

SITE ACTION PLAN – 2023-24 Federal Impact Aid Survey Instructions for Office Staff

THE INFORMATION ENTERED ON THE SURVEY FORMS MUST BE AS OF OCTOBER 11, 2023.

The Impact Aid survey date for all enrolled students, including State Preschools, School Readiness Program, and SEEC Program will be October 11, 2023.

All references to *Parent* in the following instructions include *Parent*, *Stepparent*, *Guardian*, or other person with whom the student lives.

The survey forms will be available in PowerSchool Parent Portal on October 11, 2023. Please encourage as many families as possible to complete the survey online. Paper forms will be delivered to sites the week of October 23rd.

October 11th - Notify families that the 2023-24 Federal Impact Aid Survey is available online.

On **October 11, 2023**, please send this [communication](#) to your families through SchoolMessenger or similar communication.

October 12th - October 24th - Remind parents to complete the survey form online.

Continue general reminders through parent communications to complete the survey through the [Parent Portal in PowerSchool](#)

Impact Aid Coordinators should run the *Impact Aid Survey Program List* and *Impact Aid Survey Program Counts* regularly to check progress of the online form collection. Please refer to the **Federal Impact Aid Survey Handbook** to run reports identifying which students do not yet have a completed form on file. Please contact the parent(s) of these students and request they complete the online survey as soon as possible.

Again, the more forms completed through Parent Portal, the more time your school will save in handling paper forms.

October 23rd - October 27th - Distribute paper surveys to families. Families may choose to complete either the electronic or paper survey. Please note that this year the survey form is printed on blue 8 ½" x 11" paper.

Run a class roster with student names in alpha order and prepare packets for each teacher.

District Flier and Federal Property List: Included with this packet is a flyer from the district along with a Federal Property List that must accompany each survey form sent to parents. The flier briefly explains the purpose of the survey and also encourages the parent/guardian to participate in the survey. After printing the flier and property list, staple it to the front of the preprinted survey form.

When sending a blank survey form, please provide the school information in the space designated at the top of the form in the grey shaded area, for **Office Use Only**. This should be completed prior to sending the form to the parent(s). Distribute the survey packets to each classroom along with the memo to teachers and teacher checklist. Ask for forms to be returned by November 8th.

All forms must be signed and dated by the Parent/Guardian. Staff or students must not write on, date stamp, or sign the form.

October 23rd - November 8th - Collect Paper Surveys

As the survey forms are returned to the teachers, please have the teachers check for completeness before submitting to the office. If the survey form is missing a signature, date, or employment information, please have the teacher write a note, attach it to the form, and ask them to send it home with the student. Have the teachers check off students' names on the roster as the survey forms are returned and encourage them to submit completed survey forms to the office.

The employment information of the parent(s) must be accurate and complete. If the military section on the form has been completed, the employment section for that parent need not be completed. All other survey forms must have the employment section completed.

Military personnel on full-time duty must list their Full Name, Branch of Service, and Rank.

Record the receipt of paper forms in PowerSchool as shown in the **Federal Impact Aid Survey Handbook**. Please remove all staples and alphabetize the paper survey forms by student last name.

One survey form must be completed by the parent(s) for each student in the active enrollment status on the survey date, October 11, 2023. **No staff member or student should write in any information on the form.**

Continue to run the *Impact Aid Survey Program List* regularly to determine which families need a reminder to complete the survey.

Blank Forms: If you need additional English or Spanish survey forms, the survey form is available on the Staff Portal of the District's website under Controller Department, Financial Accounting. There will be both the English and Spanish versions.

November 13th - Return surveys and reports to the Impact Aid office.

Once all the survey forms have been collected, return the following items to the Impact Aid Office, Eugene Brucker Education Center, Room 3244 **by November 13th**.

- Federal Survey Forms in alpha order
- Impact Aid Survey Program List sorted by response type, then alpha order.
- Attach the Signed Principal's Certification of Special Education Student Information and Signed Principal's Certification of Survey Form Release Date and Contact Information form to the list.
 - The district receives additional aid for federally connected students with disabilities who qualify under the Individuals with Disabilities Education Act (IDEA) and qualify for an Individual Education Plan (IEP).

Thank you very much for your help in securing this important funding for all schools!