

**ADMINISTRATIVE CIRCULAR NO. 30**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** October 4, 2005

**To:** All School Principals and Child Development Center Administrators

**Subject:** FEDERAL IMPACT AID SURVEY  
TO BE CONDUCTED ON OCTOBER 28, 2005

**Department and/or  
Persons Concerned:** School Principals, Vice Principals, Child Development Center  
Administrators, Teachers, and School Secretaries

**Due Date:** November 17, 2005

**Reference:** Administrative Procedure 6060

**Action Requested:** Distribute and return completed survey cards by timeline indicated  
below and in accordance with the instructions on the attached  
information packet.

**Brief Explanation:**

This year's Federal Impact Aid Survey will be conducted on October 28, 2005. Because of this survey, the district earns a significant amount of income. Your continued support and assistance in completing the annual Federal Impact Aid Survey is appreciated.

Special attention should be given to the noted dates:

- October 5-October 14—Survey cards delivered to school sites.
- October 28—Distribute survey cards to students.
- November 17—Return survey cards to the Federal Impact Aid Office, Eugene Brucker Education Center, Room 3209.

Please refer to attachment, "2005-2006 Federal Impact Aid Survey Information Packet," for complete instructions. For additional assistance, contact Polly Bell in the Federal Impact Aid Office at (619) 725-7594.

Scott H. Patterson  
Chief Financial Officer  
Financial Operations Division

APPROVED:



Carl A. Cohn  
Superintendent of Schools

SHP:jv

Attachments

Distribution: Lists B (without attachment), C, D, E, and F

**SAN DIEGO CITY SCHOOLS**  
Financial Operations Division  
Accounting Operation Department

**2005-2006**  
**FEDERAL IMPACT AID SURVEY**  
**INFORMATION PACKET**

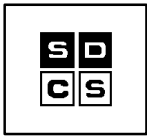
September 2005

# **IMPACT AID SURVEY INFORMATION FOR SCHOOL YEAR 2005/2006**

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**If you need translations in Hmong, Cambodian, Lao, or Vietnamese, or any additional English or Spanish cards, please call us at (619) 725-7593 or (619) 725-7594.**



# SAN DIEGO CITY SCHOOLS

EUGENE BRUCKER EDUCATION CENTER  
4100 Normal St., Room 3209, San Diego, CA 92103-2682

(619) 725-7594  
Fax: (619) 725-7584

**FINANCIAL OPERATIONS DIVISION**  
**Accounting Operations Department**  
Financial Accounting

## MEMORANDUM

**TO:** School Secretaries/Clerks  
**FROM:** Polly Bell  
**DATE:** October 3, 2005  
**SUBJECT: IMPACT AID SURVEY FOR 2005/2006:**  
**Survey Date: October 28, 2005—**  
**Due Date: November 17, 2005**

Once again, it is time to do the annual Survey of Residence and Employment. It is an added task to an already busy schedule and we appreciate all the work you do for this each year. It is very important to our schools financially to be able to count every student possible for the survey process.

Be aware that you are a major driving force in obtaining millions of dollars a year for our district. For the last several years, our district has received **over \$7 million annually** for our survey claim. Know that we in the Impact Aid office appreciate your efforts very much. The dollars accumulate card by card and we need your organizational and motivational skills to conduct a successful survey.

**Please, carefully read all the materials in this packet.** The Federal Survey Information for District Employees will be helpful to new employees not familiar with the survey. We have added a brief explanation of the purpose of the survey on the back of the survey card. Hopefully this will reduce parents' questions, enabling us to collect more cards and obtain more funding for our schools. Please look at the cards themselves before sending them out so you are familiar with them before questions come in.

Please see the enclosed instruction sheets and list of suggestions from district employees that have been successful in collecting survey cards.

**Remember the cards cannot go out before the survey date!**

Please remove all the staples from the cards (except for duplicates) before sending them in. We know you receive them in by class, but we must receive them by school. There is a new instruction sheet for tracking and submitting cards.

