



**U.S. DEPARTMENT OF EDUCATION**

***EDFacts* Submission System (ESS)  
User Guide**

**Version 13.0**

**November 2016**

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## PREFACE

This User Guide provides assistance to new users of the EDFacts Submission System (ESS). It addresses the basic mechanics of system access and data submission. The Figures in this document use screen prints of the ESS to depict step-by-step instructions for ESS users.

This guide will be updated annually and when major system modifications affect user procedures.

## CONTENTS

<b>DOCUMENT CONTROL</b> .....	<b>ii</b>
<b>PREFACE</b> .....	<b>iii</b>
<b>1 INTRODUCTION</b> .....	<b>1</b>
1.1 Purpose .....	1
1.2 EDFacts Coordinators and Other System Users .....	1
1.3 ESS Disclaimer .....	2
<b>2 GETTING STARTED</b> .....	<b>3</b>
2.1 Obtaining User Access .....	3
2.2 Partner Support Center (PSC).....	3
2.3 Other documentation for EDFacts.....	3
2.4 Transmittal vs. Submission.....	5
<b>3 NAVIGATING THE ESS</b> .....	<b>6</b>
3.1 Logging in to ESS.....	6
3.2 Logging out of ESS .....	7
3.3 Description of Functions .....	7
3.4 ESS Application Navigation Tips .....	8
3.4.1 Navigation Bar .....	8
3.4.2 Text Highlighting.....	8
3.4.3 GO Hyperlinks .....	8
3.4.4 Back Function.....	9
3.4.5 Report Filters.....	9
<b>4 TRANSMITTING DATA: TRANSMISSION AUTHORIZATION</b> .....	<b>10</b>
4.1 Transmission Authorization .....	10
4.2 File Size and Other Performance Related Topics .....	11
4.2.1 Compressing Large Files.....	11
4.2.2 Splitting Large Files .....	11
4.3 Transmission Notifications.....	12
<b>5 CHECKING TRANSMITTAL STATUS</b> .....	<b>13</b>
5.1 Report Navigation.....	14
5.1.1 Page Navigation .....	14
5.1.2 Sorting the Transmittal Status Report .....	14
5.2 Report Functions .....	14
5.2.1 Download to Excel.....	14
5.2.2 Filter Reports.....	15
5.2.3 Additional Report Functions .....	16
5.3 Transmittal Status .....	16

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5.3.1	Status Definitions .....	17
5.3.2	Transmittal Error Reports .....	18
5.3.2.1	Format Error Reports.....	18
5.3.2.2	Validation Errors Report .....	19
<b>6</b>	<b>SUBMISSION ERROR REPORT.....</b>	<b>21</b>
6.1	The Data Tabs.....	21
6.1.1	Details .....	22
6.1.2	Download .....	23
6.2	The Reports Tab .....	24
6.2.1	Regenerate.....	25
6.2.2	View .....	25
6.2.3	CCD Edit Reports.....	26
6.3	Submission Edits Processing Information .....	28
<b>7</b>	<b>SUBMISSION PROGRESS REPORT .....</b>	<b>29</b>
7.1	Submission Progress Report.....	29
7.1.1	See Data .....	30
<b>8</b>	<b>EDUCATION UNIT PROFILE .....</b>	<b>33</b>
8.1	Purpose of the Education Unit Profile.....	33
8.2	Accessing State Data .....	33
8.3	Accessing Local Education Agency (LEA) Data .....	36
8.4	Accessing School Level Data .....	41
8.5	Accessing Historical Directory Information .....	44
8.6	Accessing Charter Authorizer Data .....	46
<b>9</b>	<b>DATA FRAMEWORK .....</b>	<b>49</b>
9.1	Purpose of Data Framework.....	49
9.2	Accessing the Data Framework.....	49
9.3	Using the Data Framework Sub-application .....	49
9.3.1	Data Groups .....	50
9.3.2	Categories.....	52
9.3.3	Permitted Codes and Associations.....	54
9.3.4	File Specifications .....	55
<b>10</b>	<b>CHANGING PASSWORDS .....</b>	<b>57</b>
10.1	How to Change Passwords .....	57

# 1 INTRODUCTION

*EDFacts* is a collaborative effort among the U.S. Department of Education (ED), state education agencies (SEAs), and industry partners to improve the quality and timeliness of education information. *EDFacts* is the foundation and primary collection system for elementary and secondary education data, and a centralized information management tool for ED and SEAs. By centralizing ED's data collection and business intelligence capabilities within one repository, *EDFacts* brings a new level of coordination and efficiency among Program Offices within ED, and reduces the burden put upon states to report data to ED.

## 1.1 Purpose

The purpose of this User Guide is to provide assistance to users accessing and using the *EDFacts* Submission System (ESS). This guide addresses the basic mechanics of system access and transmission submission. Each section describes a function of the system: Getting Started; Navigating the ESS; Transmitting Data; Checking Transmission Status; Accessing Error Reports and Progress Reports; Viewing Data; Locating Data Requirements; and Changing Passwords. Throughout the document, bold italics indicate actions a user can take (e.g., a navigation hyperlink or button).

## 1.2 *EDFacts* Coordinators and Other System Users

***EDFacts* Coordinators:** Each SEA designates one staff member to serve as the *EDFacts* Coordinator. The *EDFacts* Coordinator is the official contact for ED and is responsible for submitting the State Submission Plan. The *EDFacts* Coordinator is responsible for ensuring that the *EDFacts* files are submitted, that errors are corrected, and that files are approved for submission to the *EDFacts* Data Repository.

**SEA *EDFacts* Submitters:** The *EDFacts* Coordinator may designate other SEA staff or contractors to serve as SEA submitters. These are usually programmers or contractors, who have the knowledge needed to extract the data from existing state systems, input the data into the *EDFacts* file formats, submit the data, and answer questions or address programming issues that arise in the submission of the data. The *EDFacts* Coordinator may also serve as one of the SEA Submitters.

Status e-mail reports are sent to the SEA Submitter who transmitted the file. Either the responsible SEA Submitter or the *EDFacts* Coordinator may respond to the requests for SEA action on errors or warnings.

The Partner Support Center (PSC) will maintain the list of *EDFacts* Coordinators and SEA Submitters (including contact information and login IDs) and update the list when notified of changes by the SEA.

### 1.3 ESS Disclaimer

The ESS is a United States Government computer system operated and maintained by the U.S. Department of Education, which encourages its use by staff, researchers and contractors. Activity on this system is subject to monitoring in the course of systems administration and to protect the system from unauthorized use. Users are further advised that they have no expectation of privacy while using this system or in any material on this system. Unauthorized use of this system is a violation of federal law and can be punished with fines and imprisonment (P.L. 99-474). Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.

## 2 GETTING STARTED

Users can access the link for the ESS at the following location:

<http://www.ed.gov/edfacts>. The ESS also can be accessed directly using the following URL: <https://eden.ed.gov/EDENPortal/>.

### 2.1 Obtaining User Access

The ESS is a secure site and requires a *User ID* and *Password* to gain access to the functions described in this User Guide. To obtain a *User ID* and *Password*, please contact the EDFacts Partner Support Center (see section 2.2).

### 2.2 Partner Support Center (PSC)

To assist states with data submission, analysis, and reporting, ED provides a dedicated PSC. Comprehensive user support ensures that the EDFacts user community understands the system and is able to use its functionality to its fullest extent. PSC's mission is to provide accurate and timely information to SEAs in a courteous, knowledgeable, and professional manner. PSC also distributes e-mail announcements on system shut downs, reminders of due dates, and technical hints. SEA staff members that use ESS automatically receive these e-mails.

The PSC is available for questions between 8:00 a.m. – 6:00 p.m. Eastern Time (ET) Monday through Friday, excluding Federal holidays. The PSC contact information is as follows:

Telephone: 877-457-3336 (877-HLP-EDEN)

Fax: 888-329-3336 (888-FAX-EDEN)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com)

E-mail: [eden\\_SS@ed.gov](mailto:eden_SS@ed.gov)

Web:

- [PSC Self-Service Center:https://edfacts.grads360.org/#program/psc-self-service-center](https://edfacts.grads360.org/#program/psc-self-service-center)
- Contact Us: <http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html>

### 2.3 Other documentation for EDFacts

In addition to this user guide, the following documents are available to assist SEAs in submitting data through ESS. All the documents listed below are available on the EDFacts Initiative site – <http://www.ed.gov/edfacts>.

**User Support** – The link to EDFacts Support “User Support” takes users to PSC Self-Service Center in EDFacts Community site (see below). The EDFacts Community is designed to provide additional resources related to the support and effective use of EDFacts for state users.

**EDFacts Workbook** – The workbook provides an overview of the data submitted, information, relevant regulations and legislation, standard data definitions, and an overview of the directory.

**ESS Release Notes** – These documents provide a description of the technical enhancements to each version of ESS.

**ESS File Specifications** – These documents provide technical instructions for building the files that are submitted through ESS. File specifications apply to a specific school year. XML validation schemas (.xsd) and style sheets (.xsl) are also available.

**EDFacts Business Rules Guide** – These Excel spreadsheets list all of the business rules that ESS uses to check the quality of data submitted to the system. A PDF introductory guide accompanies the spreadsheet. Only the BRG for submission years that are currently active are available on this web site. As a submission year is closed, the BRG is archived and the link is removed from the web site.

**EDFacts FAQs** – This document contains answers to frequently asked questions (FAQs) by newer users.

**EDFacts Community** – Joining the EDFacts Community site allows coordinators to participate in valuable conversations with peers, browse key discussions from the past, access or upload relevant resources to an open-source library, and engage in a number of other features made available on the site.

The EDFacts Community can be accessed at <https://edfacts.grads360.org>. Contact PSC to join the EDFacts Community.

**Resources available on EDFacts Community:**

- **Data Submission Organizer:** Lists the due date for each file specification by school year and can be found at the following location:  
<https://edfacts.grads360.org/#program/data-submission-organizer>.
- **PSC Support Updates:** Lists current and past issues from the weekly broadcast to states on how to effectively use EDFacts and understand related changes.
- **PSC Videos / Webinars:** Contains links to recent Webinar recordings and presentation files from PSC training sessions conducted for states.
- **EDFacts Meeting Archive:** Includes meeting materials from the EDFacts Data Conferences that are held by ED once a year.
- **Meet the PSC:** Introduction to the Partner Support team.
- **File Format Checker (FFC):** This tool can be installed locally for states to check for non-XML format errors prior to attempting to submit to ESS. The file format checker is available through the EDFacts Community or available upon request from PSC.
- **Featured Resources and Tools:** Technical assistance documents on EDFacts related topics, coordination, and systems.

## 2.4 Transmittal vs. Submission

The terms transmittal and submission are used throughout ESS and this document. In short, the difference between transmittals and submissions is that a submission refers to data from ALL educational units whereas a transmission refers to data from one or more educational units. For example, a transmittal may contain one local education agency's (LEA's) Membership data. The Membership submission contains all of the Membership data sent in for all LEAs in the state, regardless of how many files have been sent. At the SEA level, the two terms will mean the same thing.

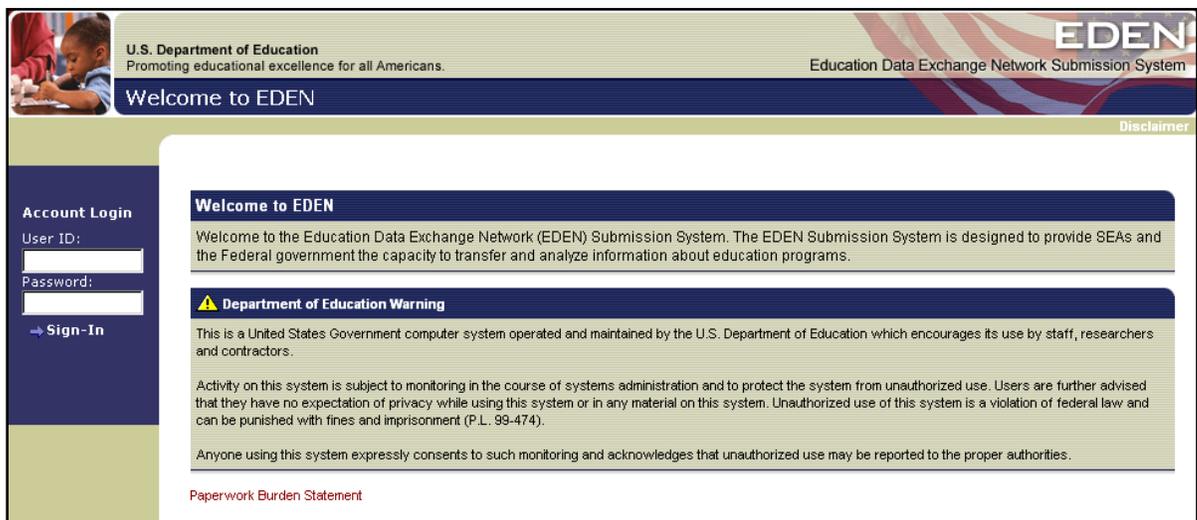
## 3 NAVIGATING THE ESS

Access the ESS from the *Welcome to EDFacts* home page at <https://eden.ed.gov/EDENPortal/>. The *EDFacts Welcome* page (Figure 3-1) contains three major sections:

- ▶ An **Account Login** section on the left side panel. See below for additional information.
- ▶ A hyperlink to the *Department of Education Home* page. Clicking on “U.S. Department of Education” in the upper left-hand corner of the page opens the ED web site in the application window.
- ▶ A hyperlink to the **Paperwork Burden Statement**. The Paperwork Burden Statement will display by clicking on those words at the bottom of the page.

There is also a hyperlink labeled **Disclaimer** on the right side of the green border below the *Welcome to EDFacts* banner, which will open a pop-up window that displays some important user information regarding accessing EDFacts. Any time another URL is accessed from EDFacts, click the back key on the browser to return to the EDFacts application.

Figure 3-1: EDFacts Welcome Page



### 3.1 Logging in to ESS

To use the EDFacts application, log in at the left side of the screen. Enter the *User ID* and *Password* in the appropriate fields and click the **Sign In** hyperlink. Note that the *Password* is case sensitive.

## 3.2 Logging out of ESS

When finished using the application, close the browser or click on the **Logoff** link at the top right of any page, except a pop-up.

