

**DIRECTIONS:** (for all residents Conestoga Valley School District).

**IMPORTANT** - Census Instructions-Online Form.

1) The census form should be completed to include all members living in your home. List all residents of the household, by last name, first name and middle initial. First (in the upper section) all adults 18 years of age and older including children attending college. Next, (in lower section) all children under 18 years of age or still in high school. Make sure to include all residents in your household (i.e., newborns, adoptees, elderly, etc.). Do not include visitors. If someone is no longer in the residence, list name and put an "X" in the delete name column next to that name.

2) **Options for completing this census form:**

a) **NO CHANGES - if all information is correct** - check the box, fill in your Residence number (located under the mailing address on your mailed form as shown, must include the dash in the number), and hit the submit button at the bottom of form.

b) **CHANGES - if any information is added or changed** - check the box, fill in your Residence number (located under the mailing address on your mailed form as shown, must include the dash in the number), enter changes to form on the line where needed, and hit the submit button at the bottom of form.

c) **NEW INFORMATION - if all information is new** - check the box, enter Residence number (located under the mailing address on your mailed form as shown, must include the dash in the number), fill in complete form, and hit the submit button at the bottom of form.

3) Codes for completing this form.

<b>Gender</b>	<b>Head of Household</b>
M - Male	Yes = Head
F - Female	(only one person per address)

4) For school-aged children, choose either Conestoga Valley or Other for the school your children are attending this year.

01 - Conestoga Valley School District

02 - Other

EG: Charter or Cyber School  
Home Schooled  
Institutionalized  
Intermediate Unit  
Non Public Schools  
Other Public Schools

5) **QUESTIONS?** Contact the Census Office [census@conestogavalley.org](mailto:census@conestogavalley.org). Leave your residence number, name, address and a telephone number so we can contact you if we have questions.

6) Sign the form below by listing your full name where indicated. Please also provide a telephone number.

Then hit the submit button and you are finished.

Thank you.