If you have any questions or problems, or if you need more materials, please call Pat Mc Coy at (619) 725-7593 or Polly Bell at (619) 725-7594

Thank you for working with us to obtain this valuable Impact Aid funding. Together we can conduct a successful survey and bring in millions of dollars this year for our schools. These dollars accumulate card by card and each card has the potential of increasing the value of our claim to the U.S. Department of Education.

## **FEDERAL SURVEY – IMPORTANT INSTRUCTIONS FOR OFFICE STAFF**

### **THE INFORMATION ENTERED ON ALL SURVEY CARDS FOR STUDENTS IN ALL TRACKS MUST BE AS OF OCTOBER 28, 2005.**

The Impact Aid Survey date for all students enrolled in **Traditional, Year Round, or Multi-Track Schools will be October 28, 2005**. 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 28, 2005**.

1. **Follow the “Federal Survey Site Action Plan”** step by step instructions on how to distribute and collect the survey cards.
2. **You must track and submit your cards with an active enrollment list run on the survey date.** See packet insert “Instructions for Tracking and Submitting Federal Survey Cards” for how to track these as they are collected, as well as how to submit your cards. For Zangle users, please see “Running Enrollment List in Zangle” inside this packet. If on SIS, run in SIS, export to Excel, insert tracking columns at far left, and title your report. **Save this on a backed up drive for the entire year.**
3. If you need additional English or Spanish survey cards, please call the Impact Aid office at (619) 725-7593 or (619) 725-7594.
4. One survey card must be completed by the parent(s) for **each student** in the active enrollment on the survey date, October 28, 2005.
5. The school name and location number must appear in the upper left corner of the card in the space provided prior to completion by the parent(s).
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**.
8. **The signature of the parent(s) is required on all cards.** The student cannot sign for the parent or guardian. **Please do not write any references or explanations on the signature line of any card.**
9. **The cards cannot go out before the survey date !**
10. **Please remove all staples and alphabetize by school as outlined in “Tracking and Submitting”** We know you received them in by class, but we must receive them alpha by school.
11. **Please submit your completed cards, Federal Survey Card Report, and an up-to-date list of all Special Education students with an active IEP.** Please include the four-digit code for each student. Your resource specialists should be able to help you with this. Please attach the **“Principal’s Certification of Special Ed Student Info”** signed by the principal to this list. Enclose the **“Principal’s Certification of Survey Card Release Date”** also.

The **completed survey cards, sorted by school in complete alpha order, with all staples removed (except for duplicate cards) and all items outlined in #11, above are due** in the Impact Aid office, Room 3209, Eugene Brucker Education Center, **NO LATER THAN NOVEMBER 17, 2005**.

## FEDERAL SURVEY SITE ACTION PLAN

**Prepare a tracking list**, using the enclosed “Instructions for Tracking and Submitting Federal Survey Cards”. **On the survey date, 10/28/05, distribute a class roster with all students in alpha order and blank cards to each teacher. Cards cannot be given out before the survey date.** Also give teachers the Memo to Teachers enclosed in the packet.

**Use the enclosed letter formatted to your school letterhead**, stapled to the BACK of the card so parents can see the card but have the explanation to read.

**Have teachers check the cards for completeness and turn in only complete cards with employment information.** We do not have time to pass incomplete cards back and forth between teachers and office this year. Teachers can write notes such as “please return tomorrow so we can reach 100% completion”, or “please complete lower section so we can reach 100% completion” in the upper section and sign the note.

Have teachers check off COMPLETE cards, make a copy of the list for you **and turn in the cards and checked off list DAILY.** They should date the list as they turn it in. **Do not let cards pile up in teachers’ desks or classrooms.**

**Keep your survey card tracking report and cards sorted by teacher until the last few days of the survey period.** See” Tracking and Submitting Federal Survey Cards” for complete instructions on this process.

**The students who haven’t turned in cards by Monday November 7<sup>th</sup> should have other measures taken.** These should be **discussed by the Principal and staff.**

At the elementary level: Some sites do ice cream parties. Calls to the home may need to be made.

