

INFORMATION TECHNOLOGY

Records and Reporting Requirements

Student-Parent Survey for Federal Impact Aid

I. PURPOSE

To provide information for conducting the Student-Parent Survey for federal Impact Aid as required by the current version of Regulation 6540 and the Impact Aid law, now Title VIII of the Elementary and Secondary Education Act (ESEA) of 1965. This notice is effective through June 30, 2010.

II. TRAINING

Impact Aid training is mandatory for all Impact Aid coordinators and their designees. Training dates, as well as other critical survey dates, are listed in Attachment A.

III. MATERIALS

A. Student-Parent Survey Forms

Student-Parent Survey forms may be printed at each school and center, beginning October 19, 2009, via the Education Decision Support Library (EDSL). Impact Aid coordinators or level 2 EDSL users should determine the most appropriate sort and print options for the forms. Survey forms for new students who enroll between your print date and October 30, 2009, will be available in EDSL the next membership day after the student's enrollment date.

Survey forms should be printed double-sided with the Superintendent's letter on one side and the Student-Parent Survey form on the other. Schools unable to print double-sided copies may print to the Solimar printer at Wilton Woods Center. Call the IT Service Desk, at 703-503-1600, for assistance.

B. Survey Forms for Other Languages

Beginning October 19, 2009, survey forms translated into Arabic, Chinese, Farsi, Korean, Spanish, Urdu, and Vietnamese will be available through Translations Online at <http://fcpsnet.fcps.edu/ssse/translations/letters2parents.htm#anchor3>. This link is available only through computers within the internal FCPS network (FCPSnet). Each school is responsible for downloading and reproducing translated forms. For all other translations, call Language Services at 571-423-4450.

C. Student Checklist

A checklist of eligible students in Schools Administrative Student Information (SASI), as of October 30, 2009, will be available for printing via EDSL beginning November 2,

2009. The checklist should be sorted and printed in alpha order, by last name, for the entire school.

IV. PREPARING FOR THE SURVEY

In preparation for the survey, student information assistants should review the information in SASI to ensure its accuracy. All students meeting the federal requirements for the survey, and listed as active in SASI as of October 30, 2009, will be eligible to receive the survey.

V. SURVEY ADMINISTRATION

A. Print the Student Checklist via EDSL for a list of eligible students. Students, preschool through grade 12, in membership on the last school day in October, will be included in the survey.

Students in the following categories are excluded from the survey:

1. Family and Early Childhood Education Program-Head Start (FECEP/HS).
2. Postgraduate.
3. General Education under 5 or over 19 years of age as of August 1.
4. ESOL over 22 years of age as of August 1.
5. Special Education under 2 or over 21 years of age as of September 30.

These students will not appear on the October 30, 2009, Student Checklist.

B. Print the prepopulated Student-Parent Survey forms for eligible students via EDSL.

C. Distribute one survey form to each eligible student.

D. Reprint the Student Checklist on November 2, 2009, via EDSL, to ensure that all eligible students receive a survey form. Each student on the final checklist should receive and return a completed survey form.

E. Reprint survey forms for students, as needed, using the individual student finder option in EDSL.

VI. REVIEWING RETURNED SURVEY FORMS

A. Review each form for completeness.

B. Check for a valid signature from a parent or guardian with whom the student resides. Students may not sign the survey form under any circumstance.

1. If a valid signature has been obtained on the survey, but the survey is incomplete, the Impact Aid coordinator or his or her designee should contact the parent or guardian to obtain the missing information.

2. In unusual circumstances, when it is not possible to obtain a signature from a parent or guardian, the survey form may be signed by a person other than a parent or guardian. Documentation for these unusual circumstances must be provided on Attachment C and attached to the center back of the survey form.
- C. Ensure that the survey form is dated on or after October 30, 2009.
- D. Ensure that activation orders are attached when the Military Reserves Federal Call Up box is checked in Part 4 of the survey form.

