

**COLLEGE AND UNIVERSITY
OFF CAMPUS HOUSING REQUEST
CALLING SCRIPT**

2020 CENSUS

COLLEGE AND UNIVERSITY OFF CAMPUS HOUSING CALLING SCRIPT
Form D-1065

INTERVIEW		
#	Question	Action
1	<p>Hello, my name is (<i>Your Name</i>). I am calling from the US Census Bureau. I would like to speak with the person who could provide information on your students who live off campus? Would you be able to help me with this request, or is there another person or department that you could refer me to?</p> <p>May I have your name, title, telephone number, and business email address?</p>	<p>If this person can help you, enter the person's information in the 'Contact Information' column. This would include their name, title, telephone number and email address.</p> <p>If this person refers you to someone else, once you have that person on the call, repeat Q1.</p> <p>Go to Q1b.</p>
1b	Can you please provide your the mailing address?	<p>Update the 'University Information' which includes name, address number, street name, city, state, county and ZIP code.</p> <p>Go to Q2.</p>
2	<p>(Say the contact's name), the current environment has affected original plans to conduct the 2020 Census and we need your help. Students who live in student housing will be counted as part of the Group Quarters data collection operation. Either you or another point of contact at your school is helping us count students who live on or off campus in college or university owned housing. Students who live in private off campus homes or apartments surrounding the college or university during the school year are counted as part of the housing unit population. Students received an invitation at their off campus address to respond to the 2020 Census on-line or via mail. However, they may not have responded to the 2020 Census before leaving school to return to their home city or state. In an effort to count off campus students in the right place, we need your help to count them at the address they lived at while at school.</p>	<p>Select 'Y' in the drop down options for 'Contacted' and then go to Q3.</p>

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3	<p>We are requesting a complete list of off campus students enrolled at your school as of April 1st, 2020. We will use this information to ensure that students who were living in homes or apartments that are part of neighborhoods and communities surrounding your school are counted in the 2020 Census. Being able to add these students as residents to the census counts is a benefit to your school and the surrounding community.</p>	Go to Q4.
4	<p>The list requires the following data items for each of the students:</p> <ul style="list-style-type: none"> • Full name • Age • Date of birth • Sex • Hispanic origin • Race • Local Address (Address where student lives/stays when attending the school.) • Alternative address (Address where student lives/stays when not at the college/university local address.) <p>We understand that you may only be able to provide directory information. Again, this list is separate from the Group Quarters operation for students living in college or university owned housing.</p> <p>You can securely submit a file to the Census Bureau via our Secure Web Incoming Module or SWIM. Would you be willing to provide such a list?</p>	<p>If yes, select ‘Y’ from the drop down options for ‘Participating’ go to Q5.</p> <p>If no, select ‘N’ from the drop down options for ‘Participating and end interview using this statement: Thank you very much for your consideration in this matter. If you find that you can provide this information, please call me back at (please provide the RCC phone number).</p> <p>If contact is not sure, enter information in notes and contact history screen.</p>

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5	You will receive 2 emails from geo.SWIM@census.gov. The first will contain a link to SWIM and registration instructions and the second will include your SWIM registration token. Once you have successfully registered, you can immediately upload your information.	Go to Q6
6	Let me confirm that I have your email address correct. (Read the email address you entered earlier in the interview to be sure it is accurate.) Is that correct?	If yes, go to Q7. If no, make the appropriate corrections and then go to Q7.
7	That is all the information I need at this time. Thank you very much for your time and participation. If you have any additional questions, please call the regional census center at (Please provide the RCC telephone number) or visit our website at 2020census.gov. On our website, you will find informational materials about the 2020 Census in your community.	

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Voice Mail Script

Hello, my name is **(say your name)**. I'm calling from the U.S. Census Bureau. In an effort to count all students in the right place during the 2020 Census, we would like to discuss with you a request for additional information from your school. I need to speak to someone at your school about your students who live in private off campus homes or apartments. I, or another Census Bureau worker, will call back soon to speak with you, or you can call us back at the Regional Census Center **(RCC phone number)**. Thank you, and have a good day.