At the secondary level:

A very effective method is for a **Counselor, VP or other staff member that carries some “clout” to go to classrooms, request students be released out into the hall, give them a card and tell them they will be back the next day.** This takes some time if you have a high volume of missing cards but gets the fastest results as they don’t like being pulled out of class in front of their friends. This is much more effective than sending for them to come to the office. **If sites plan in advance for this and free up these personnel during this time, it should be less problematic and you should be able to get the job done.** Each day, give the Counselor/VP lists by classroom with the missing students from your tracking list.

If all staff stay with this task for the 12 or so days until cards need to be integrated alpha in the school office, you should be able to collect a high number of cards and then be done with the task.

Other ways to collect cards:

**Parent conferences:** Make sure these are scheduled during the survey time and have the parents fill them out **at the conference.**

Parents calling or coming in: **If calling, ask if they have filled out a card** and if not; ask them to please fill out a card as it helps us obtain federal funding. **If they come in, have them fill out a card right then. Check to see that it is complete while they are there.**

**Use other methods that work for your school but do not use any of the following:** Saturday school, detention, giving an increased citizenship grade or penalizing students in any way.

**Try to find ways to use positive reinforcement or rewards that don’t have to do with grades.**

## Instructions for Tracking and Submitting Federal Survey Cards

**On the Survey date**, run an enrollment list. If you are on Zangle, run it in Zangle, using separate instruction sheet entitled Running Enrollment List in Zangle. If on SIS, do as you always have or ask a site tech for help.

1. Make sure your list is exported to Excel and saved on a drive that gets backed up, in a folder with your important Excel documents. Insert three columns at the far left for tracking. The first is to total enrollment, the second is a divider and the third is to track your survey cards. Label the Columns ENRMT, Blank, and Have Card. Add a header titling your report with the year and your school name and location number. Add footer with the file name and drive and folder location. Keep this electronically for tracking and once finished, for the entire school year.
2. Enter a “1” for each student in the “ENRMT” column and total the column. This is your total enrollment on the survey date.
3. You can sort the list by teacher, classroom number, or however best suits your needs. 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.
4. As cards are turned in by teachers, enter a “1” in the “Have Card” column for each student for whom a completed card is collected. If you have duplicate cards for a student, staple these together and count as one.
5. Once all cards are entered, sort your list alphabetically by student for your entire school.  
  
Total all of the “1”s in the “Have Card” column.
6. At the end of the collection, you must alphabetize all of your cards in complete alphabetical order. In the past, they were alphabetized in rough alpha but they must now be alphabetized completely.
7. Count all of your cards.
8. 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 at top “David Smith on list” and highlight. You can file it by Smith for comparison purposes to balance your cards to your list.
9. Type your name, phone number and e-mail address at the bottom of the report. Print one copy of the list. Circle the total number of cards on your report. Sign and date the report.
10. 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.

Running Enrollment List in Zangle  
To be Run for Current Year Survey Date  
See Federal Survey Information Packet

**Instructions for elementary sites:**

**Run this list on the survey date for the current year.**

Goal: Export a pre-saved roster writer report from Zangle to use for tracking Federal Survey card collection. A column will be inserted to track the cards.

1. Open **Zangle**. Click on **Enrollment**. Click **Reports**. Select **Student Roster Writer**.
2. Select **Fed Survey Cards Export** from the list of reports.
3. Click **Export**.
4. From the Export window select **Microsoft Excel file** and click **Export**. A window will appear. Select a **drive that gets backed up** and a **folder in which you keep important Excel documents**.
5. Name the Excel file **FedSurveyCardsXX\_cost center of your site.XLS**  
Example: For 05/06, if your cost center is 0003, your file should be titled **FedSurveyCards56\_0003.xls**.
6. Click **Save**.
7. Click **Save** when the confirmation window appears. Locate the file and open it with **Microsoft Excel**. The report will appear.
8. Insert three columns: Select the first column of the report by clicking on the "A" column heading. The entire column will be highlighted. From the **Insert** menu select **Columns**. A new column will be inserted on the left side of the report. Do this three times for a total of three columns at far left. Title the first column **"ENRMT"**. The second column will be a dividing column. Title the third column **"Have Card"**. This will be used to track your cards. See **"Instructions for Tracking and Submitting Federal Survey Cards"** for further instructions on tracking.
9. **Enter a Header and Footer:** Go to File, Page Set Up and Select Header/Footer tab. Click Header and in middle section, title the report XX/XX Federal Survey Card Report, Your School Name, and your location number. Ie; 05/06 Federal Survey Card Report, Adams Elementary, Loc #0003. Click Footer and in left section enter the file name and drive/folder location.
10. See sample for print format.
11. **Save** this file electronically for the **entire school year**.
12. If you have questions or need help, please e-mail Scott Irwin of the Zangle Team at sirwin@sandi.net.