VII. RETURNING THE IMPACT AID PACKAGE

- A. Return the Impact Aid package on or before November 30, 2009. The package should contain the following items:
1. Attachment B, which certifies the accuracy and completeness of the Impact Aid package. Both the Impact Aid coordinator and the principal or his or her designee must sign and date Attachment B.
 2. The Student Checklist, as of October 30, 2009, sorted and printed in alpha order by last name.
 3. A completed and signed survey form for each eligible student listed on the October 30, 2009, checklist. Survey forms should be sorted in alpha order, by last name, for the entire school.
 4. Attachment C, attached to the center back of the survey form, when someone other than a parent or guardian, with whom the student resides, signs the form.
 5. Activation orders, attached to the back of the survey form, when the Military Reserves Federal Call Up box is checked in Part 4 of the survey form.
 6. Confirmation letters, as needed, for predated survey forms.
- B. Drop-off locations and dates for delivering the Impact Aid package to Wilton Woods Center or an alternate location are listed in Attachment A.

See also the current version of Regulation 6540, Student-Parent Surveys for Federal Aid.

Attachments

STUDENT-PARENT SURVEY	
For Federal Impact Aid	
Time Line	
Date	Activity
October 8, 2009 2-4 p.m. October 16, 2009 2-4 p.m. October 19, 2009 2-4 p.m. October 22, 2009 2-4 p.m. October 27, 2009 2-4 p.m. October 30, 2009 2-4 p.m.	Training locations: Wilton Woods—room 14 Wilton Woods—room 14 Gatehouse—room 5055 Wilton Woods—room 14 Wilton Woods—room 14 Gatehouse—room 5055
October 19, 2009—November 2, 2009	Schools print double-sided survey forms via EDSL. Survey forms for new students may be printed the next membership day after the student’s enrollment date. Survey forms translated into seven languages are available through the FCPSnet at: http://fcpsnet.fcps.edu/ssse/translations/letters2parents.htm#anchor3 .
October 30, 2009	Official survey date. Distribute the Student-Parent Survey forms on or after this date. All eligible students should receive and return a completed survey form.
November 2, 2009	Student checklist available for printing via EDSL. The checklist of eligible students as of October 30, 2009, should be sorted and printed in alpha order by last name.
<u>Hunters Woods ES</u> <u>Room 215</u> November 19 10 a.m.-2 p.m. <u>Willow Springs ES</u> <u>Lobby Area</u> November 20 10 a.m.-2 p.m. <u>Gatehouse Center</u> <u>Cafe Foyer</u> November 23-24 2 p.m.-4 p.m. <u>Wilton Woods Center</u> <u>Room 13</u> November 16-20 7 a.m.-4 p.m. November 23-24 7 a.m.-4 p.m. November 25 7 a.m.-noon November 30 7 a.m.-4 p.m.	Drop-off locations for completed Impact Aid packages. Impact Aid coordinator should return the completed Impact Aid package on or before November 30, 2009, with the following items included: <ol style="list-style-type: none"> 1. Attachment B. 2. Student checklist as of October 30, 2009, sorted and printed in alpha order by last name. 3. Completed and signed Student-Parent Survey forms sorted in alpha order by last name. As applicable: <ol style="list-style-type: none"> 4. Activation orders, attached to the back of the survey form, when the Military Reserves Federal Call Up box is checked in Part 4 of the survey form. 5. Attachment C of Notice 6540, attached to center back of the form, when someone other than a parent or guardian signs the survey form. 6. Confirmation letters for predated survey forms, if required.
November 30, 2009	Survey deadline; last day to drop off Impact Aid packages.

FAIRFAX COUNTY PUBLIC SCHOOLS
Fairfax, Virginia

I hereby certify that the following membership data reflect the actual membership for

_____ on October 30, 2009.
Name of School

1. Students in membership on October 30, 2009, who have since withdrawn are included.
2. Students who entered after October 30, 2009, are not included.

List of students who are married:

- This package is complete and includes a completed and signed Student-Parent Survey form for each eligible student in membership on October 30, 2009.

Signed:

Principal

Date

Impact Aid Coordinator

Date

Impact Aid Submission Deadline: NOVEMBER 30, 2009

FAIRFAX COUNTY PUBLIC SCHOOLS
Fairfax, Virginia

Reason why the parent did not sign the form _____

Date the information was obtained _____

How the employment and/or military information was obtained:

Telephone call to the parent

Other _____

Name of person providing the information _____

Telephone number of person providing the information _____

Relationship between the student and the person signing the survey form _____

Signature _____ Title _____

Attach to the center back of the Student-Parent Survey form.

Cut Here on Dotted Line

FAIRFAX COUNTY PUBLIC SCHOOLS
Fairfax, Virginia

Reason why the parent did not sign the form _____

Date the information was obtained _____

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Signature _____ Title _____

Attach to the center back of the Student-Parent Survey form.