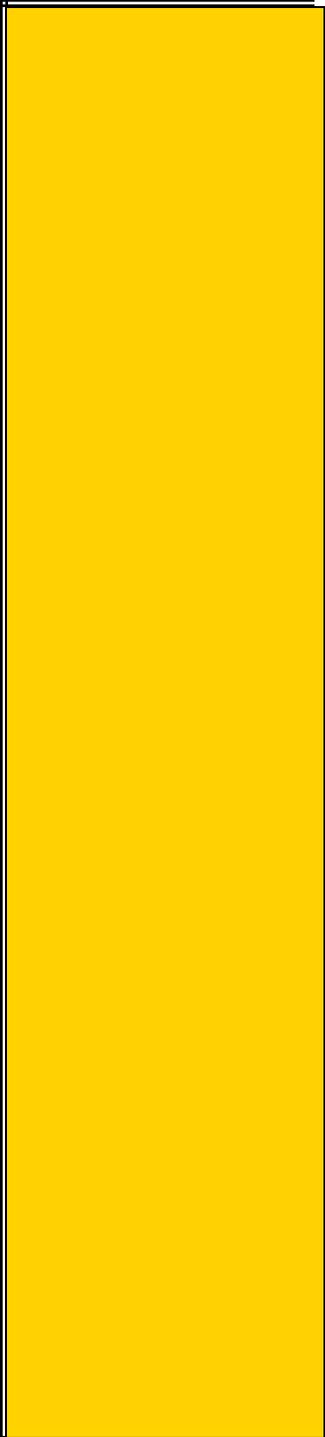


**Attachment C:
Guidelines for Participants Using Paper Maps**

2011-2012



Paper Map Instructions

Printing Census Bureau Maps

The 2011-2012 School District maps are designed for printing on large format ("E" size) printers. If you do not have access to a large format printer, the Census Bureau will print paper copies of the maps upon request. Please send your request via e-mail to:

geo.school.list@census.gov

Please ensure that your request is limited to the specific maps needed for annotating the school district boundary changes. Please do not send requests for the entire set of maps for a county unless absolutely necessary.

November 10th, 2011 is the deadline for submitting a request for paper copies of the maps.

Locating the Annotation Maps

The maps are on the CD/DVD that you have received, or you can access them at the following web site:

http://www.census.gov/geo/www/schdist/sch_dist.html

On the CD/DVD and at the website, the maps are arranged in a county-based maps series consisting of one county index map and multiple large-scale annotation maps.

To access the maps at the website, click on the hyperlink "Annotation Phase Program Materials", then the hyperlink for your state. Click on "Download Maps." The maps are in county folders.

The naming convention of the county folders on the CD/DVD and the website is <cou>_<county name> where "cou" represents the three-digit FIPS county code.

For example, 031_Cook is the county folder name for Cook County, Illinois.

Each individual map Portable Document Format (PDF) file name is **SDA11<st><cou>_<nnn>.pdf** where <nnn> represents the map sheet number with "000" assigned to the county index map, and "001" assigned to annotation parent map sheet number 1.

For example, SDA1117031_015.pdf is individual map sheet 15 for Cook County, Illinois.

Map Sheet Locator File

There is an alphabetical listing, **SDA11<st>_MapSheetLocator.PDF**, of all school districts for a state on the CD/DVD and at the website, where <st> represents the two-digit FIPS state code. At the website, the alphabetical listing can be found in the **Files** folder. This file contains the location of school districts within a county, and it identifies all annotation map sheets that show part or all of the school district.

Description of Maps

County Index Map

Please use the county index map to identify the general location of school districts within a county. It contains the boundaries, names and Federal Local Education Agency (LEA) ID numbers of the school districts, all major highways in the county, and location of places.

USE THE COUNTY INDEX MAPS ONLY AS REFERENCE MAPS; DO NOT ANNOTATE SCHOOL DISTRICT BOUNDARY CHANGES ON THEM.

Please use the following color-coding scheme to identify school district boundaries by level on the maps:

- **Unified** as wide-screened continuous **purple lines**,
- **Elementary** as thin solid continuous **orange lines**, and
- **Secondary** as **blue dotted lines**.

The color of school district names and Federal LEA ID numbers correspond to the color of their boundaries. For example, a unified school district name and LEA code display as purple text on the map.

The LEGEND includes a key identifying all school district boundary symbology. There is also a list of all the school districts in a county with their Federal LEA ID code and a list of all the map sheets that contain a part of the school district.

The index map contains a grid representing the layout of the annotation map sheets where a rectangle with the map sheet number appearing in the middle represents the area of each annotation **parent** map sheet.

