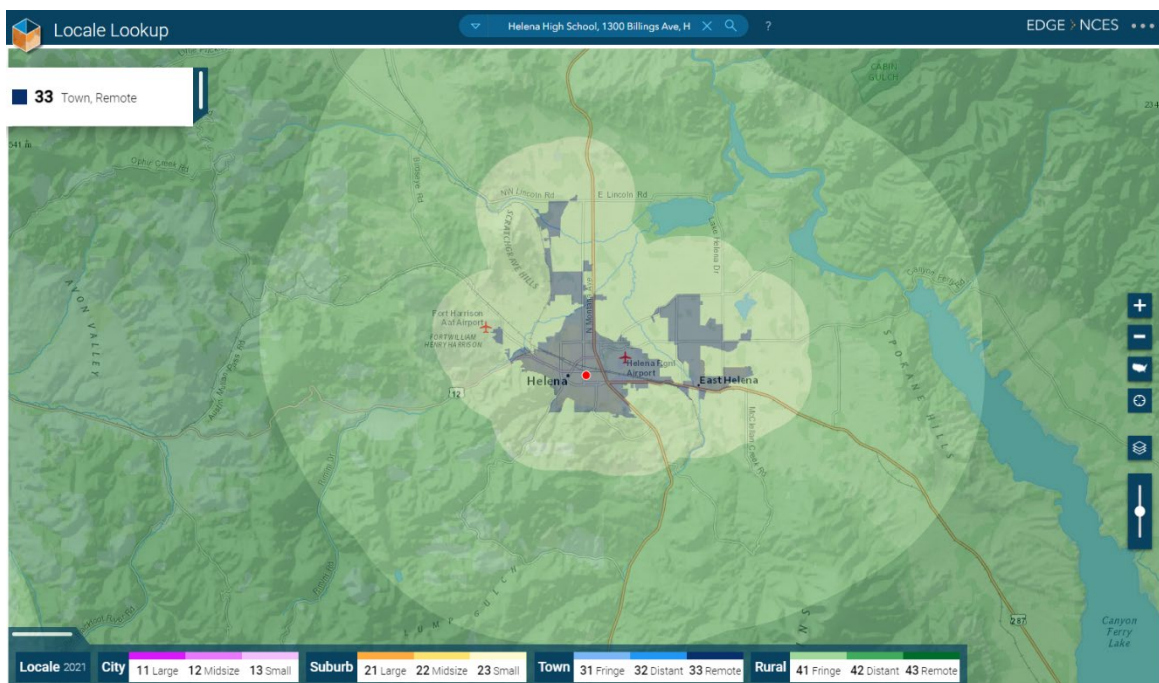


Appendix A: Urban/Rural Classification Instructions

To determine urban/rural classification, please use the National Center for Education Statistics Locale Lookup [online tool](#).

1. Go to the search site.
2. Click in the field marked “Search by Location”. Type in a school name, district name, physical address, or town. As you type, the tool will begin populating suggestions as a dropdown menu. Once your desired site or location appears in the list, click on it. (Tip: You may also narrow your search criteria by clicking the down arrow next to the search field and selecting one of the displayed options that is relevant to your search).
3. After you have selected the desired location, the location will be displayed on the map as a gray dot. Click directly on the dot to display the locale code. Clicking anywhere else on the map will display the code for the area that you clicked, not the location you searched. The dot will turn red for the location that has been selected on the map.
4. Once the location is selected, the locale code will display on the upper left of the map. See screenshot below. Enter the two-digit classification code (e.g., 11, 12, 31) on the Coversheet.



For complete definitions, visit the National Center for Education Statistics website.