

# The School Attendance Boundary Survey: School Mapper

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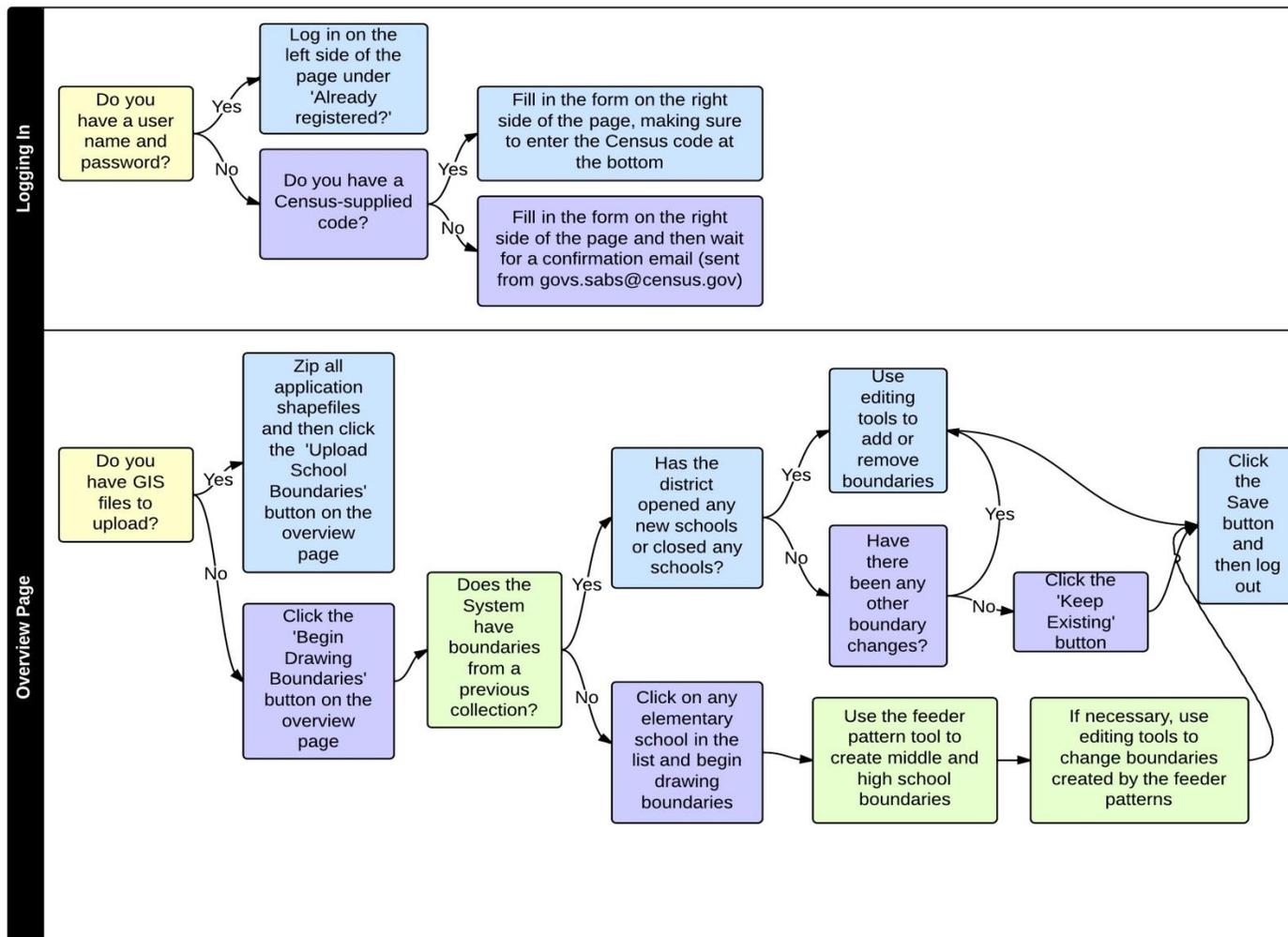
*OMB #1850-0897, Expiration Date: 6/30/2016*

