

PSC Solution: TIP0061

Date: 1/26/2011

Application: ESS

School Year: ALL

File Specifications: N/X029 - Directory

Solution Type: Technical Tip

Title: How to report a school moving to a different LEA in the Directory file

Issue Description:

States can encounter various situations in which there is a need to reassign an existing school from one LEA to another. These can include school restructuring or SIG-related changes. When reporting the change in ED Facts, states need to ensure that both the LEA ID and SCH ID are reported properly in the N/X029 Directory file. There are two main scenarios which should be handled as follows.

Scenario 1: Only the LEA ID is changed for the school being moved

Submit the SCH Directory file with the state LEA ID changes and the state submitted as (5) Changed Agency. Refer to the N/X029 File Specification Section 7.1.1 Changing the State LEA Identifier for guidance on how to submit LEA ID changes.

Scenario 2: Both LEA ID and the SCH ID are changed for the school being moved

If both the LEA and SCH ID's need to be changed for a school, the Directory changes must be done in a two-step submission process because ESS only processes match errors one at a time. Failing to use this two-step process results in a Match Error of "*NCES ID is not found in the current year. Add School to the current year with School Year Start Operational Status of 1 (Open), 2 (Closed), 5 (Changed Agency) or 6 (Inactive).*"

1. First, change the LEA ID by submitting the SCH Directory file with the state LEA ID changes and the state submitted as (5) Changed Agency. Refer to the N/X029 File Specification Section 7.1.1 Changing the State LEA Identifier for guidance on how to submit LEA ID changes.
2. Next, change the State School ID by submitting the SCH Directory file again with the new LEA ID reported (prior LEA ID is blank this time). Refer to the N/X029 File Specification Section 7.1.2 Changing the State School Identifier for guidance on how to submit the SCH ID changes. You will submit the school as (1) Open.

Note: If there is already a school in the new LEA with the same SCH ID, this becomes a three-step process where the SCH ID needs to be changed first and then the SCH will change agencies. You may contact PSC for assistance with this type of submission process.