Part 3: HOW TO USE THE SUBMISSION LOG

CHAPTER 3: SDRP SUBMISSION LOG

3.1 Purpose

The submission log is a Microsoft Excel spreadsheet provided to state mapping coordinators in the SDRP Annotation Phase packet. The Census Bureau also provides the submission log for download on the SDRP website in the Annotation Phase Program Materials section. Record each type of acceptable school district change as a separate record in the submission log.
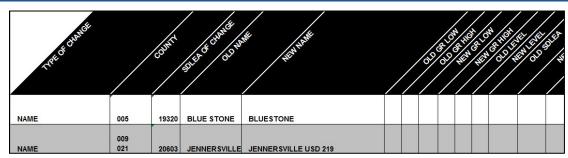
The Census Bureau accepts the following changes using the submission log:

- Name
- Grade Range
- SDLEA ID number Simple Consolidations
- Simple Dissolutions
- Level Change
- Coextensive School District Updates

The Census Bureau requires the use of the submission log for the change types listed in Sections 3.2 to 3.6. **Not all fields are displayed in the examples.**

3.2 School District Name Change

A school district name change is usually a result of a misspelled or legal school district name change. **Figure 28** shows the fields in the log requiring information are: Type of Change, County(ies) FIPS code(s), SDLEA of Change, Old Name, and New Name.

Note: Contact the School District Team if submitting a more than 25 name changes.

TYPE OF CHANGE	COUNTY	SDLEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	OLD SDLEA	NE
NAME	005	19320	BLUE STONE	BLUESTONE								
NAME	009 021	20603	JENNERSVILLE	JENNERSVILLE USD 219								

Figure 28. School District Name Change Example

3.3 Grade Range Change

A grade range change is the result of an incorrect grade range previously reported to the Census Bureau or a new change (e.g., changing from Kindergarten to Pre-Kindergarten).

Note: Gaps and overlaps in grade range coverage cannot exist. Contact the School District Team if submitting more than 25 grade range changes.

Grade range changes require information in the Type of Change, County(ies) FIPS code(s), SDLEA of Change, Old Grade Range Low, Old Grade Range High, New Grade Range Low, and New Grade Range High fields (**Figure 29**).
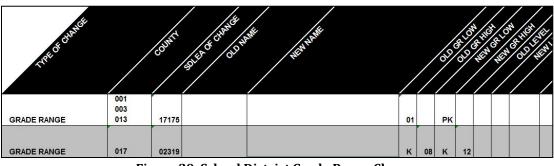
TYPE OF CHANGE	COUNTY	SDLEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW L
GRADE RANGE	001 003 013	17175			01	PK				
GRADE RANGE	017	02319			K	08	K	12		

Figure 29. School District Grade Range Change

3.4 Federal School District Local Education Agency (SDLEA) Identification (ID) Number Change

SDLEA changes include a correction to a previously incorrect SDLEA or replacing a temporary SDLEA ID number (99***) with a permanent number. SDLEA changes require information in the Type of Change, County(ies) FIPS code(s), SDLEA of Change, Old SDLEA (same as SDLEA of Change), and New SDLEA fields (**Figure 30**).
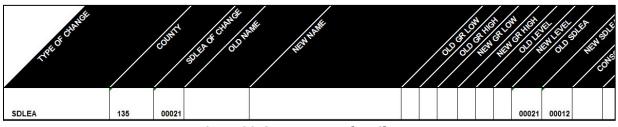
TYPE OF CHANGE	COUNTY	SDLEA OF CHANGE	OLD NAME	NEW NAME	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	OLD SDLEA	NEW SDLEA	CONS
SDLEA	135	00021									00021	00012	

Figure 30. SDLEA ID Number Change

3.5 Simple Consolidation (School District with New Name and New SDLEA ID Number)

A simple consolidation occurs when two or more school districts merge to create a new school district with a new name and new SDLEA. There are no additional boundary changes.

Simple consolidations require information in the Type of Change, County(ies) FIPS code(s), New Name, New Grade Range Low, New Grade Range High, New Level, Consolidation 1 SDLEA (first school district being merged), Consolidation 2 SDLEA (other school district being merged), Consolidation New SDLEA (SDLEA of newly formed school district, if known; otherwise place "unknown" in this field), and Narrative/Description fields (**Figure 31**). Consolidation 3 SDLEA and Consolidation 4 SDLEA fields only require information if three or more school districts are consolidating (merging). If five of more school districts are consolidating, enter the remaining SDLEA ID numbers on the next row starting in the Consolidation SDLEA field.
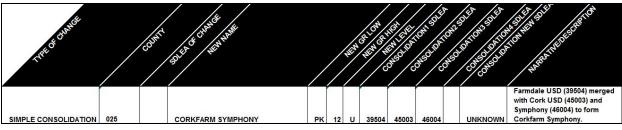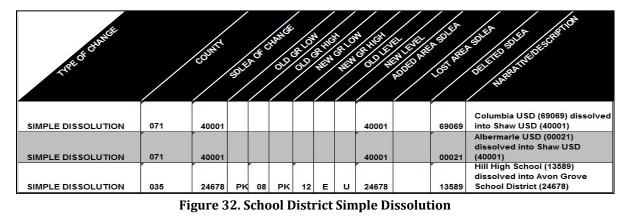
TYPE OF CHANGE	COUNTY	SDLEA OF CHANGE	NEW NAME	NEW GR LOW	NEW GR HIGH	NEW LEVEL	CONSOLIDATION1 SDLEA	CONSOLIDATION2 SDLEA	CONSOLIDATION3 SDLEA	CONSOLIDATION4 SDLEA	CONSOLIDATION NEW SDLEA	NARRATIVE/DESCRIPTION
SIMPLE CONSOLIDATION	025		CORKFARM SYMPHONY	PK	12	U	39504	45003	46004		UNKNOWN	Farmdale USD (39504) merged with Cork USD (45003) and Symphony (46004) to form Corkfarm Symphony.