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## Introduction

The School Attendance Boundary Survey (SABS): School Mapper is a web application that gives school districts across the United States the ability to draw, upload, and update previous public school boundaries. School district users are required to register on the School Mapper website before permission access is given to the web application. Registered school districts can export their school boundaries as a GIS shapefile once the boundaries have been completed. The school attendance boundaries will be added to the National Center for Education Statistics (NCES) consolidated geodatabase and will serve school districts and members of the general public. Review this flowchart to see how to get started:



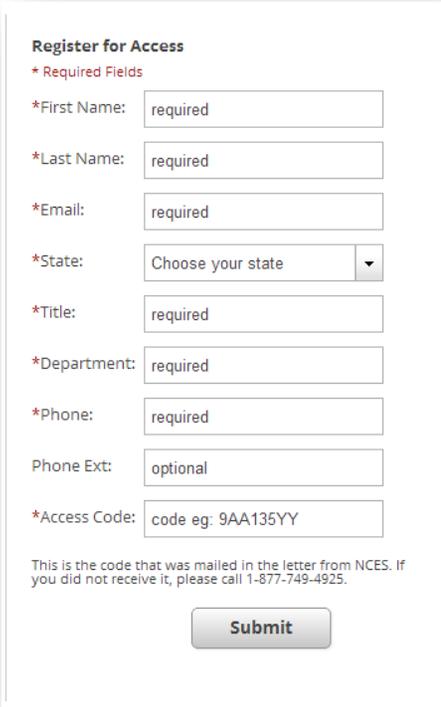
## Log In

### New User Registration

To log in please populate the **Register for Access** text fields displayed on the right side of the screen. The final field, **Access Code**, is the unique access code provided to each district in a letter sent out by the U.S. Census Bureau. If you do not have this code please call the SABS Help Desk at 1-877-749-4925.

Register for Access:

1. Fill in the required fields under the **Register for Access** section.
2. Enter the US Census Bureau Access Code.
3. Click **Submit**
  - a. The system will automatically send two follow-up emails. The first will contain the username and the second will contain a temporary password.
  - b. Temporary password will look similar to this: PYM7Rfae5H



**Register for Access**  
\* Required Fields

\*First Name: required

\*Last Name: required

\*Email: required

\*State: Choose your state

\*Title: required

\*Department: required

\*Phone: required

Phone Ext: optional

\*Access Code: code eg: 9AA135YY

This is the code that was mailed in the letter from NCEES. If you did not receive it, please call 1-877-749-4925.

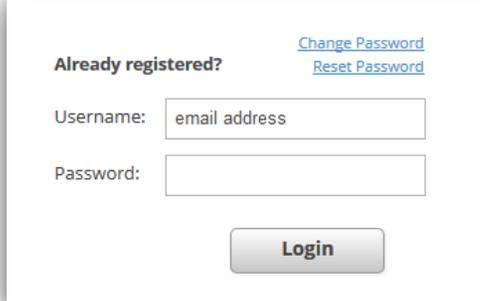
**Submit**

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### Registered Users

After receipt of your temporary password please return to the School Mapper website and login using the **Already registered?** fields on the left side of the screen.

1. Enter username (email address) and temporary password.
2. Click the **Login** button.



**Already registered?** [Change Password](#)  
[Reset Password](#)

Username: email address

Password:

**Login**

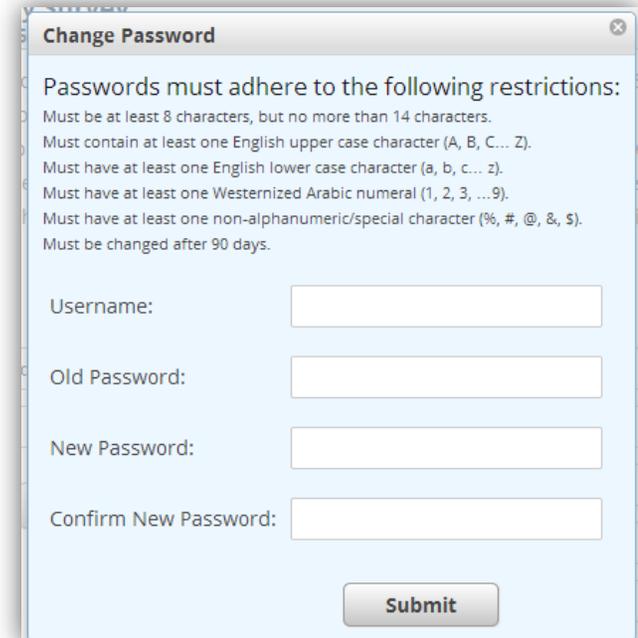
**NOTE:** You may change your login any time by clicking the **Change Password** link.

## Password Change Procedures

1. Click on the **Change Password** link located to the right of **Already registered**.
2. Fill in the username (your email address), old password, new password, and password confirmation fields.
3. Click **Submit**.

Please note the following password format requirements before creating a new password:

- Must be at least 8 characters, but no more than 14 characters.
- Must contain at least one English upper case character.
- Must have at least one English lower case character.
- Must have at least one Westernized Arabic numerical.
- Must have at least one non-alphanumeric/special character.
- Must be changed after 90 days.



**Change Password**

Passwords must adhere to the following restrictions:

- Must be at least 8 characters, but no more than 14 characters.
- Must contain at least one English upper case character (A, B, C... Z).
- Must have at least one English lower case character (a, b, c... z).
- Must have at least one Westernized Arabic numeral (1, 2, 3, ...9).
- Must have at least one non-alphanumeric/special character (% , # , @ , & , \$).
- Must be changed after 90 days.

Username:

Old Password:

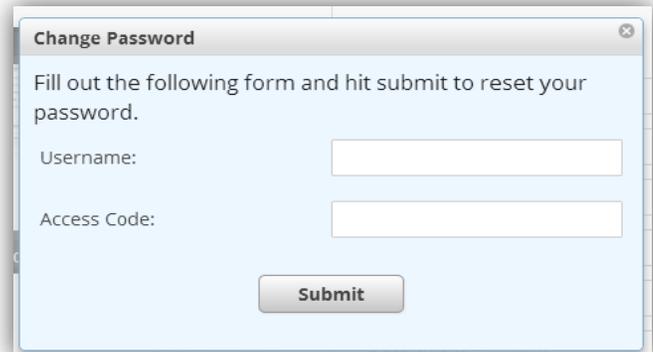
New Password:

Confirm New Password:

**Submit**

## Password Reset

1. Click on the **Reset Password** link located below the **Change Password** link and to the right of the **Already registered**.
2. Add your username (your email address), then add the access code for your school district and select submit.
3. Shortly after you select submit you will receive an email from [gov.sabs@census.gov](mailto:gov.sabs@census.gov) with your new temporary password. If you do not receive your new temporary password, please check your junk email folder because your email security settings will place it there.



**Change Password**

Fill out the following form and hit submit to reset your password.

Username:

Access Code:

**Submit**

## Overview Page

District representatives will be creating or approving school attendance areas for the 2013-2014 school year. Those districts that have participated in this voluntary collection in previous years will be approving or updating the attendance area for each school in their district. Those who are new to the collection effort can draw the school boundaries using this application or upload boundary files in a GIS format.

The top half of the page allows the user to draw or upload boundaries.

Click on the other tabs to switch among school levels.

**School Attendance Boundary Survey**  
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Hello, John Doe [Logout](#)  
[Instructions](#) | [FAQ](#) | [Contact](#) | [My Profile](#)

**Directions:**

- 1 Draw new or review boundaries submitted a previous year by clicking the **Begin Drawing School Boundaries** button to go to the map.
- 2 See the status of your progress below. Once you have 100% completion for drawing all school levels, you can download the shapefile.

- OR - Zip and upload your boundaries if you have them already in shapefile format by clicking the **Upload School Boundaries** button.