**See Pg 2 for Instructions for Secondary Sites**



**Instructions for secondary sites:**

**Run this list on the survey date for the current year.**

Goal: Export a pre-saved roster writer report from Zangle. This report is pre-set to filter on Period 1. You may need to edit this filter to match the method your site uses to collect federal survey cards. In this case you will copy the saved report and then make the appropriate adjustments.

1. Open **Zangle**. Click on **Enrollment**. Click **Reports**. Select **Student Roster Writer**.
2. From the **Rosters** menu select **Rosters Setup On**.
3. Select **Fed Survey Cards Export** from the list of reports.
4. Click **Copy**. A copy of the report will appear in the list with the word “copy” after it. **Select this copy**.
5. Click **Edit**. The edit window will appear. Rename the report if necessary. If necessary, click **Filter** and make the appropriate changes. For more information please refer to the Advanced Reports handbook. This handbook is available for download at <http://www.sandi.net/zangle>.
6. Click **Save** when you have finished editing the report. Return to the Roster Writer Reports menu.
7. Verify the new report is selected and click **Export**.
8. From the Export window select **Microsoft Excel file** and click **Export**.
9. A window will appear. Select a **drive that gets backed up** and a **folder in which you keep important files**.
10. Name the Excel file **FedSurveyCardsXX\_cost center of your site.XLS**  
Example: For 05/06, if your cost center is 0003, your file should be entitled **FedSurveyCards56\_0003.XLS**.
11. Click **Save**.
12. Click **Save** when the confirmation window appears.
13. Locate the file and open it with **Microsoft Excel**. The report will appear.
14. Insert three columns: select the first column of the report by clicking on the “A” column heading. The entire column will be highlighted. From the **Insert** menu select **Columns**. A new column will be inserted on the left side of the report. Do this three times for a total of three columns at far left. Title the first column **“ENRMT”**. The second column will be a dividing column. Title the third column **“Have Card”**. This column will be used to track your cards. **See “Instructions for Tracking and Submitting Federal Survey Cards” for further instructions on tracking.**
15. **Enter a Header and Footer:** Go to File, Page Set Up and Select Header/Footer tab. Click Header and in middle section, title the report XX/XX Federal Survey Card Report, Your School Name, and your location number. Ie; 05/06 Federal Survey Card Report, Adams Elementary, Loc #0003. Click Footer and in left section enter the file name and drive/folder location.
16. See sample for print format.
17. **Save** this file electronically for the **entire school year**.
18. If you have questions or need help, please e-mail Scott Irwin of the Zangle Team at [sirwin@sandi.net](mailto:sirwin@sandi.net).

