U.S. DEPARTMENT OF EDUCATION

EDPass

CCD Dropouts and Graduates/ Completers Metadata User Guide

January 2024

DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	EDPass CCD Dropouts and Graduates/Completers Metadata User Guide
Issue Date:	January 2024

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	January 2024	This is a new document.

PREFACE

This document provides instructions for responding to a metadata collection submitted through EDPass, which is an electronic system that facilitates the efficient and timely transmission of data from state education agencies (SEAs) to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the ED*Facts* Initiative Home Page under ED*Facts* System Documentation, including:

- ED*Facts* Workbook – a reference guide to using the EDPass; particularly useful to new users; contains multiple appendices
- EDPass User Guide – provides assistance to new users of EDPass; it addresses the basic mechanics of system access and data submission
- ED*Facts* Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to ED*Facts* data throughout the pre- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the ED*Facts* Contact Page.

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2025). ED*Facts* is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather collection and administrative data. Data are reported by SEAs and include data at the SEA, local education agency (LEA), and/or school level.

CONTENTS

1.0 Purpose

This document contains instructions for submitting the following CCD metadata collections:

- FS5015 – CCD Dropouts
- FS5016 – CCD Graduates/Completers

The ED data stewarding office is NCES.

Appendix includes a copy of each metadata collection from Attachment C of the Information Collection Request.

1.1 Changes from Prior Year

This metadata collection was changed in the Information Change Request (ICR) for the SY 2022-23 collection as follows:

- Separated each collection into individual metadata collections

This metadata collection was previously collected using the E*MAPS*. EDPass will be different than E*MAPS*.

- Prior year's responses will be prepopulated into EDPass with the exception of comments unless otherwise mentioned.

- EDPass does not send automated notifications.

- The metadata collections should be completed before uploading the data file. Both the file specification and the metadata collection must be in *Ready to Submit* status as they are submitted together via data package.

- The metadata collection is submitted with the File Specifications listed in each collection's section using the kebab menu from the Data Submission List for the FS listed or from the Metadata Submission List for the metadata collection itself.

- The metadata collection can be downloaded using the kebab menu for the metadata collection on the Metadata Submission List page.

- For SY 2022-23 only, previous submissions of the metadata are available through E*MAPS*. If you are a new Coordinator and require an E*MAPS* account to access these versions, please reach out to PSC for assistance. Going forward, the previous submission will be in EDPass and downloadable using the kebab menu.

1.2 Core Requirements

The following table explains some key requirements for this collection.

Area	Requirement
Required to submit	Metadata will be collected for the 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education. The outlying area American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Marshall Islands, and Palau **_are not required to submit this metadata._**
Reporting period	SY 2022-23
Missing responses	The forms will not save unless there is a response for every question.
Prefill	This metadata collection will not be prefilled with the prior SY 2021-22 responses.
Submission	This metadata collections are submitted with the associated FS as follows in each individual section.
Who can response	Any user with a role that includes the data area CCD Non-Fiscal and the function of metadata
Who can submit	Any user with a role that includes the data area CCD Non-Fiscal and the function of submit

2.0 Guidance

This section contains questions and answers about the metadata submitted.

How are these metadata used in business rules?

There are data quality business rules in EDPass that compare the metadata responses to the data uploaded via data files. All business rules can be found in the Business Rules Single Inventory (BRSI) available on the ED*Facts* Initiative site. The types of business rules that compare CCD metadata to the CCD file data are:

- *Rule Failure* – Review the uploaded data and if data are accurately reported, add a data note for the file specification by accessing the Data Quality Results page from the Data Submission List for the associated file specification.
    - **Expected:** All permitted value combinations used by the SEA where zero reporting is required are expected to be reported.
    - **Unexpected:** Permitted value combinations not used by the SEA are not expected to be reported

3.0 Completing a Collection

To enter information and submit a metadata collection, access a collection data entry page from the Metadata Submission List, enter information, and submit the metadata along with the associated FS listed in Section 1.0. Updates can be made up to the due date. The metadata responses can be downloaded at any time.

3.1   Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** at the top menu bar (see fig. 3.1).

The default view on this page is the *Data Submission List*. Select **Metadata Submission List** to access the list of metadata collections.