**Edit Boundaries (2013-2014)**

Prince George's County Public Schools

Go to the map to create/modify.

**Begin Drawing School Boundaries**

OR

Already have boundaries to upload? [Instruction Video](#)

**Upload School Boundaries**

**Submitted Boundary Outputs:**

[Elementary Schools](#) | [Middle Schools](#) | [High Schools](#) | [Other Schools](#)

**Middle Schools**

- CHARLES CARROLL MIDDLE
- DWIGHT D. EISENHOWER MIDDLE
- ERNEST EVERETT JUST MIDDLE
- G. JAMES GHOLSON MIDDLE
- GREENBELT MIDDLE
- GWYNN PARK MIDDLE
- ISAAC J. GOURDINE MIDDLE
- JAMES MADISON MIDDLE
- KENMOOR MIDDLE
- KETTERING MIDDLE
- MARTIN LUTHER KING JR. MIDDLE

List of regular schools in the district. The red box next to the name means the school boundary is not complete.

**Drawn Boundaries Percentage Complete - 21%**

The pie chart illustrates the ratio of complete and incomplete school boundaries.  
Blue = Complete  
Red = Incomplete

**Download Options**

Download Shapefiles:  
• [Pre-Processed](#)

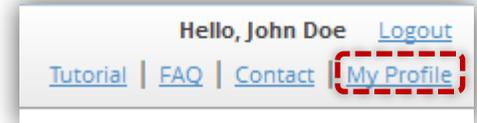
Click here to update user details.

Click either of these buttons to get started.

Use the Download Option to export your school boundaries from the application.

## Updating User Information

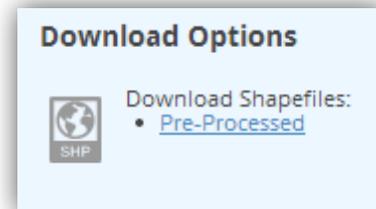
1. Click on the My Profile link in the upper left hand corner of the overview page.
2. Click on either 'Edit' button in the User Profile section. Make any changes as needed then click 'Save'.
  - a. Not all fields can be edited. Please contact the school boundary team if any of these fields need to be changed.

A "User Profile" form with a light blue background and a grey border. The title "User Profile:" is in bold. The form contains several input fields: "John Doe" (name), "Director" (title), "Prince George's County Public Schools" (school), "MD" (state), "123 Main St." (address), "Laurel" (city), "Maryland" (state dropdown), and "20707" (zip code). There is a "Help?" field at the bottom. Two "Edit" buttons are present: one next to the name field and one next to the address field.

## Download Options

Once all boundaries are complete they can be downloaded for use outside of the School Mapper application.

1. Return to the Overview Page.
2. Click on one of the provided links. Options include:
  - a. ArcGIS Shapefile
3. If you do not have a GIS system to view your school district you can view use ArcGIS Explorer Desktop. It's free and can be downloaded here: <http://www.esri.com/software/arcgis/explorer>.



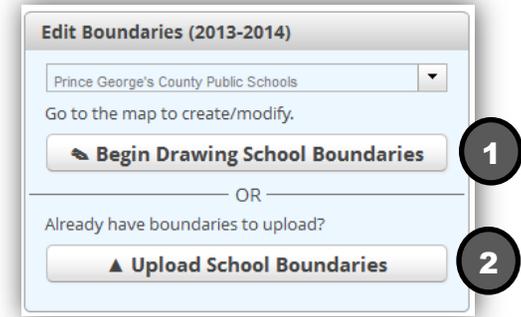
# Completing School Boundaries for 2013-2014

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## Option 1: Begin Drawing School Boundaries