## 3.3 Description of Functions

With successful login, the *EDFacts Home* page is displayed. The left side of the page changes to a navigation bar, which includes hyperlinks to functions of the application called sub-applications. These sub-applications include the following:

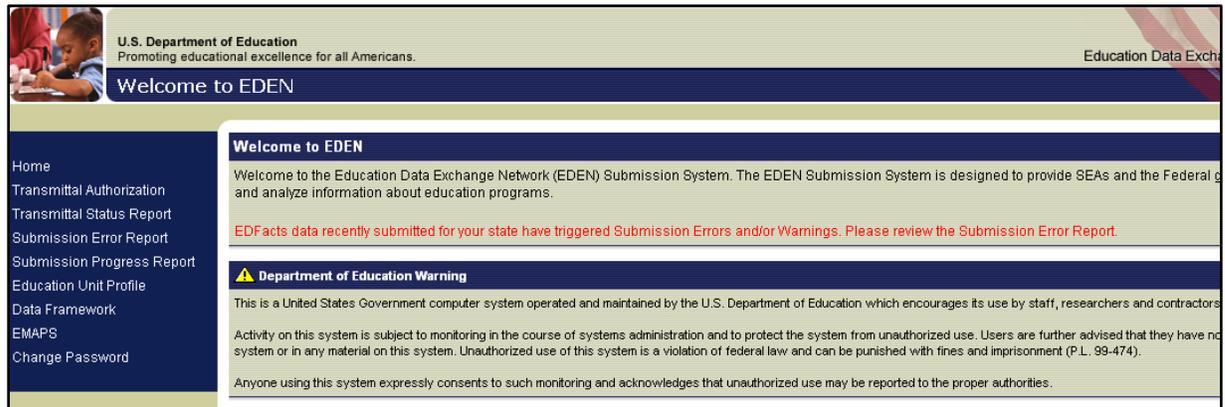
- ▶ **Transmittal Authorization:** This sub-application is used to upload files into ESS. See section 4 for information about transmitting data.
- ▶ **Transmittal Status Report:** This sub-application is a report tool used to view the status of each transmittal and the errors associated with each transmittal, and export the error report to Excel. See section 5 for information about checking the transmittal status.
- ▶ **Submission Error Report:** This sub-application is a report tool used to view any submission errors for the data submitted for the selected school year, starting with SY 2007-08. See section 6 for information about viewing submission errors.
- ▶ **Submission Progress Report:** This sub-application is a report tool used to view the progress of the yearly submission process, as well as data submitted as part of a submission. A submission status can be viewed by SEA, LEA, or school level. See section 7 for information about viewing the submission progress.
- ▶ **Education Unit Profile:** This sub-application is used to view and verify data by SEA, LEA, or school. See section 8 for information about viewing the data.
- ▶ **Data Framework:** This sub-application provides access to view the ESS data requirements, including: data groups and definitions; category sets associated with table data elements; and permitted code values associated with categories or applicable data elements. This area also provides a direct link to file specifications documents associated with the ESS. See section 9 for information about accessing the data framework.
- ▶ **Change Password:** This area is used to change the password, as needed. See section 10 for information about changing the password.

To access a sub-application, click on the appropriate hyperlink on the navigation bar. The navigation bar is displayed on almost all the pages in the application, enabling access another sub-application from virtually anywhere within *EDFacts*.

### 3.4 ESS Application Navigation Tips

A highlighted hyperlink indicates which section is being displayed. **Home** is highlighted signaling that the *EDFacts Home* page is being displayed, as shown in Figure 3-2.

Figure 3-2: EDFacts Home Page



#### 3.4.1 Navigation Bar

The navigation bar on the left side of the page contains hyperlinks to the sub-applications.

There are three additional sub-applications that appear on the navigation bar for some users. These sub-applications are hyperlinks to the ***Consolidated State Performance Report (CSPR) Parts I and II***, ***EDFacts Metadata and Process System (EMAPS)***, ***EDFacts Report System (ERS)***, and ***Formula Grant Electronic Application System for Indian Education (EASIE) Parts I, II, and III (Annual Performance Report (APR))***. These sub-applications appear on the left side navigation bar only if a user has access to them. Please refer to the getting started documents for each individual sub-application for instructions on how to use each function.

#### 3.4.2 Text Highlighting

Any text on a page that can be highlighted or underlined by positioning the cursor over it will perform some action once clicked. For example, a column heading on a report that can be highlighted indicates that a sort can be performed on the data in that column.

#### 3.4.3 GO Hyperlinks

When highlighted and clicked, **GO** hyperlinks will initiate report filters or invoke the display of supplemental reports.

### 3.4.4 Back Function

When reports are displayed in additional windows (pop-up windows), use the **Back** function, to move to a previous window in the pop-up frame. If there is no **Back** function provided, right click, and then use the **Back** function to move back to a previous window in the pop-up frame.

### 3.4.5 Report Filters

Several report filters are offered. For the *Transmission Status Report*, the Submission Date, Transmittal Status, School Year, and/or a file specification may be used to define report content. For the *Submission Progress Report* and the *Education Unit Profile*, specifying a School Year (SY) and Educational Level (SEA, LEA, or school) are required to the display the reports.

## 4 TRANSMITTING DATA: TRANSMISSION AUTHORIZATION

Data enter the ESS through transmission files.<sup>1</sup> Uploading a transmission file is accomplished by clicking **Transmission Authorization** on the navigation bar, which displays the *Transmission Authorization* page (Figure 4-1).

### 4.1 Transmission Authorization

Once the *Transmission Authorization* page is displayed, follow the steps below to load a transmission file into the EDFacts application.

1. Type the full path of the file (including the file extension), or Click on the **Browse** button to display a Windows dialog box, through which a transmission file can be selected.
2. If the **Browse** function is used, highlight the desired file and click the **Open** button in the dialog box.
3. The Transmission Authorization field will display the path of the selected file.
4. Click on the **Upload File** hyperlink to load the transmission file into the application.

Figure 4-1: Transmission Authorization

U.S. Department of Education  
Promoting educational excellence for all Americans.

EDEN  
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Login

Home

Transmission Authorization

Transmittal Status Report

Submission Error Report

Submission Progress Report

Education Unit Profile

Data Framework

EMAPS

Change Password

**Transmission Authorization**

Instructions:

- To select the file you wish to upload click the Browse button, locate the file, click Open.
- To begin the file transfer process, click the **Upload File** hyperlink link.

File Upload/Transfer times vary (Depends on the file size and connection speed)

Enter Filename:  Browse...

Click "Browse" to select a file to upload

[Upload File](#)

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1800-0541. The time required to complete this information collection is estimated to average 160 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this data, please write directly to: Patrick Sherrill, U.S. Department of Education, 800 Independence Avenue, S.W., 6C103, FB-6, Washington, D.C. 20202-0600.

While the file is uploading, a progress status box is displayed. Once the progress percentage is 100 percent, the file transfer is complete. The progress box can be closed by clicking the  button in the upper right corner, or by clicking on the box labeled **Close this window when submission is complete**. When the file transfer is complete the following message will appear on the transmission page under

<sup>1</sup> The layout and content of transmission files are defined by file specifications. See section 9 for more information about file specifications.

**Upload File:** *"The file upload was successful. You will receive an e-mail within 24 hours with the status of the file submission."*

## 4.2 File Size and Other Performance Related Topics

Performance testing on the ESS has shown that the ESS can successfully process a file of 300 megabytes. However, the EDFacts Portal is a shared environment where processing resources are often used by more than one SEA. This can result in the system being slow. To help manage burden, SEAs must submit files individually. Submitting outside the peak time of 8:00 a.m. to 5:00 p.m. ET is also helpful. Files can be submitted over the weekend; however, the system is down for some period of time on most Sundays for routine maintenance.

File processing time is also affected by validation checks. For most files, a series of validation checks occurs after the entire file is read into the EDFacts system. The records are then grouped according to their LEA, and then their school. At this point, validation proceeds through each education unit (LEA or school). The validation checks to make sure that grand totals and subtotals are present, and that they are greater than or equal to their respective subtotals.

The EDFacts files can be quite large. File size can also affect processing time. While ED has upgraded the ESS to handle much larger files, local internet bandwidth bottlenecks can present problems when submitting very large files. To expedite file processing, files can be compressed or split into several smaller files. These solutions are discussed below.

### 4.2.1 Compressing Large Files

The ESS recognizes files compressed with the Zip data compression algorithm. The ESS accepts Zip files and automatically extracts (i.e., decompresses) the file.

Plain text files, like the EDFacts files, are amenable to Zip file (\*.ZIP) compression. File size reductions of 50% to 95% are common with text files. There are a variety of commercial and free file compression utilities that create Zip files.

To be recognized as Zip files, compressed files must have the .zip extension when uploaded to the ESS. The file name included in the Header Record (or FILETRANSMIT object if XML) must have the extension appropriate to the format of the uncompressed file.

### 4.2.2 Splitting Large Files

If compression is insufficient to improve transmission performance, or it is not available, an alternative is to split large files into smaller files. A file must be split at an entity's (school or LEA) boundary; the data for a single education unit must not be split between files. For example, an SEA may submit two files with school-level membership data, perhaps one with one school to test the format and a second file with all the other schools. The system will combine the data from the two files;

however, the system cannot combine a file that contains some of the membership data for a school and a second file that contained the rest of the membership data for the same school. The second file's data for that school will overwrite the first file's data for that school.

Each of the resulting split files must be properly formatted according to the file specification. Each file must have a unique File ID and File Name. Each non-XML file must have a Header Record with the correct record count for the individual file. Each XML file must be a valid XML document with valid FILETRANSMISSION start and end tags.

### 4.3 Transmission Notifications

There are three types of transmission notification e-mails that are sent to the EDFacts Coordinator:

1. When a file is successfully transmitted, an e-mail is sent to the EDFacts Coordinator indicating the submitted file was received. After receipt of the e-mail, verify the status of the file through the *Transmittal Status Report* in the ESS (see section 5).
2. Once the transmission is processed, the state will receive an e-mail notification of the processing results.
3. If there is an error in the file submission process, the EDFacts Coordinator will receive an email detailing the issue.

NOTE: It is possible that a "received" e-mail may be received after a "processing results" e-mail. This may happen with smaller files that process quickly.

## 5 CHECKING TRANSMITTAL STATUS

The *Transmittal Status Report* checks the success or failure of a transmittal and view additional information about transmittal errors and warnings.

To access the *Transmittal Status Report*, click on the **Transmittal Status Report** hyperlink on the Navigation Bar (Figure 5-1). Initially, all transmittals are listed in a table on the lower portion of the page. The table displays the File Identifier, Transmittal File Name, Submission Date, File Type, File Specification Number and Name, Transmittal Status, and Last Action Date for each transmittal. Note: The File Identifier comes from the header row of the file. If “Undetermined” is in the File Identifier column, it means that the system was unable to parse the header.

Figure 5-1: Transmittal Status Reports

The screenshot displays the 'Transmittal Status Report' page. At the top, it says 'U.S. Department of Education Promoting educational excellence for all Americans' and 'EDEN Education Data Exchange Network Submission System'. A navigation menu on the left includes links like 'Home', 'Transmittal Authorization', and 'Transmittal Status Report'. The main content area has a 'Transmittal Status Report' heading and instructions: 'Use the drop down list and "GO" button to see data or reports associated with the transmittal.' Below this is a filter section: 'Filter Transmittals Show only those transmittals: On or after this date: 09/20/2009 AND/OR Containing the following: Show ALL'. There are also dropdowns for 'For School Year: ALL SCHOOL YEARS' and 'For File Specification: All File Specifications'. A 'GO' button is present. To the right is a calendar for date selection. Below the filter is a table of transmittals with columns: File Identifier, Transmittal File Name, Submission Date, File Type, File Spec., Transmittal Status, Last Action Date, and a 'Select file(s) to archive' button. The table contains several rows of data, including one with 'Transmittal OK' and others with 'Validation Error'.

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date	Select file(s) to archive
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 2:40PM	SCHOOL AYP STATUS	N103 - Accountability	Transmittal OK	Dec 23 2009 2:44PM	See Data GO
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 2:05PM	SCHOOL AYP STATUS	N103 - Accountability	Validation Error	Dec 23 2009 2:06PM	Validation Error GO
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 2:01PM	SCHOOL AYP STATUS	N103 - Accountability	Validation Error	Dec 23 2009 2:03PM	Validation Error GO
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 1:46PM	SCHOOL AYP STATUS	N103 - Accountability	Validation Error	Dec 23 2009 1:49PM	Validation Error GO

The *Transmittal Status Report* page is divided into three parts. The transmittal status appears at the lower portion of the page. If the transmittal status is not visible, scroll down to view the information. The upper part of the report contains tools to filter which transmittals appear in the report and to download the report to Excel.

## 5.1 Report Navigation

This section describes how to navigate within the *Transmittal Status Report*.

### 5.1.1 Page Navigation

There are two ways to navigate a multi-page list of transmittals. Both use the navigation buttons on the report navigation bar. The report navigation bar is located at the top of the page between the list functions (**Show All Files**, **Archive Selected Files**, etc.) and the report column headings. A second report navigation bar is located at the bottom of the page.

On the left side of the navigation bar, **FIRST** and **LAST** buttons are available. On the right side of the report navigation bar, **PREV** and **NEXT** buttons are available. If the button is enabled, it will be green with red font. If it is not enabled, it will be gray with dark gray font, meaning there is no **NEXT** or **PREV** page. If both buttons are grey, there is only a single page for the report. The **FIRST** button is not enabled if the first page of the report is being displayed; the **LAST** button is not enabled if the last page of the report is being displayed. These buttons will display the first or last page in the report as appropriate.

The second way to navigate within the list of transmittals is to use the **Go To Page** feature. With multiple pages, in the middle of the navigation bar is a number with a drop-down list indicating which page of the report is being displayed. Using the drop-down will display the total number of pages in the report. Select any specific page number in the report by highlighting and clicking a page number, then clicking the **Go To Page** hyperlink to the left of the page number.

### 5.1.2 Sorting the Transmittal Status Report

The column headings in the *Transmittal Status Report* are self-explanatory. Column headings are highlighted when the cursor is placed over them. When a highlighted column heading is clicked, the data in the column are sorted. A second click reverses the sort order.

## 5.2 Report Functions

### 5.2.1 Download to Excel

To download the report data to an Excel workbook, click on the inverted triangle to the right of the calendar. The triangle is labeled with the words **Download Excel Spreadsheet**. If the data in the report has been filtered, the Excel spreadsheet will only contain the filtered data shown on that page.

## 5.2.2 Filter Reports

When accessing the *Transmittal Status Report*, the transmittals included in the report can be filtered by Submission Date and/or Transmittal Status. To filter the transmittals into more manageable groups, use the **Filter Transmittals** section at the upper-right side of the page.

- Filtering by date will display only those transmittals submitted from the selected date forward. To filter by date, enter a date, or select one from the calendar.
- Filtering by school year limits the list of transmittals to only those submitted for a particular school year. To filter by school year, select a school year from the drop-down list.
- Filtering by transmittal status limits the list of transmittals to only those with a specific transmittal status. To filter by status, select a specific transmission status from the “Containing the following” drop-down list (Figure 5.2). See section 5.3.1 for definitions and functions associated with specific statuses.
- Filtering by file specification will display files by file number at every level a given file was submitted. To select one or more file specifications from the list box, hold the “Ctrl” key while making selections. This filter can be combined with any of the other three filters. Please see Figure 5-2 for the functionality.