To return to the Data Submission List at any time, select the **Data Submission List** tab (see fig. 3.1).
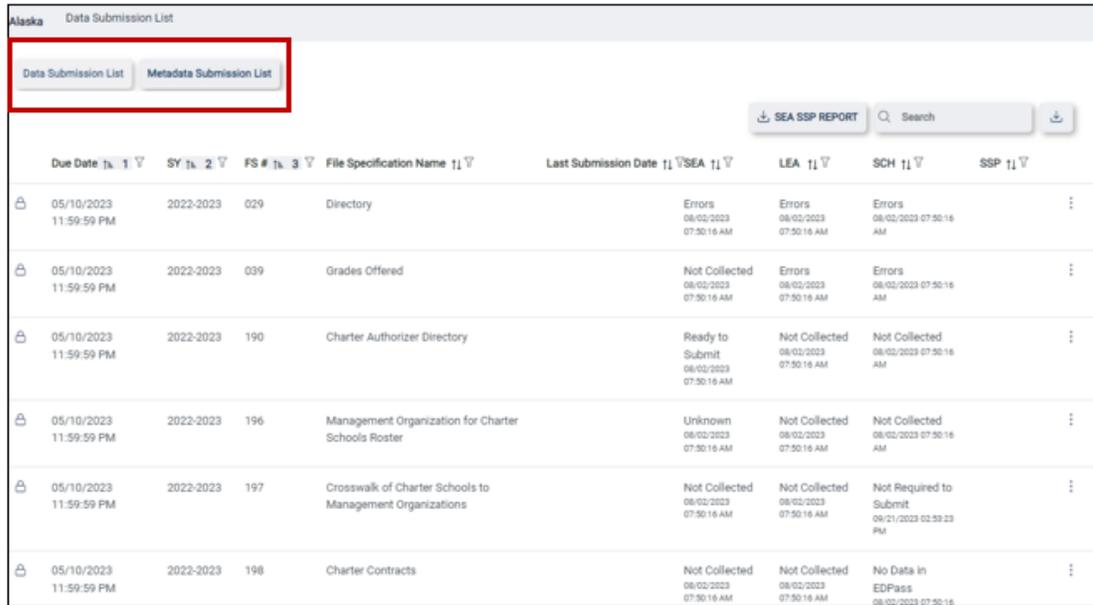
Figure 3.1 - Submission List with Data Submission List and Metadata Submission List tabs

3.2   Navigation on the Metadata Page

To navigate to a metadata collection, from the Metadata Submission List tab, select **Enter/Edit Metadata** from the kebab menu on the right side of the screen (see fig. 3.2).

Figure 3.2 - Access the data entry page for metadata collections via kebab menu

To begin data entry on a page or make updates to already entered data, select **EDIT** and the data entry cells will appear.

Once all data are entered and data are ready to be saved, select **SAVE** at the bottom of the screen. When the **SAVE** button is clicked, if no error messages are generated, the responses entered will be saved to the database.

Note! The **SAVE** button will not be enabled if responses are missing in any of the cells. Attempting to navigate away from the metadata form enabled for data entry to another page in EDPass (DSL for example) will trigger the *Unsaved Changes* error message to appear (see fig. 3.3). Select **Stay** to remain on the page to complete data entry and save the information entered or select **Leave without saving** to navigate to another section, which will result in lost data.
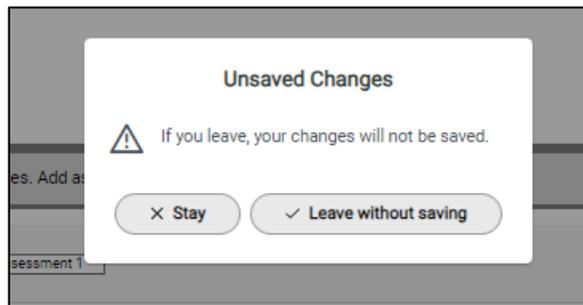
Figure 3.3 – Unsaved Changes error message

Closing the EDPass browser window without selecting **SAVE** will result in lost data. Data will be saved only when **SAVE** has been selected. If the screen is in exit data entry mode after **SAVE** is clicked, check the data entry page for missing responses.