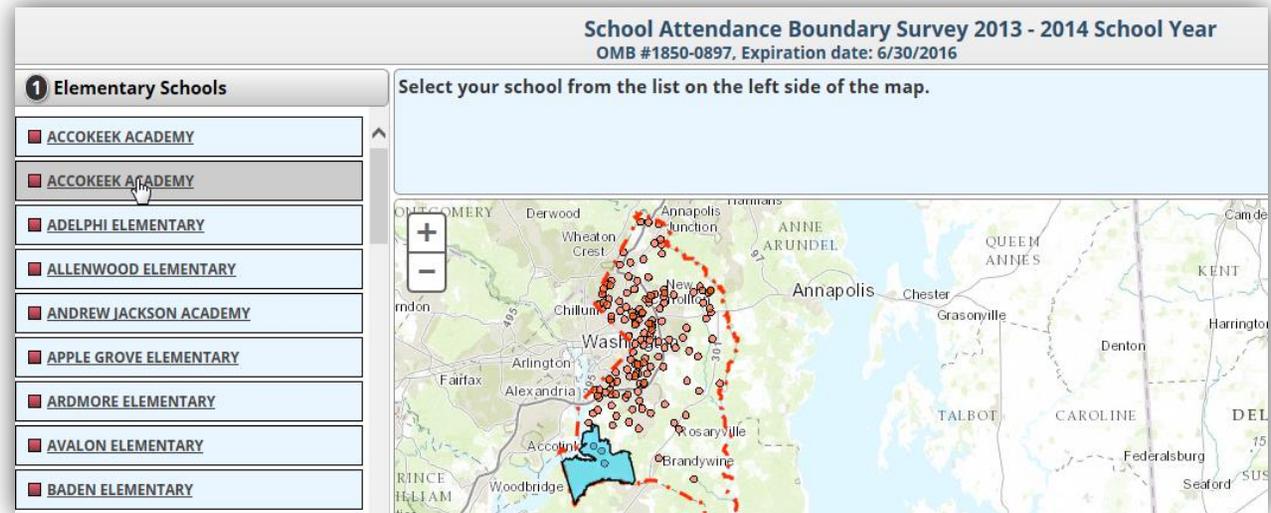
This option is for:

- Districts that do not have their school boundaries in a GIS format are starting from scratch and using this tool to draw their boundaries.
- Districts that submitted boundaries in a previous year and now just need to review each school to approve or make any changes for the 2013-2014 school year.



### TIP: Not sure if your school boundaries are in our system?

Click on **1** in the School Mapper and move your mouse cursor down over the list of schools. If boundaries are there, they will highlight in blue. Click a school zoom to its boundary.



2

SABS: School Mapper

### Option 2: Upload School Boundaries

School Districts that have their school boundaries in a GIS format (shapefiles and geodatabases are both acceptable file types) should use this option. This upload option requires all files to be packaged as a zip file (file extension = \*.zip). And the size of zip file must be smaller than 300 MB. Once these steps are complete, the collection process for a school district is completed. A complete status will not be reflected in the dashboard pie chart until the SABS team has been processed the school boundaries.

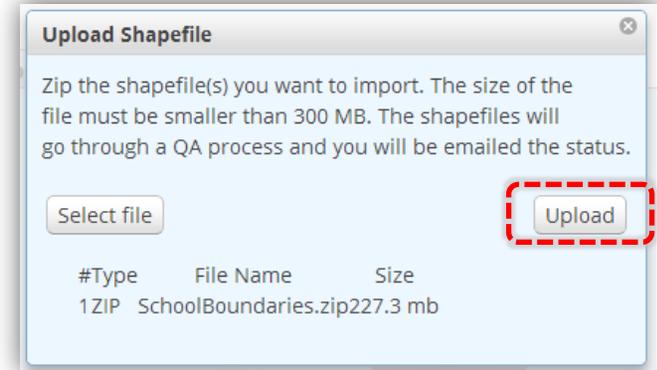
If the file size is larger than 300 MB please contact the Help Desk team for assistance at [govs.sabs@census.gov](mailto:govs.sabs@census.gov) or 1-877-749-4925.

1. Click the **Upload School Boundaries** button.
2. Click on the **Select File** button and navigate to the location of zip folder.
3. Click **Upload**.

Please note: The Percentage Complete pie chart on the dashboard will not update after uploading a zip file. This information will be updated by the SABS team after the completeness of the zip file is verified.