Figure 5-2

The screenshot shows the 'Filter Transmittals' interface. It includes the following elements:

- Filter Transmittals** (Section Header)
- Show only those transmittals:**
  - On or after this date:
- AND/OR**
- Containing the following:**
  - (dropdown menu)
- For School Year:**
  - (dropdown menu)
- For File Specification:**
  - (dropdown menu)
  - N/X002 - Children with Disabilities (IDEA) - School Age
  - N/X003 - Children with Disabilities (IDEA) Academic Achievement
  - N/X004 - Children with Disabilities (IDEA) Not Participating in Assessm...
  - N/X005 - Children with Disabilities (IDEA) Removal to Interim Alternati...
- GO** (button)

The calendar shows the month of November 2012, with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8).

After selecting a date, school year, transmittal status, and/or file specification filter, click on the **GO** hyperlink under the calendar. Clicking **GO** displays the filtered list of transmittals. Although the page may not appear to change, scroll down to see the report requested. If different filtering is desired, change the parameters at the top of the page and click **GO** again.

Note: There are two **GO** hyperlinks on this page: one for the **Filter Transmittals** section, and the other at the end of each row of the list of transmittals. For more information about the **GO** link on the transmittals list, see section 5.3.2.

Figure 5-3: Transmittal Status Filter

**Transmittal Status Report**

**Filter Transmittals**  
 Show only those transmittals:  
 On or after this date:  
 7/9/2010  
 AND/OR  
 Containing the following:  
 Show ALL  
 Show ALL  
 Received  
 Format Error  
 Validation Error  
 Database Exception  
 Transmittal OK  
 Replaced  
 No Changes

Calendar: July 2010

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date	Select file(s) to archive
SCH NCLB End School Year Status	08EUSCHSYENDver0004.TAB	Jul 16 2010 3:53PM	NCLB SCHOOL END SY STATUS	N132 - School End of SY Status	Transmittal OK	Jul 16 2010 3:55PM	See Data <input type="button" value="GO"/> <input type="checkbox"/>
SCH NCLB End School Year Status	08EUSCHSYENDver0004X.CSV	Jul 16 2010 3:53PM	NCLB SCHOOL END SY STATUS	N132 - School End of SY Status	Transmittal OK	Jul 16 2010 3:58PM	See Data <input type="button" value="GO"/> <input type="checkbox"/>
1.3-MISSING LEA SPEC ED PARA	eu112LEA0910JEL020713_e.TAB	Jul 16 2010 2:31PM	LEA SPECIAL ED PARAPROFESSIONALS	N112 - Special Education Paraprofessionals	Received	Jul 16 2010 2:31PM	No Action <input type="button" value="GO"/> <input type="checkbox"/>

### 5.2.3 Additional Report Functions

The *Transmittal Status Report* has four functions that can be highlighted and performed: These functions are shown on the bar at the top of the report.

- ▶ **Show all files:** Displays all files that meet the filter criteria including previously archived files.
- ▶ **Archive selected file(s):** Removes the selected files from the display. Files are selected by using the “Select All” function or by checking an individual file’s “Select File(s) to Archive” box – the right-most column of the list.
- ▶ **Select All:** Checks the “Select File(s) to Archive” box for all the files in the filtered list.
- ▶ **Clear All:** Unchecks the “Select file(s) to archive” box for all the files in the filtered list.

### 5.3 Transmittal Status

This section describes the possible transmittal statuses that may appear in the Transmittal Status column of the report. This section also includes a description of the error reports associated with these statuses. Note that the system performs additional edit checks after the file is accepted into the database. The results of these submission edits are described in section 6.0.

### 5.3.1 Status Definitions

Within the *Transmittal Status Report* each transmittal has a status indicating whether the transmittal was successful or whether errors were issued. These statuses are defined below. Some statuses have additional actions that can be initiated. The descriptions below include information about any additional actions associated with a status. To initiate an action, click the **GO** hyperlink next to the action shown in the column to the right of Last Action Date. If the **GO** hyperlink is not highlighted, then no action can be invoked. Section 5.3.2 describes the reports associated with some of these actions.

- ▶ **Received:** A Received status indicates that the transmittal has been received but has not yet been processed. When a transmittal is in a Received status, no further information for the transmittal is available. If a transmittal is in a Received status for more than 24 hours, contact PSC.
- ▶ **Format Error:** A format error is issued when there is a fundamental problem with the transmittal and the software is unable to process the submitted file any further. For example, format errors will occur if a delimited file does not have the correct number of delimiters, or an incorrect file extension is used in the file name. For more information about the format errors, view the *Format Error Report* by clicking the **GO** hyperlink in the column to the right of Last Action Date. Format errors are the most serious error type and prevent any further processing of the file. Note that format errors must be corrected and the file resubmitted before the file can be loaded into the staging database. See section 5.3.2.1 for more information about the *Format Error Report*.
- ▶ **Validation Error:** Validation errors are issued when a data field fails a validation edit. For example, an invalid permitted value will cause a validation error. Validation errors are also issued when a data element value is determined to be inconsistent with other data within the referenced transmittal file. For example, a validation error is issued if the sum of male and female students = 200 and the total students = 150. Validation edits are performed once there are no format errors. To view the *Validation Errors Report*, highlight and click on the **GO** hyperlink in the column to the right of Last Action Date. Note that validation errors must be corrected and the file resubmitted before the file can be loaded into the staging database. See section 5.3.2.2 for more information about the *Validation Error Report*.
- ▶ **Database Exception:** A database exception is an unexpected error. If a database exception occurs, report the instance to PSC.
- ▶ **Transmittal OK:** A Transmittal OK status indicates that the data for the transmittal has been accepted into the staging database. Review the data for any transmittal that has been accepted into the staging database. Click on the **GO** hyperlink to the right of the **See Data** field.
- ▶ **Replaced:** A status of Replaced indicates that the transmittal shown has been replaced by a subsequent transmittal.

- ▶ **No Changes:** A status of No Changes indicates that a transmittal was submitted that resulted in no changes to the data in the staging database.

### 5.3.2 Transmittal Error Reports

This section describes the error reports generated when there are transmittal errors. *Transmittal Error Reports* are available for transmittals with format and validation edit errors. They are accessed from the *Transmittal Status Report* by clicking the **GO** hyperlink for a specific transmittal.

Errors identified after a file is in the staging database (submission errors) are not identified in the *Transmittal Error Reports*. These errors appear on the *Submission Error Report*. Submission errors also need to be corrected; however, they do not stop the process of loading the file into the staging database. See section 6.0 for more information on the *Submission Error Report*.

#### 5.3.2.1 Format Error Reports

A format error is issued when there is either a file format problem, or a data type mismatch is detected with the referenced transmittal file. The problem must be corrected and the file resubmitted before the file can be loaded into the staging database. The *Format Error Report* (Figure 5-4) is used to identify the format problem. A single transmittal may have more than one format error; however, because file processing stops when the first format error is detected, the *Format Error Report* will show only one format error at a time. The transmittal will continue to be rejected until all format errors are corrected. If a transmittal contains a format error, it must be reviewed for additional format errors before it is retransmitted.

Figure 5-4: Format Errors Report

The screenshot shows the 'Format Errors Report' interface. At the top, it says 'U.S. Department of Education Promoting educational excellence for all Americans' and 'EDEN Education Data Exchange Network Submission System'. Below that is a 'Welcome to EDEN' banner. On the left is a navigation menu with items like 'Home', 'Transmittal Authorization', 'Transmittal Status Report', 'Submission Error Report', 'Submission Progress Report', 'Education Unit Profile', 'Data Framework', 'EMAPS', and 'Change Password'. The main content area is titled 'Format Errors Report' and contains a table with the following data:

Transmittal From:	File Identifier:	Transmittal File:	Transmittal Date:	Reporting Period:
Euphoria	Undetermined	EULEADISCTEST.1ab.txt	Jul 23 2010 3:22PM	

Below the table, there is a 'File Type:' field. A 'Summary of Error' table shows one error:

Summary of Error	Count
ER-1 / Data is not in correct fixed (txt) file format.	1

At the bottom, there is a note: 'Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.'

### 5.3.2.2 Validation Errors Report

A validation error is issued when a data field fails a validation edit. Validation edits are performed once there are no format errors. Validation errors must be corrected and the file resubmitted before the file can be loaded into the staging database. The *Validation Errors Report* identifies the failed edits. The first page of the *Validation Errors Report* (Figure 5-5) displays a summary count for each error type (i.e., the number of times the specific error type has occurred for the transmittal) triggered by the transmittal.

Figure 5-5: Validation Errors Report

U.S. Department of Education  
Promoting educational excellence for all Americans.

EDEN  
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Log

#### Validation Errors Report

Transmittal From:	File Identifier:	Transmittal File:	Transmittal Date:	School Year
Euphoria	1.3.MISSING LEA SPEC ED PARA	eu112LEA0910JEL020713_c.TAB	Jul 16 2010 1:40PM	2009-2010

File Type:  
LEA SPECIAL ED PARAPROFESSIONALS

Return to Transmission Status Report

View Details

Summary of Business Rule Errors

	Count	Count Type
ER-39 / Reporting Missing (MISSING) or Not Collected (NOTCOLLECT) and valid Category values for the same Category and Category Set is not permitted.	4	
ER-41 / Grand Total is missing for Table Type.	1	

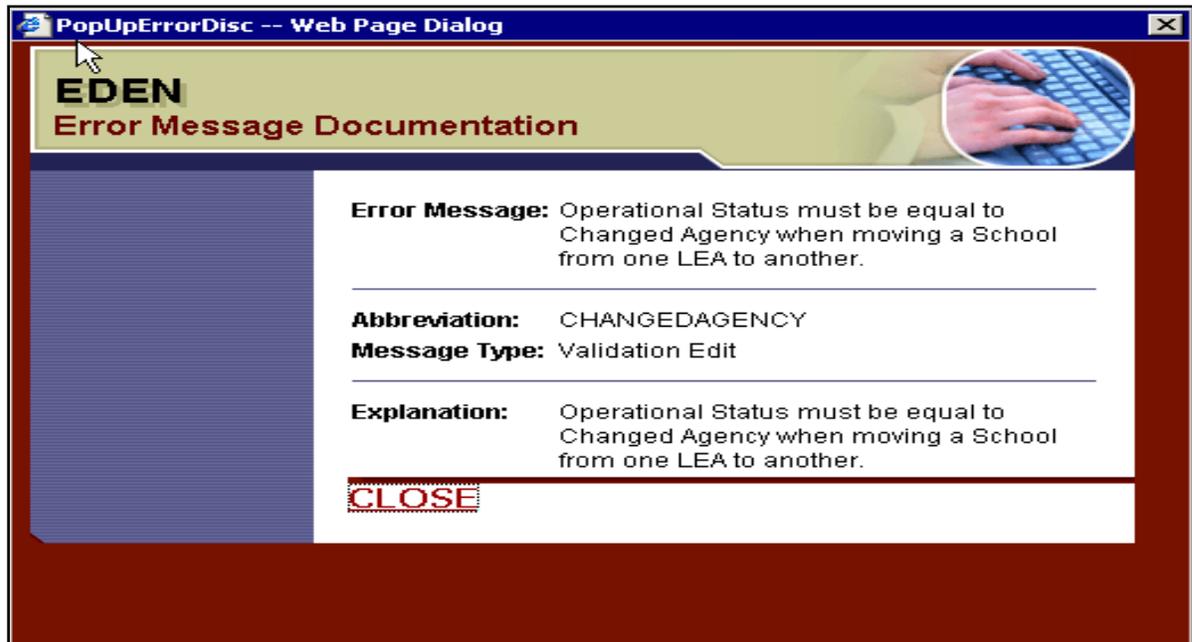
Return to Transmission Status Report

View Details

Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.

To view a more detailed explanation of an error, highlight and click on the description of the error. This will display an *Error Message Documentation* pop-up window, as shown in Figure 5-6. Click the **CLOSE** button to close the pop-up window. More detailed error explanations, including potential error causes and error resolution, are available in the *EDFacts Business Rules Guide*, available on the *EDFacts* Web site.

Figure 5-6: Error Message Documentation



Unlike format errors, all validation errors are identified when the transmittal is processed; however, there is a maximum number (1,000) of validation errors that can be processed for a single transmittal. Once the threshold is reached for a transmittal, processing for that transmittal is terminated.

Located at the bottom of the *Format Errors Report*: the ***Return to Errors and Warnings Report*** tab.

***Return to Errors and Warnings Report*** tab takes the user back to the *Transmittal Status Reports*. The browser **BACK** button also will eventually return back to the *Validation Errors Summary Report* page, depending on how many pages in the *Validation Errors Summary Report* detail list have been reviewed.

## 6 SUBMISSION ERROR REPORT

The *Submission Error Report* provides access to the results of submission edits and warnings. Submission edits and warnings ensure that the data meet or exceed an acceptable level of reasonability by checking the values entered in a field against other similar values in the same file or across files. If a discrepancy is found (i.e., a value falls outside of the acceptable range), a submission error or warning is issued. Unlike format and validation edits, submission edits and warnings are applied to the data after they are in the staging database.

To access the *Submission Error Report*, click the **Submission Error Report** hyperlink on the Navigation Bar (Figure 6-1). The report opens on the **State Data** tab with submission errors or warnings for the most recent school year. If there are no such files, the *Submission Error Report* shows no files. This is different from the *Transmittal Status Report*, which shows the transmittal status for all files. Files with errors and warnings for previous school years can be viewed by changing the school year in the drop-down list at the top left corner of the report. View the same information for LEA and school files with submission errors or warnings by selecting the appropriate tab at the top of the table (**LEA Data** or **School Data** instead of **State Data**). Section 6.1 discusses the information available behind these tabs.

Note: The information behind the **Reports** tab is different. The **Reports** tab provides access to match edit reports. Section 6.2 discusses the information available for reports.

### 6.1 The Data Tabs

The **State Data**, **LEA Data**, and **School Data** tabs provide detailed information about the errors and warnings in each of the files displayed. Behind these tabs is a table listing all the files with errors or warnings. For each file, the table displays the File Submission Name, Specification Number, Last Submission Date (the date and time of the last submission of that file loaded into ESS), Error Count, and Warning Count. The table also includes a **Detail** hyperlink and **Download** hyperlink for each file. The functioning of these hyperlinks is described below.

