

TIMS Boundary Shape File Request by NCES

The National Center for Education Statistics (NCES) has sent requests to many school districts across North Carolina requesting school boundary information in the form of shapefiles or will allow the district to draw their own school boundaries using their special tools. Providing shapefiles of your school boundary lines will allow NCES to provide a publically accessible mapping system to provide information on the district, state and national levels to inform policy decisions regarding funding and other disaster relief programs.

If your district chooses to participate in this program, there are several items to consider. If your district has a GIS referenced map, the boundary files may be converted into shapefiles, which is the preferred format NCES would like to receive your maps.

TIMS project leaders have the capability of converting your boundary files into shapefiles, but in order to do so, we will require the school boundary descriptions be in a format that can be easily identified and tracked for future updates.

Using Maris, load your current school boundaries. Make a note of the available boundary slots as you will want to load a current boundary and save it in the next available slot with a new name, using the following format:

- Current boundary = Bain Elem School 13-14
- Right-click on the boundary and select the Save tab and name the boundary to **300** Bain Elem **2014** (**300** would be YOUR lea code and **2014** would reflect the current school year) Choose the next available slot you found while loading the boundaries to rename.

Using this naming convention will allow you to update the boundary files as attendance lines change and the date serve as a point of reference as to when the boundary was submitted or changed with NCES. Also, be aware that your boundary lines should sync up to the county line when possible. When they are in shapefile format they could possibly overlap with other county lines.

Once you have renamed your current school attendance boundaries, notify your TIMS project leader and they will take care of converting the boundary files into shapefiles and make them available to you so the data may be transferred to NCES using the Key Holder information they will provide to your school district.

Also note - this process will create more boundary slots. TIMS project leaders suggest you unpost the original boundary and post the new boundary created with the new name. As sites move to the SQL version of the software, this will help with the required data clean-up for conversion.

Finally, it is your school district's option as to whether or not to participate in this program sponsored by the National Center for Education Statistics. If your district does decide to participate, there will be an on-going level of participation by your district to provide NCES with current boundary file updates.

TIMS staff are prepared to help the TIMS data managers/operators create the shape files; please call your TIMS project leader for more details.