### Tracking Progress

To return to the Overview page from the map just click on the **Dashboard** link located in the top right hand corner of the page.

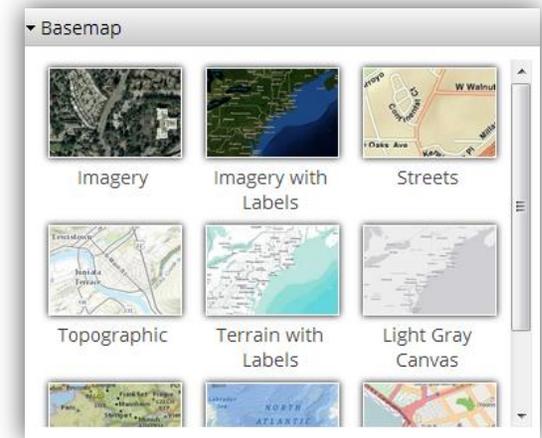


## Map Components

### Basemap

To change the map theme click on the Basemap button in the upper right hand corner of the map and then select a new option.

- The Light Gray canvas is helpful for clearly viewing streets.
- Imagery with Labels works well when trying to locate school boundaries that do not follow street lines.



### Map Navigation

To move the map around while drawing boundaries hold down the left mouse button then move the map around with your mouse—the same as you would in Google.

1. **Zoom:** Use the plus and minus buttons to zoom in and out of the map. It is easier to draw precise boundaries when zoomed in.
  - a. The mouse wheel may also be used to zoom in and out of the map.
  - b. To zoom to a specific area hold the Shift button down and then draw a box with the mouse.
2. **Pan:** Use the Pan tool by holding down your left mouse button and moving your mouse. This provides the ability to reposition the map view vertically and horizontally when working with data.

### Tools to Draw and Edit Boundaries

1. **Draw:** Useful for adding new neighborhoods to current boundaries.
  - a. Click on the 'Draw' button and then click once to start drawing and then click again at all vertices points. Double click when finished. (This tool can be used repeatedly so it is not necessary to make all changes at once.)
2. **Erase:** Useful for removing neighborhoods from current boundaries.
  - a. Zoom in and then click on the 'Erase' button.
  - b. Click once to start and then click again at all vertices points. Double click when finished.
3. **Edit:** Useful for making small edits because it allows the user move current vertices.
  - a. Click the **Edit** button and notice that all vertices are now displayed in the map.
  - b. Zoom into the desired area.

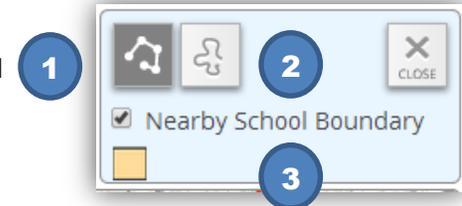


## SABS: School Mapper

1. Place your cursor over a vertices then click and drag the point to the desired location.
4. **Open Enroll:** Useful when you need to set a school boundary to be the same as the district boundary
5. **Undo** and **Redo:** Can be used to undo or redo a draw or erase change. There is no undo or redo when editing vertices with Edit tool.
6. **Reset:** Is used to remove all edits to a school boundary. Reset is a permanent action and the results cannot be undone.
7. **Delete:** Useful for removing the boundary of a school from a district. Delete is a permanent action and results cannot be undone.

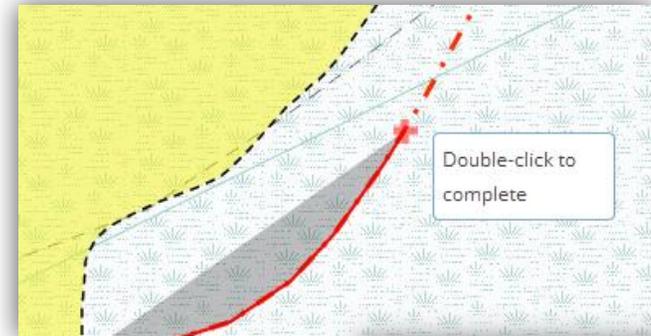
### 8. **Options:** Lets the user define the way the Edit tool draws.