3.3   Metadata Submission List Status

If a metadata collection does not have data entered and saved, the status on the metadata submission list will reflect *No Data in EDPass*. Once all questions have responses and have been saved, the status on the Metadata Submission List will reflect *Data in EDPass*.

Once the related file specifications have been uploaded to EDPass, the status on the Metadata Submission List will reflect the same status as the data files on the Data Submission List.

Each metadata collection has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed. The default values for all the categories are the state's responses from the prior year's survey unless otherwise noted.

3.4 Responding to FS5015 – CCD Dropouts Metadata

The related file specification to this metadata collection required to be submitted as a data package is:

- FS032 (DG326) — Dropouts

Select the **EDIT** button on the right to enter metadata responses.

Respond to the question using the **Yes** or **No** radio buttons: ***Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death?***.

- If **Yes** is selected, a response is required in the comment box.
  - An error message will appear on screen if a response is not entered.
  - The comment cannot exceed 4,000 characters.

Respond to the question using the **Yes** or **No** radio buttons: ***Does your state recognize and report dropouts below grade 7?***.

- If **No** is selected, an additional ***If No, please explain***. response box will appear requiring a comment.
  - An error message will appear on screen if a response is not entered.
  - The comment cannot exceed 4,000 characters.

Figure 3.4 – Dropouts metadata entry page

Select **SAVE** to save the metadata and the screen will return to view mode.

Select the **BACK** button to return to the Metadata Submission List.

3.5 Responding to FS5016 – CCD Graduates/Completers Metadata

The related file specification to this metadata collection required to be submitted as a data package is:

- FS040 (DG306) — Graduates/Completers

Select the **EDIT** button on the right to enter metadata responses (see fig. 3.5).

Respond to the question using the **Collects** or **Does not collect** radio buttons: ***Does your state collect data for other high school completion credentials for meeting criteria other than the requirements for regular diploma (i.e., certificate of completion, certificate of attendance)?***.

Figure 3.5 – Graduates/Completers Metadata entry page

The comment field is optional. The comment cannot exceed 4,000 characters.

Select **SAVE** to save the metadata and the screen will return to view mode.

Select the **BACK** button to return to the Metadata Submission List.

4.0 Submitting the Metadata Collection

The metadata must be submitted with the related file specifications. This means that the required data files and metadata for that package must be in a status of *Ready to Submit*, to submit in EDPass.

The data packages are:

- Dropouts – Includes FS032 and FS5015 – CCD Dropouts Metadata collection

- Graduates/Completers – Includes FS040 and FS5016 CCD Graduates/Completers Metadata collection

Once the metadata and the related file specification in the data package reflect *Ready to Submit* status, select **Submit** from either the Metadata Submission List kebab menu or the related files in the data package kebab menu on the Data Submission List.

The *Submit Data* pop-up will appear.

Upon selecting **Submit,** a *Confirm Submission* pop-up will appear.

Select **Submit** to submit the data package.

IMPORTANT! Upon submitting the metadata collection, the status of the data may reflect *Data Submission in Progress*. The processing time of data files can take between 45 to 60 minutes. Shortening the processing time of data will continue to be a priority.

Once data successfully processes, the *Submitted* status will display.

After a due date, all data (as applicable) are delivered to ED.

4.1   Updating Submitted Metadata

Updates can be made to the metadata collection after it has been submitted as long as the due date has not passed.

Making updates will change the status on the Metadata Submission List. Follow the process of submitting the data again to complete the submission process.

If updates to data need to be made after a due date has passed, please contact PSC.

5.0 Downloading Data

To download a copy of the saved or submitted metadata responses, select **Download Data** from the kebab menu on the Metadata Submission List (see fig 5.1).

