructs students to return completed cards on the next school day.

5. Student

- a. Takes card home, with letter of instruction, if used.
- b. Has parent/guardian complete and sign card, preferably in ink.
- c. Returns card to teacher.

6. Teacher or Principal's Designee

- a. Checks number of cards against class rolls to verify that there is a card for every student in active enrollment.
- b. Checks returned cards for completeness, accuracy of information, and parental signature.
- c. If additional information is required, may send card home with a note requesting that the needed information be added by parent/guardian or may call the home for the needed information, adding it to the card with certification, as follows:
 - (1) *How information was obtained* (Telephone, note; student cannot be source of information.)
 - (2) *Person supplying information* (Parent or person standing in place of parent?)
 - (3) *Date information was obtained*
 - (4) *Signature* (Person obtaining the information must sign his/her own name, [not initials] because this becomes, in fact, another certification by the teacher.)
- d. Sends completed set of cards to school office, as directed.

7. Secretary/Clerk

- a. Checks cards for completeness, accuracy, and parental signature.
- b. Verifies that there is a card for every student in active enrollment on the survey date.

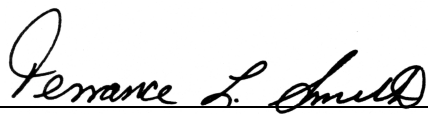
- c. *When all cards are completed*, sends to the Federal Impact Aid Survey Unit, Accounting Department. *Date due*: Ten (10) school days after survey date, or earlier, if possible.
- 8. Federal Impact Aid Survey Unit**
- a. Checks completed cards for completeness of information, accuracy, and parental signature.
 - b. *If discrepancies are found*, contacts school secretary, who calls parents/guardians, obtains and forwards necessary information to the Federal Impact Aid Survey Unit.
 - c. Codes federally-connected cards.

E. FORMS AND AUXILIARY REFERENCES

- 1. Administrative circular, issued each year by the Federal Impact Aid Survey Unit
- 2. Federal Survey Card, furnished by the Federal Impact Aid Survey Unit

F. REPORTS AND RECORDS (Section D.)

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education