- a. **Point and Click Drawing:** Requires the user click for each vertex. This tool is more accurate and should be used for detailed work.
- b. **Freehand Draw** allows the user to draw the boundaries freehand and only requires the user to click twice, once to start, and once to stop.
- c. **Nearby School Boundary:** Click this box to turn on or off surrounding school boundaries.

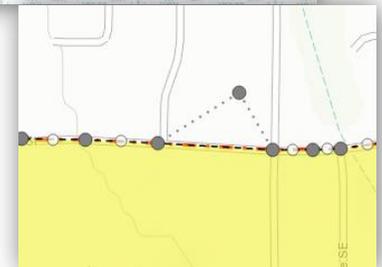


### 9. **Shortcuts:**

- a. **Snapping:** Automatically snaps adjacent school or district boundaries.
  - i. **Why:** Allows you to create features that connect to each other so your edits are more accurate.
  - ii. **How:** While drawing, hold down the **Alt** key and start clicking along the adjacent boundary making sure to hold the Alt key down the entire time.
    1. A red plus sign will appear as a signal to show that boundary lines are being matched to adjacent boundaries.
    2. This tool does not actually trace so please be aware that accidental overlaps may still occur.
- b. What to do when there is no Undo/Redo when using the Edit Tool
  - i. Delete grey vertices
  - ii. Use the Erase tool



**NOTE:** Snapping does not work in Internet Explorer 10



## Tools to Edit and Add Schools

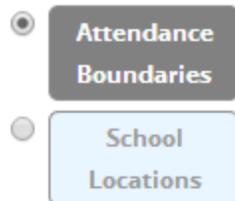
1. **Add School:** This tool should be used to add regular schools not listed under the Elementary, Middle, High, or Other school tabs.
  - a. A 'regular' school does not fall into any of the following categories: special education school, vocational education school, or an alternative/other school.
  - b. The new school will be automatically placed at the address listed in the 'Add A School' dialog box.
1. **Edit Info:** Used for updating the following school details:
  - a. Address
  - b. Year (year the school opened)
  - c. Grade range
2. **Edit Place:** Used to move current school points to a new location.
  - a. Please note: this option should not be used when students have been temporarily moved to a new location. A new school point should be added for this circumstance.
3. **Delete:** Removes the school point from the map and the name of the school from the list on the left side of the screen. This action cannot be undone.



## Begin Drawing School Boundaries

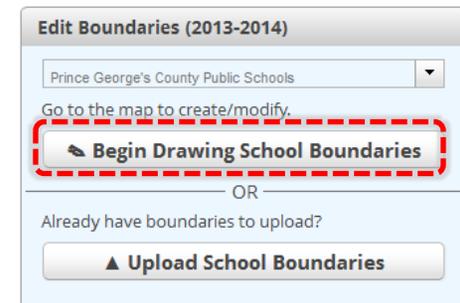
### Drawing School Boundaries from Scratch

1. From the overview page click on **Begin Drawing School Boundaries** button.
2. Click on any school from the list on the left hand side of the screen.
3. School boundary or school point selection.



- a. If the school point is located correctly click on the radial button next to the **Attendance Boundaries** text and then continue onto step 4.
- b. If the school point is not located correctly or a school is missing from the list click on the button next to the **School Locations** text and then continue on to step 10.

