

FAMILY INCOME SURVEYS- NEXT STEPS

Many of you have distributed family income surveys at the start of the school year in order to facilitate participation in the Title I and E-Rate programs. Great work! Here are the next steps after you have collected the surveys:

1. Sort the income surveys by LEA/ school district. Use item 4 on the family income/ free and reduced lunch survey to determine the school district of each child.

4. If your child(ren) did not attend private school, to which public school(s) would he/she be assigned:

2. For each district:

- Identify the total number of students (grades K and above) who attend your school and reside within district lines. *For example, there are 200 students in grades K-8, 150 reside within the Seattle Public School district, and 50 reside within the Highline school district.*
- Identify the total number of students (grades K and above) who submitted a family income (free and reduced lunch) survey. *For example, of the 150 students that reside within the Seattle Public School district, 100 returned the survey. Of the 50 students who reside within the Highline school district, 35 returned the survey.*
- Identify the total number of students who are considered “low income” (these are students who answered “Yes” to either of the questions in item 1 of the family income/free and reduced lunch survey. *For example, of the 100 Seattle students who returned the survey, 30 are considered low income. Of the 35 Highline students who returned the survey, 30 are considered low income.*

1. Use the chart below to answer the questions in item #1. (Include all members who live in your household)

Is your family income less than the amount in column A?

Yes ____ No ____

Is your family income less than the amounts in column B


Yes ____ No ____

Families who answered “yes” to either of these questions are considered low income.

3. Complete the OCS Free & Reduced Lunch School Summary with the information above, and email a scanned copy to Kaitlyn O’Leary by Friday, September 23rd. It is recommended that you submit one form for each school district with which you work. However, if you prefer you may submit one form for the district with which you work most closely.

OCS Free & Reduced Lunch School Summary

Tut 416: OCS Free & Reduced Lunch School Summary


FREE & REDUCED LUNCH SCHOOL SUMMARY

If you work with multiple LEAs/ school districts, please submit one form for each LEA or you may choose to submit one form for the LEA with which you work most closely.

School Name: _____
 School Address: _____
 Public School District / LEA: _____

The following information provided should:

- Reflect accurate family income information which can be verified using copies of family income surveys or information collected from a tuition assistance program like the FACTS Grant and Aid (the program used by the Fairview Foundation)
- Include only those students in grades KINDERGARTEN and above attending your school
- Include only those students who live within the boundaries of the school district/LEA indicated above

1. Number of students who reside within school district / LEA boundaries:	
2. Method used for determining low income students: <input type="checkbox"/> Family Income Surveys <input type="checkbox"/> Tuition Assistance Program	
Family Income Surveys: Complete items 1 & 4 Tuition Assistance Program: Complete items 1 & 4	
3. Number of students who submitted Free & Reduced Lunch / Family Income survey:	
4. Number of low-income students identified through the Free & Reduced Lunch survey: Students whose families indicated income is less than the amount in column A OR column B:	
5. Number of students who applied for tuition assistance through a program like FACTS Grant and Aid:	
6. Number of low-income students identified through a tuition assistance program like FACTS Grant and Aid:	
OCS OFFICE USE ONLY Total number of low-income students:	

Please retain records of family income surveys or other information that supports the information indicated in the table above for your records. Your signature below indicates that you verify that the above information is accurate to the best of your knowledge.

School Administrator Name: _____
 School Administrator Signature: _____
 Date: _____

Please email a scanned copy of this form to Kaitlyn O’Leary at the OCS
Kaitlyn.oleary@seattlearch.org no later than Friday, September 23, 2016.

4. Keep a copy of the OCS Free & Reduced Lunch School Summary form for your own records.
5. File the income surveys in a secure place for future reference. You may wish to detach the bottom portion of the forms, which include students' names, to maintain confidentiality of the information.
6. Prepare a list of all low income students at your school which includes students' addresses. This will typically be used by the by the school district in the spring to determine whether or not the low income students reside within the boundaries of a Title I school. The list shared with the district should exclude student names to maintain confidentiality. An excel template is available and included with this article.

A	B	C	D	E	F	G	H	I	J
Student First Name	Student Last Name	Current Grade	Sibling	School Name	Address	City	State	Postal Code	Qualifies for Federal Free or Reduced Lunch Program
John	Smith		4 X	St. Imaginary School	100 School Drive	Seattle	WA	98102	Yes
Betty	Smith		1 X	St. Imaginary School	100 School Drive	Seattle	WA	98102	Yes
Tomas	Gonzalez		5	St. Imaginary School	200 Learning Pl	Seattle	WA	98102	Yes

7. Share the count of low income students with your school districts during consultation.
 - The number of low income students that you identified will be used in the spring to help drive next year's Title I allocation. However, it is recommended that you share this new survey and method of identifying low income students in advance of spring consultation.
 - Engage the district in a conversation about using extrapolation to determine the number of low income students. This is an example of extrapolation:
 - *150 students reside within the Seattle Public Schools boundaries*
 - *100 of those 150 students returned a family income survey*
 - *30 of those 100 students are considered low income*
 - *$30/100 = .30 \times 150 = 45$ students*
 - *The extrapolation method yielded a low income student count of 45 instead of 30. It applies the percentage of low income students who returned the survey to the entire student population. The use of extrapolation will result in a higher and more accurate Title I allocation.*
 - If you had a low return rate on the survey, you might also engage your district in a conversation about using proportionality as the method to determine low income students. Proportionality applies the proportion of low income public school students to the private school population. This is an example of proportionality:
 - *45% of public school students who reside within a particular school district are considered low income*
 - *There are 150 private school students who reside within this same district and attend St. Imaginary School*
 - *$.45 \times 150 = 68$ students*
 - *68 students who attend the private school would be considered low income using the proportionality method of calculating low income students*
8. If new students enroll in your school later on in the year, be sure to give their families an income survey and add them to your low income list if they qualify.
9. Once you have established which measure of identifying low income students you will use with your district (extrapolation, proportionality, or a simple count of students identified), you can begin to repeat this process every year.