


EXAMPLE - HOW TO ORGANIZE YOUR DOCUMENTATION FOR A REVIEW

In this example, your application looks like this:

Work-On Only		
Child Resides: Not on Federal Property, Parent: Employed- Federal Property		
Property	Property Address	Total Children 
Federal Bldg.	12201 Sunrise Valley Dr. Reston, VA	2
Belvoir (Fort)	9820 Flagler Road (No city), VA, 22060-	1
MC Development Educ. Command	Former MC Schools Quantico, VA	3

Create a cover page for each property in a category, and put the relevant documentation behind the cover page. Parent pupil survey forms behind each cover page should be alphabetized by last name.

It is most helpful to order the properties the same way they appear on your application.

In this example, you would name your file “Work On Only” (Or Category G) and organize it like the following example. Upload the file to the Documents section of the Mail In Review task assigned to you in the Impact Aid Grant System.

Work-On Only Federal Bldg.

SAMPLE

Impact Aid Program Survey Form

SAMPLE

The survey date is EXAMPLE

All boxes must be filled in with complete information if applicable

STUDENT INFORMATION

Student's Last Name <u>Flintstone</u>	First Name <u>Fred</u>	M.I.	Date of Birth <u>5/5/55</u>	Grade <u>5</u>	School Name <u>Hanna Barbara Ele.</u>
Address <u>123 Sesame St.</u>		City <u>Fairfax</u>		State <u>VA</u>	Zip Code
If the above property is a federal property, enter the name of the property.		Name of federal property			

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

Enter information in this section regarding the parent/guardian if 1) neither parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States and 2) either parent/guardian with whom the student resided was employed on federal property, or 3) either the parent/guardian reported to work on federal property on the survey date. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name <u>Rubble</u>	First Name and M.I. <u>Barney</u>	Name of Parent/Guardian's Employer <u>DOE</u>			
Address of Parent/Guardian's Employer <u>same</u>		City	State	Zip Code	
Name of federal property <u>Federal Building</u>					
Address of federal property <u>12201 Sunrise Valley Dr.</u>		City <u>Reston</u>	State <u>VA</u>	Zip Code	

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES

Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on the survey date.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
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Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on the survey date.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			

Fill in the above boxes with complete and accurate information

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VII of the Elementary and Secondary Education Act), and may be provided to the U.S. Department of Education if your school district's application for payment is audited. This form must be signed and dated for your school district to receive funds based on this information.

* By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.

→ Signature of Parent/Guardian [Signature] → Date 1/1/01

SAMPLE

Impact Aid Program Survey Form

SAMPLE

The survey date is EXAMPLE

All boxes must be filled in with complete information if applicable

STUDENT INFORMATION

Student's Last Name <u>Plantstone</u>	First Name <u>Wilma</u>	M.I.	Date of Birth <u>5/5/55</u>	Grade <u>5</u>	School Name <u>Hanna Barbara Ele.</u>
Address <u>123 Sesame St.</u>		City <u>Fairfax</u>		State <u>VA</u>	Zip Code
If the above property is a federal property, enter the name of the property.		Name of federal property			

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

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Parent/Guardian's Last Name <u>Rubble</u>	First Name and M.I. <u>Barney</u>	Name of Parent/Guardian's Employer <u>DOE</u>			
Address of Parent/Guardian's Employer <u>same</u>		City	State	Zip Code	
Name of federal property <u>Federal Building</u>					
Address of federal property <u>12201 Sunrise Valley Dr.</u>		City <u>Reston</u>	State <u>VA</u>	Zip Code	

Fill in the above boxes with complete and accurate information

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→ Signature of Parent/Guardian

B Rubble

→ Date

1/1/01

Work-On Only

Belvoir (Fort)

SAMPLE

Impact Aid Program Survey Form

SAMPLE

The survey date is EXAMPLE

All boxes must be filled in with complete information if applicable

STUDENT INFORMATION

Student's Last Name <i>Bird</i>	First Name <i>Big</i>	M.I.	Date of Birth <i>5/5/55</i>	Grade <i>5</i>	School Name <i>Sesame St. Middle</i>	
Address <i>123 Sesame St.</i>			City <i>Fairfax</i>		State <i>VA</i>	Zip Code
If the above property is a federal property, enter the name of the property.			Name of federal property			

