# Electronic Data Collection Quick Tips

# What is Electronic Data Collection (EDC)?

# The Electronic Data Collection (EDC) program offers local education agencies (LEAs) another option for collecting survey data electronically for the application for Impact Aid. With approval of an EDC pilot proposal, LEAs can conduct the Impact Aid survey online via student database software, which reduces the cost and work hours associated with printing paper forms, sending them to parents, and counting them. Once approved, EDC produces accurate, complete, and validated data to use for the Impact Aid application- all online!

# What is the EDC program process?

# The Impact Aid Program requests proposals from LEAs that wish to develop and implement a system to collect data for the section 7003 application for Impact Aid. The EDC Team will provide resources and guidance to develop your digital forms and reporting, leading to a presentation and demonstration of your EDC software. Once approved, you will receive a Memorandum of Understanding (MOU) from Impact Aid for official signature. A LEA is then ready to conduct an electronic survey of their federally connected students.

# What are the requirements to participate in EDC?

# LEAs must choose a software, either an existing student database software or purchase new/additional software, to create a digital survey form. The software must protect the personally identifiable information (PII) provided on the form and must be able to provide reports using the data submitted on the digital survey form. The form must include all [required information](https://impactaid.ed.gov/wp-content/uploads/2019/11/34-CFR-222.35-Survey-Form-and-Source-Check-Definitions.pdf) and have secure limited access once signed and submitted by the parent. All statutory and regulatory requirements must be met just as they are in a paper survey, and must follow all federal, state, and local laws and regulations on e-signatures. All requirements are detailed in the EDC Pilot Proposal questionnaire, contact the EDC Team for resources.

# How do I get started on a Pilot Proposal?

Email the Impact Aid EDC Team at (EDCPilot@ed.gov)) to receive resources and request to participate in the EDC Program.

# Will we have to present a proposal every year?

No, once your proposal is approved and you have a successful pilot year, you will not need to present a formal proposal the next year.

# Related Topics

* [Training Webinar Slides, Electronic Data Collection Pilot](https://impactaid.ed.gov/wp-content/uploads/2020/11/Impact-Aid-EDC.pdf)
* [Regulations for Survey and other Membership Counts](https://impactaid.ed.gov/wp-content/uploads/2019/11/34-CFR-222.35-Survey-Form-and-Source-Check-Definitions.pdf)
* [EDC Request for Proposal](https://impactaid.ed.gov/wp-content/uploads/2021/04/EDC-Request-for-Proposal-Updated-04-7-21.docx) (link)
* [EDC Demonstration Check List](https://impactaid.ed.gov/wp-content/uploads/2021/04/000_EDC-Demo-Checklist-Template.docx) (link)
* [Sample Survey Form](https://www2.ed.gov/programs/8003/survey13.doc)
* [Sample Multiple Child Survey Form](https://www2.ed.gov/programs/8003/svyformmulti16.doc) and [Sample Multiple Child Survey Form Instructions](https://www2.ed.gov/programs/8003/svyformmultiinstr16.doc)