

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 until June 30, 2009.

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. There are two training courses designed for returning Impact Aid coordinators.

III. DISTRIBUTION OF MATERIALS

A. Student-Parent Survey Forms

Student-Parent Survey forms will be printed at each school and center, beginning October 20, 2008, through 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 31, 2008, 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 20, 2008, 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 the forms. For other translations, call Language Services at 571-423-4450.

C. Student Checklist

A checklist of eligible students in the schools administrative student information (SASI) system, as of October 31, 2008, will be available for printing via EDSL beginning November 3, 2008. 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 31, 2008, 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, must be included in the survey. Excluded from the survey are Family and Early Childhood Education Program-Head Start students, postgraduate students, general education students over 20 years old and ESOL students over 22 years old as of August 1 prior to the start of traditional calendar school year, and special education students over 22 years old as of September 30 of the school year. Excluded students will not appear on the October 31, 2008, 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 3, 2008, 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, but the information is incomplete, the survey form should be completed by the Impact Aid coordinator or his or her designee using information obtained from a parent or guardian.
 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 an adult relative, a school official, or a social worker. Documentation for these unusual circumstances should be provided on Attachment C and attached to the center back of the survey form.
- C. Ensure that the survey form was dated on or after October 31, 2008.
- 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 26, 2008. 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 31, 2008, sorted and printed in alpha order by last name.
 3. A completed and signed survey form for each eligible student listed on the October 31, 2008, 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.
- 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 IMPACT AID TIME LINE																					
Date	Activity																				
October 7, 2008 2-4 p.m. October 10, 2008 2-4 p.m. October 14, 2008 2-4 p.m. October 17, 2008 2-4 p.m. October 22, 2008 2-4 p.m. October 24, 2008 2-4 p.m.	Training locations: Gatehouse-room 1600 (returning coordinators only) Wilton Woods-room 14 Gatehouse-room 1600 Wilton Woods-room 14 (returning coordinators only) Gatehouse-room 1600 Wilton Woods-room 14																				
October 20, 2008–November 3, 2008	Schools print 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 31, 2008	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 3, 2008	Student checklist available for printing via EDSL. The checklist of eligible students as of October 31, 2008, should be sorted and printed in alpha order by last name.																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Willow Springs ES</u></td> <td style="width: 50%;"><u>Lobby Area</u></td> </tr> <tr> <td>November 20</td> <td>10 a.m.-2 p.m.</td> </tr> <tr> <td><u>Hunters Woods ES</u></td> <td><u>Room 215</u></td> </tr> <tr> <td>November 21</td> <td>10 a.m.-2 p.m.</td> </tr> <tr> <td><u>Gatehouse Center</u></td> <td><u>Cafeteria Lobby</u></td> </tr> <tr> <td>November 24-25</td> <td>2 p.m.-4 p.m.</td> </tr> <tr> <td><u>Wilton Woods Center</u></td> <td><u>Room 13</u></td> </tr> <tr> <td>November 17-21</td> <td>7 a.m.-4 p.m.</td> </tr> <tr> <td>November 24-25</td> <td>7 a.m.-4 p.m.</td> </tr> <tr> <td>November 26</td> <td>7 a.m.-noon</td> </tr> </table>	<u>Willow Springs ES</u>	<u>Lobby Area</u>	November 20	10 a.m.-2 p.m.	<u>Hunters Woods ES</u>	<u>Room 215</u>	November 21	10 a.m.-2 p.m.	<u>Gatehouse Center</u>	<u>Cafeteria Lobby</u>	November 24-25	2 p.m.-4 p.m.	<u>Wilton Woods Center</u>	<u>Room 13</u>	November 17-21	7 a.m.-4 p.m.	November 24-25	7 a.m.-4 p.m.	November 26	7 a.m.-noon	Drop-off locations for completed Impact Aid packages. Impact Aid coordinator should return the completed Impact Aid package on or before November 26, 2008, with the following items included: <ol style="list-style-type: none"> 1. Attachment B. 2. Student checklist as of October 31, 2008, 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.
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November 26	7 a.m.-noon																				
November 26, 2008	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 31, 2008.
Name of School

1. Students in membership on October 31, 2008, who have since withdrawn are included.
2. Students who entered after October 31, 2008, 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 31, 2008.

Signed:

Principal

Date

Impact Aid Coordinator

Date

Impact Aid Submission Deadline: NOVEMBER 26, 2008

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 _____

How the employment and/or military information was obtained:

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