



ADMINISTRATIVE PROCEDURE

CATEGORY: Student, School Census

SUBJECT: Federal Survey

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 Procedures:**
Release of Directory-Type Student Information 6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies D-2000, D-3000, H-1500, and H-1501; California Education Code §49076; California Code of Regulations §430-432; Public Laws 815 and 874; Title VIII of the Elementary and Secondary Education Act (ESEA) of 1965; Code of Federal Regulations, Title 34, §222.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Impact Aid Office, Financial Accounting Department.
2. **Definitions.**
 - a. **Federal Impact Aid** is designed to assist United States local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property, or that have experienced increased expenditures due to the enrollment of federally connected children, including children living on Indian lands.
 - b. **Federal Survey.** The district is required to complete the Impact Aid Survey once each year.
 - c. **Federally connected children:** Those children whose parent(s) or legal guardian(s) reside and/or work on federal property, as recognized by law for eligibility.
 - (1) Children whose parent(s)/guardian(s) both live and work on federal property.
 - (2) Children whose parent(s)/guardian(s) live on Indian trust or treaty (restricted) land.
 - (3) Children whose parent(s)/guardian(s) reside in federal low rent housing (not including Section 8 housing).
 - (4) Children whose parent(s)/guardian(s) are members of the uniformed services and reside on a military base, including children of foreign military officers.
 - (5) Children whose parent(s)/guardian(s) are members of the uniformed services but who reside off the military base, including children of foreign military officers.
 - (6) Children whose parent(s)/guardian(s) are civilian employees of the federal government or who work on federal property.

- (7) Children whose parent(s)/guardian(s) reside on federal property, but who work on taxable land.
- d. **Federal property list.** Included in the Finance Division's annual Federal Impact Aid Survey Administrative Circular.
- 3. **Annual survey date.** The district determines the date each year that survey cards must be distributed to students. *Under no circumstances can the survey be made prior to the selected survey date.*

D. IMPLEMENTATION

- 1. The **Impact Aid Office** supplies each school with the Federal survey cards prior to the survey date.
- 2. **Site principal/administrator** is responsible for instructing staff on survey card distribution:
 - 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 the survey card. The survey card must be signed on or after the survey date. *Any survey card signed prior to the survey date will not be eligible.*
 - c. Employment information for persons with whom a child resides should be complete and accurate as this information establishes eligibility under the Impact Aid statute.
 - d. Military personnel on active duty must indicate branch of service and rate or rank.
 - e. Resident address of parent or person with whom the student lives should be home address, not name of a ship or "US Navy."
 - f. Pencil or ink may be used to complete survey cards as long as the response is 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 from each student.
- 3. **Attendance Clerk** is responsible for:
 - a. Stamping school name where designated on the survey card.
 - b. Dividing survey cards into class-size packets, and distributing to teachers *on the day of the survey.*
- 4. **Teachers** are responsible for:
 - a. Checking the number of survey cards against the class roster to verify that there is a survey card for every student in active enrollment.

- b. Giving survey card and letter of instruction (if applicable) to each student, emphasizing the importance of accurately completing and returning the survey card.
 - c. Instructing students to return completed survey cards on the next school day.
5. **Students** are responsible for taking the survey cards home and returning completed survey cards the next school day.
6. **Teacher or principal/site administrator designee** is responsible for:
 - a. Checking returned survey cards for completeness, accuracy of information and parent/guardian signature.
 - b. Returning any incomplete survey cards to students with a note to parents/guardians requesting the missing information. *At no time can the teacher or principal/administrator designee complete, sign, or date the survey card for a parent or guardian.*
 - c. Delivering completed survey cards to school secretary/clerk.
7. **School secretary/clerk** is responsible for:
 - a. Checking survey cards for completeness, accuracy and parent/guardian signature.
 - b. Verifying that there is a survey card for every student in active enrollment on the survey date.
8. **Site principal/administrator** is responsible for returning all completed survey cards to the Impact Aid Office by the due date provided in the Administrative Circular.
9. **Impact Aid Office** is responsible for:
 - a. Checking survey cards for completeness of information, accuracy, and parent/guardian signature.
 - b. Contacting the parent/guardian to obtain any missing information or if a discrepancy is found.
 - c. Coding of federally-connected survey cards.

E. FORMS AND AUXILIARY REFERENCES

1. Annual Federal Impact Aid Survey Administrative Circular and Federal Impact Aid Survey Information Packet, issued by the Finance Division
2. Federal Survey Card, provided by the Impact Aid Office

F. REPORTS AND RECORDS

SUBJECT: **Student, School Census**

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G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff