

INFORMATION TECHNOLOGY

Records and Reporting Requirements

Student-Parent Survey for Federal Aid

This regulation supersedes Regulation 6540.2

I. PURPOSE

To establish procedures for conducting an annual student-parent survey to determine Fairfax County Public Schools' entitlement to federal assistance to schools in affected areas (Impact Aid).

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Title block was changed to reflect new directive category.
- B. Section III.A. was revised to state that survey forms shall be printed at schools via EDSL.
- C. Section III.C. was added to include guardian as a person who can complete survey form and specifies that forms should be returned to the school the child attends.
- D. Section III.D. schools will no longer complete a survey form, using school data, when it is impossible to obtain a form from a student's parent or guardian.
- E. Section III.E. was added to state required annual training for Impact Aid coordinators.
- F. Section III.F. was added to require parents or guardians who indicate Military Reserves Federal Call Up to provide proof of active duty service.
- G. Section V.B. was changed to reference the list of eligible students on the EDSL Student Checklist as of the last membership day in October.

III. PROCEDURES FOR CONDUCTING SURVEY

- A. Student-Parent Survey forms shall be printed via EDSL at each school or center through <https://edslprod.fcps.edu/edsl/>. This link is available only through computers within the internal FCPSnetwork (FCPSnet).
- B. 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.

- C. The survey form shall be completed by the parent or guardian with whom the student resides and returned to the school that the child attends.
- D. Principals or their designees shall contact parents concerning submission of the survey forms in cases in which the students do not return forms by the specified deadline.
- E. All Impact Aid coordinators and/or their designees, must receive annual training in the procedures for conducting the Student-Parent Survey.
- F. Parents or guardians who indicate Military Reserves Federal Call Up on the survey form shall be required to provide evidence of active duty service.

IV. CONFIDENTIALITY OF SURVEY DATA

Information gathered by the survey shall be treated as confidential and shall not be used for any other purpose than to meet the requirements of the federal government for qualifying for Impact Aid.

V. AUDIT PROCEDURES

Principals shall review Student-Parent Survey forms for completeness and to ensure that:

- A. Survey forms are signed by a parent or guardian with whom the student resides or by school personnel completing the form.
- B. The returned survey forms agree with the list of eligible students on the EDSL Student Checklist, which is based on membership as of the last membership day in October.

VI. RETURN OF MATERIALS

Instructions shall be issued annually for return of materials.

Legal reference: U.S. Department of Education Impact Aid Program Statutes – 81-815 and 81-874