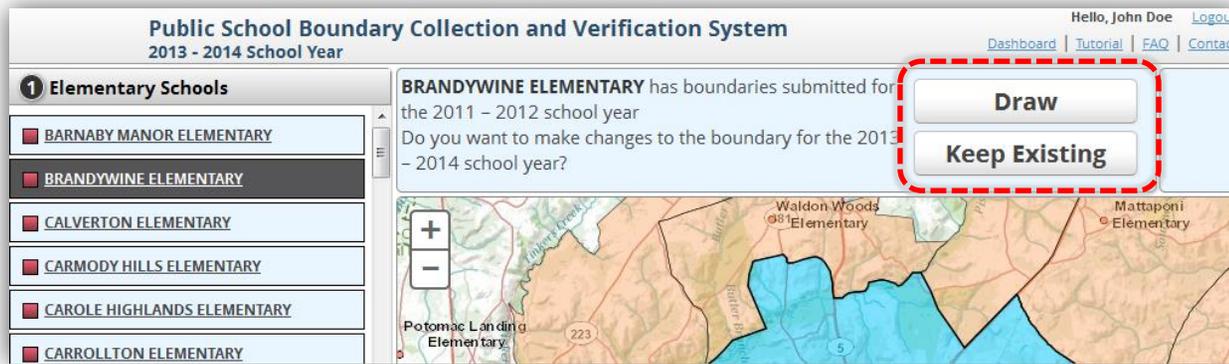
4. After selecting **Attendance Boundaries** click on the name of a school on the left side of the screen.





## Reviewing and Editing School Boundaries from a Previous School Year

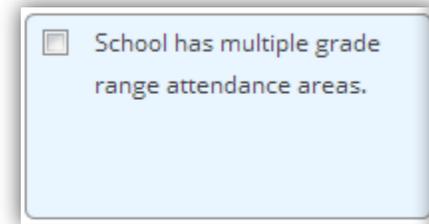
1. From the overview page click on **Begin Drawing School Boundaries** button.
  - a. A new page will open that displays a map of the district on the right and a list of schools on the left.
2. Click on the button next to **Attendance Boundaries**.
3. Click on the name of any elementary school on the left side of the screen.
  - a. The application will automatically zoom to the school point.
4. Decide between two options:
  - a. **Keep Existing:** If no changes were made to the school boundary the user should click on this button and then click on the next school in the list.



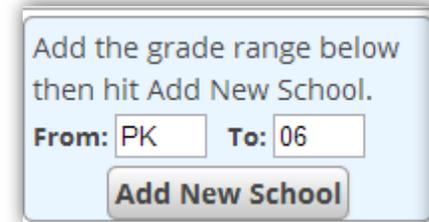
- b. **Draw:** Using the editing tools mentioned above edit the current boundary.
      - i. The **Draw** tool can be used to make additions.
      - ii. The **Erase** and **Edit** both change the boundary that is already saved in the application.
5. Perform the same steps for all middle and high schools.

## Special Circumstances

1. **My school serves different boundaries for different grades**
  - a. Select the school in the *table of contents* then click on the check box in the upper right hand corner next to 'School has multiple grade range attendance areas.'
  - b. The window will automatically change to display the high and low grades for the first attendance boundary.
    - i. Update the grade range and click on **Add New School**.
  - c. A new school will be added to the table of contents with the grade range next to the name.
2. **More than one school servers the same area**
  - a. The boundary survey application performs a check looking for all overlapping boundaries after each school boundary is saved. This is done because most attendance areas do not overlap, so an overlapping boundary is viewed as an error until the user adds a note that justifies the overlapping area.
    - i. If this error is popping up for minor overlaps and you want to save time, just add a note that says, "Overlap is incorrect." Our post-processing team will remove the extra overlaps at a later time.
3. **Other**
  - a. Please use the Notes section to describe anything about the school boundary that you think may be helpful to the SABS team.



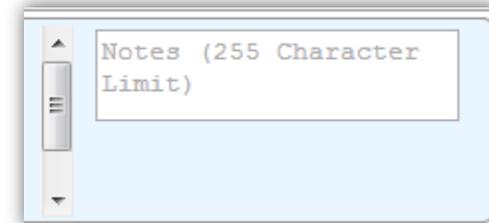
School has multiple grade range attendance areas.



Add the grade range below then hit Add New School.

From: PK To: 06

**Add New School**



Notes (255 Character Limit)

## Getting More Help

SABS Helpdesk

1-877-749-4925

[Govs.sabs@census.gov](mailto:Govs.sabs@census.gov)

Hours: 8:00AM to 5:00PM (Eastern)