

# THE TINTON FALLS SCHOOL DISTRICT

ADMINISTRATIVE OFFICES  
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John P. Russo  
Superintendent of Schools

Elizabeth W. Cole  
Director of Special Services

Tamar R. Sydney-Gens  
Business Administrator/Board Secretary

October 14, 2016

Dear Parent/Guardian:

Your assistance is requested in identifying federally-connected students for our Impact Aid federal grant program in order to obtain federal funding for the Tinton Falls School District.

The funding that we receive from Impact Aid each year is not automatic; it must be applied for. The U.S. Department of Education requires that a survey be conducted on a common day every year and an application be submitted based on the survey results.

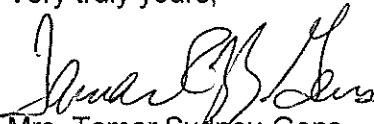
In order to apply we must gather information from you. Please fill out the Student-Parent Survey form for each of your children, sign the survey and return it to your child(ren)s school. The information is based on the date of **October 14, 2016**, which is our survey date for this year. These forms are ***confidential*** and used only for the purpose of submitting this application. It is important that we receive a survey for every student in the Tinton Falls School System.

**Everyone must complete sections 1 through 3 and sign and date the bottom of the form.**

If you are a ***military family***, please complete sections 4 and 5 as applicable in addition to sections 1-3.

Thank you very much for helping our district gain valuable funds for our students.

Very truly yours,



Mrs. Tamar Sydney-Gens  
Business Administrator/Board Secretary

TRG/kr  
Enclosure

**Tinton Falls School District**  
**Student-Parent Survey**  
 (ALL INFORMATION IS STRICTLY CONFIDENTIAL)  
 The survey date is **October 14, 2016**

**1. STUDENT INFORMATION AS OF OCTOBER 14, 2016**

Student's Last Name	First Name	M.I.	Date of Birth	Grade	School Name
Student's Address			City	State	Zip Code

**2. IF THE ABOVE ADDRESS IS LOCATED ON THE FOLLOWING FEDERAL PROPERTY PLEASE CHECK**

- EARLE NAVAL WEAPON STATION, COLTS NECK, NJ

**3. EMPLOYMENT INFORMATION AS OF OCTOBER 14, 2016 FOR EACH PARENT WITH WHOM THE STUDENT RESIDES:**

#1 Parent/Guardian's Last Name	First Name and M.I.	Name of Employer	<input type="checkbox"/> Self-employed <input type="checkbox"/> Not employed on 10/14/16		
Address of Parent/Guardian's Employer		City	State	Zip Code	
<input type="checkbox"/> I am a contractor who reported directly to work on the federal property identified on October 14, 2016. <input type="checkbox"/> I am a contractor who reported to my employer before reporting to work on the federal property identified on October 14, 2016.					
#2 Parent/Guardian's Last Name	First Name and M.I.	Name of Employer	<input type="checkbox"/> Self-employed <input type="checkbox"/> Not employed on 10/14/16		
Address of Parent/Guardian's Employer		City	State	Zip Code	
<input type="checkbox"/> I am a contractor who reported directly to work on the federal property identified on October 14, 2016. <input type="checkbox"/> I am a contractor who reported to my employer before reporting to work on the federal property identified on October 14, 2016.					