Figure 6-1: Submission Error Report Data Tabs

U.S. Department of Education  
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EDEN  
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Logoff

Home  
Transmittal Authorization  
Transmittal Status Report  
**Submission Error Report**  
Submission Progress Report  
Education Unit Profile  
Data Framework  
Change Password

**Submission Error Report : Euphoria**

Select a School Year (required)  
2007-2008 GO

State Data LEA Data School Data Reports

< FIRST LAST > < PREV NEXT >

File Number	File Submission Name	Last Submission Date	Error Count	Warning Count		
002	Children with Disabilities (IDEA)	12/15/2007 3:28:20 PM	61	1	Detail	Download
089	Children w Disab Early Childhood	12/13/2007 11:37:08 PM	31	0	Detail	Download

< FIRST LAST > < PREV NEXT >

### 6.1.1 Details

Clicking on the **Detail** hyperlink for a file opens the *Submission Error Report Detail* page (Figure 6-2). The *Submission Error Report Detail* page allows the user to view the specific submission errors and warning triggered by a file. It lists the **Rule Code**, **Error Message**, and **Error Value** for each error or warning triggered. The **Rule Code** allows the user to reference the rule in the Business Rules Guide. The error message provides a brief description of the problem. The **Error Value** identifies the permitted value affected by the rule.

Figure 6-2: Submission Error Report Details Page

The screenshot displays the 'Submission Errors Report Detail' for the Euphoria State Education Agency. The page includes a navigation menu on the left, a header with the U.S. Department of Education logo and 'EDEN' branding, and a main content area with a table of errors. The table has columns for SEA Name, State ID, Error Type, Rule Code, Error Message, and Error Value. The errors listed are for various IDEA categories (AUT, DB, DD, HI, MD, MR, OHI) where the total for category set A does not match category D.

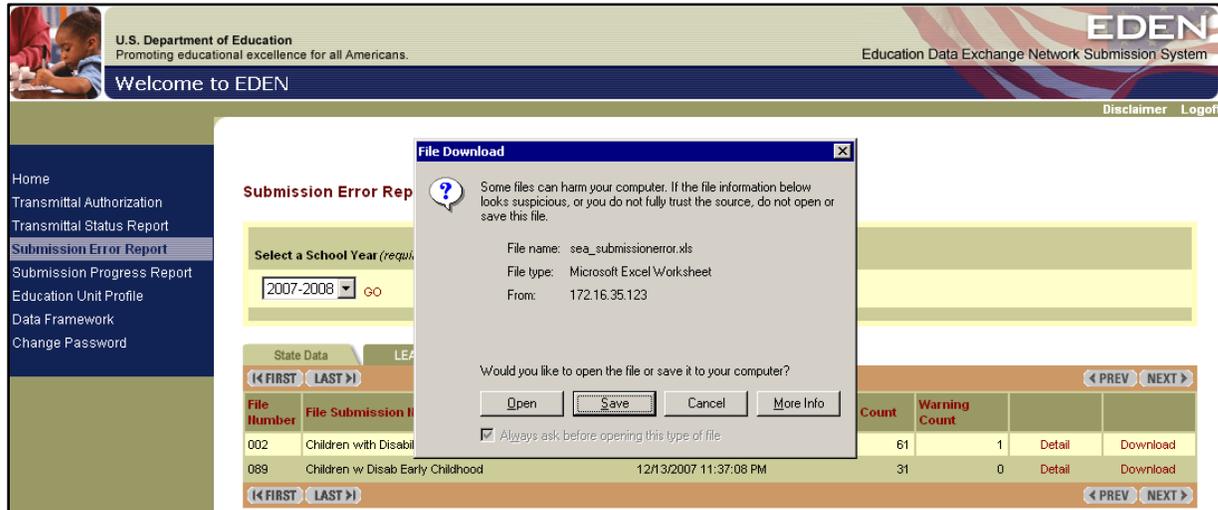
SEA Name	State ID	Error Type	Rule Code	Error Message	Error Value
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) AUT reported in category set A does not match category B.	AUT
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) DB reported in category set A does not match category B.	DB
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) DD reported in category set A does not match category B.	DD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) AUT reported in category set A does not match category D.	AUT
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) DB reported in category set A does not match category D.	DB
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) DD reported in category set A does not match category D.	DD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) HI reported in category set A does not match category D.	HI
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) MD reported in category set A does not match category D.	MD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) MR reported in category set A does not match category D.	MR
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) OHI reported in category set A does not match category D.	OHI

Note: The default *Submission Error Report* displays at the state data level. Make sure to review the submission error reports for the other reporting levels.

### 6.1.2 Download

Clicking the **Download** hyperlink for a file opens the **Submission Error Report File Download** pop-up box (Figure 6-3). This pop-up box allows the user to open and view or save the Submission Error Report Detail as a Comma Separated Value (CSV) file. CSV files can be read by Excel and other spreadsheet software.

Figure 6-3: Submission Error Report Download Pop-up Box



Before downloading the error report, select the appropriate **Education Level** tab and **School Year**.

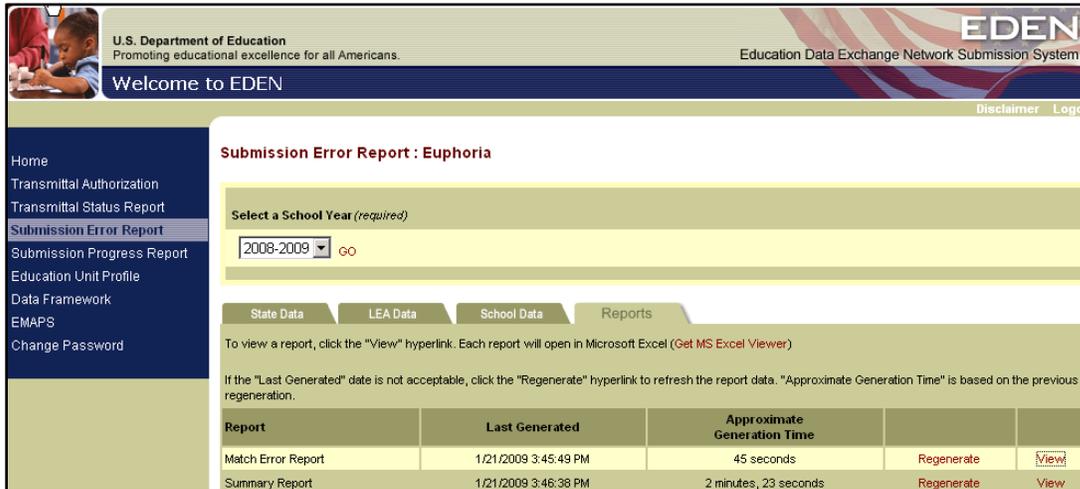
## 6.2 The Reports Tab

Behind the **Reports** tab, a table of the reports is available (Figure 6-4). Currently, the table includes links to display the **Match Error Report** and **Summary Report**.

- The **Match Error Report** shows the errors identified when the current school year's directory data (universe) are compared with the previous year's directory data. For example, it identifies schools with NCES School IDs that are different from the previous year's IDs.
- The **Summary Report** shows all of the Common Core of Data (CCD) information the state has submitted, summarized in multiple ways. The report is not complete until all data are submitted, but preliminary pieces of information, such as Membership and Staff FTE, are available as soon as they are submitted to ESS. The **Summary Report** is used to review the data submitted for consistency and data quality.

The **Reports** tab displays the date the report was generated, and the amount of time it took to generate the report. There are also two hyperlinks for the report, which are used to regenerate the report or to view the report. Each of these functions is described below.

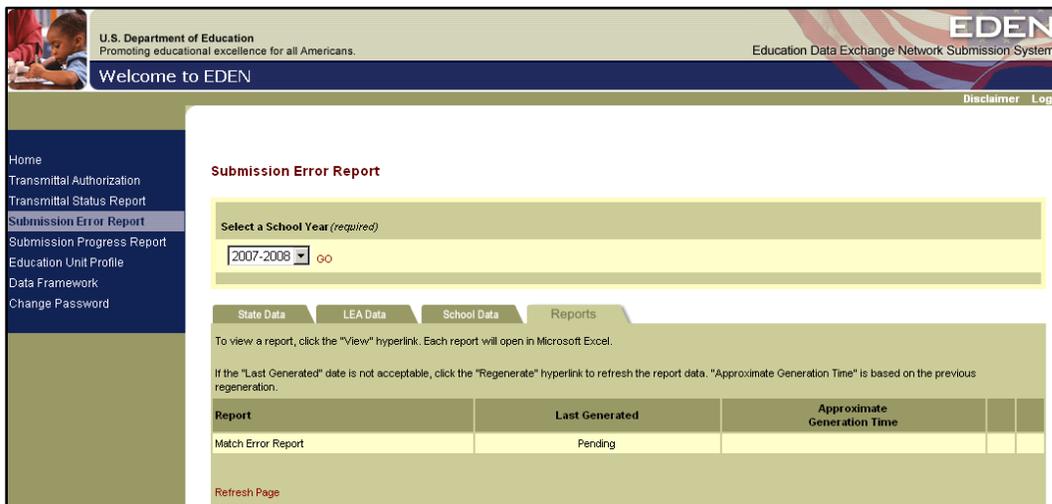
Figure 6-4: Reports



### 6.2.1 Regenerate

Clicking the **Regenerate** hyperlink allows the user to regenerate the match error reports (Figure 6-5). While the error report is generating, the **Last Generated** field will change its status to Pending until a new report is available.

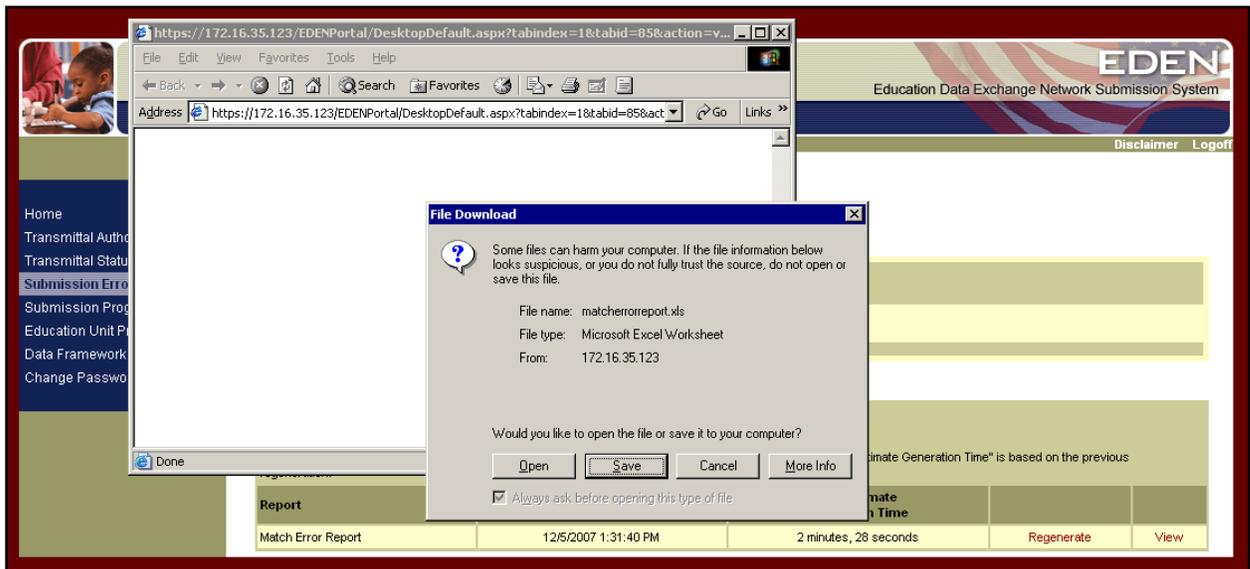
Figure 6-5: Submission Error Report Regenerate Link



### 6.2.2 View

Clicking the **View** hyperlink displays a pop-up box used to view the *Match* or *Summary Reports*, depending on which report is selected. The *Match Report* identifies where the directory data has errors and opens in an Excel spreadsheet. If desired, the user can then save the file (Figure 6-6).

Figure 6-6: Submission Error Report View Link



### 6.2.3 CCD Edit Reports

If the SEA does not have any directory match errors, but other data have submission errors, three rows will display below the *Summary Report* row. These are the SEA, LEA, and *School Edit Report* rows (Figure 6-7). These reports contain submission errors about CCD data only, and should be the same CCD-related errors found on the respective *Submission Error Report* tabs.

Figure 6-7: CCD Edit Report Rows

State Data | LEA Data | School Data | Reports

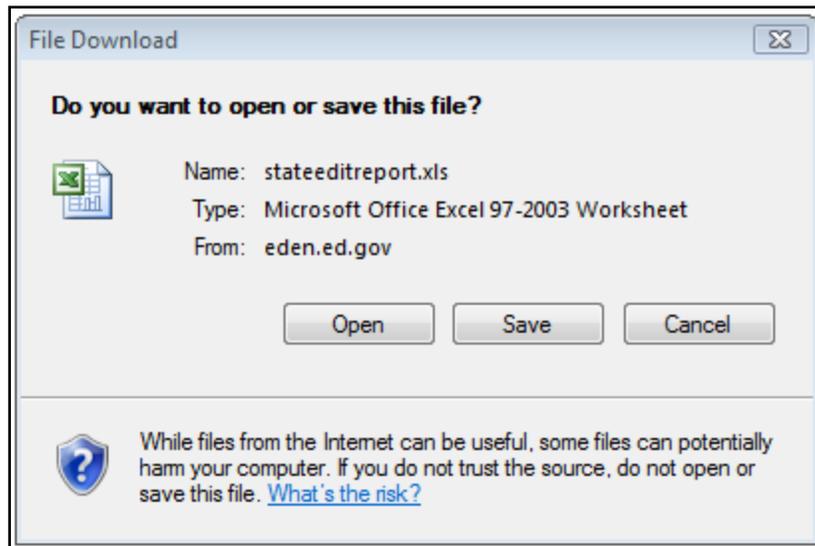
To view a report, click the "View" hyperlink. Each report will open in Microsoft Excel ([Get MS Excel Viewer](#))

If the "Last Generated" date is not acceptable, click the "Regenerate" hyperlink to refresh the report data. "Approximate Generation Time" is based on the previous regeneration.

Report	Last Generated	Approximate Generation Time	Regenerate	View
Match Error Report	8/11/2010 10:38:40 AM	2 minutes, 12 seconds	Regenerate	View
Summary Report	8/11/2010 3:56:55 PM	12 minutes, 11 seconds	Regenerate	View
State Edit Report	8/11/2010 10:30:12 AM	-	-	View
Agency Edit Report	8/11/2010 10:30:12 AM	-	-	View
School Edit Report	8/11/2010 10:30:12 AM	-	-	View

To review any of these reports, click on that row's **View** link, in order to open or save the MS Excel spreadsheet (Figure 6-8).

Figure 6-8: Viewing CCD Edit Reports



If **Open** is selected, a multi-worksheet MS Excel spreadsheet (Figure 6-9) will open which provides a summary page (worksheet) and several worksheets containing the types of errors identified in the CCD data. The summary page **Instructions** tab lists which worksheets contain errors, and number of errors; only the pages with errors need to be reviewed.

Once all of the Match Errors have been fixed, review each level (SEA, LEA, and school) of the *Edit Reports*.

