

**2020 Census and FERPA  
Questions and Answers  
February 18, 2020 Webinar**

**Census Bureau Responses to Questions Related to Group Quarters Operations**

**Question:** Are the GQ contacts at the individual GQ level, or a single institutional contact?

**Answer:** *The GQ contacts are at an individual GQ level. Each student housing/ dormitory is a separate GQ. Some universities have identified one individual who is over the entire student housing as a single point of contact.*

**Roster Questions:**

**Question:** With method #1: it is my understanding that the institution still needs to submit a roster to census workers so that questionnaires can be labeled. Is this accurate? Or, can the census workers just leave questionnaires and then just pick up the sealed envelopes?

**Answer:** *Yes, method #1 was the Drop off/ Pick up method. The Census worker will ask for a roster to help them know the names to place on the drop off/ pick up packages that will include a questionnaire and another envelope that can be sealed to place the completed questionnaire in for the Census worker to pick up upon return. The census worker will use the roster of names to confirm that they have received a completed package for every resident living or staying in that student housing location. If they are missing packages for any names on the roster, they will then ask for assistance in obtaining data for those missing residents.*

**Question:** If a student has opted out of directory information, should that student's name appear on the roster? (Method #1)

**Answer:** *No, if a student has opted out of directory information, then that student's name should not appear on the roster. The Census Bureau will request the room number for that student so that a package can still be prepared for that student.*

**Residence Criteria and Residence Situation Questions:**

**The complete 2020 Census Residence Criteria is available at:** [https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2018\\_04-appendix.pdf?#](https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2018_04-appendix.pdf?#)

**Question:** What about international students? Our coordinator has said that we should count them. However, that doesn't sound correct since they are not US Citizens. Thoughts?

**Answer: Per the 2020 Census Residence criteria and residence situation:**

*(e) College students who are foreign citizens living in the United States while attending college in the United States (living either on-campus or off-campus)—Counted at the on-campus or off-campus U.S. residence where they live and sleep most of the time. If they are living in college/university student housing (such as dormitories or residence halls) on Census Day, they are counted at the college/university student housing. Therefore, these student should be included in the group quarters enumeration process.*

The goal of the U.S. Census Bureau is to conduct an enumeration of every person residing in the 50 states, the District of Columbia, Puerto Rico, and the Island Areas (the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, and the U.S. Virgin Islands). The U.S. Constitution requires that the Census Bureau not just **attempt** to offer information or a service to the population (as is the case with other federal government programs like voter registration, Social Security enrollment, and the use of national parks), but that the Census Bureau actually **reach and count** every person living in the United States and its territories—of all ages, residence statuses, and locations—whether or not they desire to participate, and regardless of whether they are difficult to find, reach, and count.

**Question:** What about students who are studying abroad on 4/1?

**Answer: Per our 2020 Census Residence criteria and residence situations:**

(d) *College students who are U.S. citizens living outside the United States while attending college outside the United States*—Not counted in the stateside census.

**Question:** How does this pertain to commuter campuses, i.e., campuses that do NOT have on-campus housing?

**Answer:** *These campuses have no obligation for the 2020 Census if they do not have student living in on campus or off campus housing. The students will be counted at their residence.*

**Question:** If student lives in a privately owned off campus rental (private lease not through college) and the college has record of the student lease and student living off campus - can the college include the student and address in the college's group quarters enumeration process?

**Answer:** *Yes. For students living in a privately owned off campus rental (owned/leased/managed by private company/agency) for which the college has record of the student lease and student living off campus, the college should include the student and the address of the off campus housing in the college's group quarters enumeration process.*

**See below definitions for College / University Student Housings**

**GQ Type 501 – College/University Student Housing (owned/leased/managed by a college/university)**

- Includes residence halls, and other buildings, including apartment-style student housing, designed to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased or managed by a college, university, or seminary. Fraternity and sorority housing recognized by the college or university are included as college student housing.
- Students attending the U.S. Naval Academy, the U.S. Military Academy (West Point), the U/S. Coast Guard Academy, and the U.S. Air Force Academy are counted in the military group quarters.

