Fiscal Year: \_\_2023\_\_

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| **Use this checklist to document that your applicant has met all Impact Aid and Regulatory requirements.** | | |
| Reviewer Name: | Demo Lead Name: | EDC Demonstration Date: |
|  | | |
| LEA Name: | LEA Number: | Proposed Education System: |

Software and System Requirement

* Does the LEA demonstrate authentication using a unique log in or unique link for the person signing the form? YES or NO
* Does the LEA demonstrate the ability to effectively conduct a single or multiple child parent pupil survey as of the survey date? YES or NO
* Does the LEA demonstrate or explain safeguards on how to prevent the survey card from being altered or submitted before the survey date? YES or NO
* Does the LEA system track the date, time, and user ID and or version for all modified survey cards? YES or NO
* Does the LEA demonstrate or explain how they avoid incomplete survey card entries? YES or NO
* Does the LEA notate a survey date on the survey card? YES or NO
* Does the LEA provide parent/guardian certification language on the survey card? YES or NO
* Has the LEA demonstrated **all** required PPS requirements of 34 CFR 222.35 listed below? Yes or No

[Parent Pupil Survey Requirements of 34 CFR 222.35](https://www.govinfo.gov/content/pkg/CFR-2018-title34-vol1/pdf/CFR-2018-title34-vol1-sec222-35.pdf) - Click for the full regulation as it pertains to survey.

**Please notate “missing” next to each data field that was not demonstrated during the Demo and any notes next to each checklist item below.**

* Name of Child -
* Date of birth of child -
* Name of School Attended -
* Grade of Child -
* A complete residential address (Unit Number, Street Name, City and State) – No PO Boxes are accepted.

Note: The data fields listed above may be pre-populated by LEA

**Disregard all federally connected categories that do not apply to LEA.**

**Child residing on Federal Property.**

* Name of the federal property on which the child resides -

**Parent Employed on Federal Property**

* Name of the parent employed on federal property –
* Name of the Employer -
* Name of the federal property on which the parent is reporting to work -
* Complete Address of the federal property (Unit Number, Street Name, City and State) unless included in Pentagon Rule –

**Foreign Military Officer/Government Official**

* Name of Parent -
* Rank of Parent -
* Country of Service –

**Active-Duty Uniformed Service**

* Name of active-duty parent-
* Rank (Grade or MOS) of active-duty parent -
* Branch of Service of active-duty parent –
* National Guard/Reserve Orders (Active Duty under Title 10 as of Survey Date)-

**Parent Employed on a Vessel (Ship)**

* Name of the vessel -
* Hull number of the vessel -
* Homeport of the vessel -
* Name of Controlling Vessel –

**All parent pupil survey forms must demonstrate the ability to sign and date the survey card.**

* Signature of the Parent –
* Date signed by the parent -

**If the LEA is unable to produce a report and or unable to export the data, the LEA is deemed ineligible and must Re-Demo.**

* Does the LEA demonstrate the ability to export all survey data into an Excel or CSV file? YES or NO
* Does the LEA demonstrate the ability to separate its exported data by category and federal property? YES or NO
* Does the LEA demonstrate the ability to produce a report where each child can be easily counted? Yes or No
* Does the LEA report contain all required fields (see 34 C.F.R. 222.35 above) to support the claims on its application for Impact Aid? YES or NO
* Does the LEA verify or explain who will have access to the survey data once submitted by a parent? YES or NO
* Does the LEA demonstrate limited access to the data and or an effective internal control process? YES or NO
* Was the LEA notified of all additional certifications (Housing and Indian Land), if applicable, that must be obtained? YES or NO

**Recommended for EDC Participation**: YES or NO

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| **EDC Recommendations/Questions for EDC Staff** |
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| 1. Add comments and or questions here. |
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