



LOUISIANA DEPARTMENT OF EDUCATION

MEMORANDUM

ISSUE DATE: October 6, 2020

TO: City/Parish Superintendents

FROM: Beth Scioneaux
Deputy Superintendent
State Education Finance & Policy

SUBJECT: School District Boundary Review Program

The U. S. Department of Education's (USDE) School District Review Program (SDRP) is a program that requires city/parish school districts to review and verify school district physical boundaries. This program is under the supervision of the USDE's National Center for Education Statistics (NCES) and administered by the U. S. Census Bureau (Census Bureau). Accurate school district boundary information is critical to determining each state's allocation under Title I of the Every Student Succeeds Act (ESSA). This year and annually going forward, each city/parish school district is required to complete the boundary review and verification process.

The process involves the following 4 steps:

1. Identify a school district boundary review contact person. This individual should have knowledge of school district boundaries, skills in accessing GIS mapping software, and is usually identified as the school district mapping coordinator.
2. The SDRP contact person should review the school district boundaries as displayed in the Census Bureau's maps as of January 1, 2020 and change them to reflect boundaries that will exist as of January 1, 2021. There are two systems within which this information must be viewed:
 - a. Census Bureau's TIGERweb Map Viewer. It is preferable to view the district boundaries within this system. You may find this system at the following link: <https://tigerweb.geo.census.gov/tigerweb/>. Instructions for using TIGERweb are attached [here](#) for your convenience.

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- b. If you are unable to access TIGERweb Map Viewer you may utilize the Geographic Update Partnership Software (GUPS). This software is also used to review district boundaries. GUPS is available at the following link: <https://www.census.gov/programs-surveys/sdrp.html>. Instructions for this method are available upon request.
3. Upon completion of the review process, school districts are required to complete the [Response Form](#) to indicate the outcome.
 - a. If upon review it is determined that the school district boundary maps are accurate: confirm that no change is needed for this year, provide the mapping coordinator name and contact information along with the Superintendent's signature.
 - b. If it is determined that the current boundaries are not correct and changes are needed, the following two steps are required:
 - i. Complete the [Response Form](#) indicating a boundary change is needed, the mapping coordinator's name and contact information along with the Superintendent's signature.
 - ii. Complete the attached [Submission Log](#) with the specific details of the changes. This includes the mapping coordinates of the school district boundaries. *Verify that any school district boundary changes are listed accurately prior to submission. Revisions will be adjusted within the Census Bureau's mapping software and used by the USDE in future state level Title 1 allocations. Instructions are attached [here](#).*
4. Submit the Response Form (signed and scanned) and if applicable, the Submission Log (as an excel file) to the State Finance and Policy Office at SchoolFinanceHelpDesk@la.gov. Please submit these documents no later than Tuesday, November 10, 2020.

If you have any questions or need assistance with this process, contact the LDOE's State Finance and Policy Office at 225.342.3617, or via email at SchoolFinanceHelpdesk@la.gov.

Thank you for your cooperation in this matter.