

**Attachment B: School District Review Program
Guidelines for Using the WebViewer Module
and Downloading Shapefiles for Verification**

2011-2012

Paperwork Reduction Project

The U.S. Census Bureau estimates that reviewing and providing the SDRP verification information will take most respondents approximately 1-4 hours to complete, depending on the number of changes submitted during the annotation phase. This includes the time needed to read the instructions, assemble materials, organize and review the information, and report and verify any needed changes. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Paperwork Project 0607-0795
U.S. Census Bureau 4600 Silver Hill Road Room 3K138
Washington, DC 20233

Or you may e-mail comments to:

paperwork@census.gov

Note: use "Paperwork Project 0607-0795" as the subject.

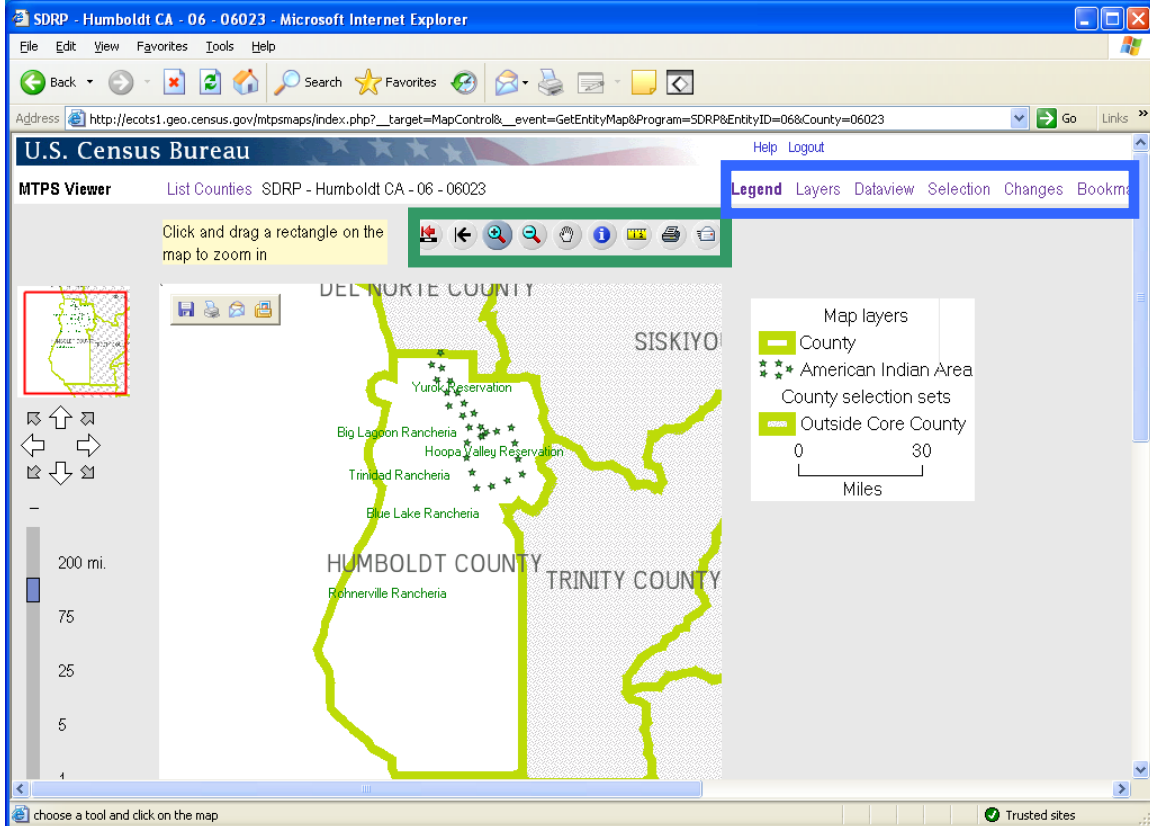
Please include a copy of your message addressed to:

geo.school.list@census.gov

Guidelines for Using the WebViewer Module and Downloading Shapefiles for Verification

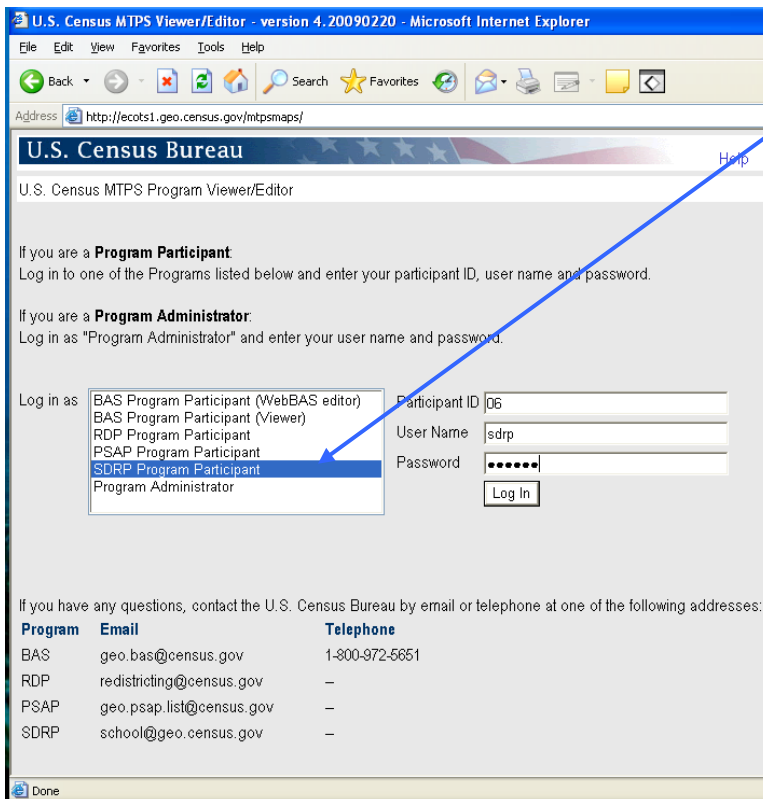
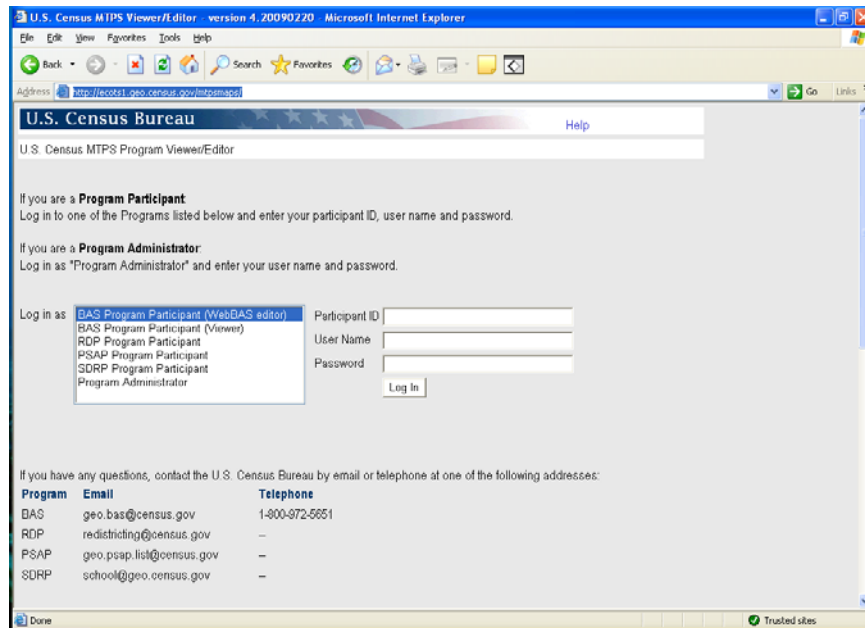
During the verification phase of the school district review program, participants will be able to verify that their changes were uploaded correctly into the Census Bureau's geographic database, MAF/TIGER database (MTDB). The MAF/TIGER Participant Software (MTPS) Web Viewer allows each state to review their school district updates in a WEB-based environment without the need of installing additional software. Participants can access the viewer using their web browser and see school district boundaries after their requested changes were made in the MTDB. Participants can verify that the Census Bureau updated submitted changes correctly, and notify the Census Bureau where additional changes need to be made.

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I. Login Information

In order to login to the MTPS Viewer, go to: <http://ecots1.geo.census.gov/mtpsmaps/>
You should see the following screen:



To Login:

Login as SDRP Program Participant

Participant ID: Use your state's two digit FIPS code. For example, here California logs in with the state code 06.

User Name: Use "sdrp"
This is case sensitive.

Password: The Census Bureau will contact you with your password. Note: the password is case sensitive.

After login, you can select a county to review.
Click on the icon to open the county.

The screenshot shows a web browser window titled "SDRP - 06 - County List - Microsoft Internet Explorer". The address bar shows "http://ecots1.geo.census.gov/mtpsmaps/index.php". The page header includes the "U.S. Census Bureau" logo and "MTPS Viewer" text. Below the header, it says "SDRP - 06 - County List". A message states "Found 58 Counties for entity SDRP 06". A table lists 12 counties, each with a map icon in the first column. A blue arrow points to the map icon for the first row (Alameda CA).










Map	Program	Entity ID	Entity Name	Entity Code	Core County
	SDRP	06	Alameda CA	06001	06001
	SDRP	06	Alpine CA	06003	06003
	SDRP	06	Amador CA	06005	06005
	SDRP	06	Butte CA	06007	06007
	SDRP	06	Calaveras CA	06009	06009
	SDRP	06	Colusa CA	06011	06011
	SDRP	06	Contra Costa CA	06013	06013
	SDRP	06	Del Norte CA	06015	06015
	SDRP	06	El Dorado CA	06017	06017
	SDRP	06	Fresno CA	06019	06019
	SDRP	06	Glenn CA	06021	06021
	SDRP	06	Humboldt CA	06023	06023

You will see the county map display (see page 2.)

II. Tools



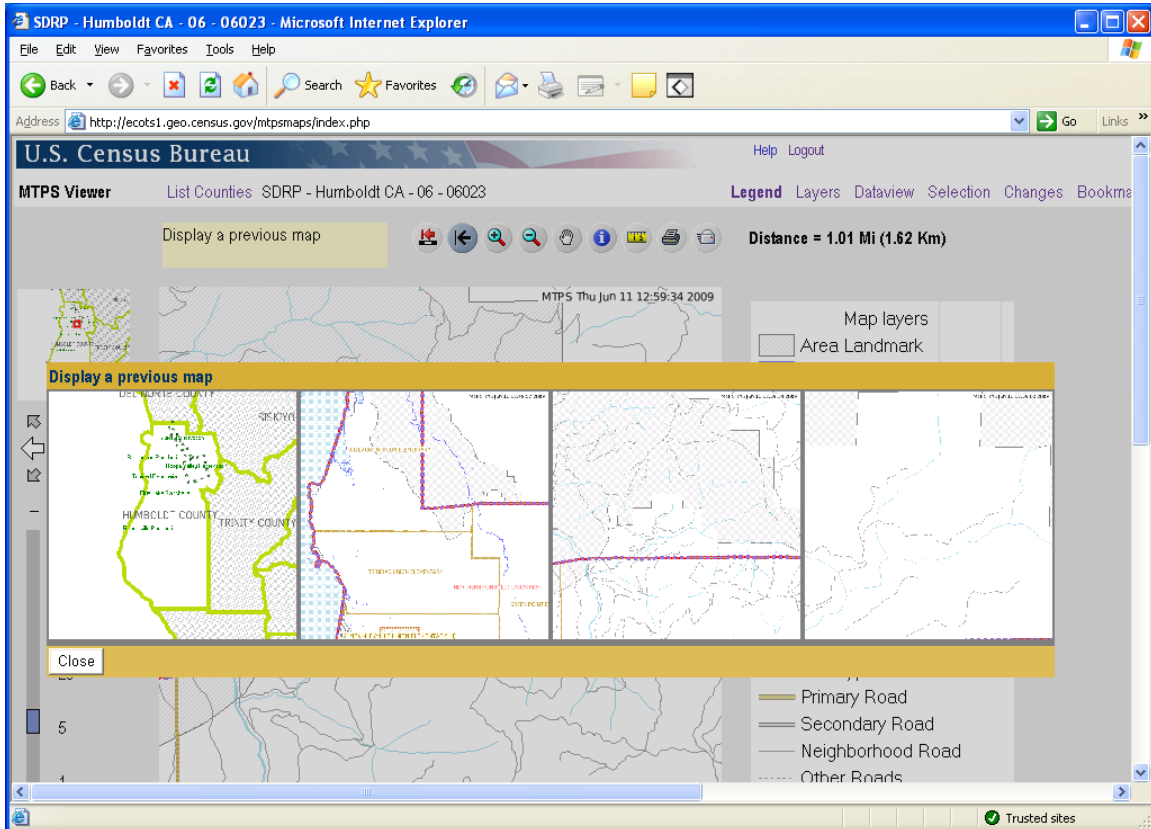
Below are the basic definitions of tools available in the toolbar. See the following pages for more details and pictures.

	County-wide Zoom	Zoom out to the entire county
	Choose a previous zoom to display	Choose one of the last 5 map displays and zoom to it
	Zoom in	Click or draw a rectangle to zoom into an area
	Zoom out	Click or draw a rectangle to zoom out of an area
	Drag	Click and drag the map to re-adjust the center
	Get info	Click a feature to get information on it Note: You must use this tool with selection tab – see page 9
	Measure a distance	Draw a line between features and click to display the distance. Draw a polygon to display area measurements
	Print map	Print the current map view
	Email map	Email the current map view



Zoom to Previous Extent

When you click this tool, you will be able to choose a previous map extent.
Click on the map you wish to display.