ENRMT	BLANK	HAVE CARD	last_name	first_name	homeaddr1	homeaddr2	birthdate	student_idnt	teacher	room	period	grade	course_code	course_descript
1		1	ABADDEE	KATHY	9922 ACTIVITY RD		3/15/1990	3151990510	Lillie, Brett	GYM	1	9	5503	PHYS ED 1
1		1	AMER	MARY ANN	2525 RAYTHEON RD		5/17/1991	517199122	Marti, John	128	1	9	4175	GEOM 1 ADV (P)
1		1	ANDERSON	BONNIE	1208 JOHNSON AVE		11/31/1991	1131199150	Magat, Jacquilin	605	1	9	2395	FILIP 1(P)
1		1	ANDULISIA	JENE	15 WORDELL RD		6/25/1992	625199210	Barros, Carlene	124	1	7	6521.2	WD HST/GEOG 7TH
1		1	BALLARD	JAIME	1207 HEAVENLY HILL		10/20/1992	1020199227	Spedding, Paula	206	1	7	6521L.2	WLDHST/GEO 7 SH
1		1	BENSON	BENJAMIN	2935 HOLE AVE		7/31/1993	731199326	Opina, Richard	804	1	9	5020	BAND SH1 BEG
1		1	BLANTON	RENE	3344 HILLTOP AVE		2/2/1991	202199202	Labrador, Jeremia	507	1	7	4001.2	PRALG 7TH
1		1	BOLES	JUNE	2025 MISSION MESA DR		5/1/1991	501199101	Scott, Don	GYM	1	9	5503	PHYS ED 1
1		1	BRIGHT	RANDY	1919 ROCK LEDGE DR		12/12/1993	1212199312	Birrenkott, Randy	GYM	1	7	5501.2	PHYS ED 7TH
1		1	BRINGAS	BILLY	8880 OBERMEYER DR		09/13/1993	091393468	Barros, Carlene	124	1	7	6521.2	WD HST/GEOG 7TH
1		1	COLEMAN	JAMES	2525 ELLISON AVE	#15	1/25/1992	115199271	Cuff, Michelle	713	1	9	6311	PHYSICS 1(P)
1		1	DUDLEY	BOB	1528 CLACIER AVE		2/23/1991	223199110	Johnson, Edward	122	1	8	1520.2	ENGLISH 8TH
1		1	ELLISON	BONNIE	9792 BERON RD		5/25/1991	525199112	Caputo, Kacey	302	1	9	6311	PHYSICS 1(P)
1		1	FENTON	ELIX	7795 SEVERIN DR		7/25/1992	725199207	Darnell, Debra	B2	1	8	1520.2	ENGLISH 8TH
1		1	FERRAR	MICHAEL	2679 BLADE DR	#45	1/1/1992	101199205	Bechte, Barbara	108	1	7	8061.2	MID LEVEL AVID
1		1	FRYE	DOMINGO	1000 KITE CT		3/15/1990	315199011	Marti, John	128	1	9	4175	GEOM 1 ADV (P)
1		1	GONZALEZ	RUDOLFO	2020 FLASH WAY		8/5/1993	805199315	Darnell, Debra	B2	1	8	1520L.2	ELD ENGLISH 8TH
1		1	INCA	KIRK	10525 GOLD HILL DR		4/1/1992	401199255	Duniphan, Floyd, L	B6	1	7	1647.4	ESL LIT7TH BK E
1		1	JONES	JAMES	2000 HILL RD		1/22/1991	122199179	Alejandro, Luis	B19	1	9	4032L	ALG EX 9 1SH(P)
1		1	JONES	MARCEL	5855 POLARA DR		9/17/1991	917199117	Hopkins, David	211	1	8	6551L.2	USHST&GEOG 8 SH
1		1	MARTIN	DOR	7720 MIRROR LAKE		4/4/1990	404199022	Graber, Stacey	GYM	1	8	5502.2	PHYS ED 8TH
1		1	MICHELIN	MARCUS	8895 BIRDROCK CT		9/27/1992	927199222	Hensley, Timothy	309	1	8	6005.2	SCIENCE 8TH
1		1	NEYA	ALICE	7728 MOGENE DR		11/23/1991	1123199123	Maron, Caryn	GYM	1	8	5502.2	PHYS ED 8TH
1		1	OGDEN	PHILIP	2280 KATHY LYNN ST		12/15/1990	1215199029	Labrador, Jeremia	507	1	7	4001L.2	PRALG 7TH SH
1		1	PHILLIPS	JOHN	7770 ROYAL OAK DR		10/2/1993	1002199372	Birrenkott, Randy	GYM	1	7	5501.2	PHYS ED 7TH
1		1	POTTER	MAVIS	1212 BIRDROCK		5/25/1991	525199155	Caputo, Kacey	302	1	9	6311G	PHYSICS 1(P)
1		1	QUICK	JOEY	2000 BOOTE ST		5/25/1990	525199025	Marti, John	128	1	9	4175	GEOM 1 ADV (P)
1		1	QUIROZ	LUPITA	1111 AMES AVE		1/11/1991	111199105	Marti, John	128	1	9	4175	GEOM 1 ADV (P)
1		1	REYNALDO	JOSE	21177 PINE CONE ST		12/27/1992	1227199256	Madden, Charlotte	210	1	7	6521.2	WD HST/GEOG 7TH
1		1	SAMPLE	SUZIE	1520 ASTEROID WAY		5/29/1993	529199307	Labrador, Jeremia	507	1	7	4001L.2	PRALG 7TH SH
1		1	SIMPSON	CYNTHIA	7522 PINKERTON WAY	#74	11/25/1991	1125199110	Kennedy, Katie	408	1	7	6003L.2	SCIENCE 7TH SH
1		1	THOMAS	JONATHAN	7658 MAJORCA		11/19/1993	1119199305	Graber, Stacey	GYM	1	8	5502.2	PHYS ED 8TH
1		1	THORNTON	TRAVIS	55777 ELK DR	#55	8/15/1993	815199377	Alejandro, Luis	B19	1	9	4032L	ALG EX 9 1SH(P)
1		1	TORA	FELICIDAD	3949 HAPPY DR		7/31/1991	731199188	Labrador, Jeremia	507	1	7	4001.2	PRALG 7TH
1		1	UKIAH	SASCHA	1599 RUNNING SPRINGS		6/19/1992	619199344	Caputo, Kacey	302	1	9	6311G	PHYSICS 1(P)
1		1	UNGER	RALPH	2155 JONES ST		4/11/1991	411199156	Birrenkott, Randy	GYM	1	7	5501.2	PHYS ED 7TH
1		1	VERACRUZ	VIOLET	5756 DART DR	#5	12/1/1990	1201199022	Scott, Don	GYM	1	9	5503	PHYS ED 1
1		1	WAYLEN	FRANK	2077 GOODE DR		3/20/1993	320199301	Johnson, Edward	122	1	8	1520.2	ENGLISH 8TH
1		1	ZETA	DAVID	1527 ROSEHEDGE AVE		1/27/1992	127199256	Darnell, Debra	B2	1	8	1520.2	ENGLISH 8TH
1479		1447	Staff member responsible for survey: Jane Doe, Attendance Clerk											
			E-mail address: jdoe@sandi.net											
			ph # 619 479-7111 X XXXX											
			Total collected short of enrollment by: 32 survey cards											