**GQ Type 502 --College/University Student Housing (owned/leased/managed by private company/agency)**

- Includes buildings designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed by a private company or agency (i.e., not owned/leased/managed by a college/university). This category

includes apartment-style student housing. Residents typically enter into “by the bed” leases (i.e., single-liability leases).

**Question:** So based on what was answered regarding the private leases, we are going to include private leases that we know of that are not associated with the College but we have the lease and student information. Thank you - that will help us achieve a complete count.

**Answer:** *Yes. For students living in a privately owned off campus rental (private lease not through college) for which the college has record of the student lease and student living off campus, the college should include the student and address in the college’s group quarters enumeration process.*

**Question:** To confirm - faculty and staff who rent from the college in off campus apartments and houses will receive notifications from the census and the college does not include these individuals in the group quarters enumeration process.

**Answer:** *Yes, that is correct for faculty and staff living in off campus apartments and houses.*

**Please note the following for staff living in college/university student housing:** (f) *Staff members living in college/university student housing (such as dormitories or residence halls) on Census Day should be included in the group quarters enumeration process. Per our residence criteria, they will eventually be counted at the residence where they live and sleep most of the time. If they do not have a usual home elsewhere, they are counted at the college/university student housing.*

**Question:** How will you determine which residence is correct for a student that is reported on campus and in their home state, e.g. student attends school in KS but lives in MO. Student reports KS and parents report MO.? Where are they counted? This impacts service allotted to regions, states, etc.

**Answer:** *The 2020 Census residence criteria are used to determine the correct residence for various residence situations such as described above. This is why it is important that the Census Bureau receive complete data to be able to perform critical matching. The more complete the information, e.g. legal first and last names or complete DOB (month, day, and year), the more confident Census can be that two records that are linked together are the same person.*

**Note: See residence criteria related to college/university student housing below which guides the Census Bureau as to where one is counted:**

(a) *College students living at their parents' or guardians' home while attending college in the United States—Counted at their parents' or guardians' home.*

(b) *College students living away from their parents' or guardians' home while attending college in the United States (living either on-campus or off-campus)—Counted at the on-campus or off-campus residence where they live and sleep most of the time. If they are living in college/university student housing (such as dormitories or residence halls) on Census Day, they are counted at the college/university student housing.*

(c) *College students living away from their parents' or guardians' home while attending college in the United States (living either on-campus or off-campus) but staying at their parents' or guardians' home while on break or vacation—Counted at the on-campus or off-campus residence where they live and*

sleep most of the time. If they are living in college/university student housing (such as dormitories or residence halls) on Census Day, they are counted at the college/university student housing.

### **Questions on Links and Census Forms (Questionnaires and Templates)**

**Question:** Will these links be sent out?

**Answer:** Below are the Census Bureau website links that describes the 2020 Census Group Quarters operations and include links applicable to each operation:

- *Conducting the Count:* <https://2020census.gov/en/conducting-the-count.html>
- *Counting People in Group Living Arrangements:* <https://2020census.gov/en/conducting-the-count/gq.html>
- *Group Quarters Enumeration:* <https://2020census.gov/en/conducting-the-count/gq/gqe.html>
- *Group Quarters Advance Contact:* <https://2020census.gov/en/conducting-the-count/gq/gqac.html>
- *eResponse:* <https://2020census.gov/en/conducting-the-count/gq/eresponse.html>
- The informational copy of the Individual Census Questionnaire can be located here: <https://2020census.gov/en/conducting-the-count/gq/gqe.html>

**Question:** Is there a listing of all of the information, which is requested on the census form?

**Answer:** *The respondent level data include name, sex, date of birth, age on Census Day (April 1), Hispanic origin, race, and an alternate address where the person lives or stays when not at the facility.*

### **Questions Specific to Response**

**Question:** If eResponse is completed, will an enumerator still come to campus on/after April 1?

**Answer:** *No, if the eResponse method is selected and the institution completely fills out the information on the eResponse web site by May 2, 2020 then an enumerator will not visit the location. If the institution fails to submit by May 2, 2020 a census employee will contact them so they can select an alternative enumeration method, which will require an enumerator to visit them.*

**Question:** Should schools submit aggregate information on gender ethnicity and race to the census? And for both this and the eResponse - when will templates be available?