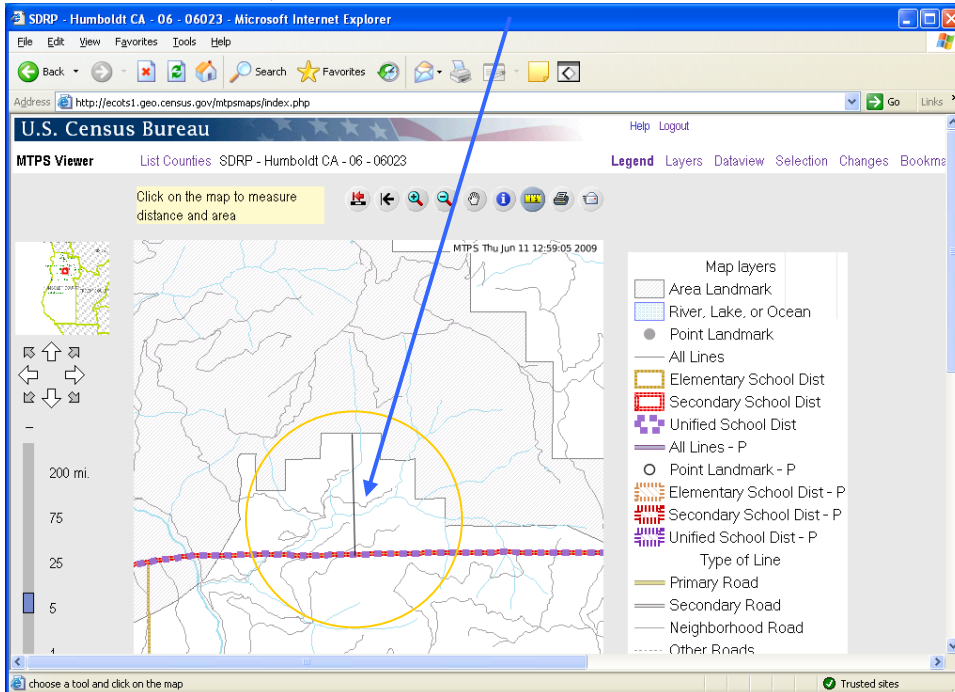




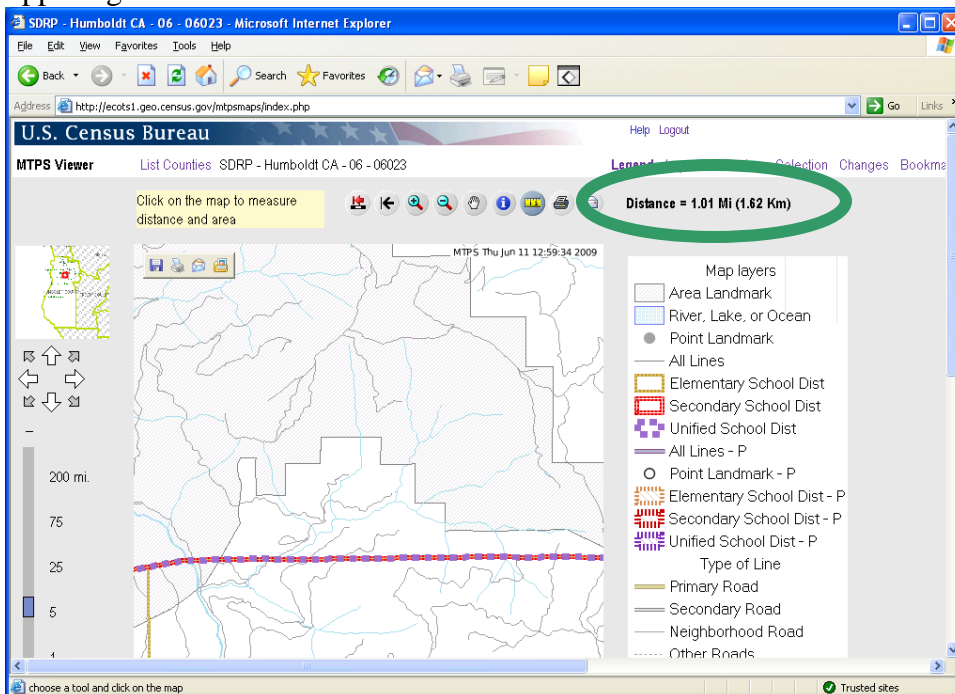
Measurement Tool

This tool can be used to measure distance or area

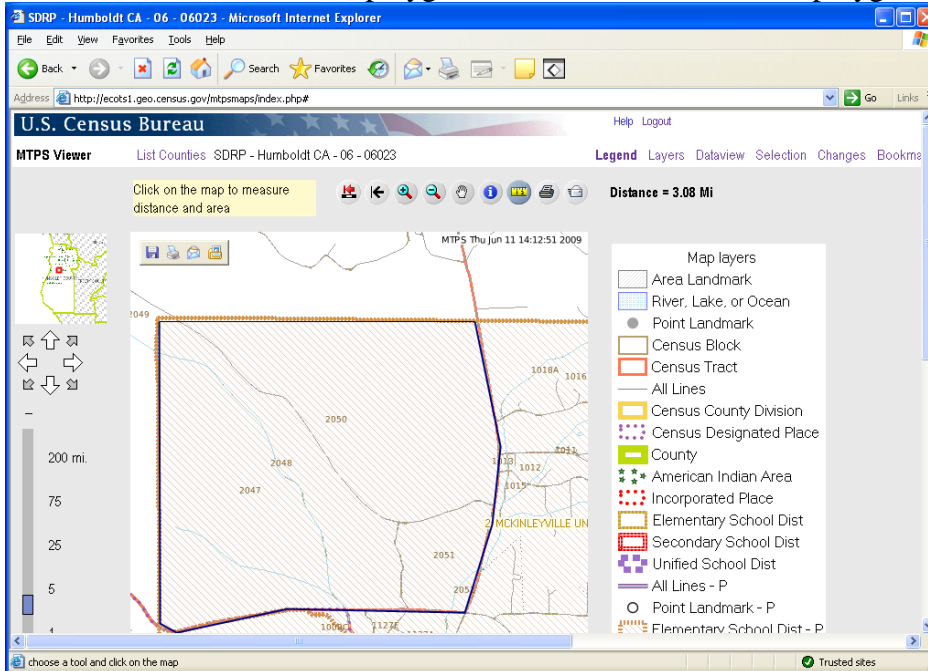
To measure distance, click on the tool to activate it and draw a line between two features.



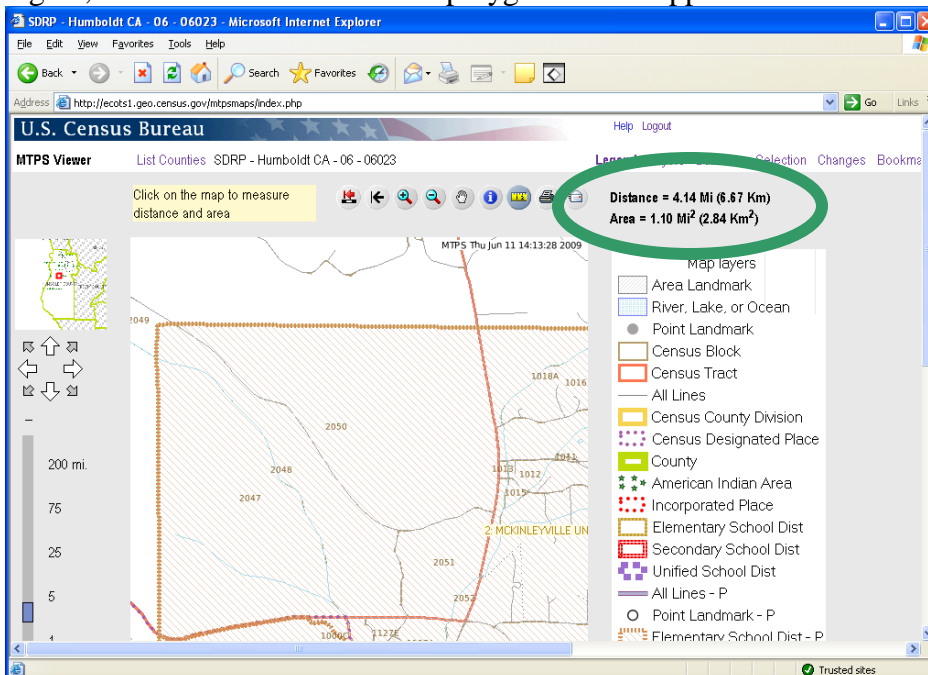
After you click the end of the line, the line will disappear. The distance will appear in the upper right corner of the screen.



To measure an area, draw a polygon. Double click to close the polygon.



The area and length of the perimeter is displayed in the upper right corner of the screen. Again, the lines used to create the polygon will disappear.






Get Info Tool

(Note: You must use this tool with the Selection Tab.)

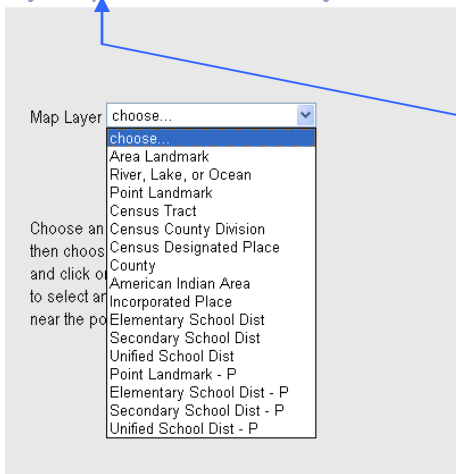


To use the information tool, click the  button. After clicking this button, the view will switch to “Selection” tab.

Legend Layers Dataview **Selection** Changes Bookmarks

Once the selection tab is active, the user must select the layer from which they want information.

Legend Layers Dataview **Selection** Changes Bookmarks



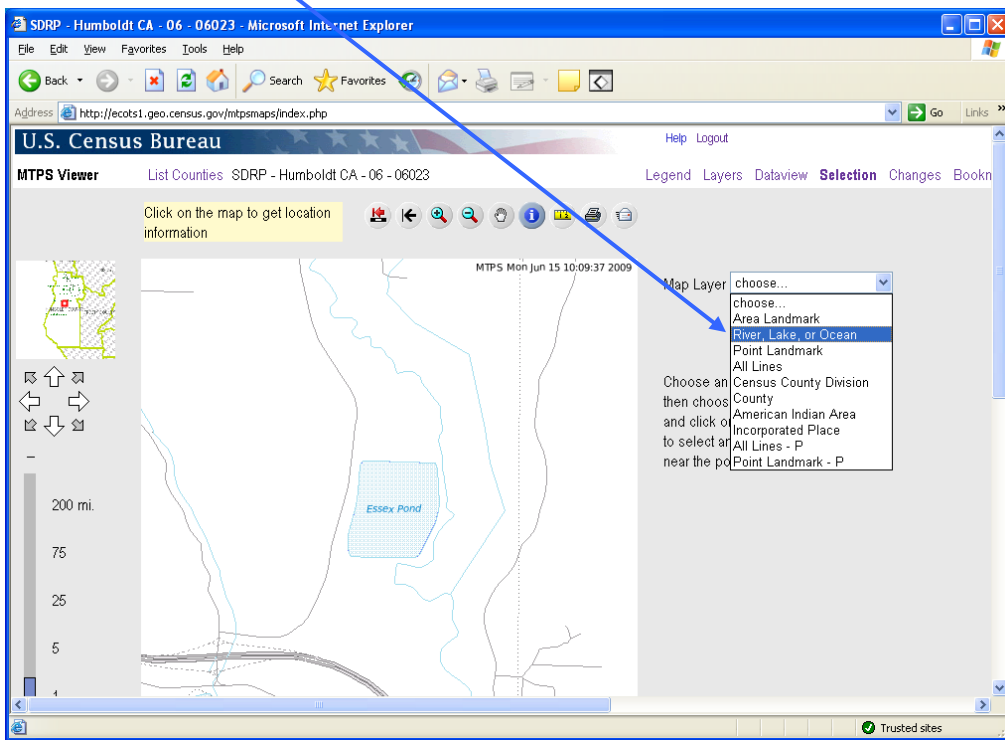
Note: In order for a map layer to show when the selection tab is active, the layer must be turned on in the “layers” tab. For example, in order to select a lake, the River, Lake, or Ocean “layer” must be turned on. To turn on a layer (and make it available to get information) click the layers tab and then click “Show Layer” and “Show Labels” for that layer.

Layer Name	Show Layer	Show Labels	Layer Smallest Scale	Layer Largest Scale	Label Smallest Scale	Label Largest Scale
Area Landmark	<input type="checkbox"/>	<input type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
River, Lake, or Ocean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
Point Landmark	<input type="checkbox"/>	<input type="checkbox"/>	1:200,000	1:1	1:12,000	1:1
Census Block	<input type="checkbox"/>	<input type="checkbox"/>	1:50,000	1:1	1:25,000	1:1
Census Tract	<input type="checkbox"/>	<input type="checkbox"/>	1:500,000	1:1	1:250,000	1:1
All Lines	<input type="checkbox"/>	<input type="checkbox"/>	1:100,000	1:1	1:12,000	1:1
Census County Division	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Census Designated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
County	<input type="checkbox"/>	<input type="checkbox"/>	1:15,000,000	1:1	1:15,000,000	1:1
American Indian Area	<input type="checkbox"/>	<input type="checkbox"/>	1:5,000,000	1:1	1:5,000,000	1:1
Incorporated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Elementary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
All Lines - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:24,000	1:1
Point Landmark - P	<input type="checkbox"/>	<input type="checkbox"/>	1:200,000	1:1	1:100,000	1:1
Elementary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1

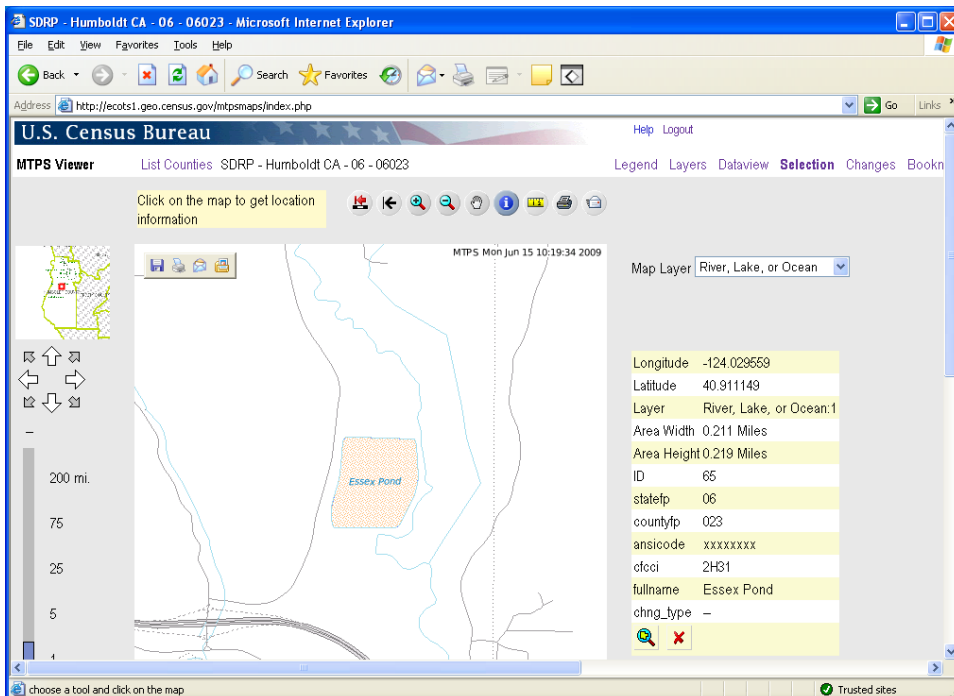
Views: Redraw Map Reset

For more information on the “Layers” and “Selection” tabs, please see the instructions on pages 14 and 18 respectively.

Select the appropriate layer for the feature.



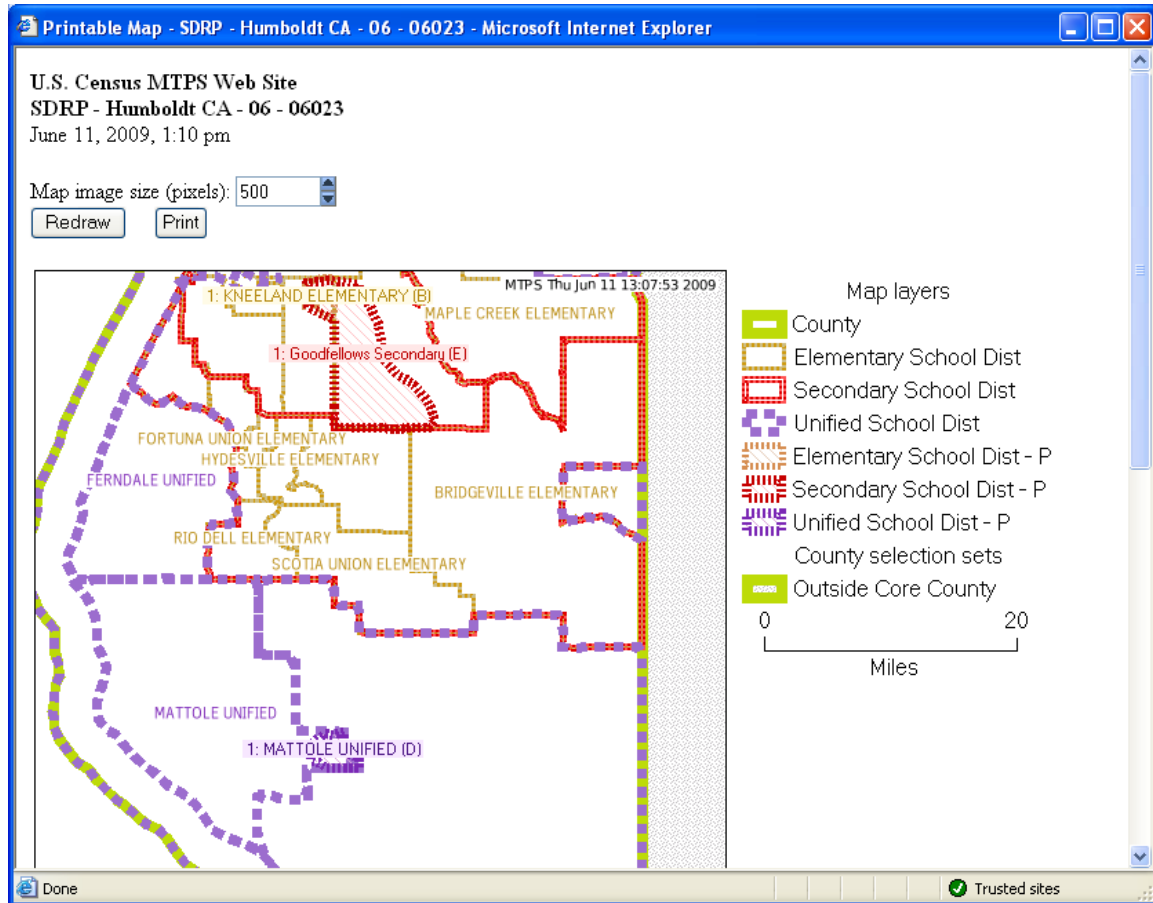
After choosing the appropriate layer, click the feature about which you would like to get information, in this example, Essex Pond. The information about the feature will display on the right of the screen.





Print a Map

To print a map, the user should pan or zoom to the screen view they wish to print. The print button will print the current screen view.



Tip for Printing Maps

Legend: The legend will automatically appear on the printed map. However, the legend will only show the features that are turned on in the “Layers” view.

Legend **Layers** Dataview Selection Changes Bookmarks

In order to display the desired layers, turn on layers in the “Layers” view before selecting a map view to print. The user should select any layer they wish to appear in the map view. See page 14 for more information on layers.



Email a Map

The email button will capture the current map view just like the print button. It is therefore important for users to “turn on” the layers they wish to display on the map. When the user clicks the email button, the following screen will prompt the user for email information. It is not possible to email more than one map at a time.

Email the map SDRP - Humboldt CA - 06 - 06023 - Microsoft Inte...

Email the map SDRP - Humboldt CA - 06 - 06023

To email address: school@census.gov

school@census.gov is your program administrator address.

CC:

Subject: SDRP - Humboldt CA - 06 - 06023

Your name:

Your email address:

Items in bold are required.

Comment:

Map of SDRP - Humboldt CA for your review.

