

# Household Data Collection Form

---

## **Background:**

- Annual Compliance Document
- Collected at the beginning of each school year (after July 1)

## **Why should families complete and submit the Household Data Collection (HDC) Form?**

- The HDC form is utilized by the Federal Government to identify students who qualify for a free or reduced priced lunch.
- California utilizes this data as part of their Local Control Funding Formula.
- The higher the percent of English Learners, students who qualify for a free or reduced lunch, or student in foster care the greater the funding level.

## **More General Information:**

- The Information submitted on the HDC form is confidential and protected by the Federal and State Law
- All students who enroll on or prior to the second Wednesday of October must submit a completed signed HDC form by October 31
- You will be receiving status updates periodically from your Compliance Specialist as to which families have completed the HDC Form and which have not.



# Areas to complete on the HDC form:

- Student Name (Last name, first name)
- Student Grade Level
- Household size (number of adults and children living in the house)
- Total Annual Income
- Parent Signature (E-Signature)
- Date Signed

## Household Data Collection - 2020 - 2021

Last Name:		First Name:	Birthdate:
School: Schools Oversight		Grade:	Classroom: School Code: 0000000

<p>1. Check the total number of adults and children living in your household:  <input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5 <input type="checkbox"/>6 <input type="checkbox"/>7 <input type="checkbox"/>8 <input type="checkbox"/>9 <input type="checkbox"/>10 Other:</p> <p>2. Total Annual Household Income: \$</p>	

Home Phone Number:	Cell Phone Number:	E-mail Address:
<p>I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.</p> <p>X _____ Parent Signature</p>		<p>X _____ Date</p>
<p><i>The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.</i></p>		



# Examples of HDC

## Acceptable HDC Form



The acceptable sample to the left has all the required information completed. It was dated and signed on or after July 1st of the current school year. If the family declines to state, the form would need look like this; however, they may check "other" and put in a 0 for household size and write in a 0 for income.

**Household Data Collection - 2020 - 2021**

Last Name: Tester	First Name: John	Birthdate:	
School: Schools Oversight	Grade: 1	Classroom:	School Code: 000000

1. Check the total number of adults and children living in your household:  
 1  2  3  4  5  6  7  8  9  10 Other:

2. Total Annual Household Income: \$ 55,000

Home Phone Number:	Cell Phone Number:	E-mail Address:
--------------------	--------------------	-----------------

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

X llve  
Parent Signature

X 7/1/2020  
Date

*The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.*

## Rejected HDC Form



The sample to the right was rejected because it is missing Household Data Information as well as the signature.

**Household Data Collection - 2020 - 2021**

Last Name: Tester	First Name: John	Birthdate:	
School: Schools Oversight	Grade: 1	Classroom:	School Code: 000000

1. Check the total number of adults and children living in your household:  
 1  2  3  4  5  6  7  8  9  10 Other:

2. Total Annual Household Income: \$

Home Phone Number:	Cell Phone Number:	E-mail Address:
--------------------	--------------------	-----------------

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

X \_\_\_\_\_  
Parent Signature

X 7/1/2020  
Date

*The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.*



# HDC Form via Parent Portal

If families want to do this through Parent Portal they would click on Household Data Collection > Sign Document > Complete Household Size > Income > Sign > Submit Agreement

Student Household

Test Student

Activities Log

Assignments & Grades

Reporting

Test Results

Class Attendance

Class Schedule

Resources

Class Registration

Work Permits

School Activities

Household Data Collection

This data is used to measure economically disadvantaged pupil counts resulting in additional funding for schools serving a large proportion of students eligible for Economic Impact Aid (EIA) funding. Forms must be signed after 7/1 of the current school year and be collected no later than 10/31.

Students Name	Current Schoolyear	Household Data Collection		Download
		Sign Status	Sign	
Test Student	2020 - 2021	Please Sign	Sign Document	

## Families who wish to Opt-out

If a family wishes to “Opt-out” they must do the following when filling out the HDC form:

- ❑ If submitting a digital copy via Parent Portal, under how many individuals live in the household they must check “other” and type in a “0” and under their Income they must also type in a “\$0”
- ❑ If filling out a Hard Copy (PDF) under how many individuals live in the household they must check “other” and write in “N/A” and as their Income they must also write in a “N/A”

Please keep in mind that if the family puts a number in the Household, and also adds a “\$0” for the income, the system will interpret the information reported as “Federal Poverty Level” and not “Not Eligible/Non Participation” aka “Opt-out.”



# Archiving HDC Forms (Hard copy)

Go into School Pathways and view archived reports. You can do this by going to the appropriate scope and following the directions below:

Click on **Teachers>Compliance> Archive> Report Title: HDC Form**

The screenshot shows a report generation interface with several filter sections. Red boxes highlight the following elements:

- Staff** dropdown menu under Educational Program.
- Range** dropdown menu and date range (07/01/2020 thru 06/30/2021) under Supervised By.
- Report Title** dropdown menu (HDCForm) under Other Options.
- Include Students With** dropdown menu (-- Archived Reports --) under Other Options.

1. Choose Staff
  2. Range: Entire School year
  3. Report Title: HDCForm
  4. Include Students With: or without Archived Reports
  5. Generate Report
- Use same process to archive documents as you do Master Agreements and Work Samples



# Additional Information

---

**If a parent does not feel comfortable submitting Household Data Collection paper form to their HST, who should they send them to?**

Please have them email completed form to your school's hdc form email address:

[hdcform@thinksuite.org](mailto:hdcform@thinksuite.org)

[hdcform@missionvistaacademy.org](mailto:hdcform@missionvistaacademy.org)

[hdcform@pacificcoastacademy.org](mailto:hdcform@pacificcoastacademy.org)

[hdcform@cabrillopointacademy.org](mailto:hdcform@cabrillopointacademy.org)

**If the family does not wish to volunteer the information, that is okay, as we wish to respect the family's decision. However, they are still required complete a form. Please refer to "Families who wish to Opt-out for instructions.**

If you have any other questions please email or call the Compliance Specialist that supports you.