Figure 6-9: CCD Edit Reports Content

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Instructions												
	Please review all the worksheets provided in this Edit report. - Correct all errors with a "Y" under the Must Fix column (critical errors). - Once the critical errors have been corrected, correct the non-critical errors (warnings) if the data is in error. - If you have questions about this process, the Edit report, data being displayed on the Edit report, or errors or warnings received, please contact the EDFacts Partner Support Center at:  Telephone: 877-467-3336 (877-HLP-EDEN) Fax: 888-329-3336 (888-FAX-EDEN) TTY/TDD: 888-403-3336 (888-403-EDEN) or E-mail: eden_SS@ed.gov												
2		Edit Failures											
3	Invalid Data	0											
4	Verify Missing	0											
5	Verify Change	0											
6	Current to Prior % Diff	0											
7	Total to Sum of Detail	0											
8	Related Field Totals	0											
9	Gradespan Issues	0											
10	Closed-Inactive-New with Data	0											
11	Statewide Issues	0											
12	Missing Data	0											
13	Duplicate Info	0											
14													
15													
16													
17													
18													
19													

### 6.3 Submission Edits Processing Information

Unlike the *Match Error Report*, the submission edits are processed every few hours, as needed. As a result, the errors and warning information in the *Submission Error Report* may not reflect data in files submitted (or resubmitted) will not be reflected on the report until the submission edits have been run again, which could be the following day. Similarly, when an error is corrected, it may not be reflected on the report until the following day.

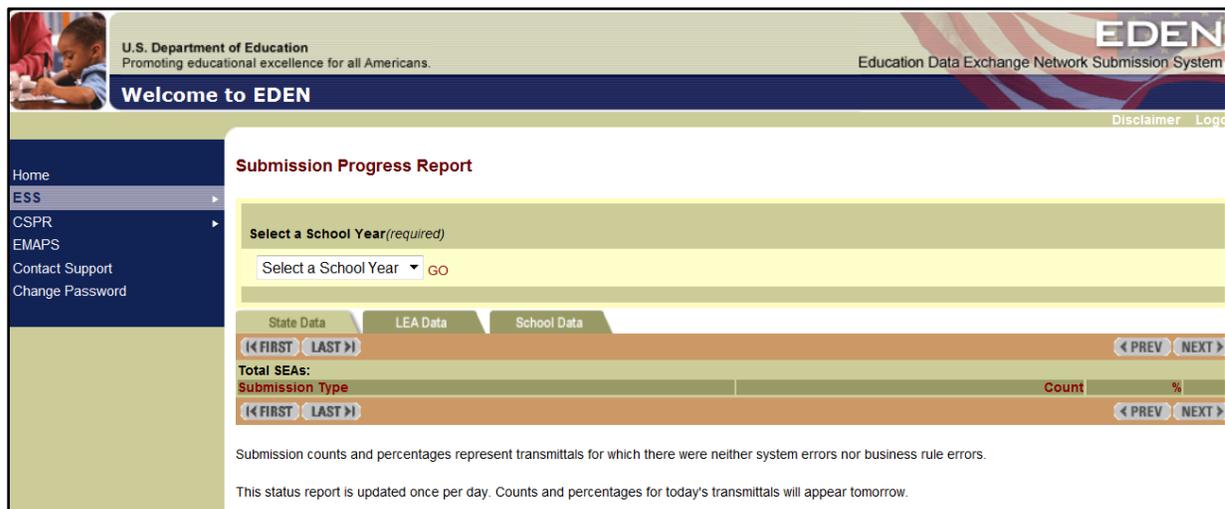
A maximum number of 1,000 errors or warnings can be identified in the course of processing a file. Once 1,000 errors or warnings are identified, further processing of that file will end. For example, if an inappropriate string is included in every record in a file, the processing will stop after 1,000 errors are identified. *The Business Rules Guide* document contains all of the reasonability edits in ESS.

## 7 SUBMISSION PROGRESS REPORT

This *Submission Progress Report* allows the user to view where a state is in the yearly submission process, and approve or hold a submission type for transfer into the data repository. The status of submissions can be viewed by SEA, LEA, or school level.

Click the ***Submission Progress Report*** hyperlink on the Navigation Bar (Figure 7-1) to access the *Submission Progress Report*. The report opens on the submission progress for the state-level data; however, the submission status information will not display until a school year is selected from the drop-down list. To view the submission progress for LEA and school data, select the appropriate tab at the top of the table (***LEA Data*** or ***School Data***, instead of ***State Data***) and follow the same instructions.

Figure 7-1: State Submission Progress



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EDEN  
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Log

Home  
ESS  
CSPR  
EMAPS  
Contact Support  
Change Password

**Submission Progress Report**

Select a School Year (required)

Select a School Year  GO

State Data LEA Data School Data

<< FIRST LAST >> < PREV NEXT >

Total SEAs:

Submission Type	Count	%
<< FIRST LAST >>	< PREV NEXT >	

Submission counts and percentages represent transmittals for which there were neither system errors nor business rule errors.

This status report is updated once per day. Counts and percentages for today's transmittals will appear tomorrow.

### 7.1 Submission Progress Report

Once on the *Submission Progress Report* page for the desired education unit type (SEA, LEA, school), select the desired school Year from the drop-down list provided and click **GO**. This will display a report of the submission status for each submission type (Figure 7-2). The submission type corresponds with the table in the EDFacts database where the data are stored. Scroll down to view the report.

Figure 7-2: Submission Progress Report (LEA)

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Home  
Transmittal Authorization  
Transmittal Status Report  
Submission Error Report  
**Submission Progress Report**  
Education Unit Profile  
Data Framework  
EMAPS  
Change Password

LEA Submission Progress Report as of 1/30/2009 : Euphoria

Select a School Year (required)  
2008-2009 GO

State Data LEA Data School Data

( < FIRST LAST > ) ( < PREV NEXT > )

Total LEAs: 30

Submission Type	Count	%	
Children with Disabilities (IDEA) Early Childhood Tables	1	3.333	See Data GO
Special Education Paraprofessionals Tables	2	6.667	See Data GO
Personnel Skilled in Technology Table	2	6.667	See Data GO
Total Districts	0	.000	No Action
Special Education Personnel Tables	2	6.667	See Data GO
Student Membership Table	4	13.333	See Data GO
Elementary Classes Taught by Teacher Qualification Table	1	3.333	See Data GO
Special Education Teacher Table	2	6.667	See Data GO
Children with Disabilities (IDEA) School Age Tables	2	6.667	See Data GO
LEP Demographic Tables	4	13.333	See Data GO

Navigation buttons (i.e., **FIRST/LAST**, **PREV/NEXT**) appear at the top of the report below the education level tabs. These navigation buttons operate the same as on the *Transmittal Status Report*.

The contents of the report can be sorted by the contents of each column. To sort the report, click on a column heading. Clicking once will sort the data in ascending sequence; clicking a second time will sort the data in descending sequence.

Displayed in the top left corner of the report is the total number of the education units selected. At the SEA level, this count should always be one. Figure 7-2 shows the *LEA Submission Progress Report*. It shows that there are 30 LEAs in the state of Euphoria. For each submission type, the report also shows how many education units (SEA, LEAs, or schools, as appropriate) have been submitted to the staging database. The percentage of the education units submitted for that file will be displayed in the % column.

Use the tabs at the top of the report to view submission status for different education unit levels. Click on the **State Data**, **LEA Data**, or **School Data** tabs.

### 7.1.1 See Data

If data is available for a submission type, **See Data** is available from the drop-down list to the right of the Status (%) column.

1. **Select the Education Unit:** Clicking **GO** on the *Submission Progress Report* brings up a pop-up window with the names of all the education units with data for that reporting level (SEAs, LEAs, or schools). Figure 7-3 shows the two LEAs in Euphoria that have data. Click on the name of an education unit to see its data.

Figure 7-3: List of Education Units (LEAs)

**LEA Submission Progress Report**

<b>State:</b> Euphoria	<b>FIPS State Code:</b> 80
<b>State Agency Name:</b> Euphoria State Education Agency	<b>School Year:</b> 2006-2007
<b>Refine Your Search</b> <a href="#">GO</a>	

LEA Name	HCES LEA ID	State LEA ID	City
Euphoria State Secondary School	8099987	00613EUPHORIA	Milledgeville
Federal Elementary School of Bass County	8099986	00614FEDERAL	Homer

Note: Use the **Back** function to move to a previous window in the pop-up frame. If there is no **Back** function provided, right click and then click **Back** to return to a previous window in the pop-up frame.

2. **Select a Data Group.** After clicking **GO** for a particular education unit, the next pop-up window lists the data groups available for the submission type and education unit selected (Figure 7-4). This window displays the data group name, ID, and file specification numbers.

Figure 7-4: State Data Submission Progress Report: Data Groups

**State Submission Progress Report: Data Groups**

<b>State Agency Name:</b> Euphoria State Education Agency	<b>File Name:</b> CWD (IDEA) Exiting Spec Ed	<b>File Spec #:</b> 009
<b>School Year:</b> 2005-2006		

Name	ID	Table Type	Value
Children with Disabilities (IDEA) Exiting Special Education Tables	85	IDEAEXITSPED	<a href="#">See Data</a>

3. **Select a Category Set.** To access data for this data group, click the **See Data** link in the Value column. The next screen lists the Category Sets, Subtotals, and Total, where applicable, associated with the selected data group (Figure 7-5). Subtotals and the Total are listed as Type “Total,” while Category Sets are Type “Detail.”

**Figure 7-5: State Data Submission Progress Report: Children with Disabilities (IDEA) Exiting Special Education Tables (Category Sets)**

**State Submission Progress Report: Children with Disabilities (IDEA) Exiting Special Education Tables**

<b>State Agency Name:</b> Euphoria State Education Agency	<b>File Name:</b> CWD (IDEA) Exiting Spec Ed	<b>File Spec #:</b> 009
<b>School Year:</b> 2005-2006		

CategorySet	Type	See Data
Age (Exiting Special Ed), Basis of Exit, Disability Category (IDEA)	Detail	<a href="#">See Data</a>
Basis of Exit, Gender	Detail	<a href="#">See Data</a>
Basis of Exit, LEP Status (Both)	Detail	<a href="#">See Data</a>
Basis of Exit, Race/Ethnicity	Detail	<a href="#">See Data</a>
Age (Exiting Special Ed), Basis of Exit	Total	<a href="#">See Data</a>
Total for Children with Disabilities (IDEA) Exiting Special Education Tables	Total	<a href="#">See Data</a>

**4. View Data.** Clicking the **See Data** link from a category sets page lists, in alphabetical order, the permitted values for the selected category set. Clicking on the **See Data** link for a category set (on the right hand side of the screen) displays the results of the submissions that are currently available (Figure 7.6).

**Figure 7-6: State Data Submission Progress Report (Permitted Values)**

**State Submission Progress Report**

<b>State:</b> Euphoria	<b>School Year:</b> 2005-2006	
<b>State Agency Name:</b> Euphoria State Education Agency	<b>State Agency Number:</b> 01	<b>FIPS State Code:</b> 80

Age	Basis of Exit	Disability Category	StudentCount	Percentage
Age 14	Received a certificate	Autism	100	24.39%
Age 15	Graduated with regular high school diploma	Deaf-blindness	100	24.39%
Age 18	Died	Hearing impairment	10	2.44%
Age 21	Transfer to regular education	Orthopedic impairment	100	24.39%
22 years old and older	Received a certificate	Specific learning disability	100	24.39%

## 8 EDUCATION UNIT PROFILE

### 8.1 Purpose of the Education Unit Profile

The Education Unit Profile is used to view and verify SEA, LEA, and school level data.

Click on the **Education Unit Profile** hyperlink in the Navigation Bar to view the Education Unit Profile (EUP). This will display the page shown in Figure 8-1.

### 8.2 Accessing State Data

Figure 8-1: Education Unit Profile

To access state-level data, mark the **Display State Only** button at the bottom of the page, under the Select a Results List area. Note that **Display State Only** is the default EU level.

Select a school year from the **Select a School Year** drop-down list (Figure 8-2) and click **GO**.

Figure 8-2: Education Unit Profile

After clicking **GO**, the next screen is the *State Education Unit Profile: Search Results* page (Figure 8-3). Click on the **State Agency Name** hyperlink to access

state-level data by file submission. Note that at this time, there is only one State Agency in ESS for each state.

Figure 8-3: Education Unit Profile: Search Results



Use the navigation tabs at the bottom of the page to **Return to Previous Page** or to **Start a New Search**. With the exception of the main *Education Unit Profile* page, these navigation buttons appear at the bottom of all pages.

Click on the **State Agency Name** hyperlink to open the *State Education Unit Profile: File Submissions* page (Figure 8-4). In alphabetical order by name, this page lists all of the files collected by EDFacts for that school year. It also lists the file number, data collection period, and the date and time of the most recent submission for the selected school year. Click on a column heading to sort the list of files by that characteristic.

Figure 8-4: Education Unit Profile: File Submissions



The *State Education Unit Profile: File Submissions* page also displays information about the SEA including its name, physical address, and Chief State School Officer (CSSO) information. If no effective date was submitted through an SEA directory submission, the default effective date (10/01/2003) is displayed.

To view the data for a specific file, click the name of the file. If the last submission date is blank, no data were submitted, and therefore are not available for viewing.

Clicking on the file name takes opens the *State Education Unit Profile: Data Groups* page (Figure 8-5). Information at the top of the page describes the selections made so far: the SEA’s name, the school year selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time the data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group to be viewed.

Historical information can be found in the Directory file from the *State Education Unit Profile: Data Groups* page by clicking the **Directory** file name. Section 8.5 has more information about accessing historical Directory information.

Figure 8-5: Education Unit Profile: Data Groups

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State Education Unit Profile: Data Groups

State Agency Name: Euphoria State Education Agency      File Name: Academic Achievement in Mathematics      File Spec #: 075  
School Year: 2008-2009

Name	ID	Table Type	Last Modified	Value
Academic achievement in mathematics table	583	STUDPERFM	6/11/2009 2:43:07 PM	<a href="#">See Data</a>

Return to Previous Page      Start a New Search

Clicking the **See Data** hyperlink displays an alphabetical list of all the data category sets for the selected data group. Clicking on a column heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8-6 shows the category sets for data group 583, the *Academic Achievement in Mathematics* table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8-6: Education Unit Profile: Data Categories

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State Education Unit Profile: Student Performance Table - Math

State Agency Name: Euphoria State Education Agency      File Name: Academic Achievement in Mathematics      File Spec #: 075  
School Year: 2008-2009

CategorySet	Type	Value
Disability Status (Only), Full Academic Year Status, Grade Level (Assessment), Proficiency Level	Detail	<a href="#">See Data</a>
Economically Disadvantaged Status, Full Academic Year Status, Grade Level (Assessment), Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Homeless Served Status, Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), LEP Status (Only), Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Major Racial and Ethnic Groups, Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Migrant Status, Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Proficiency Level, Sex (Membership)	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Proficiency Level	Total	<a href="#">See Data</a>

Return to Previous Page      Start a New Search

After clicking the **See Data** hyperlink, data are displayed for each combination of permitted values in the selected category set. Figure 8-7 shows the data for the Basis of Exit, Gender category set. These data can be sorted by clicking on the column headings.