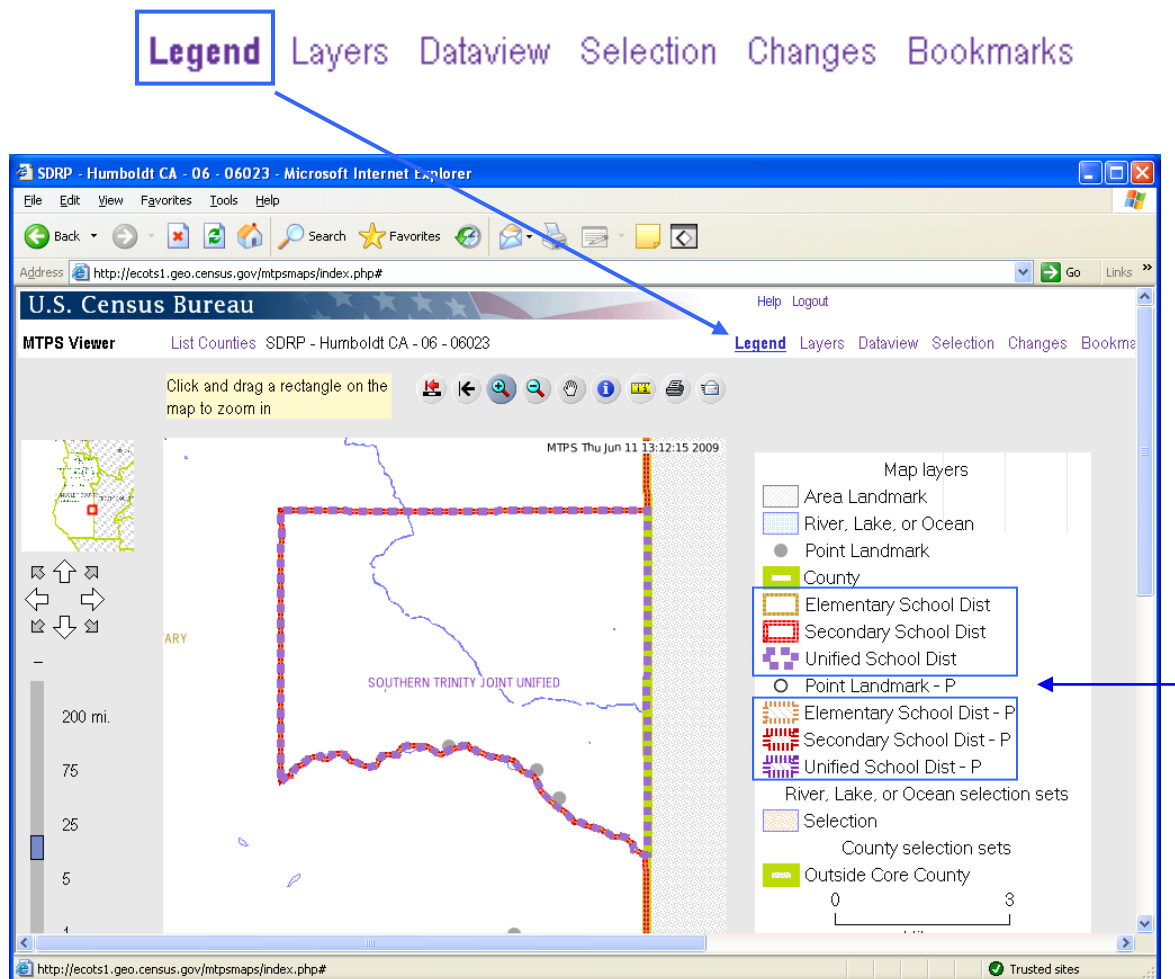
Send Email

Done Trusted sites

III. Tabs

The WebViewer organizes many of its functions within a series of tabs, displayed below.

Legend



Click the Legend tab to display the symbols for the maps layers and a graphic scale of the map.

Note: the legend will only contain features that are visible at the current scale. Some features are scale dependent and therefore you may have to zoom in further to view them. See the next section, "Layers", for more information on the viewable layers and the scale at which they can be viewed.

In the legend on this screen, there are school district boundaries and participant school district boundaries (P). The school district boundaries reflect boundaries that appear in the Census Bureau MTDB database. The participant school district boundaries show the changes that were submitted by the participant.

Layers

Legend **Layers** Dataview Selection Changes Bookmarks

The user should use the Layers tab to control the features they wish to display and label. Users can turn layers on and off by using the check boxes associated with a layer.

Layer Name	Show Layer	Show Labels	Layer Smallest Scale	Layer Largest Scale	Label Smallest Scale	Label Largest Scale
Area Landmark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
River, Lake, or Ocean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
Point Landmark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:200,000	1:1	1:12,000	1:1
Census Block	<input type="checkbox"/>	<input type="checkbox"/>	1:50,000	1:1	1:25,000	1:1
Census Tract	<input type="checkbox"/>	<input type="checkbox"/>	1:500,000	1:1	1:250,000	1:1
All Lines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:12,000	1:1
Census County Division	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Census Designated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1:15,000,000	1:1	1:15,000,000	1:1
American Indian Area	<input type="checkbox"/>	<input type="checkbox"/>	1:5,000,000	1:1	1:5,000,000	1:1
Incorporated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Elementary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
All Lines - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:24,000	1:1
Point Landmark - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:200,000	1:1	1:100,000	1:1
Elementary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1

Views: [Dropdown] [Redraw Map] [Reset]

Elementary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
All Lines - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:24,000	1:1
Point Landmark - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:200,000	1:1	1:100,000	1:1
Elementary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1

Views: [Dropdown] [Redraw Map] [Reset]

Suffix: [Dropdown]
 -P=Pa
 -C=Ce
 -F=Ce
 Current: [Dropdown]
 Upload: [Dropdown]
 Click: [Dropdown]

Users can also use the menu at the bottom of the screen to turn on all layers, turn off all layers, and turn on changes for a type of district.

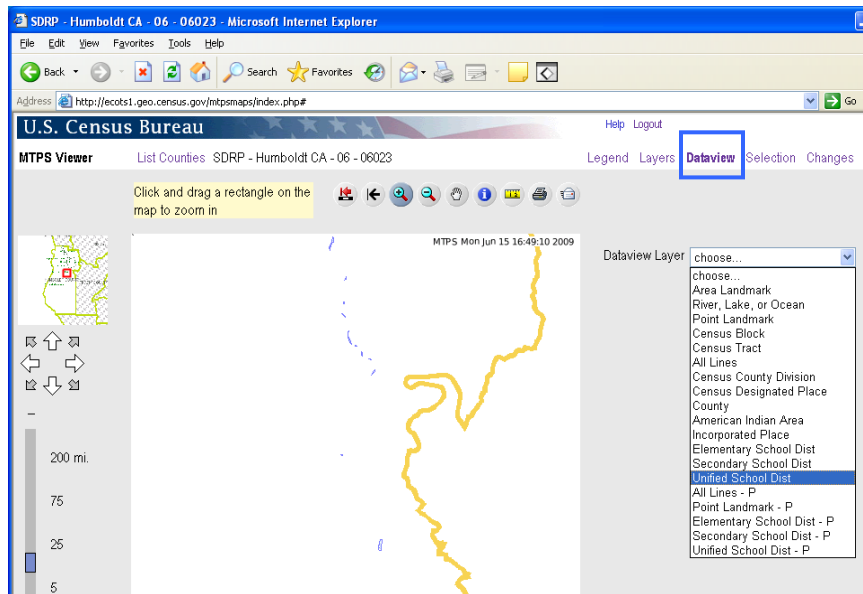
Note: Each layer has a scale dependency and cannot be viewed at scales smaller than the ratio scale listed next to the layer. The user cannot adjust the scale at which the layer can be viewed.

Note: The user will need to click “Redraw Map” after turning a layer on or off for the map to display those layers.

Dataview

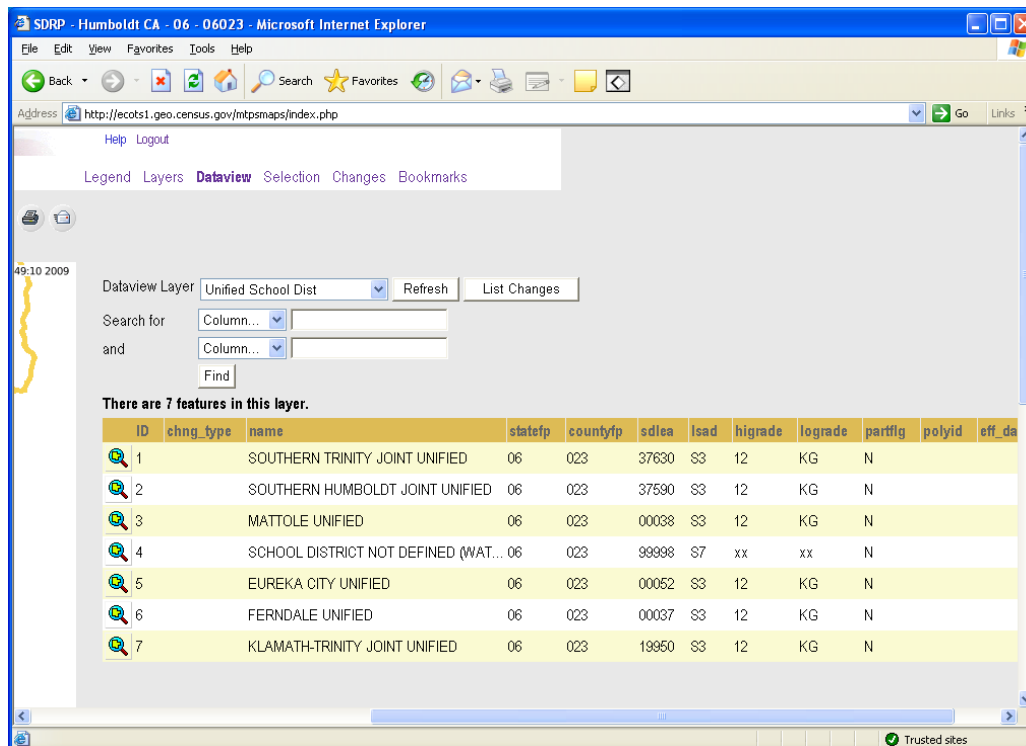
Legend Layers **Dataview** Selection Changes Bookmarks

The Dataview tab is useful for zooming to a specific school district or seeing a complete list of certain features.

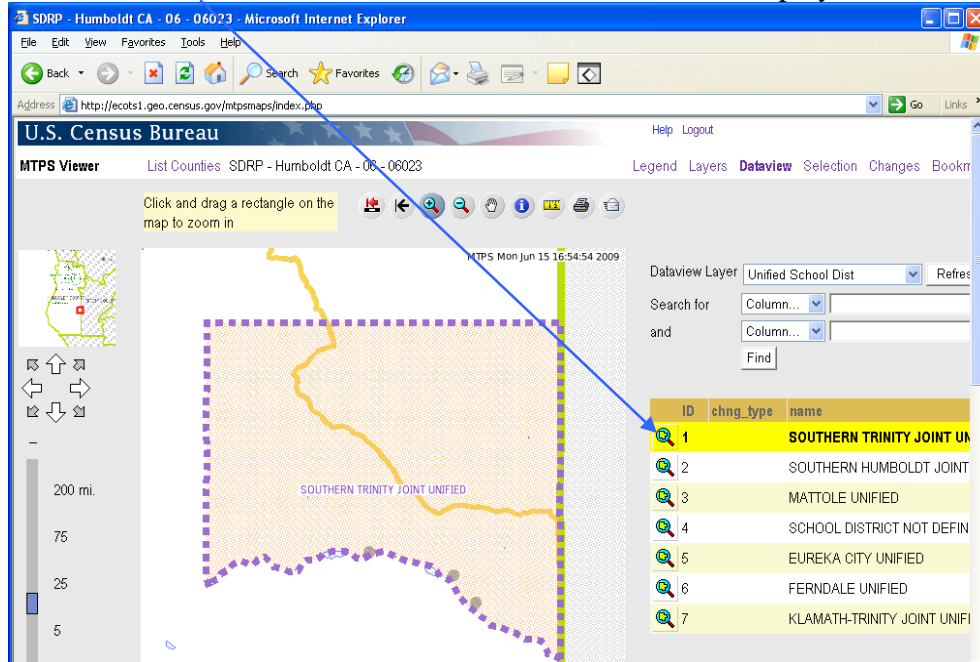


For example, the user can select “Unified School District” from the dropdown dataview menu in order to see a list of unified school districts and their characteristics, and to choose a district to zoom to.

The features in the layer (in this case, unified school districts) are displayed. The user can see their attributes such as LEA code, the high grade in the grade range, ect.

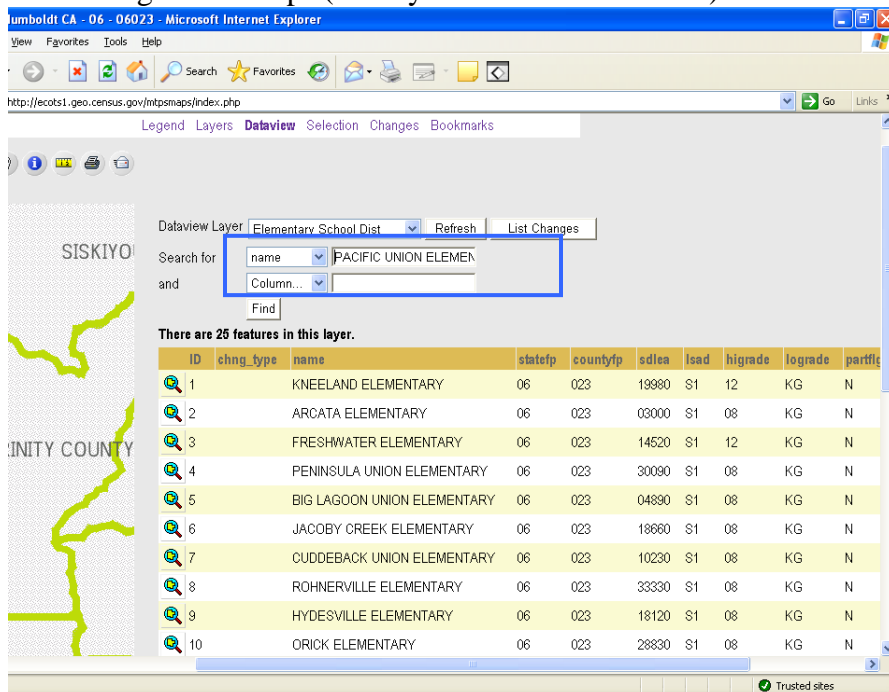


When the user clicks on this icon, the MTPS viewer will display or zoom to that feature.

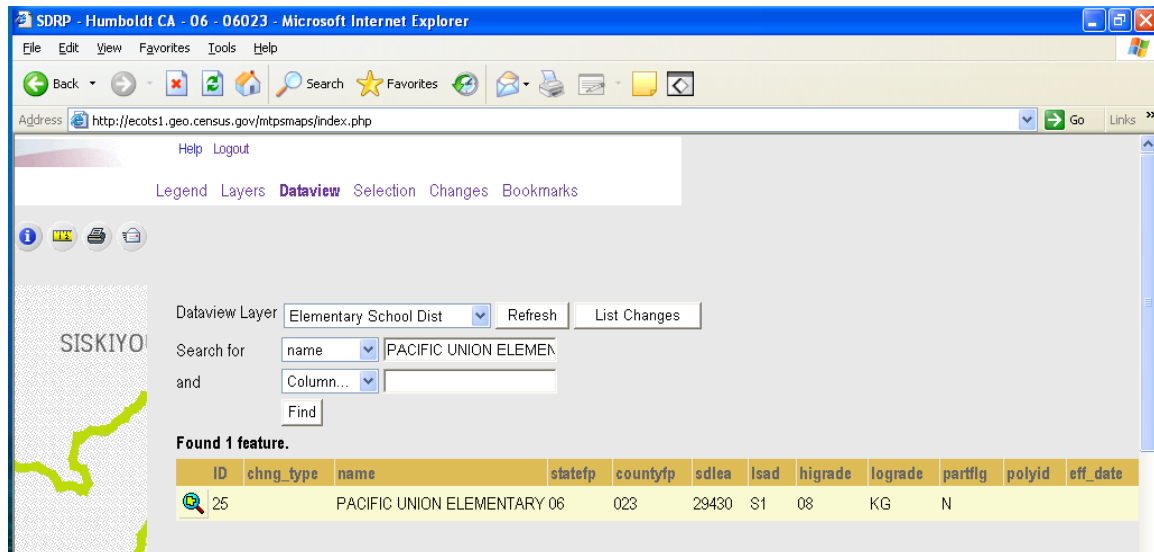


When the layer has a long list of features, it may be helpful to search for a specific feature. The user can enter attribute information such as school district name or Local Education Agency (LEA) code to search for a school district.