## **FEDERAL SURVEY INFORMATION FOR DISTRICT EMPLOYEES**

The Federal Survey, or Survey of Residence and Employment, conducted each fall by distributing survey cards to all students in late October (the date is usually the last Friday in October and varies from year to year), brings in over \$7 Million each year to our district. These dollars accumulate card by card. This is possible only by surveying each student's parents and collecting the data. They are then sent in to the central office, where the residence and employment is carefully checked to find 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 (i.e.; a border patrol station, Indian casino, the Metro Correctional Center, etc.) or are active duty military either living in non-military housing or military housing will have cards that qualify for funds. Military housing is not necessarily located on a military base. There are 37 military housing complexes in our area. We need to collect a card from every single student so we can personally evaluate the residence address and work addresses, as some parents think they work on federal property when they do not; while others think they do not when they actually do. Cards of students living in certain Public Housing complexes also qualify. Every card of a student that is federally connected drives up the value of our claim for funding. The value of the claim is determined by quantities of the types of cards received. Every card helps!

There must be a driving force at each site behind the survey in order to collect every card and ensure the cards are filled out completely. A plan should be put in place and follow-up done periodically to ensure the site is on track in collecting its 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 card to the school. A lot of parents think this is just another form and don't want to be bothered, especially since the cards go home right after all the "beginning of the year" paperwork has been flowing into their homes. We have added a brief explanation of the purpose of the survey on the back of the card, with a one-line reference to it on the front. Hopefully this will reduce the amount of questions to staff at the sites and encourage the parents to fill out the cards.