Figure 8-7: Education Unit Profile Data

Full Academic Year Status	Grade Level	Proficiency Level	StudentCount	Percentage
Not present for full academic year	Grade 5	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 6	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 7	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 8	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 9	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 10	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 11	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 12	Level 1 (lowest level)	30	5.88%
Not present for full academic year	High School	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 3	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 3	Level 2	30	5.88%
Present for full academic year	Grade 3	Level 3	30	5.88%
Present for full academic year	Grade 3	Level 4	30	5.88%
Present for full academic year	Grade 3	Level 5	30	5.88%
Present for full academic year	Grade 3	Level 6	30	5.88%
Not present for full academic year	Grade 3	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 4	Level 1 (lowest level)	30	5.88%

### 8.3 Accessing Local Education Agency (LEA) Data

The steps for accessing LEA data are very similar to those for accessing SEA data, with a few more options to specify an LEA. To access LEA level data, mark the **Display Local Education Agencies** button at the bottom of the main *Education Unit Profile* page, under the Select a Results List field.

Select a school year period from the **Select a School Year** drop-down list (Figure 8-8) and then click **GO**.

Figure 8-8: Education Unit Profile

After clicking **GO**, the next screen is the *LEA Education Unit Profile: Search* page (Figure 8-9), where additional search criteria can be entered to access specific LEAs or all LEAs within the state.

On the *LEA Education Unit Profile: Search* page, either click the **Display Local Education Agencies** hyperlink to display all LEAs in the state, or use **Search** criteria to access specific LEAs. As shown in Figure 8-9, search criteria include LEA Name, NCES Identifier, State Identifier, County Name, City, Zip, or Operational Status. Click **GO** after entering the search criteria.

Figure 8-9: LEA Education Unit Profile Search Page

The screenshot shows the 'LEA Education Unit Profile: Search' page. At the top, there is a header with the U.S. Department of Education logo and the EDEN (Education Data Exchange Network Submission System) logo. Below the header is a navigation menu with links such as Home, Transmittal Authorization, and Submission Error Report. The main content area is titled 'LEA Education Unit Profile: Search' and contains a search form. The form includes a 'Start New Search' section with a 'Select a School Year (required)' dropdown menu set to '2013-2014'. Below this is a 'Select a Results List (No further search criterion are needed)' section with three radio buttons: 'Display State Only', 'Display Local Education Agencies' (which is selected), and 'Display Schools'. The 'Narrow Your Search Criterion' section contains several input fields: 'LEA Name', 'NCES Identifier', 'State Identifier', 'County Name', 'City', 'Zip', and 'Operational Status'. A note next to the 'LEA Name' field states: 'You can provide a full or partial LEA Name, NCES Identifier, State Identifier, county, city, zip code, or operational status, or a combination of each to return a list of matching LEAs within the selected state.' At the bottom of the form is a red 'GO' button.

After clicking **GO**, the *Education Unit Profile: Search Results* page (Figure 8-10) displays an alphabetical list of all LEAs that met the search criteria. This page displays the LEA Name, State LEA ID, NCES LEA ID, County, School Year Start Status, and a Schools hyperlink, which will display the schools associated with the LEA. The list of LEAs can be sorted by clicking on any of these column headings.

Figure 8-10: LEA Education Unit Profile Search Results

The screenshot shows the EDEN web application interface. At the top, there is a header with the U.S. Department of Education logo and the text 'Promoting educational excellence for all Americans.' To the right, it says 'EDEN Education Data Exchange Network Submission System'. Below the header, there is a navigation menu on the left with options like Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile, Data Framework, EMAPS, and Change Password. The main content area is titled 'LEA Education Unit Profile: Search Results'. It shows search criteria: State: Euphoria, State Agency Name: Euphoria State Education Agency, School Year: 2008-2009, and FIPS State Code: 80. Below this is a table with columns: LEA Name, State LEA ID, ICES LEA ID, County, School Year Start Status, and Schools. The table lists various LEAs such as AEM School District, AEM Unique Education Agency, AEM's Unique Education Agency whose name fills up all spaces, Appling County Independent School District, Atkins District of the Euphoria Supervisory Union, Atkinson District of the Euphoria Supervisory Union, Baker County Regional Education Services Agency, Barrow County Charter District, Bartow County Unique Education Agency, Bexar County Independent School District, Change LEA State ID, Changed Boundary Independent School District, Closed School District, David Robinson Charter District, and several ESS\_IHK School Districts.

LEA Name	State LEA ID	ICES LEA ID	County	School Year Start Status	Schools
AEM School District	00619AEMSCHOOL	8099981		Open	Schools
AEM Unique Education Agency	00616AEMUNIQUE	8099984		Open	
AEM's Unique Education Agency whose name fills up all spaces	00617AEMUNIQUE	8099983		Open	
Appling County Independent School District	00601EUPHORIA	8099999		Open	Schools
Atkins District of the Euphoria Supervisory Union	00610ATKINDIS	8099990		Open	Schools
Atkinson District of the Euphoria Supervisory Union	00602ATKINDSON	8099998		Open	Schools
Baker County Regional Education Services Agency	00604BAKER CO.	8099996		Reopened	Schools
Barrow County Charter District	00607BARROW CO	8099993		Open	
Bartow County Unique Education Agency	00608BARTOW CO	8099992		Open	
Bexar County Independent School District	00609EUPHORIA	8099991		Open	Schools
Change LEA State ID	CHANGELEA1	8088882		Open	
Changed Boundary Independent School District	CHANGEBOUND	8026863		Changed Boundary	
Closed School District	000000CLOSED	8025673		Closed	
David Robinson Charter District	00615DAVIDROBI	8099985		Open	
ESS_IHK School District_01	01031	8000043		New	Schools
ESS_IHK School District_02	01032	8000041		New	Schools
ESS_IHK School District_03	01033	8000040		New	Schools
ESS_IHK School District_04	01034	8000039		New	Schools
ESS_IHK School District_05	01035	8000038		New	Schools
ESS_IHK School District_06	01036	8000036		New	

To view the data for a particular LEA, click on the LEA name.

The list of all schools for an LEA can be accessed from the *LEA Education Unit Profile: Search Results* page by clicking the **Schools** hyperlink to the right of the LEA name. However, it is recommended to access school data using the **Display Schools** portal on the main *Education Unit Profile* page. Section 8.4 contains more information about accessing school data.

After an LEA is selected by clicking on its name, the *LEA Education Unit Profile: File Submissions* page will open (Figure 8-11). This page lists all of the files collected by EDFacts in alphabetical order. It also lists the File #, Collection Period, and the Last Submission Date and time of the most recent submission for the selected school year. Clicking on a column heading sorts the list of files by that characteristic.

Figure 8-11: LEA Education Unit Profile File Submissions

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LEA Education Unit Profile: File Submissions

LEA Name: New School District      State LEA ID: 0062NEWSCHOOL      ICES LEA ID: 8099980  
 School Year: 2008-2009  
 Effective Date: 11/01/2008      Operational Status: Open  
 LEA Phone Number: (555) 987-6543  
 Mailing Address:  
 9876 Broad St, NW  
 Anytown, EU 99990-1234

Go To Page 1 of 2      PREV NEXT

Name	File #	Collection Period	Last Submission Date
8th Grade Technology Literacy	117	End	
Academic Achievement in Mathematics	075	End	
Academic Achievement in Reading (Language Arts)	078	End	
Academic Achievement in Science	079	End	
Accountability	103	Closeout	
AMO Mathematics Status	109	Closeout	
AMO Reading/Language Arts Status	111	Closeout	
Assessment Participation	081	End	
Children with Disabilities (DEA) - Disciplinary Removals	088	End	
Children with Disabilities (DEA) - Early Childhood	089	Early	
Children with Disabilities (DEA) - Exiting Special Education	009	Closeout	
Children with Disabilities (DEA) - School Age	002	Early	
Children with Disabilities (DEA) - Suspensions/Expulsions	006	End	
Children with Disabilities (DEA) - Total Disciplinary Removals	143	End	
Children with Disabilities (DEA) Academic Achievement	003	End	6/30/2010 10:22:36 PM
Children with Disabilities (DEA) Alternate Assessment Caps	146	Closeout	

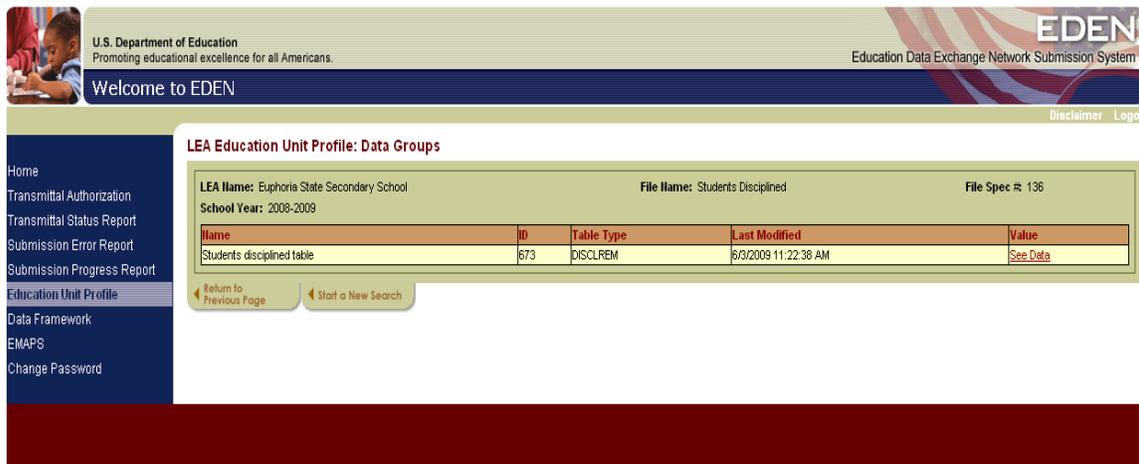
The *LEA Education Unit Profile: File Submissions* page also displays information about the specific LEA selected (e.g., name and address, telephone number, Operational Status). If the effective date was not submitted through an LEA directory submission, a default effective date is displayed.

To view the data, click the name of the file. If the last submission date is blank, no data were submitted, and therefore are not available for viewing.

Clicking on the file name opens the *LEA Education Unit Profile: Data Groups* page (Figure 8-12). Information at the top of the page describes the selections made so far: the LEA's name, the reference period selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time the data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group to be viewed.

The historical information can be found in the *Directory* file, from the *LEA Education Unit Profile: Data Groups* page by clicking the **Directory** file name. Section 8.5 has more information about accessing historical *Directory* information.

Figure 8-12 LEA Education Unit Profile Data Groups



Clicking the **See Data** hyperlink opens an alphabetical list of all the data category sets for the selected data group. Clicking on a column heading sorts the list of files by that characteristic.

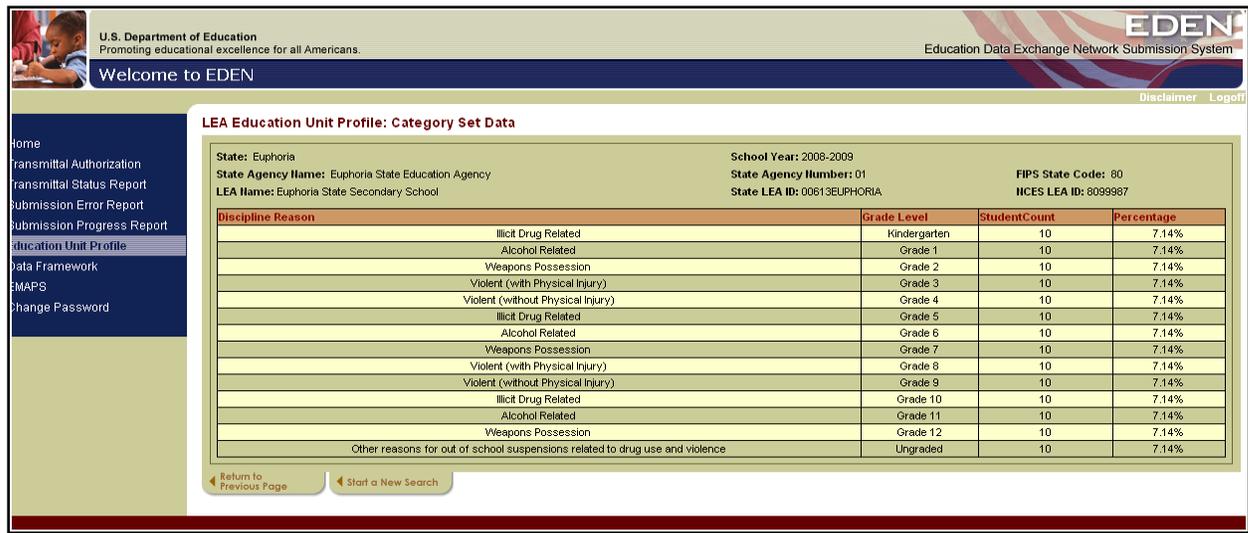
The name of the selected data group is listed at the top of the display. Figure 8-13 shows the category sets for data group 673, the *Students Disciplined* table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8-13 LEA Education Unit Profile Data Categories



After clicking the **See Data** hyperlink, data are displayed for each combination of permitted values in the selected category set. Figure 8-14 shows the data for category set Discipline Reason. Data can be sorted by clicking on the column headings.

Figure 8-14: LEA Education Unit Profile Data



## 8.4 Accessing School Level Data

The steps for accessing school level data are very similar to those for accessing LEA data and with similar options. To access school level data, mark the **Display Schools** button at the bottom of the main *Education Unit Profile* page, under the Select a Results List area.

Select a school year from the **Select a School Year** drop-down list (Figure 8-15) and then click **GO**.

Figure 8-15: Education Unit Profile

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Education Unit Profile

Select a School Year (required)

2013-2014

Select a Results List

Display State Only  Display Local Education Agencies  Display Schools

GO

Click **GO** to open the *School Education Unit Profile: Search* page (Figure 8-16), where additional search criteria can be entered to access a specific school, or view data for all schools in the state.

On the *School Education Unit Profile: Search* page (Figure 8-16), either click the **Display Schools** hyperlink to display all schools in the state, or use search criteria to access a specific school. As shown in Figure 8-16, search criteria include School Name, NCES Identifier, SEA Identifier, or Operational Status. Click **GO** after entering the search criteria.

Figure 8-16: School Education Unit Profile Search Page

After clicking **GO**, the *School Education Unit Profile: File Submissions* page (Figure 8-17) lists all of the files collected by EDFacts. It also lists the file Name, File #, Collection Period, and the Last Submission Date and time of the most recent submission for the selected school year. Clicking on a column heading sorts the list of files by that characteristic.