**Answer:** *No. The Census Bureau needs individual level data for non-duplication purposes. Aggregate data will not be accepted by the eResponse secure portal due to validation rules.*

*The Paper Response (paper spreadsheet) enumeration method template can be found at:*  
<https://2020census.gov/en/conducting-the-count/gq/gqe.html>

*The eResponse enumeration method template is available at the following link:*  
<https://2020census.gov/en/conducting-the-count/gq/eresponse.html>

**Question:** Where can we view the sample template for eResponse?

**Answer:** *Templates for the eResponse enumeration method are available here:*  
<https://2020census.gov/en/conducting-the-count/gq/eresponse.html>

**Question:** How do schools that offer degree programs entirely through an online modality account for the students participating in these programs?

**Answer:** *Students that participate in online programs will receive information at the address they live to respond to the census via online, by mail or by phone. Colleges/universities that have no students/residents living or staying in on campus or off campus housing have no obligation to account for those students. The obligation lies with the students to complete the Census through the guidance given in the invitation they receive. Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker to allow them to respond to the Census via three different strategies, Internet Self Response, Update Leave questionnaire or Update Enumerate (Census worker update address and enumerate respondent face to face).*

**Question:** If using e-response and race/ethnicity and gender information is not included, will the information be considered complete for upload? or will there be an error? I understand that you only get two opportunities to submit using eResponse. Thank you.

**Answer:** *The information will be considered complete if you provide complete “directory information.” Information required to help with non-duplication include Name, DOB or Age, Address of usual home elsewhere (where they live while not at campus housing). The more complete the information, e.g. legal first and last names or complete DOB (month, day, and year), the more confident Census can be that two records that are linked together are the same person.*

**Question:** For the enumeration of the record data that the College will send, how is that data transmitted/received/provided/collected? Meaning, how are we going to enter the data if we provide the information on behalf of the student?

**Answer:** *The link for the 2020 Census Group Quarters eResponse provides the details for submitting data to a secure Census portal. eResponse: <https://2020census.gov/en/conducting-the-count/gq/eresponse.html>*

**Question:** For institutions that wish to submit information regarding eResponse, can an institution of higher education submit information as part of the directory in line with our policy, without race/ethnicity and gender, and will that submission be considered complete?

**Answer:** *Yes, while drop-off/pick up has historically been the most common and effective method to collect information for students/residents of an institution of higher education, an IHE may submit information as part of the directory in line with their policy if this information includes critical matching variables such as complete Name, DOB or Age, and Address of where the student/resident lives while not at campus housing.*

## **Other**

**Question:** Does a student consent form specific to the census exist? Or does each institution need to use their own?

**Answer:** *There is no student consent form specific to the 2020 Census. Each institution will be required to use their consent forms.*

**Question:** Where can we find where our institution has chosen a method?

**Answer:** *The best option to find out this information is to reach out to your various points of contacts for your specific GQs. This could be a Resident Assistant or Student Housing administrator who may have been contacted during our 2020 Census Group Quarters Advance Contact operation February 3, 2020 through March 6, 2020.*

**Question:** What are consequences for students or institution if students living in residence halls do not cooperate with Drop Off process?

**Answer:** *The Census worker will contact the institution administrator to ask for information about each student who does not complete their census questionnaire as part of the Drop off/ pick up method. The administrator will be asked to provide directory information for which the student has not opted out of.*

**Question:** OK, so then you won't have race info for these students. How will you infer that data?

**Answer:** *The Census Bureau will first look at administrative records and previous Census responses for these students to find a response to the race question. If no data is available, we will look at their response to the Hispanic origin question, and use that data if it is available. If we still have not found a response, we will look within their household to locate a response, and if that does not work, the last resort is to use hot deck imputation where we locate a neighbor with similar characteristics to allocate a response to the race question.*

**Question:** Would "GQ" include things such as housing owned by a fraternity/sorority?

**Answer:** *Yes, group quarters does include fraternity and sorority housing if it is recognized by the college or university.*