A letter should accompany the card, briefly explaining its purpose and encouraging the parents to participate. A template for a letter approved by the central office (in English and Spanish) is enclosed. This may be typed onto your school letterhead. Please follow the instructions at the top of the letter. This letter may not be changed.

For late cards, notes from the teacher (it can be a half sheet and less formal) if cards are not forthcoming can produce better results, as the contact is more personal, especially if the parent has met the teacher.

**PRINCIPAL'S CERTIFICATION OF RELEASE DATE  
CONTACT INFORMATION**

**RETURN TO IMPACT AID OFFICE  
EUGENE BRUCKER EDUCATION CENTER, RM 3209**

DATE: October 28, 2005  
TO: Impact Aid Survey Office, Ed Center Rm. 3209  
FROM: School Name \_\_\_\_\_  
SUBJECT: **IMPACT AID SURVEY CARDS DATED OCTOBER 28, 2005**

Please be advised that the Impact Aid Survey cards for this year, for students attending this school, were sent home to the parents for completion on or after October 28, 2005.

**No Impact Aid Survey cards were released to parents for completion prior to October 28, 2005.**

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

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

\_\_\_\_\_

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

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

**PRINCIPAL'S CERTIFICATION OF SPECIAL ED STUDENT INFO**

**RETURN TO IMPACT AID OFFICE  
EUGENE BRUCKER EDUCATION CENTER, RM 3209**

**DATE:**                   **OCTOBER 28, 2005**  
**TO:**                       **IMPACT AID OFFICE, ED CENTER, RM 3209**  
**FROM:**                  **SCHOOL NAME\_\_\_\_\_**  
**SUBJECT:**              **SPECIAL ED STUDENTS AS OF OCTOBER 28, 2005**

Attached is a list of all Special Education students, with an active IEP, enrolled at this school as of October 28, 2005. This list has been verified and any exceptions have been noted.

**I certify this list as accurate and complete. All student names on this list have a valid IEP on file.**

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**Principal's Signature**

## **Federal Survey Card Check List for Teachers**

Collect one survey card from each student (upper grades, from your first period class).

Remind students who forget to turn in their card to bring them tomorrow.

Check off each student's name on your roster list as they turn in a survey card to you. Keep this list - it must be turned in to the office daily with completed cards.

### **Please check all cards for the following information:**

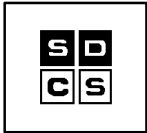
The name and address of both student and parent(s) must appear on the card.

Employment information must be complete.

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 card.

Signature of parent or guardian is required on all cards. **If signature is missing on the card, it must be returned to the parent for completion.**

**Please ask students not to fold, spindle, or otherwise damage the cards.**



# SAN DIEGO CITY SCHOOLS

EUGENE BRUCKER EDUCATION CENTER  
4100 Normal St., Room 3209, San Diego, CA 92103-2682

(619) 725-7594  
Fax: (619) 725-7584

**FINANCIAL OPERATIONS DIVISION**  
**Accounting Operations Department**  
Financial Accounting

## MEMORANDUM

**TO:** Teachers  
**FROM:** Polly Bell  
**DATE:** October 3, 2005  
**SUBJECT: SURVEY OF RESIDENCE AND EMPLOYMENT—**  
**Survey Date: October 28, 2005**

Thank you so much for your support and hard work in conducting the above referenced survey each year. Our district receives over \$7 Million dollars annually for our Impact Aid survey claim. The dollars accumulate literally card by card, so every card is important to our claim.

Our district receives significant property tax revenue as one of our many funding sources. We do not receive this revenue for federal land, as it is exempt from property tax.

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 your students and/or their parents. There is a sentence in the top front section of the card referring to the explanation on the back.

Please encourage your students to have their parents fill these cards out completely, as missing information reduces our claim. We must have every home and employment address in order to determine if a students' 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.