The Census Bureau creates and provides large scale inset maps for congested areas on parent maps. An alpha-numeric designation, (e.g., A01, A02, B01, C01) where multiple inset maps exist, identifies inset maps. The county index and parent maps show the area of an inset map, or cluster of inset maps, as a gray rectangle with the alpha-numeric code of the inset.

Individual Annotation Maps

Use the parent or inset maps for annotation. The individual annotation maps are large-scale maps that show the school district boundaries, names, and codes in greater detail than the county index maps. In addition to the school district and place information, these maps display all the physical features contained within the Census Bureau's geographic database for given area.

The Census Bureau encourages state officials to use these annotation maps to:

- Perform a detailed review of school district boundaries.
- Annotate school district boundary changes.
- Ensure that the boundaries represent the financial responsibility of the school district.

Annotation Guidelines

- **Restrict all school district boundary and code annotations to the subject county** even though the map sheets may contain the areas of adjacent counties. If a school district change crosses a county boundary, use the map sheet for the county into which the boundary continues. The name of the subject county is in the lower right corner of each map sheet.
- Make school district boundary change annotations neatly. Use a straight edge, such as a ruler, for drawing straight lines. When a school district boundary follows a feature on the map such as a road, annotate the boundary on top of the feature; do not meander on and off the feature.
- Make sure that boundary annotations match from one sheet to the adjacent sheet. When annotating a boundary change that continues onto an adjacent map sheet, put the map sheets together and compare the annotations. Ensure that the boundary lines align along the sheet edges, and that the school district codes are the same on both map sheets.

Illustration of Map Annotation Principles

Below are descriptions and illustrated color examples depicting various types of school district boundary changes. Refer to the illustrated examples on page 7 when recommended.

The examples that show existing school district boundaries use wider boundary lines and taller school district numbers. The narrower boundary lines and shorter school district numbers are examples of school district boundary changes being annotated on the map sheet.

Use the correct colored pencil for each type of school district change. For example, use the color that represents the type of school district that is **adding** territory.

- Use **purple** to show additions to **unified** school districts. **Examples 1 and 3** show **unified** district 33040 adding territory. **Example 1** is a change between two **unified** districts with district 33040 adding territory from **unified** district 73140. **Example 3** shows **unified** district 33040 adding territory from **elementary** district 56320 and **secondary** district 13550.
- Use **orange** to show additions to **elementary** school districts. **Examples 4 and 5** show **elementary** district 26560 adding territory. **Example 4** shows a change between **elementary** district 26560 and **unified** school district 33040, with **elementary** district 26560 adding territory. **Example 5** shows **elementary** district 26550 adding territory from **elementary** district 56320.
- Use **blue** to show additions to **secondary** school districts. For changes like **Example 4**, where the updated boundary is the same for both the **elementary** and **secondary** school districts, annotate the boundary in **orange** pencil and draw **blue** dots on top of the **orange** line. This eliminates the need to draw both an **orange** line and a **blue** line side by side.

Example 6, where the **secondary** school district boundary is not following the boundary of an **elementary** school district, annotate the changed **secondary** boundary as a **blue** line.

- Use the **X** symbol to cross out the superseded school district boundaries and place fishhooks across them. Examples 1, 3, 4, and 5 illustrate using Xs and fishhooks across superseded school district boundaries. The color of the **X** and fishhooks should be for the type of school district that is **adding** area.
- Annotate the five-digit Federal LEA ID numbers on the maps when:
 - The area formed by the boundary change is a separate noncontiguous part of the school district, or
 - The school district change extends onto an adjoining map sheet (see Example 2).
- Label all separate pieces of a school district (Example 2). Use arrows if the pieces are small or numerous, when necessary.
- Cross out all school district codes that are no longer within the area that they represent. Example 1 illustrates this edit where the code for school district 73140 is partly within the area added to school district 33040.

Map Submission Information

Please use the following address when shipping or mailing maps and correspondence:

Mr. Ian Millett
Geography Division
U.S. Census Bureau
4600 Silver Hill Rd., Rm. 4H136F
Washington, DC 20233-7400

Verification Procedure

All states submitting changes and updates on paper maps by the **December 15th, 2011** deadline will be provided with verification materials to review and certify their changes were uploaded correctly into the Census Bureau's MAF/TIGER database. The Census Bureau will notify participants via e-mail informing them of the availability of verification materials on the SDRP website. The MAF/TIGER Participant Software (MTPS) Web Viewer will allow each state to review their school district updates in a web-based environment without the need of installing additional software. Participants will use their web browser to access the viewer and evaluate their submitted changes against school districts as they appear after upload into the Census Bureau's MAF/TIGER database. If you need to make additional corrections based on your review of these maps, contact us as soon as possible to resolve any problems.

Only those states that submit their updates on paper maps by the December 15th, 2011 deadline will have the opportunity to review verification materials.

Illustrated Example of School District Annotations