Figure 8-17: School Education Unit Profile File Submissions

<b>School Name:</b> School Missing Data		<b>State School ID:</b> 100	<b>NCES School ID:</b> 10001
<b>School Year:</b> 2008-2009		<b>Operational Status:</b> Open	
<b>Effective Date:</b> 11/24/2008		<b>Website URL:</b> <a href="http://schoolmissingdata.edu">http://schoolmissingdata.edu</a>	
<b>School Phone Number:</b> (555) 123-4567			
<b>Mailing Address:</b> 333 North Main St Anytown, EU 99945			
Name	File #	Collection Period	Last Submission Date
Academic Achievement in Mathematics	075	End	
Academic Achievement in Reading (Language Arts)	078	End	
Academic Achievement in Science	079	End	
Accountability	103	Closeout	
AMO Mathematics Status	109	Closeout	
AMO Reading/Language Arts Status	111	Closeout	
Assessment Participation	081	End	
CCD School	129	Early	12/1/2008 10:54:07 AM
Children with Disabilities (IDEA) - School Age	002	Early	11/25/2008 11:24:09 AM
Computer	028	Early	11/25/2008 11:40:07 AM
Directory	029	Early	11/31/2009 4:48:03 PM

The *School Education Unit Profile: File Submissions* page also displays information about the specific school selected (e.g., name, address, telephone number, Operational Status). If the effective date was not submitted through a school directory submission, a default effective date is displayed.

To view the data, click the name of the file. If the *last submission date* is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes opens the *Education Unit Profile: Data Groups* page (Figure 8-18). Information at the top of the page describes the selections made so far: the school’s name, the reference period selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, by Name, File Spec #, Collection Period, and the Last Submission Date and time the data were most recently modified. Click the **See Data** hyperlink for the data group to be viewed.

The historical information can be found in the Directory file from the *Education Unit Profile: Data Groups* page by clicking the **Directory** file name. Section 8.5 contains more information about accessing historical Directory information.

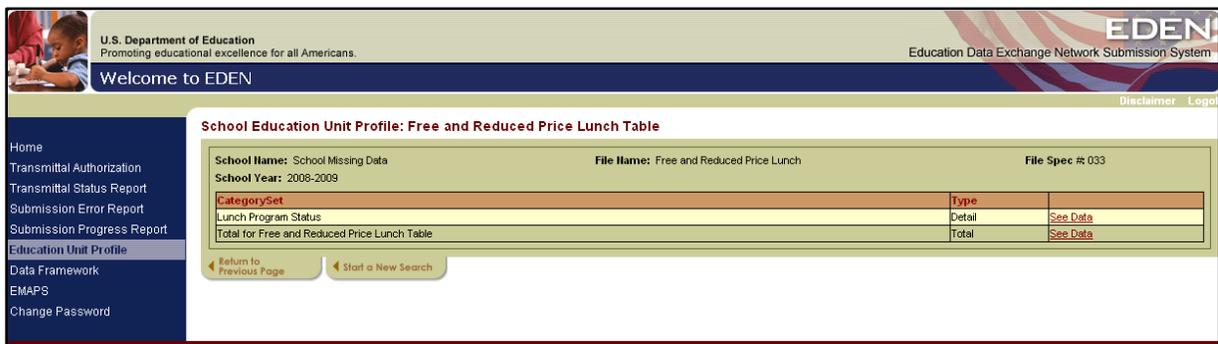
Figure 8-18: School Education Unit Profile Data Groups



Clicking the **See Data** hyperlink opens an alphabetical list of all the data category sets for the selected data group. Clicking on a column heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8-19 shows the category sets for data group 565, the *Free and Reduced Price Lunch* table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8-19 School Education Unit Profile Data Categories



After clicking the **See Data** hyperlink, data are displayed for each combination of permitted values in the selected category set. Figure 8-20 shows the data for the

Lunch Program Status category set. Data can be sorted by clicking on the column headings.

Figure 8-20: School Education Unit Profile Data

The screenshot shows the EDEN interface with the following content:

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**School Education Unit Profile: Category Set Data**

State: Euphoria  
State Agency Name: Euphoria Missing State Education Agency  
LEA Name: Missing LEA  
School Name: School Missing Data

School Year: 2008-2009  
State Agency Number: 02  
State LEA ID: 10  
State School ID: 100

FIPS State Code: 80  
NCES LEA ID: 8000010  
NCES School ID: 10001

Lunch Program Status	StudentCount	Percentage
Missing	25	100.00%

Return to Previous Page Start a New Search

## 8.5 Accessing Historical Directory Information

The historical directory information can be accessed to see previous information on selected directory data groups. For example, this feature will display any changes to the Chief State School Officer, address of the SEA, operational status, or NCES IDs, at the LEA or school level. To see directory information, click on the applicable **Directory** hyperlink for the educational unit level desired.

- *State Education Unit Profile: File Submissions* (Figure 8-21);
- *LEA Education Unit Profile: File Submissions*; or
- *School Education Unit Profile: File Submissions*.

Section 8.2 provides information on accessing the *SEA level File Submission* page; Section 8.3 provides the same information for the *LEA level File Submission* page; and, Section 8.4 provides information for the *School Level File Submission* page.

Figure 8-21: State Education Unit Profile: File Submission

**State Education Unit Profile: File Submissions**

State Agency Name: Euphoria State Education Agency      FIPS State Code: 80      State Agency Number: 01  
 School Year: 2008-2009

Effective Date: 11/25/2009      Chief State School Officer: Judith Hartmann  
 State Agency Phone Number: (555) 210-4958      State Superintendent of Schools  
 Website URL: www.doe.k12.eu.us      (555) 496-1872  
 state.superintendent@doe.k12.eu.us

Mailing Address: PO Box 1650      Location Address: 1 Brahma Lane  
 Drawer 300      BLDG 300  
 Commons Station      East Campus  
 Universal City, EU 99992-1650      Universal City, EU 99992-4030

Name	File #	Collection Period	Last Submission Date
8th Grade Technology Literacy	117	End	6/3/2009 11:04:36 AM
Academic Achievement in Mathematics	075	End	6/11/2009 2:43:07 PM
Academic Achievement in Reading (Language Arts)	078	End	6/11/2009 2:45:06 PM
Academic Achievement in Science	079	End	6/9/2009 9:59:06 AM
Accountability	103	Closeout	
Assessment Participation	081	End	6/3/2009 10:42:08 AM
Children with Disabilities (DEA) - Disciplinary Removals	088	End	7/1/2009 10:55:41 AM
Children with Disabilities (DEA) - Early Childhood	089	Early	6/3/2009 10:51:08 AM
Children with Disabilities (DEA) - Exiting Special Education	009	Closeout	
Children with Disabilities (DEA) - School Age	002	Early	1/8/2009 12:14:38 PM
Children with Disabilities (DEA) - Suspensions/Expulsions	006	End	11/25/2009 1:46:35 PM
Children with Disabilities (DEA) - Total Disciplinary Removals	143	End	6/27/2009 9:12:12 AM
Children with Disabilities (DEA) Academic Achievement	003	End	6/5/2009 2:18:06 PM
Children with Disabilities (DEA) Alternate Assessment Caps	146	Closeout	6/4/2009 10:37:05 AM
Children with Disabilities (DEA) Not Participating in Assessments	004	End	6/1/2010 11:19:13 AM
Children with Disabilities (DEA) Participation in Assessments	093	End	11/30/2009 6:19:07 PM
Children with Disabilities (DEA) Reasons for Unilateral Removal	007	End	6/22/2009 8:23:34 PM
Children with Disabilities (DEA) Removal to Interim Alternative Educational Setting	005	End	6/29/2009 7:50:19 PM
CTE Concentrators - Graduates	083	Closeout	
CTE Concentrators Academic Achievement	142	End	6/11/2009 10:52:06 AM
CTE Concentrators Exiting	082	End	6/9/2009 10:10:09 AM
CTE Concentrators Non-Traditional	149	End	6/11/2009 2:42:08 PM
CTE Participants Non-Traditional	148	End	6/10/2009 4:17:14 PM

Clicking the **Directory** hyperlink opens an alphabetical list of all the data groups within the Directory. Clicking on a column heading sorts the list of data groups by that characteristic.

Figure 8-22: State Education Unit Profile: Directory Data Group

**State Education Unit Profile: Data Groups**

State Agency Name: Euphoria State Education Agency      File Name: Directory      File Spec #: 029  
 School Year: 2008-2009

Name	ID	Last Modified	Value	History
Address Location	9	11/25/2009 12:08:33 PM	1 Brahma Lane BLDG 300 East Campus Universal City, EU 99992-4030	<a href="#">History</a>
Address Mailing	8	11/25/2009 12:08:33 PM	PO Box 1650 Drawer 300 Commons Station Universal City, EU 99992-1650	<a href="#">History</a>
Chief State School Officer Contact Information	458	11/25/2009 12:08:33 PM	Judith Hartmann State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.eu.us	<a href="#">History</a>
Education Entity Name	7	11/25/2009 12:08:33 PM	Euphoria State Education Agency	<a href="#">History</a>
FIPS State Code	559	11/25/2009 12:08:33 PM	80	<a href="#">History</a>
State Agency Number	570	6/1/2007 10:10:05 AM	01	<a href="#">History</a>
Telephone - Education Entity	10	11/25/2009 12:08:33 PM	(555) 210-4958	<a href="#">History</a>
Web Site Address	11	11/25/2009 12:08:33 PM	www.doe.k12.eu.us	<a href="#">History</a>

Figure 8-22 shows the data groups in the Directory at the SEA level. To access the history of any of the data groups, click the **History** link to the right of the data group name.

After clicking the **History** link, the data are displayed. For example, Figure 8-23 shows data for the Chief State School Officer Contact Information for the state of Euphoria.

Figure 8-23: State Education Unit Profile: Chief State School Officer Contact Information

Value	Effective Date	File Transmission	Submitted
Judith Hartmann State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.eu.us	11/25/2009 12:08:33 PM	01eusedirectoryver05.xml	11/25/2009 12:08:33 PM
Judith Hart State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.DE.us	4/13/2009 4:33:31 PM	029_EU_SEA_DIR_ESS5_5_0809_JHK.TAB	4/13/2009 4:33:31 PM
Satya G State Superintendent of Schools (555) 123-4567 state.superintendent@doe.k12.MA.us	1/27/2009 3:40:33 PM	029_EU_SEA_DIR_0607_TS2.TAB	1/27/2009 3:40:33 PM
Judith Hartmann State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.eu.us	10/1/2003	eusedirectoryver0003.txt	6/1/2007 10:10:05 AM

### 8.6 Accessing Charter Authorizer Data

With the addition of file 190 (Charter Authorizer Directory), the Charter Authorizer data can be viewed from the Education Unit Profile. However, the Charter Authorizer data is not available from the *State Education Unit Profile: File Submissions* screen, as with all other files.

In order to access Charter Authorizer Directory data for the state, mark **Display State Only** at the bottom of the main *Education Unit Profile* page, Select **School Year** from the drop-down list, and click **Go** (Figure 8-24).

Figure 8-24: Education Unit Profile Main

On the *State Education Unit Profile: Search Results* screen, click **Charter Authorizers** (Figure 8-25)

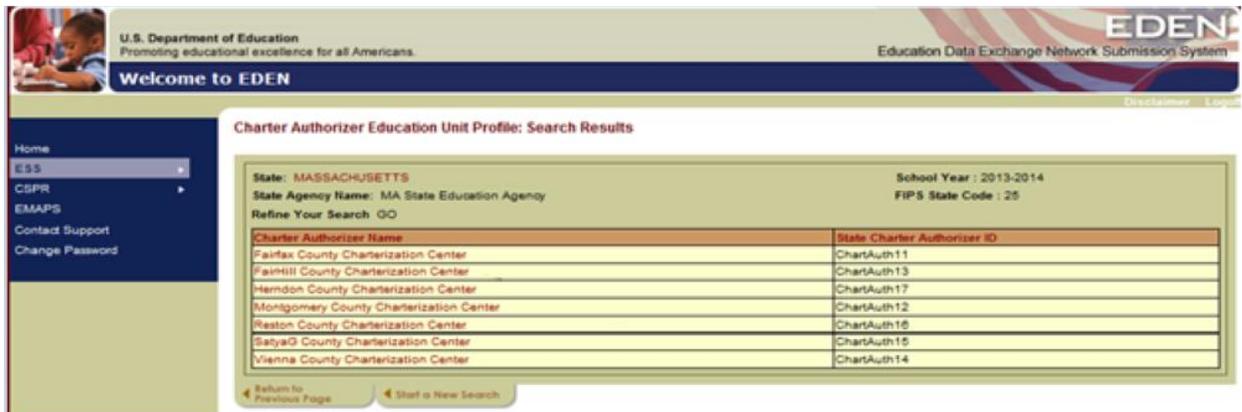
Figure 8-25: State Education Unit Profile: Charter Authorizers link



The *Charter Authorizer Education Unit Profile: Search Results* screen (Figure 8-26) displays columns containing Charter Authorizer Name and State Charter Authorizer ID. Click on either column heading to sort the data.

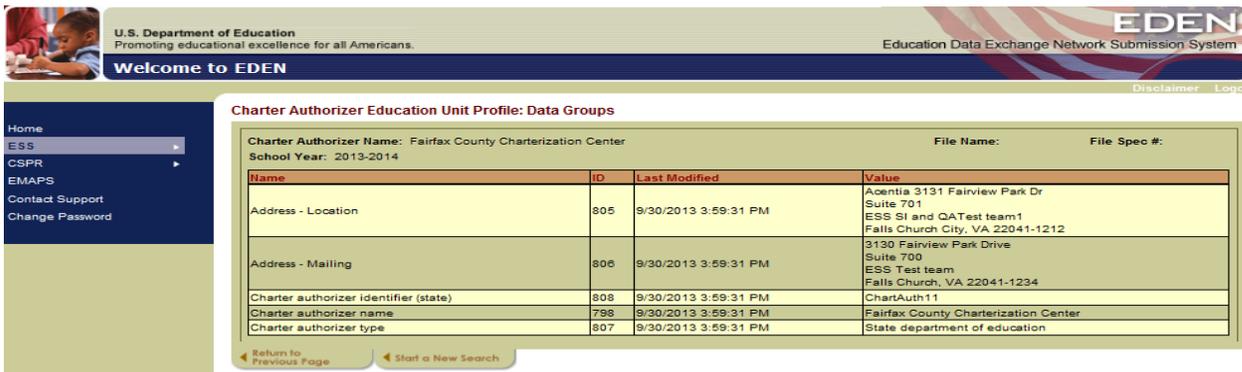
To access an individual Charter Authorizer’s data, click on the name of the Authorizer.