A suggestion for successful card collection is rewarding the class as a whole when 100 percent completion has been attained. Rewards or incentives prove to be much more successful than penalizing students. Please note that neither detention nor Saturday school are not to be used to urge students to turn in their cards. For students who haven't returned cards, a hand written note on the card to the parent has been a successful technique. An example is "Please return so our class may reach 100 percent completion. Thanks, \_\_\_\_\_" Of all school staff, the teacher has the closest relationship with the parent.

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 our claim this year!

## Federal Survey Letter Template (English Version)

**Please note: this letter may not be changed other than** to add school letterhead, date, principal, and school names. This is a central office approved letter for use for the impact aid program only. **Please remove this paragraph when copying onto your school letterhead and enter your principal and school names at the end of the letter. This letter has the survey date, which changes every year.**

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 \$7 Million in Impact Aid funding. This is not automatic – we must apply for it each year. U. S. Dept. 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 our claim.

Please fill out the enclosed card completely and return it to us. *The information should be for the date of 10/28/05*, our 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



## Federal Survey Letter Template (Spanish Version)

**Please note: this letter may not be changed other than** to add school letterhead, date, principal, and school names. This is a central office approved letter for use for the impact aid program only. **Please remove this paragraph when copying onto your school letterhead and enter your principal and school names at the end of the letter. This letter has the survey date, which changes every year.**

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 \$7 millones de 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 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 está permitido 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 10/28/05*, que 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

## Hints From Employees Successful in Collecting Impact Aid Survey Cards

**Tape or paste the homeroom/classroom rosters to a large envelope.** Have teachers check off names of students who have turned in 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 cards in a box while working on them.** Keep cards grouped by classroom until all cards are returned. List names of missing cards on top of each group so you will know which teachers need to contact which students.

**Notify teachers immediately when cards are missing or lacking information.** Highlight the name of the child and enclose a new card or highlight the missing information and return the card to the teacher.

Let teachers know that if they don't obtain cards from every student, **the students who are missing cards will be sent for and may lose valuable class instruction time.**

Teachers should decide what methods to use to get difficult children to take the card home and return them. Teachers may not use detention or Saturday school to urge students to turn in cards.

**Some teachers are more successful** than others at getting their students to bring in the cards. **Interview them** to find out what works and **share this information with the rest.**

**Reward** the first five classrooms that reach 100 % with a popcorn or ice cream party or other incentive. Some schools leave it up to the teacher to provide incentives to the class.

**Keep a list of missing cards at the front desk.** If a parent comes to the office whose child hasn't turned in a card, have them fill it out before they leave the office.

**Pressure: Discuss any ideas for applying pressure with your principal** before following through and then **send for students.** Explain to them nicely why we need the card and have them promise to bring the card in on the following day. **Call them in if they forget.**

Incentive: **Withhold something** students need or want until survey card is returned to school.  
**Example: ID card.**

Keep at it. **Don't let too much time go by or the task will become impossible.** Work at it until finished. Find self-satisfaction in doing a complete job. Have a will-do attitude

**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.

For schools that have parent conferences in November, have teachers give cards to parents who come in for conferences and have them fill out the card during the conference.

For schools with families on A.F.D.C., have the 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.** Don't tell them something that can't be confirmed by the Impact Aid Office. For example, "your child can't continue attending our school unless you fill out a card".

It is important to **maintain a good rapport** with the parent and not alienate them. **Explain that the information is completely confidential** and that it **helps our 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 rest. We know there will only be a few that absolutely refuse.

## FEDERAL PROPERTY LIST\*

Air Force Plant #19 (Spawars)	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
Federal Building	880 Front St.
Federal Court House	940 Front St.
Fort Rosecrans National Cemetery	Point Loma
Inter-American Tropical Tuna Commission	8604 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	8804 La Jolla Shores Dr.
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 Communication System	937 N. Harbor Dr.
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 Personnel Research Activity	272 Catalina Blvd.
Naval Radio Station	Chollas Heights
Naval Radio Station	Coronado Heights
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-Air Warfare Training Center	Point Loma
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
Scripps Field Annex, Visibility Laboratory	Point Loma
Southwest Fisheries	8604 La Jolla Shores Dr.
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.