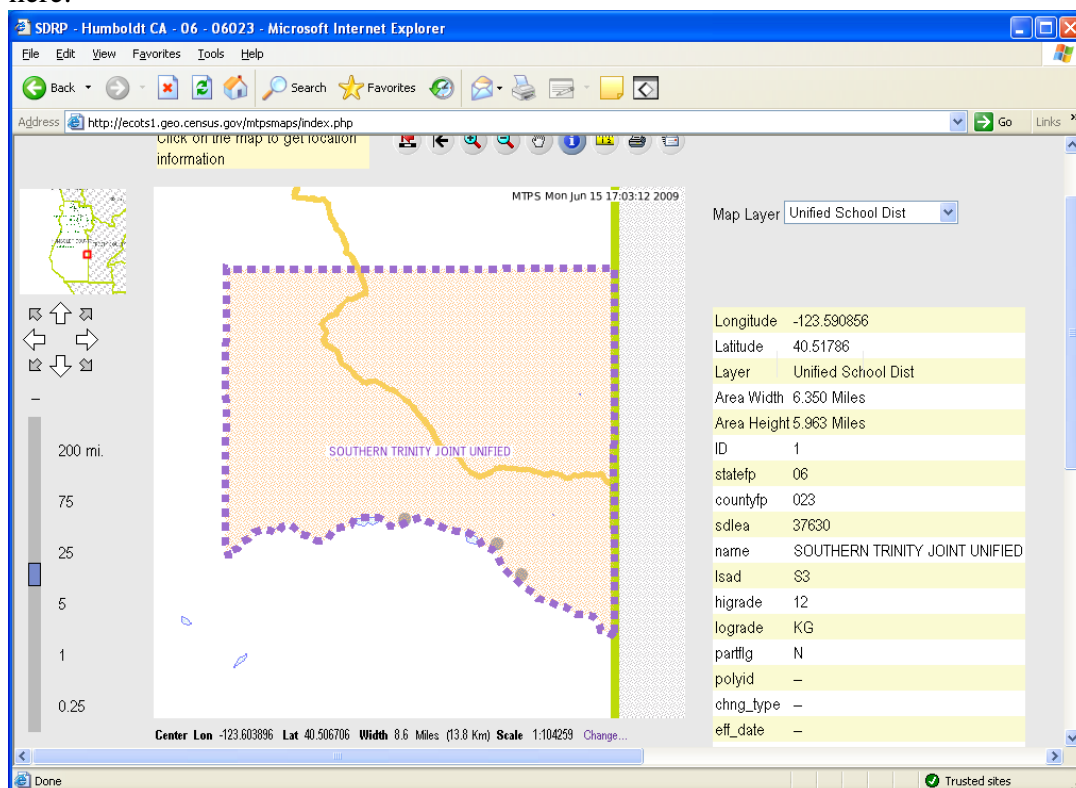
Note: The search is case sensitive. School district names are capitalized but the names are no longer in all caps (as they are in this screenshot.)



For example, searching for “PACIFIC UNION ELEMENTARY” displays the feature for the user to zoom to.




Note: Once the user has used the dataview tab to select a particular school district or feature, they may use the get info tool to get more information about the school district. Click on the get info tool and click the school district to get information about it as shown here.

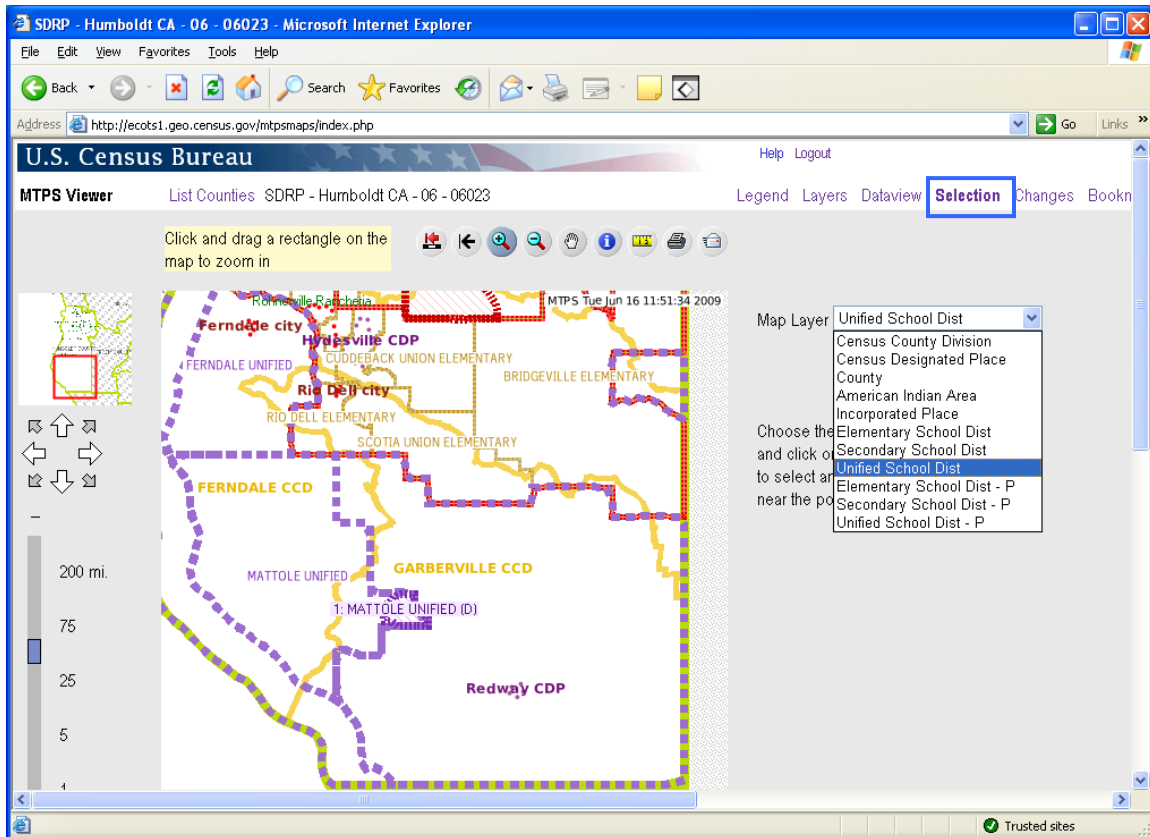


Selection

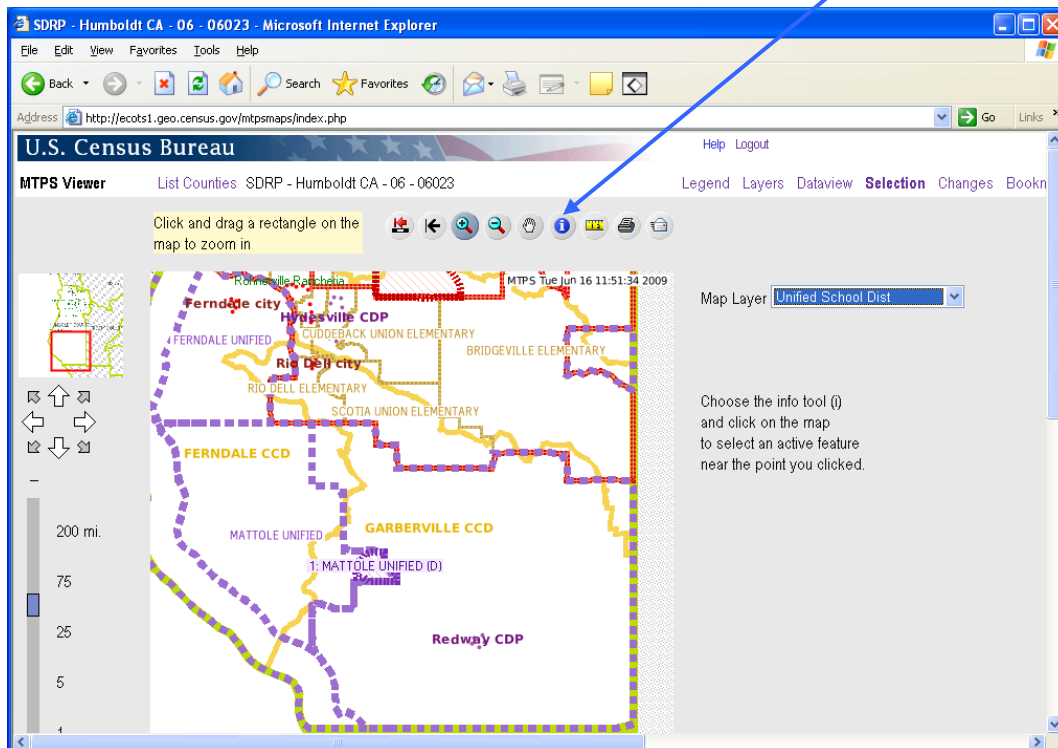
[Legend](#) [Layers](#) [Dataview](#) **[Selection](#)** [Changes](#) [Bookmarks](#)

The selection tab is used with the get info tool . Users should use the selection tab to choose an “active” selection layer so that they may get information about the features in that layer. The get info tool will only get information about features that are active in the selection tab.

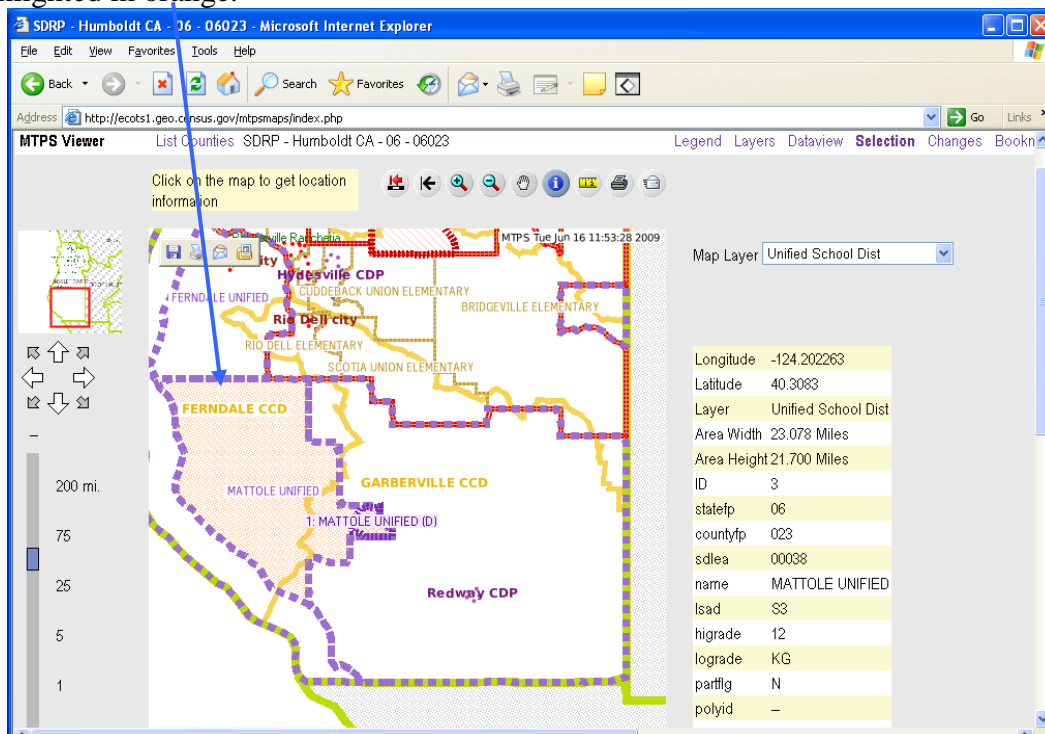
For example, the user may select “Unified School Dist” as the active selection layer. Note: In order to choose a layer as the active layer, the layer must be turned on in the layers tab. (For more information on the layers tab, see page 14.)



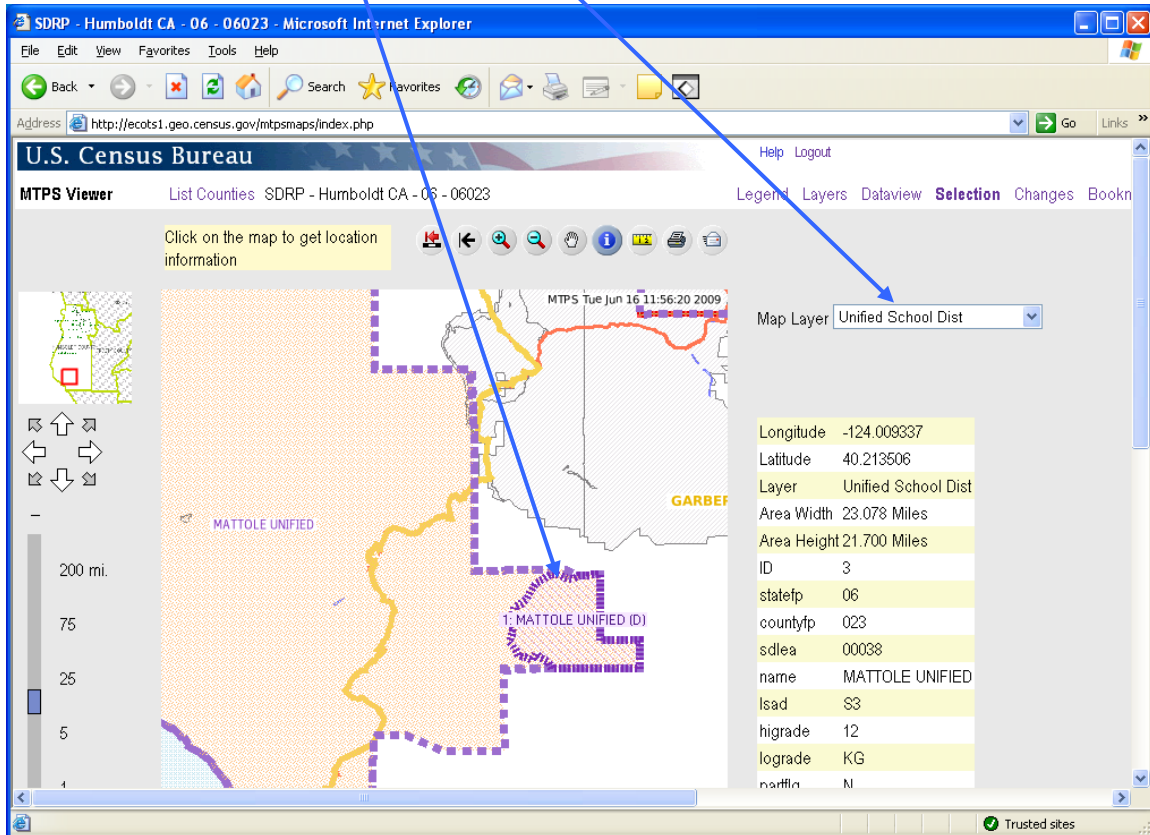
After choosing the “active” map layer, the user should click on the get info tool



Click on a unified school district to get information about it. The selected feature will be highlighted in orange.



Note: The map displays the change to “Mattole Unified” but the user cannot use the get info tool to select the changes area. In order to use the get info tool on only the changes area, the user must change the active map layer to “Unified School Dist – P.”

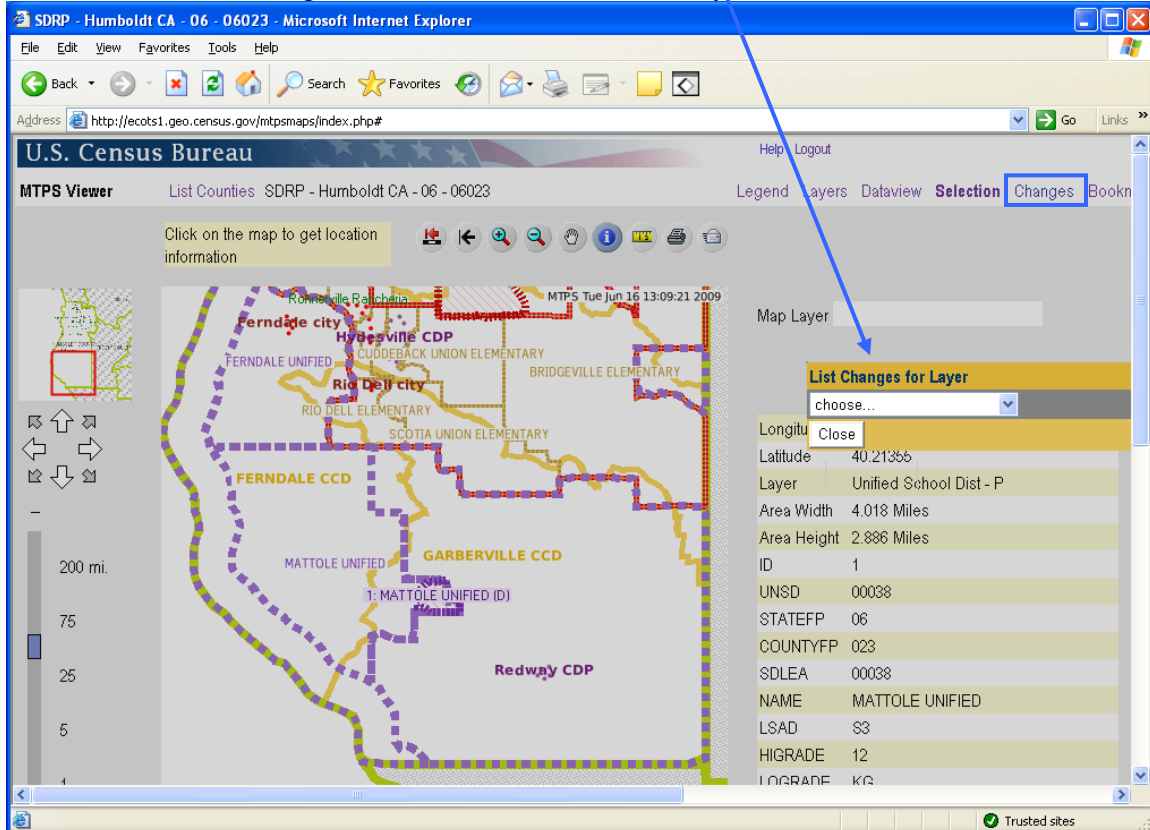


Changes

[Legend](#) [Layers](#) [Dataview](#) [Selection](#) **[Changes](#)** [Bookmarks](#)

The changes tab allows the user to view changes by layer (unified school district, line changes, etc.) The user can zoom to each change to verify that the Census Bureau incorporated the submitted changes correctly.