**IF EITHER OR BOTH PARENT/GUARDIAN REPORTS TO WORK ON FEDERALLY OWNED PROPERTY IN NEW JERSEY, PLEASE CHECK BELOW:**

- |  |  |
|--|--|
| <input type="checkbox"/> Earle Naval Weapons Station, Colts Neck, NJ<br><input type="checkbox"/> Environmental Protection Agency, Trenton, NJ<br><input type="checkbox"/> Environmental Protection Agency, Edison, NJ<br><input type="checkbox"/> Coast Guard Training Center, Cape May, NJ<br><input type="checkbox"/> 200 Federal Plaza, Paterson, NJ<br><input type="checkbox"/> Fort Dix, Wrightstown, NJ<br><input type="checkbox"/> McGuire Air Force Base, Wrightstown, NJ<br><input type="checkbox"/> National Guard, Red Bank, NJ<br><input type="checkbox"/> National Guard, Edison, NJ<br><input type="checkbox"/> Lakehurst Naval Air Engineering, Lakehurst, NJ<br><input type="checkbox"/> FAA, Newark, NJ<br><input type="checkbox"/> Other Federally Owned Property Not listed Above | <input type="checkbox"/> Picatinny Arsenal, NJ<br><input type="checkbox"/> 149 West Broad St, Bridgeton, NJ<br><input type="checkbox"/> 152 US Highway 206 South, Somerville, NJ<br><input type="checkbox"/> 20 Washington Place, Newark, NJ<br><input type="checkbox"/> US Post Office/Courthouse, Trenton, NJ<br><input type="checkbox"/> 396 Bloomfield Ave, Montclair, NJ<br><input type="checkbox"/> 400 Cooper St, Camden, NJ<br><input type="checkbox"/> 401 Market St, Camden, NJ<br><input type="checkbox"/> 402 East State St, Trenton, NJ<br><input type="checkbox"/> 50 Walnut St, Newark, NJ<br><input type="checkbox"/> 970 Broad St, Newark, NJ |
|--|--|

(Street, City, State, Zip Code)

**4. PARENT/GUARDIAN EMPLOYMENT INFORMATION: ONLY FOR ACTIVE DUTY UNIFORMED SERVICES**

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
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**5. PARENT/GUARDIAN EMPLOYMENT INFORMATION: ONLY 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			

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII 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 every student as of 10/14/16 for your school district to receive funds based on this information and returned to school by 10/28/16.

→ Signature of Parent/Guardian \_\_\_\_\_ → Date \_\_\_\_\_

**Please help the Tinton Falls School District to obtain the appropriate funding level from the federal government. It is imperative that you complete this form *as of October 14, 2016* and return a form for each student that you have in the district by October 28, 2016.**

### Survey Form and Source Check Definitions

**1. How does an LEA determine the number of federally connected children?**

An applicant counts the membership of its federally connected children by using one or both of the following methods:

**a. Parent-Pupil Survey**

1. An applicant may conduct a parent-pupil survey to count the membership of its federally connected children, which must be counted as of the survey date. The applicant shall conduct a parent-pupil survey by providing a form to a parent of each pupil enrolled in the LEA to substantiate the pupil's place of residence and the parent's place of employment. A parent-pupil survey form must include the following:
  - i. Pupil enrollment information (this information may also be obtained from school records), including the following:
    - A. Name of pupil
    - B. Date of birth of the pupil
    - C. Name of public school and grade of the pupil
  - ii. Pupil residence and parent employment information, including the following:
    - A. Address of the pupil's residence (or other location information for that residence, such as a legal description), including the name of the federal facility if the pupil resides on federal property.
    - B. Name (as it appears on the employer's payroll record) of the parent or other caretaker (mother, father, legal guardian or other person standing in *loco parentis*) who is employed on federal property and with whom the pupil resides (unless the parent is a member of the uniformed services on active duty).
    - C. Name and address of the federal property on which the parent is employed (or other location information, such as a legal description), unless the parent is a member of the uniformed services on active duty.
    - D. If the parent is a member of the uniformed services on active duty, the name, rank and branch of service of that parent.
    - E. If the parent is a civilian employed on a federal vessel, the name of the vessel, hull number and name of the controlling agency.
    - F. The signature of the parent supplying the information and the date of such signature.
    - G. The name of the parent's employer and the employer's address (or other location information, such as a legal description), unless a parent is a member of the uniformed services on active duty.
2. An LEA may accept a parent-pupil survey form, or a parent-pupil survey form that is signed by a person other than a parent, only under unusual circumstances. In those instances, the parent-pupil survey form must show why the parent did not sign the survey form, and when, how and from whom the residence and employment information was obtained.

**2. What is the meaning of the term "parent employed on federal property"?**

1. The term refers to the following:
  - i. An employee of the federal government who reports to work on, or whose place of work is located on, federal property.
  - ii. A person who is not employed by the federal government but who spends more than 50 percent of his or her working time on federal property (whether as an employee or self-employed) when engaged in farming, grazing, lumbering, mining or other operations that are authorized by the federal government, through a lease or other arrangement, to be carried out entirely or partly on federal property.
  - iii. A proportion, to be determined by the Secretary, based on persons working on commingled federal and non-federal properties other than those persons covered under paragraph (1)(ii) of this definition.
2. The term *does not* refer to a person who reports to a work station that is not on federal property but who spends more than 50 percent of his working time on federal property providing services to operations or activities authorized to be carried out on federal property.