Figure 31. School District Simple Consolidation

3.6 Simple Dissolution (into Existing District)

A simple dissolution occurs when one or more existing school districts entirely dissolve(s) into one other existing school district. A simple dissolution never results in the creation of a new school district. The receiving school district retains its name and SDLEA ID number.

Note: A separate entry is required for each school district that dissolves into the existing school district through this change.

Simple dissolutions require information in the Type of Change, County(ies) FIPS code(s), SDLEA of Change (school district that is gaining area), Added Area SDLEA (same as SDLEA of Change), Deleted SDLEA(school district being dissolved), and Narrative/Description (include county/counties FIPS code(s)) and if applicable, the Old Grade Range Low, Old Grade Range High, New Grade Range Low, New Grade Range High, Old Level, and New Level fields (**Figure 32**).

TYPE OF CHANGE	COUNTY	SDLEA OF CHANGE	OLD GR LOW	OLD GR HIGH	NEW GR LOW	NEW GR HIGH	OLD LEVEL	NEW LEVEL	ADDED AREA SDLEA	LOST AREA SDLEA	DELETED SDLEA	NARRATIVE/DESCRIPTION
SIMPLE DISSOLUTION	071	40001							40001		69069	Columbia USD (69069) dissolved into Shaw USD (40001)
SIMPLE DISSOLUTION	071	40001							40001		00021	Albermarle USD (00021) dissolved into Shaw USD (40001)
SIMPLE DISSOLUTION	035	24678	PK	08	PK	12	E	U	24678		13589	Hill High School (13589) dissolved into Avon Grove School District (24678)

Figure 32. School District Simple Dissolution

Note: Complex consolidations, complex dissolutions, and boundary changes all require updates using GUPS. Review **Chapter 5:** to complete these updates.

3.7 Level Change

A level change occurs when a school district changes classification; for example, changing from elementary to unified. Contact the Census Bureau for assistance in documenting this change.

3.8   Coextensive School District Updates

A coextensive school district update occurs when the area that is being added to a school district is also an existing minor civil division or incorporated place in the Census database. A boundary change or a new district may be submitted this way. These types of spatial updates may also be submitted in GUPS if preferred.

Coextensive school district boundary changes, defined as either an Annexation or Boundary Correction, require information in the Type of Change, County(ies) FIPS code(s), Added Area SDLEA, Lost Area SDLEA, and Narrative/Description. The Narrative/Description field must contain the minor civil division(s) or incorporated place(s) that are being added to the school district. For information on choosing whether a boundary change is an Annexation or Boundary Correction, refer to Page xiv.
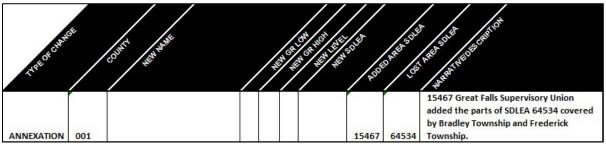
TYPE OF CHANGE	COUNTY	NEW NAME	NEW GR LOW	NEW GR HIGH	NEW LEVEL	NEW SDLEA	ADDED AREA SDLEA	LOST AREA SDLEA	NARRATIVE/DESCRIPTION
ANNEXATION	001						15467	64534	15467 Great Falls Supervisory Union added the parts of SDLEA 64534 covered by Bradley Township and Frederick Township.

Figure 33. Coextensive Annexation

Coextensive new school district updates require information in the Type of Change, County(ies) FIPS code(s), New Name, New GR Low, New GR High, New Level, New SDLEA and Narrative/Description. The Narrative/Description field must contain the minor civil division(s) or incorporated place(s) that make up the new school district.

TYPE OF CHANGE	COUNTY	NEW NAME	NEW GR LOW	NEW GR HIGH	NEW LEVEL	NEW SDLEA	ADDED AREA SDLEA	LOST AREA SDLEA	NARRATIVE/DESCRIPTION
NEW DISTRICT	065	Elm Valley City School District	K	12	U	unknown			New District "Elm Valley City School District" shares the same boundary as Elm Valley City

Figure 34. Coextensive New District