In order to view a change, the user must first select a layer.



All of the submitted changes for that layer will be listed the same way features are listed in the dataview tab. The user can zoom to a change by clicking on it.

Note: The user can also see a list of changes by using the dataview tab and choosing a layer with “P” after it. For example, the layer “Elementary School Dist – P” will list the changes made to elementary school districts.

ID	chnng_type	NAME	ELSD	STATEFP	COUNTYFP	SDLEA	LS
1	B - Bound. Corr./Add-To, Remove...	KNEELAND ELEMENTARY	19980	06	023	19980	S1
2	H - Complex Dissolution / Add-To	MCKINLEYVILLE UNION ELEMENTARY	24300	06	023	24300	S1
3	H - Complex Dissolution / Add-To	BLUE LAKE UNION ELEMENTARY	05400	06	023	05400	S1

Bookmarks

[Legend](#) [Layers](#) [Dataview](#) [Selection](#) [Changes](#) [Bookmarks](#)

The bookmarks tab creates and controls “bookmarks” which are saved map views.

IV. Verifying Changes

The MTPS Viewer only allows participants to *view* what is in the MTDB and the changes submitted during the delineation phase of the project. If updates to the shapefiles are necessary, you must download shapefiles from our partnership shapefile download site. (See page 32.) Of course, if there are only a couple of corrections needed, please feel free to contact us directly and we’ll zoom to the same area in the map viewer to see the update(s) that we missed.

Although only one participant per state may login to the viewer at a time, the Census Bureau geography staff can login to any state at the same time as participants. If a user has questions about verifying changes or sees a problem, he or she can review the changes with Census Bureau geography staff over the phone. Additionally, school district shapefiles will be available. Please see the next section, section V.

Participants should carefully check the changes to ensure that the Census Bureau data reflects the desired changes. The following examples will show correctly updated changes and changes that were not incorporated into the MTDB database.

Contact Information:

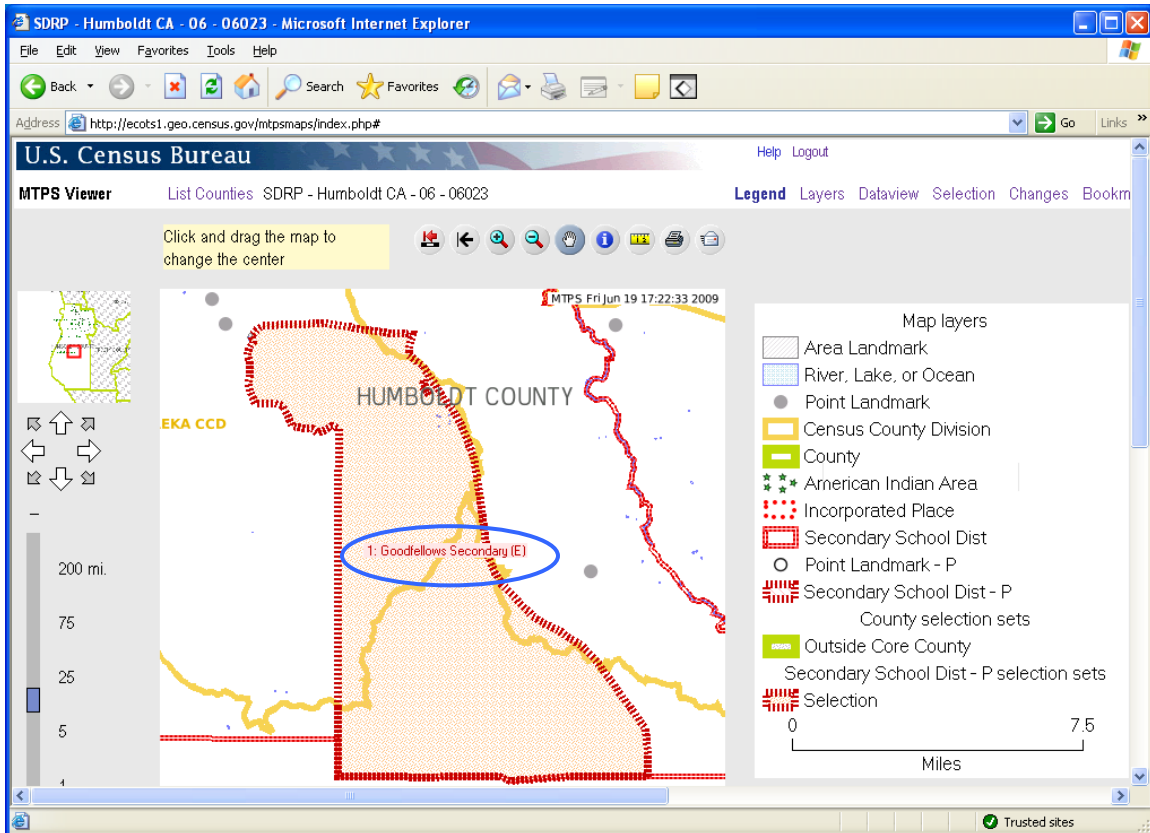
We encourage you to contact any of the following Census Bureau geographic staff with any questions about verifying your changes:

- Ms. Colleen Joyce (301) 763-5890
- Ms. Pat Ream (301) 763-9042
- Mr. Ian Millett (301) 763-9038
- Ms. Lyndsey Richmond (301) 763-1114
- E-mail: geo.school.list@census.gov

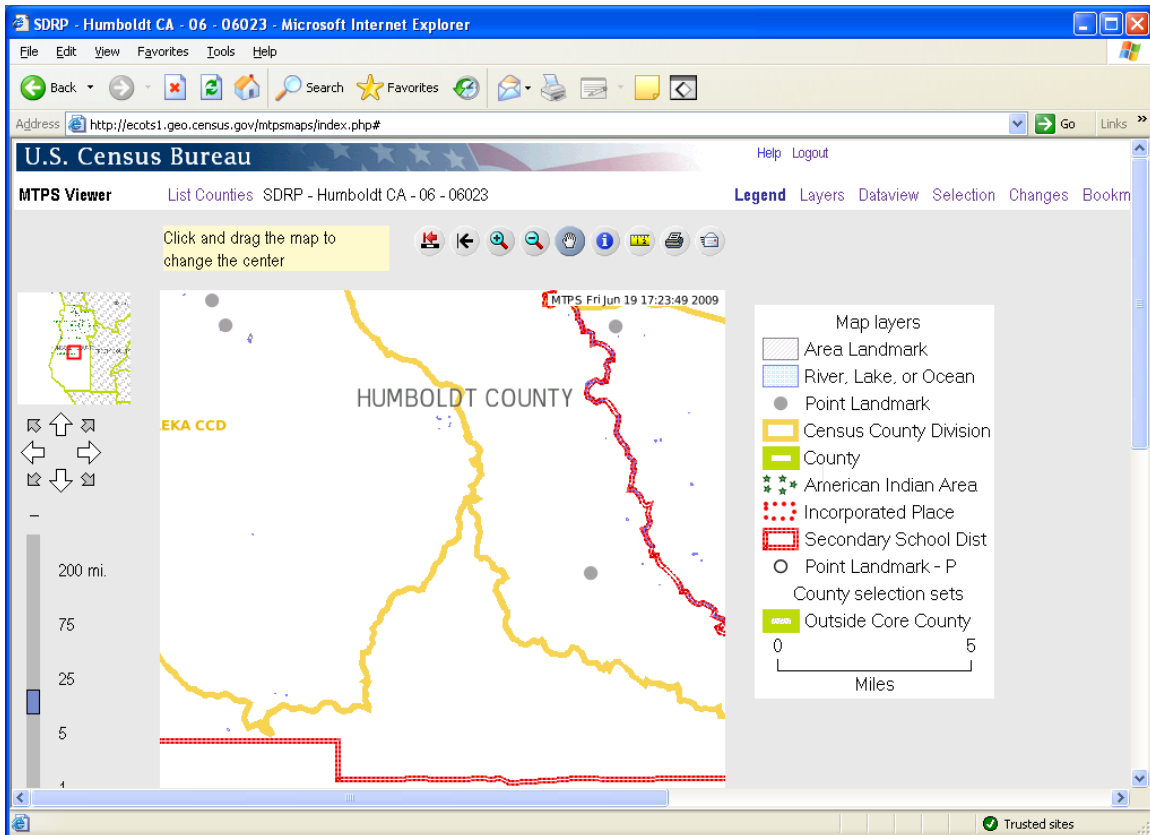
Create New School District

(In this example, changes submitted by the participant were not correctly incorporated in the Census Bureau database.)

The changes submitted by the participant: create new school district Goodfellows Secondary as shown below.



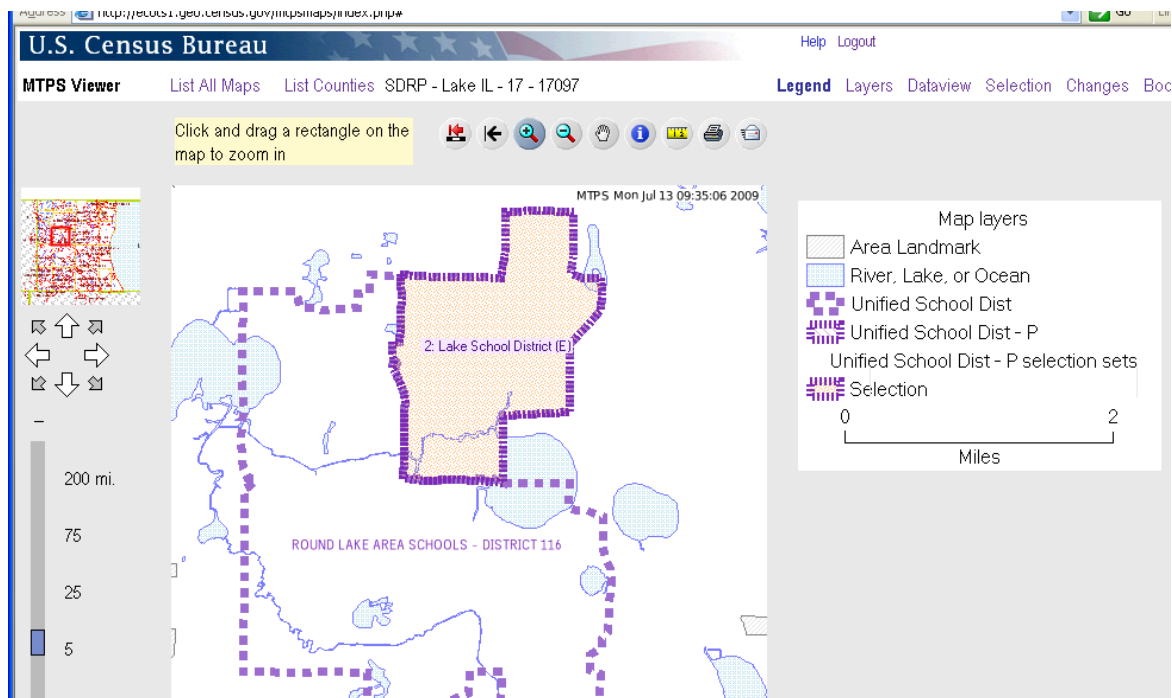
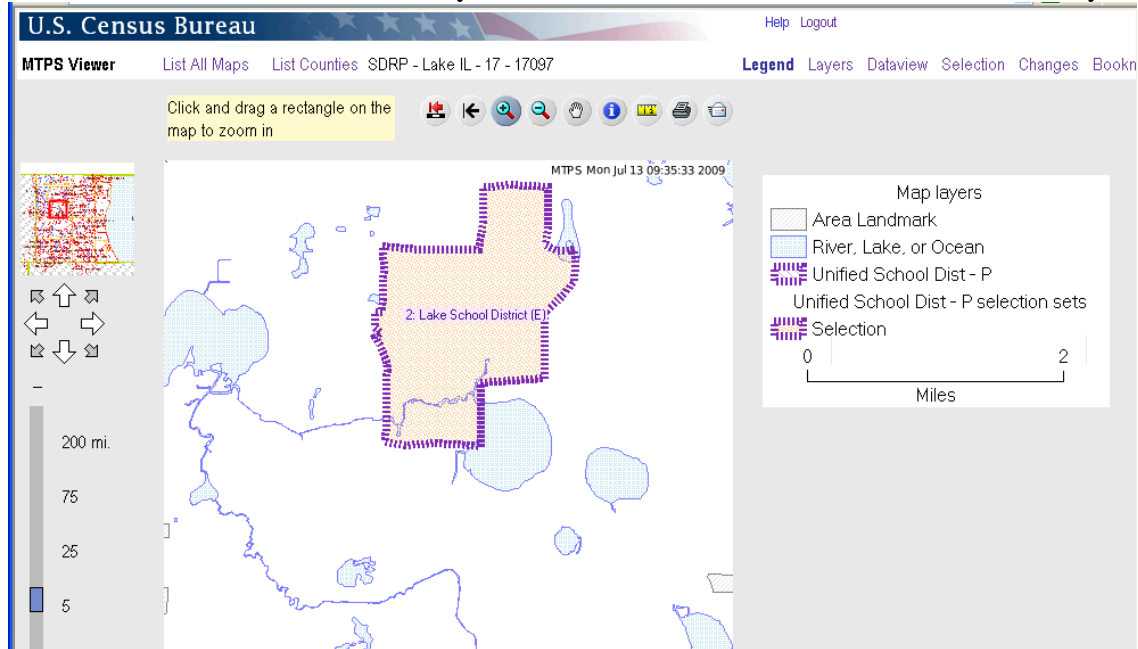
This screen shows the same map extent with the changes layer turned off. The secondary school district layer (in red) does not reflect the submitted changes. The new school district, Goodfellows Secondary, does not display in the secondary school district layer, which means that it is not in the Census Bureau's database. Contact the school district personal at the Census Bureau to inform them of the problem.



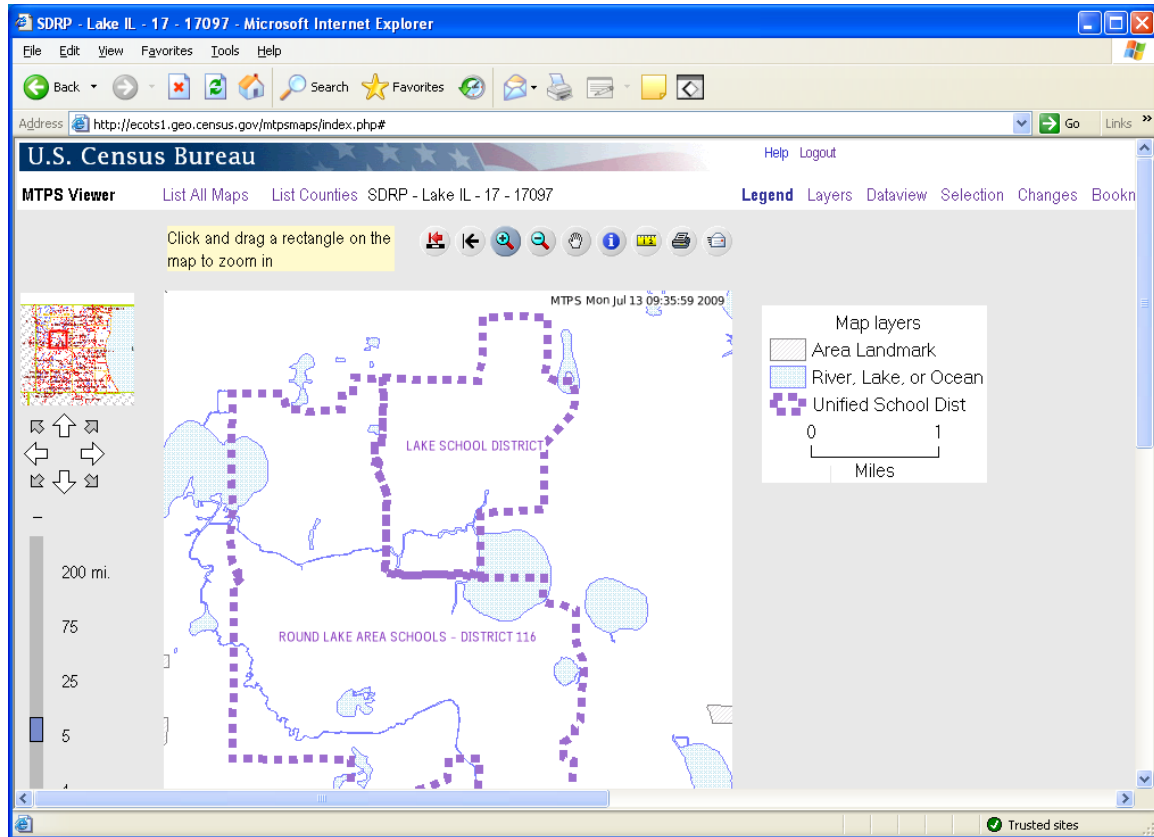
Create New School District

(In this example, the reported changes were correctly incorporated into the Census Bureau's database.)

