



TO: Principals, Administrators and Site Impact Aid Coordinators

FROM: A. Rolfe

DATE: October 6, 2023

SUBJECT: FEDERAL IMPACT AID SURVEY FOR 2023/2024

It is that time of the year to conduct the annual Federal Impact Aid Surveys in order to secure funding for federal-connected students. In recent years, we have found the need to reassess and simplify the district's survey collection process. For 2023-24, we are piloting a new electronic survey through the PowerSchool Parent Portal, which will ultimately streamline the collection process, save administrative time and increase survey returns.

For the pilot to be a success the Finance team needs your partnership, and we are dedicated to supporting your site in this important work. The Federal Impact Aid program provides approximately \$10 million in funding to the District's General Fund on an annual basis. Funding is direct, locally controlled, and flexible and can be used for any general fund purposes such as instructional materials, salaries, transportation, technology, or capital needs. Each form is critical to increasing the value of the claim to the U.S. Department of Education.

The 2023-24 Federal Impact Aid survey will be conducted on October 11, 2023. School sites should notify families that the survey is available in the Power School Parent Portal on this date.

Please refer to the timeline below. For specific instructions, see the Site Action Plan.

- October 11th
 - Schools notify families that the survey is available in the Parent Portal. Families should be reminded of the importance of this critical funding.
 - If your school site does not have an active Parent Portal, please submit a support request online at <https://sdusd.cherwellondemand.com/> or through email at helpdesk@sandi.net.
- Week of October 23rd
 - Distribute pre-filled paper forms to students when they are delivered to your site.
 - Remind families to complete electronic or paper survey by November 8th.
 - Record the receipt of paper forms in PowerSchool as shown in the **Federal Impact Aid Survey Handbook**.
- During the collection period October 11th through November 8th
 - Schools continue to remind students and families of the importance of completing the form online.

- Coordinators run PowerSchool reports (see Federal Impact Aid Survey Handbook) to identify which students have not completed the survey and issue personal reminders to these families.
- November 13th
 - Return Survey Forms and an Impact Aid Survey Program List to:
 - Financial Accounting – Impact Aid Office
Eugene Brucker Education Center, Room 3244

Remember, every form helps!

The following items are available [HERE](#) to help with the collection process:

- Site Action Plan – Instructions for Office Staff
- Federal Impact Aid Survey PowerSchool Handbook
- Principal Certification Forms
- Reference Documents
 - Template for Communications to Teachers
 - Teacher Checklist
 - Template for Parent Communications (English/Spanish)
 - Hints for Successful Collection Process
 - Federal Property List

Please plan to meet with your team (Principal, Administrative Assistant, and Site Coordinator) and plan to get every form possible completed, with the goal of 100% return. Encouraging families to complete the survey in Parent Portal will reduce administration time significantly. Some families may find the information gathering to be quite intrusive. Please consider a plan to address and alleviate concerns. Also, begin thinking of ways to incentivize survey return at the individual, class, and school levels.

Information about the Impact Aid Program can be found on the U.S. Department of Education's website at <https://oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/>.

Again, the team in Finance is committed to directly supporting you in this vital task. If you have any questions or need assistance, please don't hesitate to contact me or one of the Finance contacts below directly.

- Pat McCoy - pmccoy@sandi.net
- Sarah Kidder - 619-725-7588 or impactaid@sandi.net

AR:sg

Encs.