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Parent/Guardian's Last Name <i>Snufflaupagus</i>	First Name and M.I. <i>Gus.</i>	Name of Parent/Guardian's Employer <i>Sesame Inc.</i>			
Address of Parent/Guardian's Employer		City <i>Reston</i>	State <i>VA</i>	Zip Code	
Name of federal property <i>Fort Belvoir</i>					
Address of federal property <i>Plaffer Road</i>		City <i>Ft. Belvoir</i>	State <i>VA</i>	Zip Code	

Fill in the above boxes with complete and accurate information

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Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
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→ Signature of Parent/Guardian *[Signature]* → Date *1/1/01*

Work-On Only
MC Development Educ.
Command

SAMPLE**Impact Aid Program Survey Form**
The survey date is EXAMPLE**SAMPLE****All boxes must be filled in with complete information if applicable****STUDENT INFORMATION**

Student's Last Name <u>Square-Pants</u>	First Name <u>Spongebob</u>	M.I.	Date of Birth <u>5/5/55</u>	Grade <u>10</u>	School Name <u>Pineapple HS</u>
Address <u>123 Sesame St.</u>		City <u>Ranfax</u>		State <u>VA</u>	Zip Code
If the above property is a federal property, enter the name of the property.		Name of federal property			

Fill in the above boxes with complete and accurate information**PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN**Enter information in this section regarding the parent/guardian if 1) neither parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States and 2) either parent/guardian with whom the student resided was employed on federal property, or 3) either the parent/guardian reported to work on federal property *on the survey date*. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name <u>Simpson</u>	First Name and M.I. <u>Homer</u>	Name of Parent/Guardian's Employer <u>USMC</u>			
Address of Parent/Guardian's Employer		City	State	Zip Code	
Name of federal property <u>Marine Corps. Education</u>					
Address of federal property <u>N/A</u>		City <u>Quantico</u>	State <u>VA</u>	Zip Code	

Fill in the above boxes with complete and accurate information**PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES**Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States *on the survey date*.

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SAMPLE**Impact Aid Program Survey Form**
The survey date is EXAMPLE**SAMPLE****All boxes must be filled in with complete information if applicable****STUDENT INFORMATION**

Student's Last Name <i>Square-Pants</i>	First Name <i>William</i>	M.I. <i>Q.</i>	Date of Birth <i>5/5/85</i>	Grade <i>11</i>	School Name <i>Pineapple HS</i>
Address <i>123 Sesame St.</i>		City <i>Fairfax</i>		State <i>VA</i>	Zip Code
If the above property is a federal property, enter the name of the property.		Name of federal property			

Fill in the above boxes with complete and accurate information**PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN**Enter information in this section regarding the parent/guardian if 1) neither parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States and 2) either parent/guardian with whom the student resided was employed on federal property, or 3) either the parent/guardian reported to work on federal property *on the survey date*. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name <i>Simpson</i>	First Name and M.I. <i>Homer</i>	Name of Parent/Guardian's Employer <i>USMC</i>			
Address of Parent/Guardian's Employer		City	State	Zip Code	
Name of federal property <i>MC Training</i>					
Address of federal property <i>n/a</i>		City <i>Quantico</i>	State <i>VA</i>	Zip Code	

Fill in the above boxes with complete and accurate information**PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES**Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States *on the survey date*.

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SAMPLE

Impact Aid Program Survey Form
The survey date is EXAMPLE

SAMPLE

All boxes must be filled in with complete information if applicable

STUDENT INFORMATION

Student's Last Name <i>Square-Pants</i>	First Name <i>Wilma</i>	M.I. <i>P.</i>	Date of Birth <i>5/5/55</i>	Grade <i>12</i>	School Name <i>Pineapple HS</i>
Address <i>123 Sesame St.</i>		City <i>Fairfax</i>	State <i>VA</i>	Zip Code	
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Parent/Guardian's Last Name <i>Simpson</i>	First Name and M.I. <i>Homer</i>	Name of Parent/Guardian's Employer <i>USMC</i>			
Address of Parent/Guardian's Employer		City	State	Zip Code	
Name of federal property <i>Marine Corps. Education</i>					
Address of federal property <i>N/A</i>		City <i>Quantico</i>	State <i>VA</i>	Zip Code	

Fill in the above boxes with complete and accurate information

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→ Signature of Parent/Guardian *H Simpson* → Date *1/1/01*