The participant submitted changes to create a new unified school district (Lake Unified School District). The boundary of the new school district can be displayed by turning on the “Unified School District –P” layer alone or with the “Unified School District” layer.



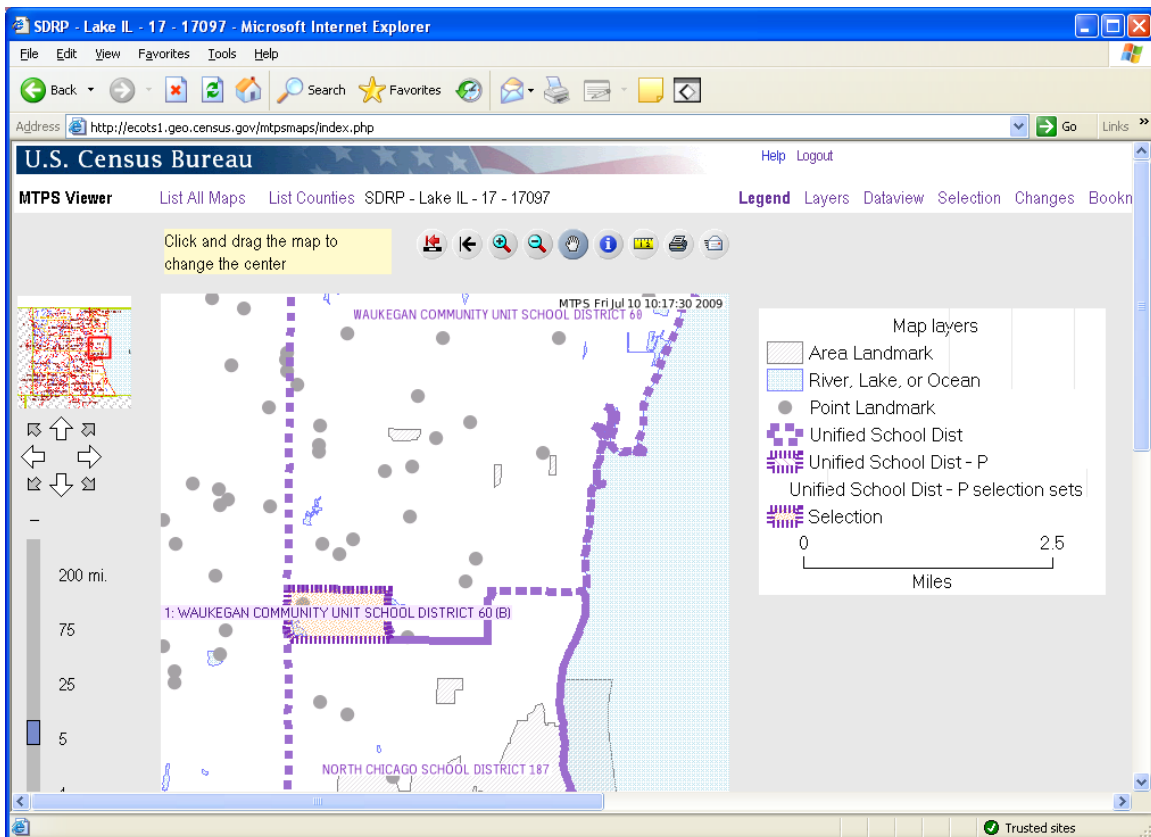
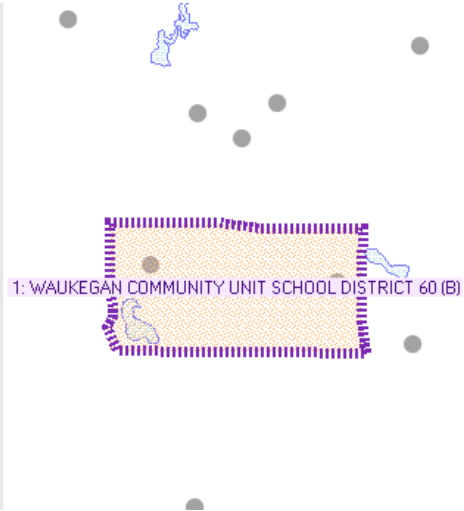
With only the “Unified School District” layer turned on, Lake Unified School District shows as its own unified school district. Remember, the school district layer (without the “P”) reflects the Census Bureau’s MTDB database. Therefore, this new school district was successfully uploaded.



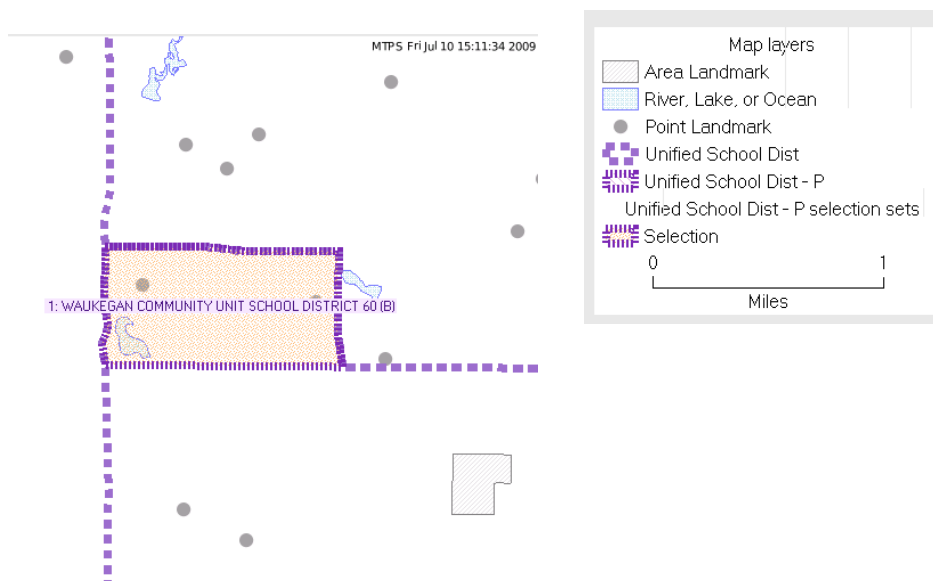
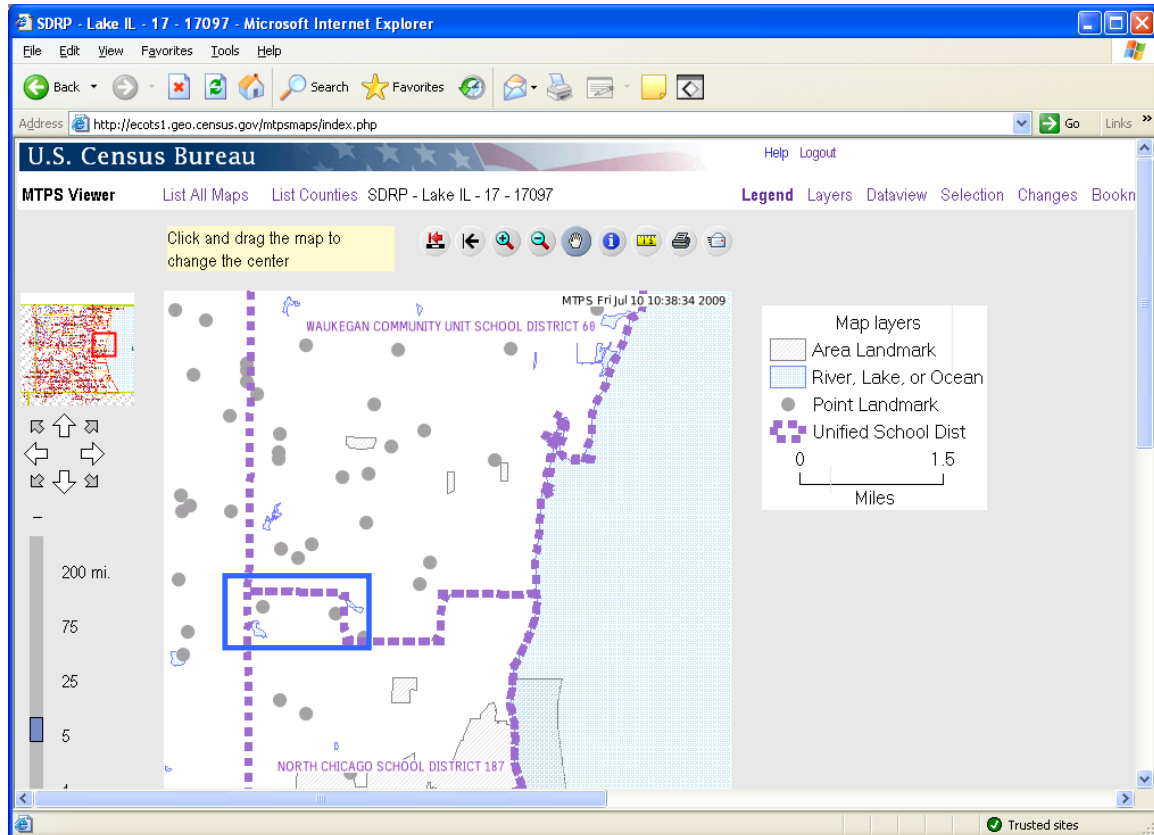
Boundary Change

(In this example, the boundary changes were not correctly incorporated into the Census Bureau database)

In this boundary change, Waukegan Community Unit Unified School District was supposed to gain area from North Chicago Unified School District. The highlighted area shows the area of the boundary change submitted by the participant. **The highlighted change area in a boundary change will always display the name of the school district receiving the area.** The change area in this example lists Waukegan Community Unit Unified School District which means that the participant submitted a boundary change where Waukegan Community Unit Unified School District would receive this area.



It is easiest to see the current school district boundaries (the Census Bureau MTDB database after participant changes have been incorporated) with the changes layer turned off. The unified school district layer here shows that the area of North Chicago Unified School District (blue box) that was supposed to move to Waukegan Community Unit Unified School District did not complete the boundary change. The participant should contact the Census Bureau to report the problem.



Simple Dissolution and Simple Consolidation

The term simple dissolution refers to the situation where one or more existing school districts are entirely absorbed by one other existing school district. A new school district is not created. The name and LEA code of the receiving school district is retained.

The term simple consolidation refers to the situation where two or more school districts merge to create a NEW school district with a new name and new LEA code, with no additional boundary changes/corrections. There is no change in the overall boundaries of the former school districts.

Simple dissolutions and simple consolidations will not show in the changes dataview and will not display in the changes layer. However, the changes submitted will be reflected in the appropriate school districts layer. For example, the elementary school district layer will display the final elementary school districts after any simple dissolution or consolidation changes were incorporated into the MTDB database. Since simple dissolutions and simple consolidations are completed in the changes log and not in the MTPS, they will not show in the changes layer but the school district layer will reflect the changes.

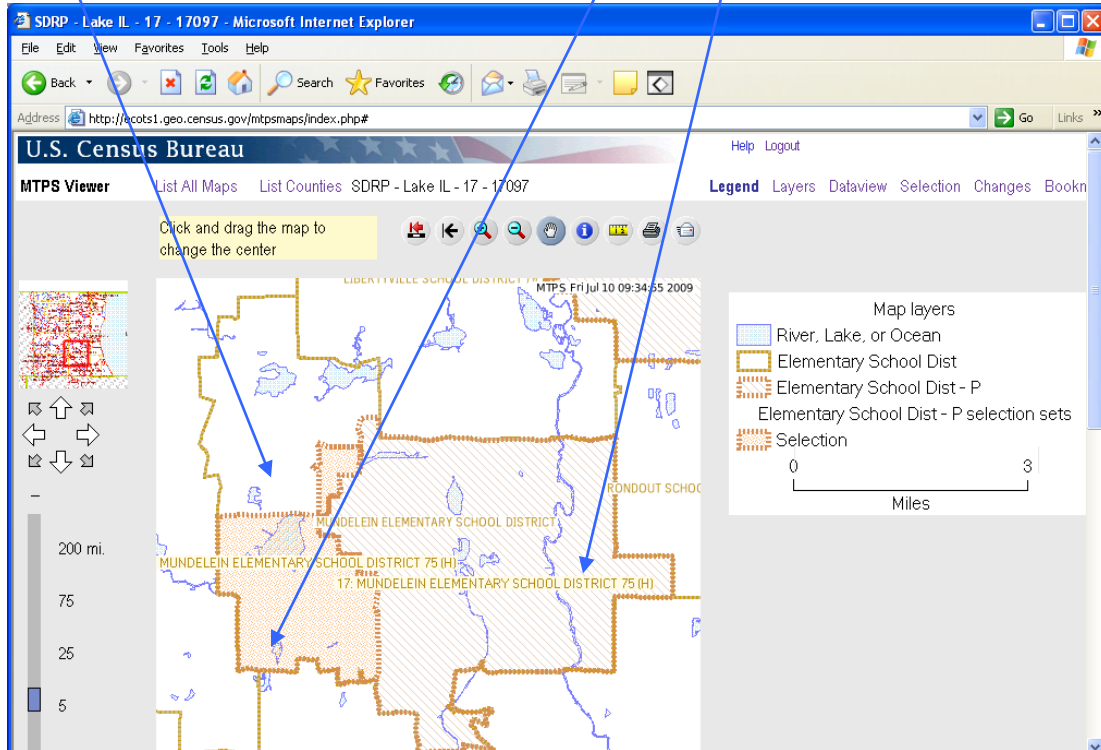
In order to verify a simple dissolution or simple consolidation, look at the MTDB layer, the school district layer without the “P” after it. Verify that the name of the school district is correct. **For a simple dissolution, the boundary for the school district receiving the dissolved school district should incorporate the dissolved school district.** The same is true for simple consolidations. **The outer boundary of a simple consolidation will show the combined school districts with its new name.**

Complex Dissolution Example

(In this example, the changes were correctly incorporated into MTDB)

The term **complex dissolution** refers to the situation where a single school district is dissolved and its area is split between two or more other existing school districts, with or without additional boundary changes/corrections. A new school district is not created, and the names and LEA codes of the receiving school districts are retained.

In this example, the areas of two elementary school districts were dissolved into another district, Mundelein Elementary School District. “A” and “B” were dissolved into Mundelein.



Notice that the two school districts being dissolved into Mundelein Elementary School District are labeled “Mundelein Elementary School District” because that is the name of the school district *receiving* the area and “H” because H is the code for complex dissolution.

With the changes layer and elementary school district layer turned on, the user can see the former boundaries, noted by an “H” in parenthesis after the district name. There is a record for each of the dissolved school districts in the changes dataview. The records display the name of the school district it is dissolving into.

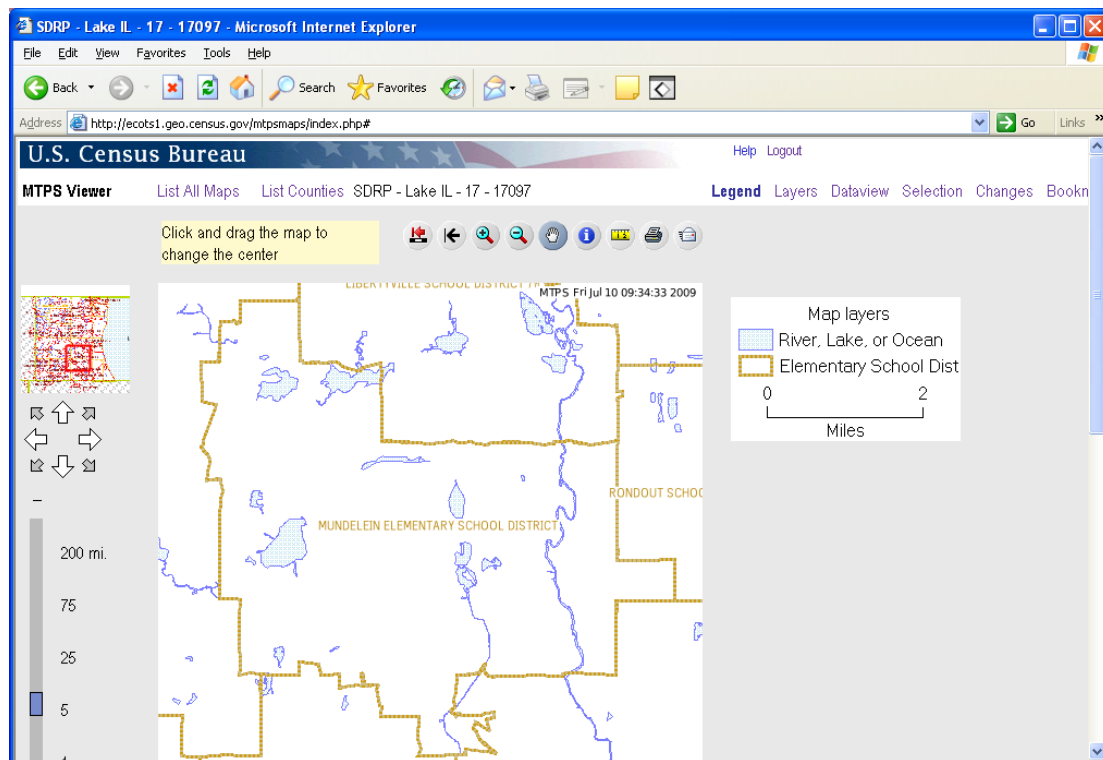
Dataview Layer: Elementary School Dist - P Refresh List Changes

Search for: chng_type | H
and: Column... Find

Found 2 features.