Select **DOWNLOAD** from the pop-up menu and follow the browser's prompts to view and/or save a copy of the excel spreadsheet.
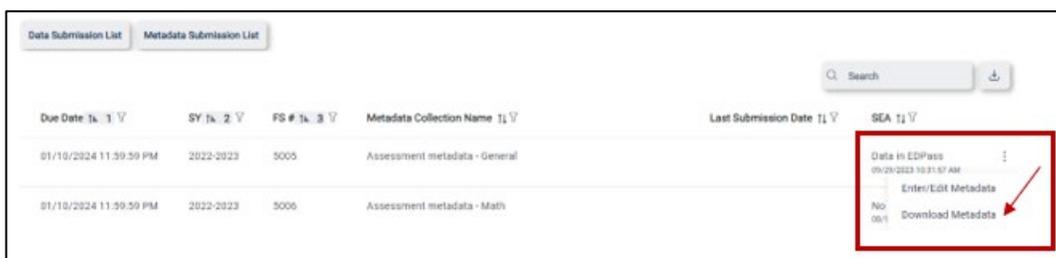
Figure 5.1 Selecting Download Data from the kebab menu on the MSL

5.1   Accessing Prior Year's State Reports

Prior year's HTML and Year-to-Year Comparison reports can be accessed in the [ED*Facts Metadata and Process System (EMAPS)*](#) Once logged into E*MAPS*, select **CCD Grades Offered and Graduates/Completers under** ED*Facts* (see fig 5.2).
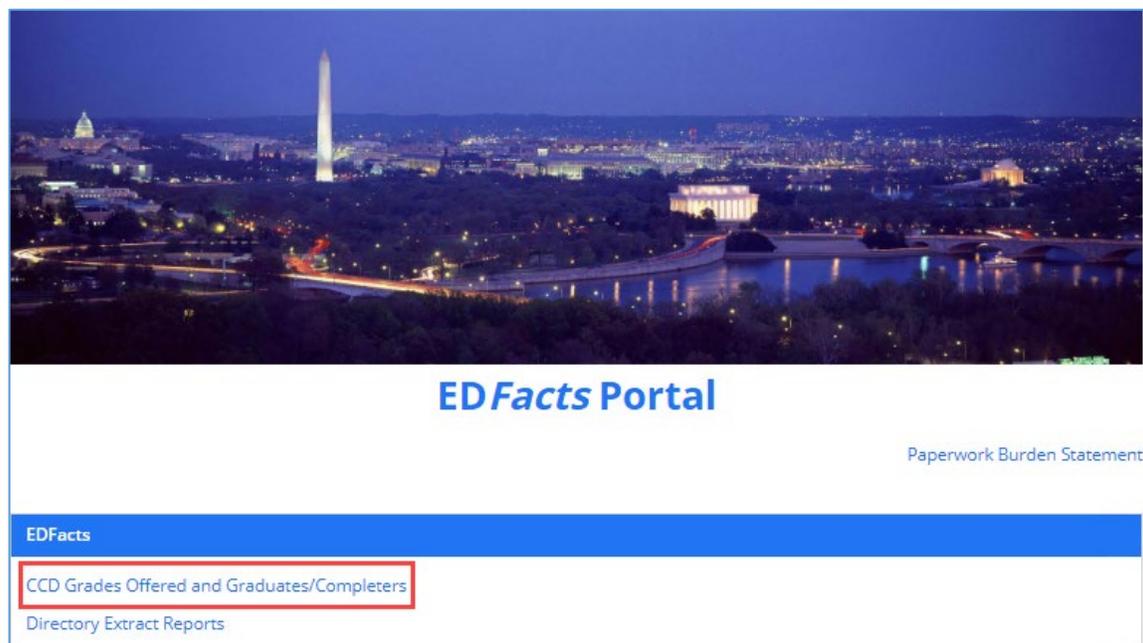
Figure 5.2 – Accessing prior reports in E*MAPS*

Select **REPORTS** from the top menu bar (see fig. 5.3) and choose the following:

1. State Folder: Choose **<State> CCD**
   a) The list of all previously submitted HTML reports will appear

2. Select the previously submitted report titled *CCD – SY 2021-22 <Date>* to view last year's responses.

Figure 5.3 – State Reports in top menu bar

After selecting the report from the list, it can be opened, saved, and/or printed following the browser's prompts.

6.0 Appendix

Question	Permitted Values
Dropouts (FS032)	
Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death?	Yes/No
If Yes, please explain:	text
Does your state recognize and report dropouts below grade 7?	
If No, please explain	
Dropout Comment:	text
GRADUATES/COMPLETERS (FS040)	
For which of the following does your state collect data? (Optional)	Other high school completion credentials for meeting criteria other than the requirements for a regular diploma (i.e., certificate of completion, certificate of attendance).
Graduates/Completers Comment:	text

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