ID	chng_type	NAME	ELSD	STATEFP	COUNTYFP	SDLEA	LSAD	HIGRADE	LOGRA
16	H - Complex Dissolution / Add-To	MUNDELEIN ELEMENTARY SCHOOL DIST...	27540	17	097	27540	00	08	PK
17	H - Complex Dissolution / Add-To	MUNDELEIN ELEMENTARY SCHOOL DIST...	27540	17	097	27540	00	08	PK

The elementary school district layer shows schools districts “A” and “B” successfully dissolved into Mundelein Elementary School District because its boundaries include the changes area from districts “A” and “B”.



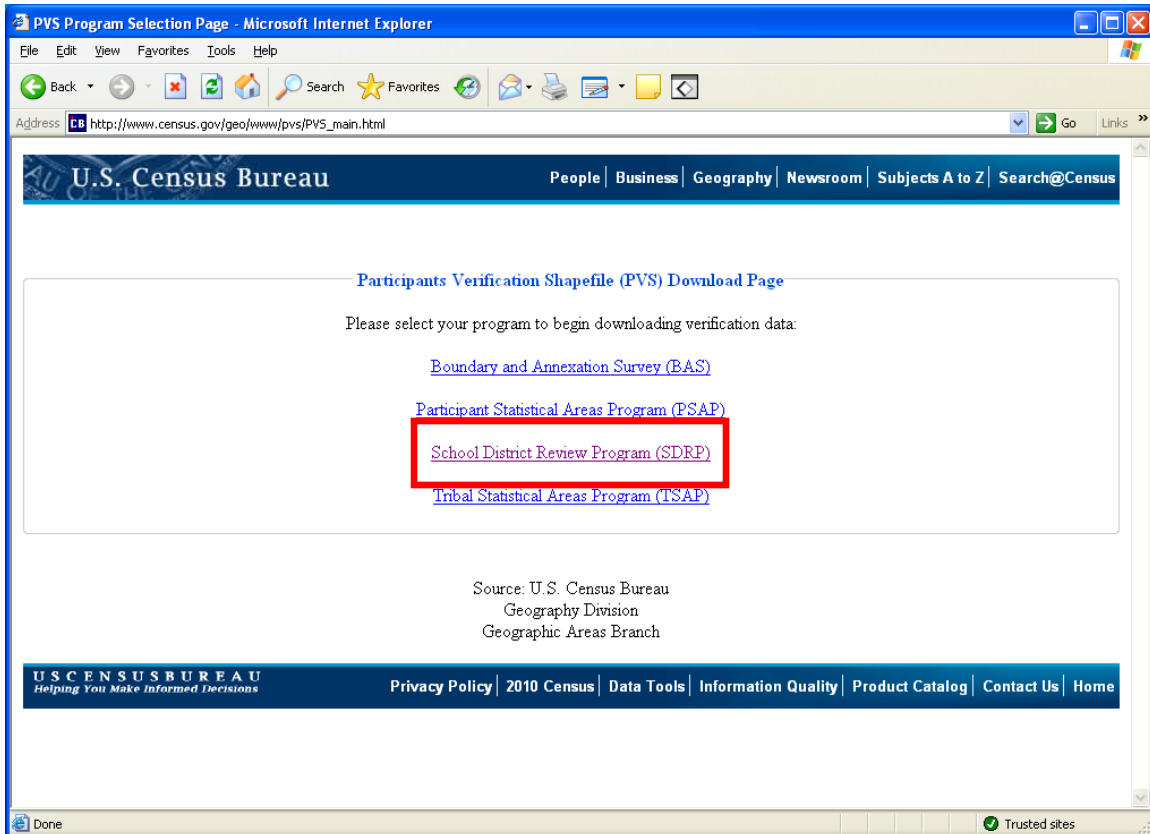
V. Downloading Shapefiles for Verification

Downloading shapefiles to verify your changes is not necessary but is an option in addition to reviewing your changes in the MTPS Web Viewer. It is required if you need to use the MTPS to submit corrections to school district boundaries that you discovered during your verification review. The following sections will provide guidelines for reviewing your changes in MTPS or ESRI's ArcMap software using the downloaded shapefiles. You may also view the shapefiles in other Geographic Information System (GIS) software packages that display shapefiles.

1. To download shapefiles, you will need to go to the following webpage:

http://www.census.gov/geo/www/pvs/PVS_main.html

2. Click the School District Review Program (SDRP)



3. Select your state and the county you want to download.

SDRP PVS Shapefile Download Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.census.gov/geo/www/pvs/SDRP_PVS.html

U.S. Census Bureau People Business Geography Newsroom Subjects A to Z Search@Census

SDRP Verification Shapefile Access Point:

Please select a state and then check the box(es) next to the shapefiles you are interested in downloading:

Alabama Select County

☐ All available data (recommended and required for import into the MTPS)

☐ All School Districts (i.e., unified, secondary and elementary)

☐ All Lines

Submit Reset

Source: U.S. Census Bureau
Geography Division
Geographic Areas Branch

U.S. CENSUS BUREAU
Helping You Make Informed Decisions

Privacy Policy | 2010 Census | Data Tools | Information Quality | Product Catalog | Contact Us | Home

Done Trusted sites

4. You have three options of data to download:

All available data

This will give you the school district layers for the county as well as the state and other layers such as water, incorporated place and county subdivisions. If you need to submit edits in the MTPS, you will need to use this option.

All School Districts

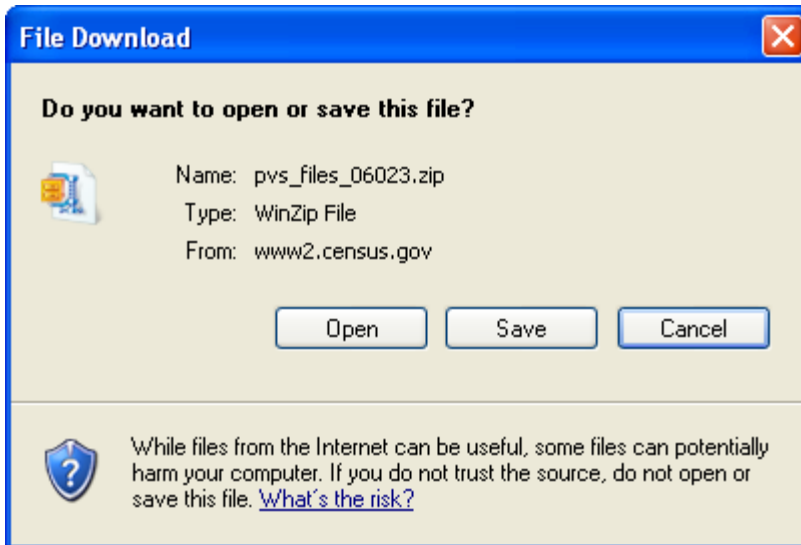
With this option you will only get school districts for the county.

All Lines

This option gives you all lines in MTDB database for the county.

It may be simpler to just download the school district layers to do your review. In the event that you need to submit changes, download all available data. Or, if you have a lot of counties to review, you may want to download all available data for one county which will give you the statewide school district layers. You could use the state-wide school district layer for your review and then download all available data on the counties that you need to edit in the MTPS.

After you choose which files to download, save the files on your computer.



You may review the files in ArcMap, MTPS or other GIS software that recognizes shapefiles.

Please see Section VI if you wish to use ArcMap to view the shapefile and Section VII if you plan to use the MTPS.

Section VII also covers how to make corrections in the MTPS.

**You must use the MTPS to make corrections
that you plan to submit back to the Census Bureau**

VI. Tips for reviewing changes in ArcMap and Other GIS Software Packages

Using other shapefiles for reference

You may want to bring in your own reference shapefile to help in the review of the school districts shapefiles.

You cannot download the changes shapefile you submitted to the Census Bureau but you can view them in the MTPS viewer or retrieve them from the SDRP submission you sent to the Census Bureau. To do this, open the zip file you submitted and add the COMPLETE file for the applicable layer (such as unified) to ArcMap. This layer represents the county as you submitted it (including your changes) to the Census Bureau in fall 2011.

Differences between your reference shapefile and the Census Bureau shapefile

In MTDB, the Census Bureau's geographic database, the Census Bureau maintains a feature to feature relationship. This means that a school district boundary should always follow the feature that bounds it, even if that feature appears spatially displaced in comparison to your own shapefile of the feature.

For example, Springfield school district follows Main Street for its northern boarder. Your shapefile has Main Street about 8 feet north of where Census Bureau shapefiles show Main Street. While your location of Main Street may indeed be more spatially accurate, it is very important that Springfield school district follow the feature that bounds it, in this example Main Street, in MTDB. Do not move the boundary of Springfield school district to where your shapefile has Main Street. Population will be tabulated according to the features in MTDB and therefore it is important your school district boundaries follow the Census Bureau's features.

Many school districts follow non-visible boundaries such as section lines. While the Census Bureau does not have section lines in MTDB, many features such as roads follow section lines. Section lines and other non-visible lines should maintain a relationship with other MTDB features. For example, if a non-visible boundary is halfway between two roads or other section lines, that boundary should be halfway between the roads or section lines as they appear in the MTDB database.

Please keep this feature to feature relationship in mind when reviewing your school district boundaries. If you have any questions, please do not hesitate to contact us.

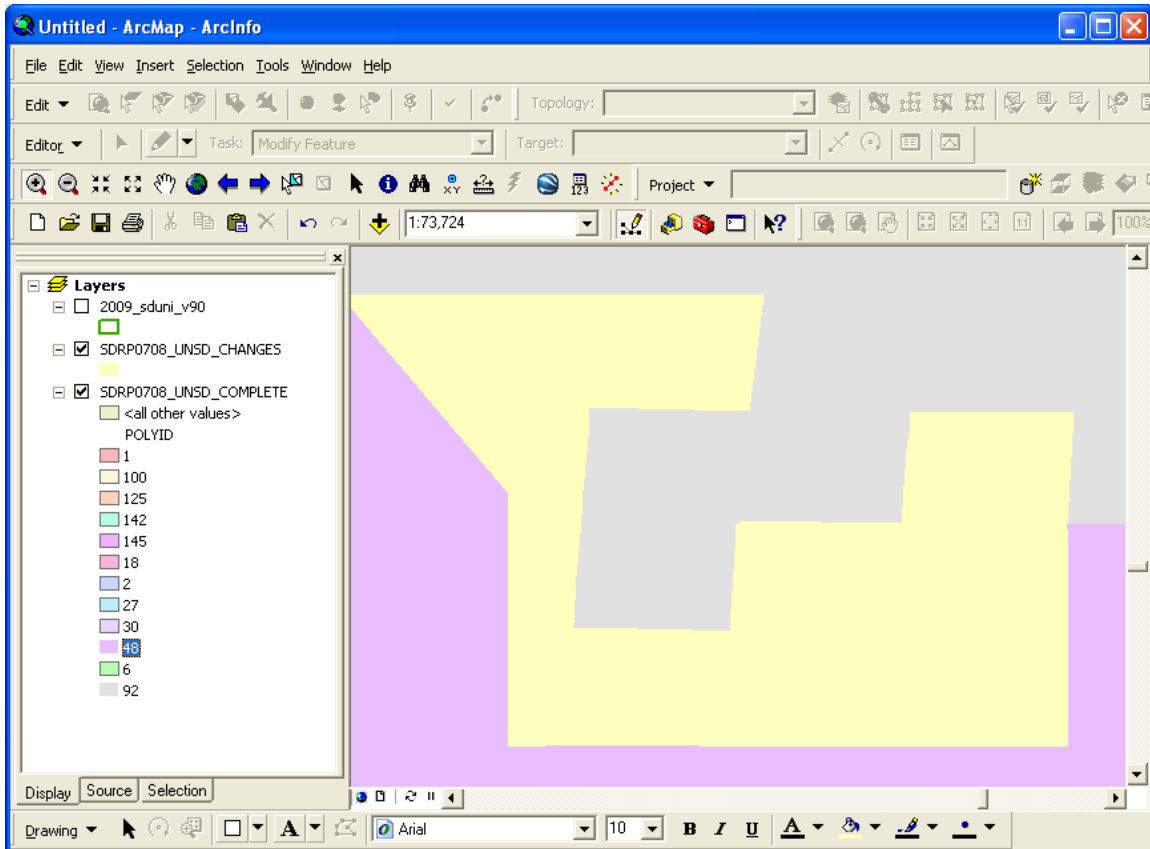
Please see the examples on the next page.

VII. Verification Examples

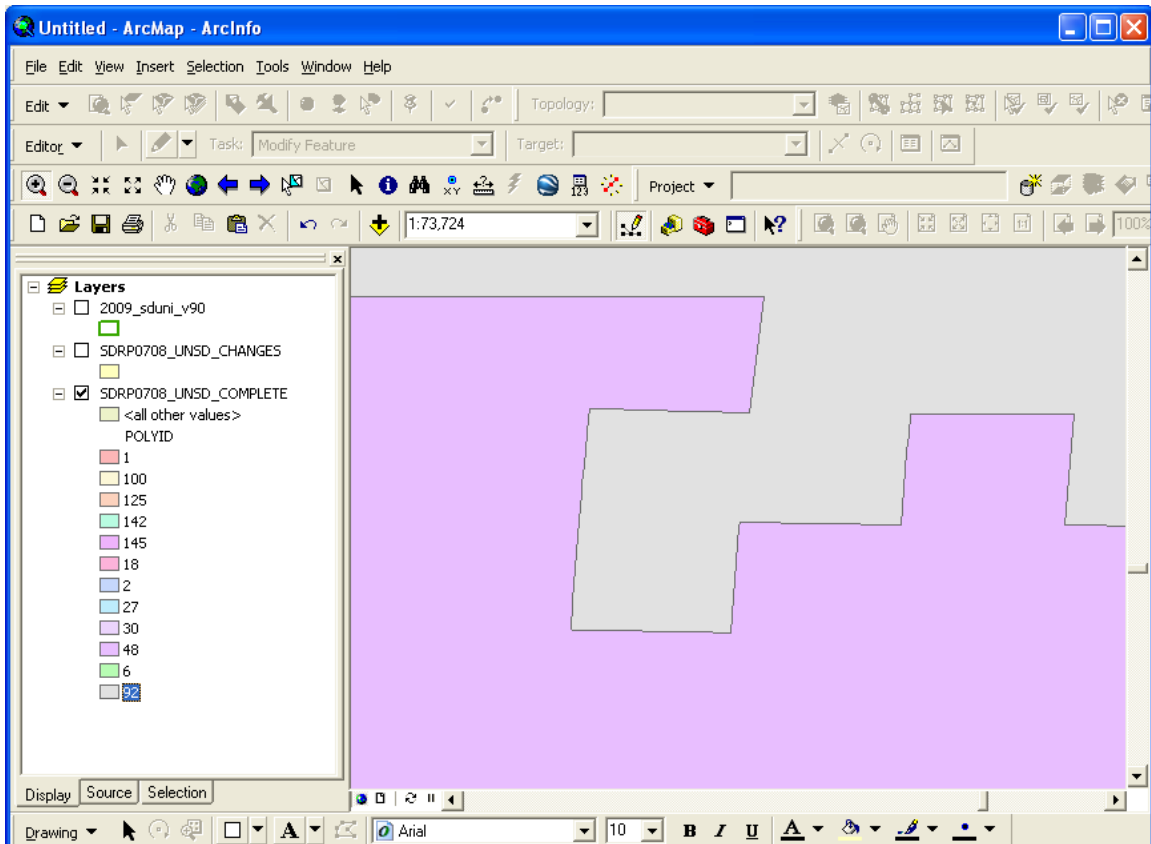
Example I

You may encounter differences between the changes you submitted (or your own school district shapefile) and the shapefiles you downloaded (which represent MTDB).

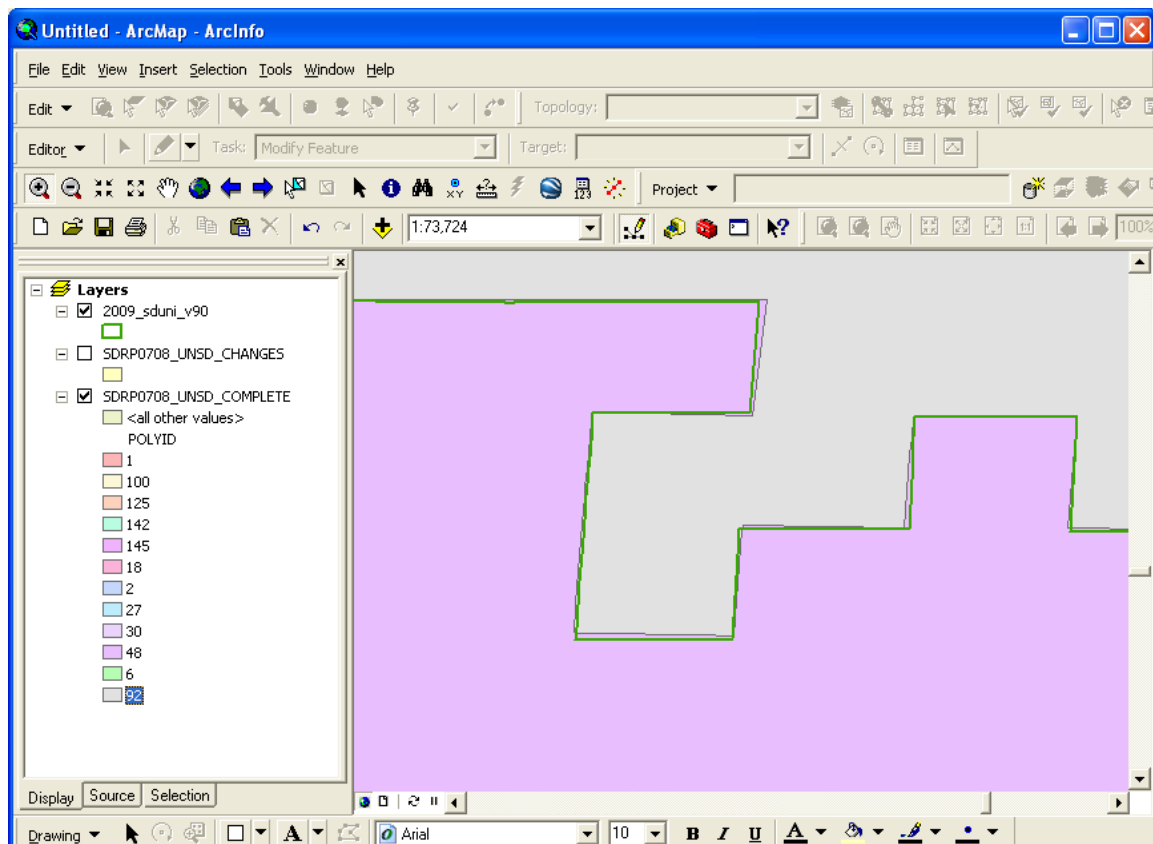
The yellow area below represents the area to be changed in a boundary correction. The area will move from the grey school district to purple school district.



The boundaries below represent the school districts as submitted by the participant, after the purple district annexed area from the grey district. You can see the entire county with the changes you made by opening the zip file you sent to the Census Bureau. Bring the shapefile SDRP_<fips code>_UNSD_COMPLETE into ArcMap.



Here is the same shapefile with the actual boundary in MTDB, downloaded from the Census Bureau website, represented by the **green line**. As you can see, the green MTDB boundary does not perfectly follow the boundary the participant submitted.



Some things to keep in mind if you encounter this:

Is the boundary following the correct feature? The school district boundaries should follow MTDB features. If your school district boundary is following the wrong MTDB feature, for example, the wrong road, please contact the Census Bureau geography staff. In the upload process, we may have moved your boundary to a close (within 30 feet) MTDB feature. If we placed the boundary on the wrong feature or you have questions, please contact us.

Are there housing units between the two boundaries? If there are, please contact the Census Bureau about the difference. We will work with you to correct the boundary so that the housing units are tabulated in the correct school district.

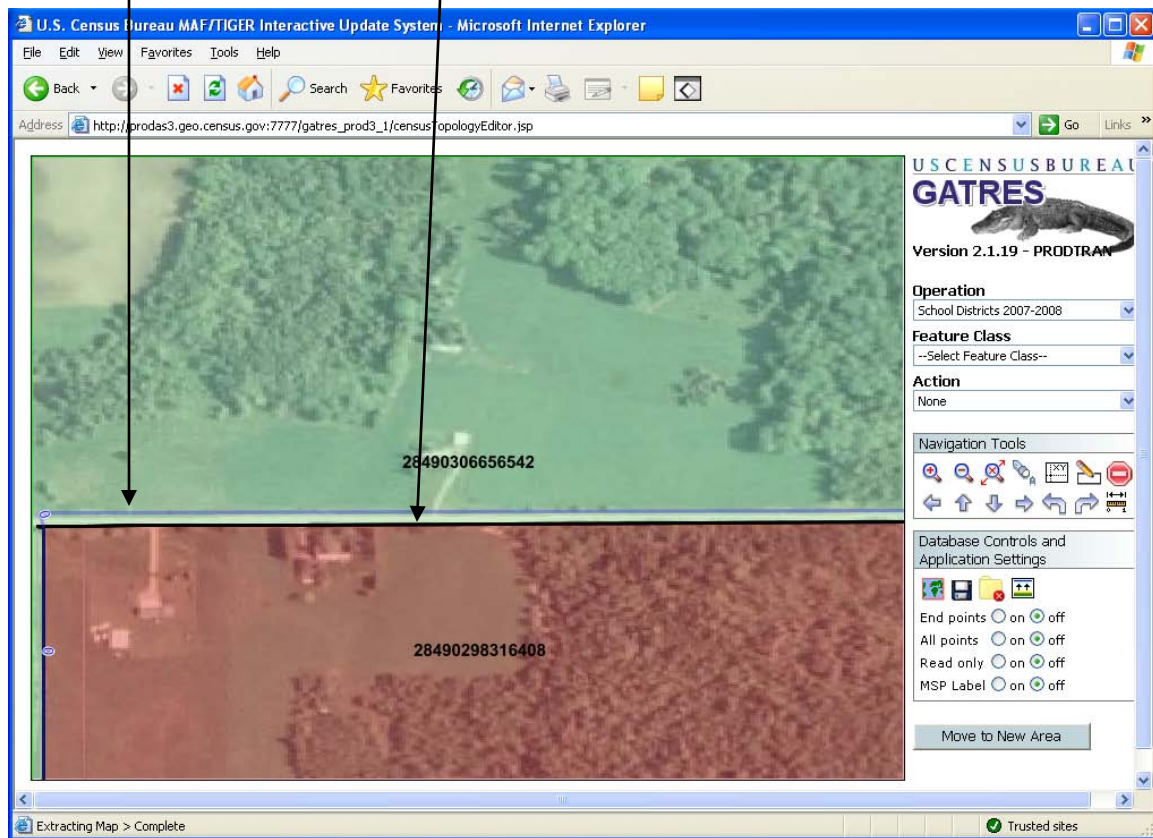
Is the difference significant? This will depend on the geography of the area in question, but in general, differences of less than 30 feet do not affect population counts. In very remote areas with sparse populations, a difference of 60-75 feet is likely not significant for population tabulation. If you feel the difference will affect population counts for the school districts, please contact us.

Example II

In this example, the participant requested to move the boundary of the red school district from the current boundary of the road to about 50 ft north of the road.

The purple line represents the new boundary as requested by the participant.

The black boundary line represents the road (old boundary)

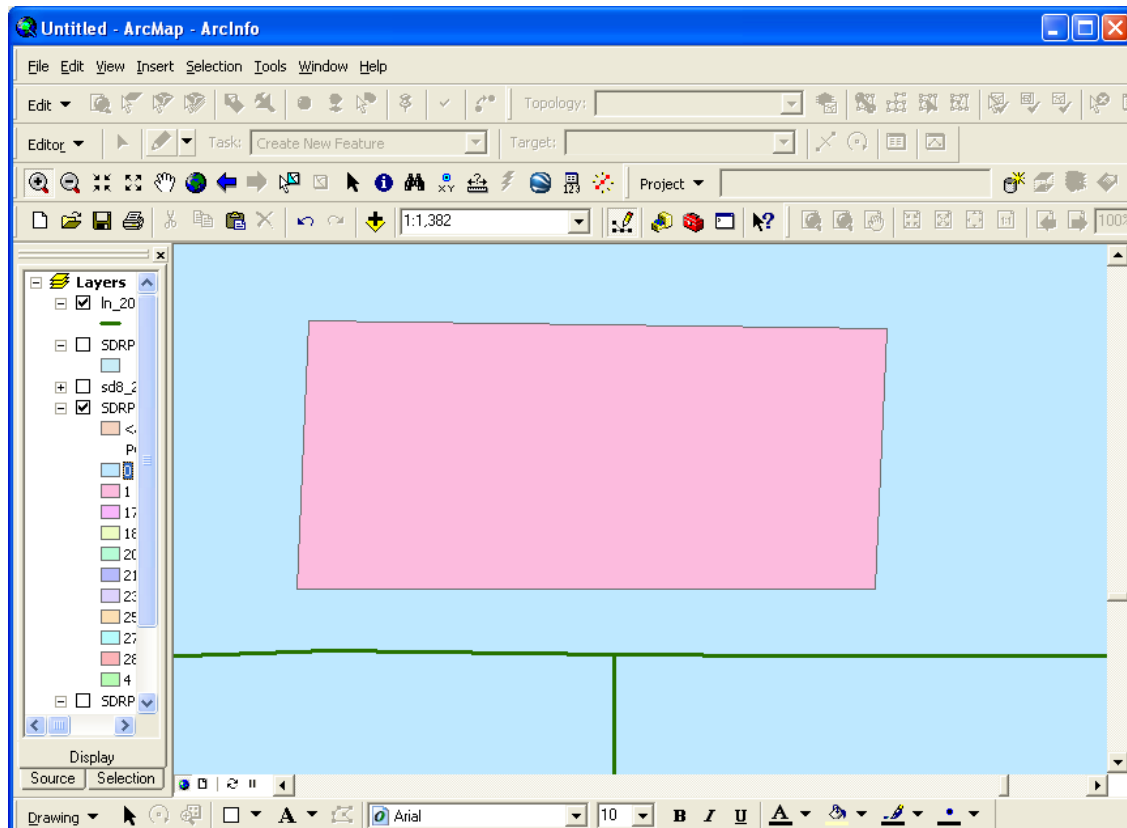


In this example, Census Bureau geographers chose not to move the boundary as requested. The new boundary would not include any new housing units and we could not discern any reason move the boundary parallel to the road.

If a school district boundary follows a feature, such as a road, it is important to use the MTDB road as the boundary, even if you think that feature is spatially inaccurate in MTDB. Your shapefiles may have the road slightly north of where the Census Bureau has it but the school district should follow the feature in MTDB that bounds it rather than where your records show it spatially. This will ensure correct population counts during tabulation. If you have any questions about this, please contact us.

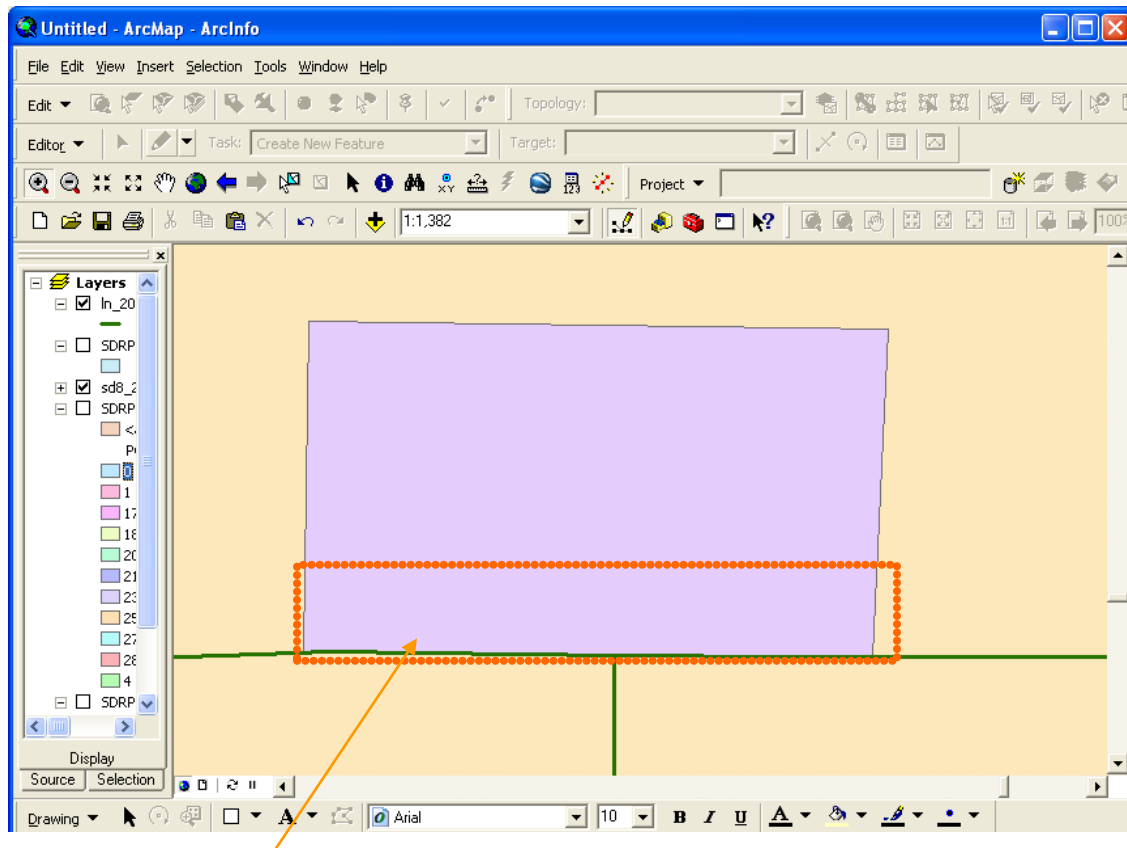
Example III

This example is relevant in situations where neighborhoods or single houses attend a different school district than the surrounding or adjacent school district.



If you need to place a house or a group of houses in a different school district than the surrounding school district, it is important to parcel the area to the road. For example, the pink area represents the parcel to be assigned to a school district other than the surrounding area as requested by the participant. The green line represents the road. Again, since the Census Bureau maintains a feature to feature relationship in MTDB, it is important that the boundary use the road in this case, assuming that by using the road, no housing units would be allocated to the wrong school district.

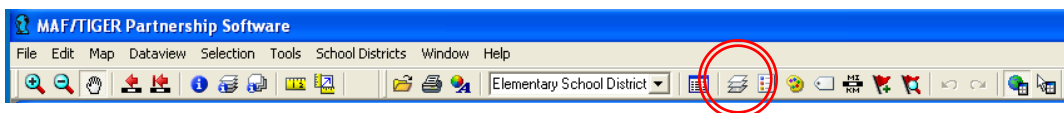
During the upload process, the Census Bureau geographers moved the boundary of the parcel to use the road (green line) as the southern boundary. You may encounter similar situations with your boundary changes. If you do not agree with the changes please do not hesitate to contact us. We will be happy to discuss the situation with you to ensure that the housing units are tabulated in the correct school district.

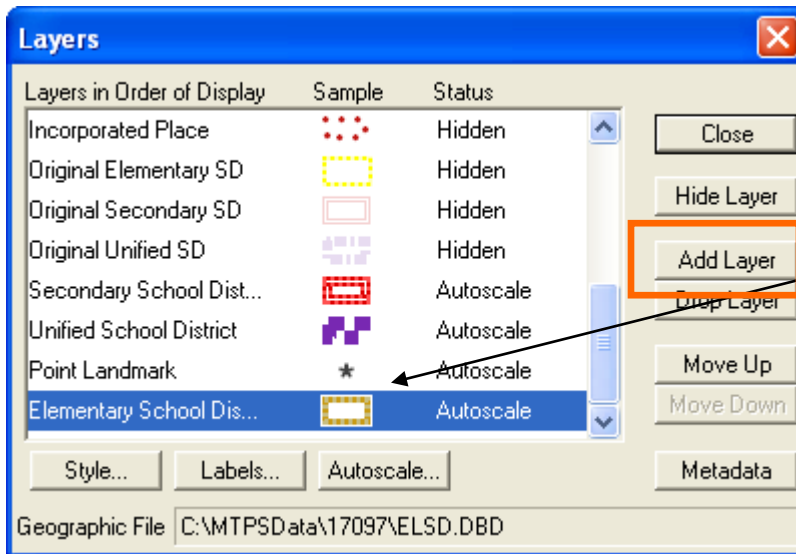


Area added to parcel by geography staff

VIII. Reviewing Changes in MTPS and Submitting New Changes

1. If your computer does not have the MTPS on it already, you will need to install it using the program disk mailed to you in August 2011.
2. Next, open your C: drive and rename the folder “MTPSData” to “MTPSData_old” or something else to signify your previous work.
3. Create a folder on your C: drive called “MTPSData”
4. Place the following files from your MTPSData_old folder into your MTPSData folder:
SetupFile_SDRP<state>.xml
MTPS1.txt
5. Download the partnership shapfiles (all available layers) as instructed on page 32. In order to review changes in the MTPS, you must download “all available data.” This ensures you have the latest Census Bureau shapefiles with the latest updates to MTDB, the geographic database.
6. Open the zip file and place all of the contents into the “MTPSData” folder.
7. Open the MTPS and open your county by clicking School District > Pick a County. After the county is imported, open the county. You can now review the school district boundaries from MTDB and submit changes as necessary.
8. During your review, please keep in mind the examples in section VII.
9. If you need to add a shapefile to view in the MTPS, please follow these steps:
 1. Put the shapefile into your MTPSData folder on your C: drive.
 2. Click on the layers button located on the toolbar





3. Click on “Add Layer” and browse to your shapefile. You can change the symbolization of the shapefile by clicking here. If you encounter problems, please contact us.

10. If you need to submit changes, use the MTPS just as you did to submit your original changes. Refer to the MTPS manual, Attachment A of the participant guidelines you received in August 2011, as necessary. Please do not hesitate to call us if you have any questions.

11. Be sure to name your submission appropriately to differentiate it from your original submission. We suggest you name it with the state county code underscore “V” for verification. For example, 99123_V.