**Figure 8-26: Charter Authorizer Education Unit Profile: Search Results**



Data for the Authorizer chosen will display as seen in Figure 8-27. Each data group, will be displayed.

**Figure 8-27: Charter Authorizer Education Unit Profile: Data Groups**



Click **Return to Previous Page** to return to the list of the state’s Charter Authorizers (Figure 8-28).

**Figure 8-28: Charter Authorizer Education Unit Profile: Data Groups: Return to Previous Page**

U.S. Department of Education  
Promoting educational excellence for all Americans.

**EDEN**  
Education Data Exchange Network Submission System

Welcome to EDEN

Charter Authorizer Education Unit Profile: Data Groups

Charter Authorizer Name: Fairfax County Charterization Center  
School Year: 2013-2014

Name	ID	Last Modified	Value
Address - Location	805	9/30/2013 3:59:31 PM	Acenia 3131 Fairview Park Dr Suite 701 ESS SI and QATest team1 Falls Church City, VA 22041-1212
Address - Mailing	806	9/30/2013 3:59:31 PM	3130 Fairview Park Drive Suite 700 ESS Test team Falls Church, VA 22041-1234
Charter authorizer identifier (state)	808	9/30/2013 3:59:31 PM	ChartAuth11
Charter authorizer name	798	9/30/2013 3:59:31 PM	Fairfax County Charterization Center
Charter authorizer type	807	9/30/2013 3:59:31 PM	State department of education

Return to Previous Page   Start a New Search

## 9 DATA FRAMEWORK

### 9.1 Purpose of Data Framework

The Data Framework sub-application provides the ability to view the underlying data requirements, data groups and definitions, category sets associated with table data groups, and permitted code values associated with categories or applicable data groups. This area also provides a direct link to online file specification documentation associated with the ESS.

### 9.2 Accessing the Data Framework

To invoke the Data Framework sub-application, click on the **Data Framework** left menu option. This will display the *Data Framework* page as shown in Figure 9-1. On the *Data Framework* page, select **Data Groups**, **Categories**, **Permitted Codes**, or **File Specification**.

Figure 9-1: Data Framework

The screenshot shows the EDEN (Education Data Exchange Network Submission System) interface. At the top, it displays the U.S. Department of Education logo and the EDEN logo. Below the header, there is a navigation menu on the left with options like 'Home', 'Transmittal Authorization', 'Transmittal Status Report', 'Submission Error Report', 'Submission Progress Report', 'Education Unit Profile', 'Data Framework', 'MAPS', and 'Change Password'. The 'Data Framework' option is highlighted. The main content area is titled 'Data Framework' and contains a list of links: 'Data Groups', 'Categories', 'Permitted Codes', and 'File Specification'. Below the links, there is a section titled 'The Data Framework sub-application' which explains the purpose of the framework and lists the information it provides to users. It also includes a list of data group details such as name, unique number, collection period, and associated data topics.

### 9.3 Using the Data Framework Sub-application

This section provides instructional information pertaining to the Data Framework sub-application, and specifically highlights the interrelationships between all areas within the data framework. The terms used in this section are the terms that are currently used in the application. The display will show the associations list used to view the following information.

### 9.3.1 Data Groups

A data group in EDFacts is a definable, related set of data, which has been approved by the U.S. Office of Management and Budget (OMB), for collection by the U.S. Department of Education. Access the *Data Groups List* page by clicking on the **Data Groups** hyperlink (Figure 9-2). The upper section of the page contains fields used to filter the data groups into more manageable sections. The following is a list of search options:

- ▶ **School Year:** A school year must be selected.
- ▶ **Show Only:** Allows searching by all school years or a specific School Year, AND all file types or a specific file type.
- ▶ **Search:** Allows a free form field search. Note: Partial searches are accepted. For example, entering “St” will return a list of all Data Groups with “st” in the name. There are two specific search options:
  - **Search by Name:** Allows a search of the data group name for specific text strings.
  - **Search by ID:** Allows a search for the unique identifier for each data elements.

After refining each of the first two required search criteria in the list above (*School Year* and *Show Only*), enter more specific selection criteria (*Search By Name* or *Search By ID*) to further narrow down the results. Click on **GO** to view results once all search criteria are defined. To change the selection criteria, click **Reset** to return the search panel to all default values.

Figure 9-2: Data Group Search

The screenshot shows the EDEN (Education Data Exchange Network Submission System) interface. At the top, it says 'U.S. Department of Education Promoting educational excellence for all Americans.' and 'EDEN Education Data Exchange Network Submission System'. Below the header is a navigation menu with 'Home', 'Transmittal Authorization', 'Transmittal Status Report', 'Submission Error Report', 'Submission Progress Report', 'Education Unit Profile', 'Data Framework', and 'Change Password'. The main content area is titled 'Data Group List' and shows a search panel with the following filters: 'School Year' set to '2005-2006', 'Show Only' set to 'Collection Period(All)', and empty search fields for 'Search by Name' and 'Search by ID'. There are 'Go' and 'Reset' buttons. Below the search panel is a table with the following data:

Data Group ID	Data Group Name	Data Group Structure	Collection Period	File Spec Number	File Specification
577	Students Eligible for School Choice Transfer	Table Type	End	010	Student Choice Provisions
596	Students Involved with Firearms Table	Table Type	End	086	Children Involved with Firearms
598	Students Tested in Mathematics Tables	Table Type	End	081	Student Tested/Not Tested
599	Students Tested in Reading (Language Arts) Tables	Table Type	End	081	Student Tested/Not Tested
590	Students Tested in Science Tables	Table Type	End	081	Student Tested/Not Tested
591	Students Tested in Writing Tables	Table Type	End	081	Student Tested/Not Tested
551	Supervisory Union Identification Number	Single Component	Early	029	Directory
575	Supplemental Services - Applied to Receive Services	Table Type	End	102	NCLB School Year End Status
578	Supplemental Services - Eligible to Receive Services	Table Type	End	102	NCLB School Year End Status
612	Supplemental Services - Offered	Table Type	End	102	NCLB School Year End Status
546	Supplemental Services - Received Services	Table Type	End	102	NCLB School Year End Status
545	Supplemental Services Provided Status	Permitted Codes	End	102	NCLB School Year End Status

Once **GO** is clicked, a list of data groups that fit the selection criteria will be displayed. From this screen (Figure 9-2), the Data Group ID, Data Group Name, Data Group Structure, Collection Period (e.g., End, Early, Closeout) and File Specification Number and name will be displayed. To view the file specification documentation associated with each data element, click on the File Specification name hyperlink.

To view more information for a Data Group, click the **Data Group Name** hyperlink (Figure 9-3). Each Data Group contains the following information:

- ▶ **Data Group:** Data group name.
- ▶ **ID:** A unique number as an identifier for each data group.
- ▶ **School Year:** The school year of the collection that contains this data group.
- ▶ **Collection Period:** The collection period assigned to the data group (i.e., Beginning, End).
- ▶ **Data Group Structure:** Links to Permitted Codes, Table Types, Data Elements with Codes, Data Element Components, and Program Presence.
- ▶ **Definition:** The data group definition.
- ▶ **Education Unit Level(s):** The education unit levels (SEAs, LEAs, and/or schools) for which data is collected for the data element.
- ▶ **Reporting Period:** The period for which the data group is reported. Data elements are usually reported for the entire school year (cumulative), or as a snapshot on or close to a specific data (i.e., November 1 or December 1).
- ▶ **Privacy Rule:** An indicator of whether the Privacy Rule applies.
- ▶ **Civil Rights Data Collection:** An indicator of whether the data group applies to the Office for Civil Rights (OCR) data collection (CRDC).
- ▶ **OCR Comment:** If applicable, comments pertaining to the Civil Rights Data Collection.
- ▶ **State Defined:** An indicator of whether the state defines any aspect of the data group.
- ▶ **Comment:** General comments applicable to the data group.
- ▶ **File Specification:** The number and name of the file specification, which links to that data group.
- ▶ **Principal Office Steward:** Clicking on the **Principal Office Steward** hyperlink will show the Principal Office Steward responsible for the data group.

Figure 9-3: ESS Data Element Information

The screenshot shows the EDEN web application interface. At the top, there is a header with the U.S. Department of Education logo and the text 'Promoting educational excellence for all Americans.' and 'EDEN Education Data Exchange Network Submission System'. Below the header is a navigation menu with links like 'Home', 'Transmittal Authorization', 'Transmittal Status Report', 'Submission Error Report', 'Submission Progress Report', 'Education Unit Profile', 'Data Framework', and 'Change Password'. The main content area is titled 'Data Group Detail' and shows the following information:

- Data Group:** AMAO Making Progress Status for LEP Students
- ID:** 569
- School Year:** 2005-2006
- Collection Period:** Closeout
- Data Group Structure:** Permitted Codes
- Definition:** An indication whether the State, district or school met the Annual Measurable Achievement Objective (AMAO) for making progress in learning English for limited English proficient (LEP) students under Title III of ESEA.
- Education Unit Level(s):**  SEA  LEA  School
- Reporting Period:** School Year
- Privacy Rule:** No
- Civil Rights Data Collection:**
- OCR Comment:**
- State Defined:** Yes
- Comment:**
- File Specification:** N103 - AYP Status
- Principal Office Steward**

### 9.3.2 Categories

Return to the main *Data Framework* page and click on the **Categories** hyperlink, to display the *Categories* page (Figure 9-4). The upper section of the page contains fields used to filter the data groups into more manageable sections.

A Category characterizes a count, dollar value, rate, or program presence for the table entries of a table or list for each EDFacts data group. A Category is a grouping that a SEA uses to aggregate data before the SEA sends the data to ED.

Below are some of the specific categories that are used for student data:

- ▶ Grade Level
- ▶ Gender
- ▶ Age
- ▶ Migrant Status
- ▶ Homeless Status
- ▶ English Proficiency Level

Below are some of the specific categories that are used for staff and teacher data:

- ▶ Qualification Status (Teacher)

- ▶ Staff Category
- ▶ Certification Status

Categories have been defined for other groupings such as programs, assessments, and incidents of discipline.

A Category Set is a group or combination of Categories that are used together. For example, the *Student Membership* table data group has a category set consisting of the following three (3) categories: Grade Level (membership), Race/Ethnicity, and Gender. EDFacts does not accept separate transactions to report such a set of data for a specific education unit, but rather, receives the entire data group from the SEA. In other words, all the data for a complete *Student Membership* table for one or more education units is transmitted in a single submission.

The following is a list of search options:

- **School Year:** A school year must be selected.
- **Find Results:** Allows a free form field search. Note: Partial searches are accepted. For example, entering “St” will return a list of all Categories with “st” in the name.

After entering the selected search criteria, click on **GO** to view the results.

Figure 9-4: ESS Categories

The screenshot shows the 'Categories' page in the EDFacts Submission System. At the top, there is a navigation menu on the left with options like Home, Transmittal Authorization, and Data Framework. The main content area has a search section with 'Data Framework > Categories', a 'School Year' dropdown set to '2008-2009', and a 'Find Results' search box containing 'st'. Below the search box are 'Go' and 'Reset' buttons. A message says 'Select a Category below to view associated Permitted Codes and Category Sets.' Below this is a table with the following columns: Category, Purpose, Abbreviation, and Definition.

Category	Purpose	Abbreviation	Definition
Assessment Achievement Standard		AASTANDARD	The type of achievement standards to which the cap applies.
Assessment Administered		ASSESSADMIN	The types of assessments administered to children with disabilities.
Certification Status		CERTSTATUS	An indication of whether an educator holds the certification or licensure required by his or her assignment.
Cohort Status		COHSTATUS	Whether or not a student in a cohort graduated with a regular high school diploma within the allowable time.
Disability Status	Only	DISABSTATUS	An indication that children (students) are Children with Disabilities (IDEA).
Disability Status	IDEA	DISABSTATIDEA	An indication of whether children (students) are Children with Disabilities (IDEA) . Code set based on the Individuals with Disabilities Act (IDEA).
Economically Disadvantaged Status		ECODIS	An indication of whether students meet the state criteria for classification as economically disadvantaged.
First Assessment		FIRSTASSESS	An indicator of students taking an assessment for the first time.
Full Academic Year Status		FYRSTATUS	An indication of whether students were in membership in the education unit for a full academic year, according to state definition.
Homeless Served Status		HOMELSSRV	An indication whether the homeless children and youth were served by McKinney-Vento in the state.
Homeless Status	Only	HOMELSS	Identification of students as homeless regardless of whether the students are receiving services under McKinney-Vento
Homeless Unaccompanied Youth Status		HOMELSSUNAC	An indication of whether the homeless youths were unaccompanied by a parents, legal guardians or other adults.
LEP Status	Only	LEPONLY	An indication that students are limited English proficient.
LEP Status	Both	LEPBOTH	An indication of whether students are limited English proficient.
Lunch Program Status		LUNCHPRG	An indication of student's qualification for free or reduced price lunch.
Migrant Status		MIGRNTSTATUS	An indication of whether students are eligible migrant children
Mobility Status	Qualifying Moves	MOBLSTATUSMNT	An indication of the month of the last qualifying move of migrant students.
Mobility Status	Regular School Year	MOBLSTATUSY	An indication of whether the last qualifying move of migrant students was during a regular school year.
Participation Status		PARTSTATUS	The status of students with respect to participation in assessments.
Pre-Post-Test Indicator		PREPOSTEST	An indication of whether a student took both a pre-test and a post-test to measure academic improvement.
Pretest Results		PRETESTRESULT	The results of a pretest in academic subjects.
Proficiency Status		PROFSTATUS	An indication of whether the student's score was proficient.
Qualification Status	Paraprofessionals	QUALSTATPARA	An indication of whether paraprofessionals are classified as qualified for their assignment according to state definition.

Once **GO** is clicked, a list of categories that fit the selection criteria will be displayed. From this screen (Figure 9-4), the Category, Purpose, Abbreviation, and Definition will be displayed.

To view more information for a Category, click the name of a **Category** hyperlink from the *Data Framework* page (Figure 9-4), which will open the *Category Detail*

page (Figure 9-5). This page will contain details for the Permitted Code Value, Code Abbreviation, Definition, Data Group, Table Type, and Category Set.

Figure 9-5: ESS Category Details

The screenshot displays the 'Category Detail' page for 'Disability Status'. It includes a navigation menu on the left and a main content area with the following details:

- Category:** Disability Status
- Purpose:** IDEA
- Abbreviation:** DISABSTATIDEA
- Comments:**
- Definition:** An indication of whether children (students) are Children with Disabilities (IDEA). Code set based on the Individuals with Disabilities Act (IDEA).
- School Year:** 2008-2009

**Permitted Codes Associated:**

Permitted Code Value	Code Abbreviation	Definition
Children with one or more disabilities (IDEA)	WDIS	Children with disabilities (IDEA)
Children without disabilities	WODIS	Children without disabilities
Missing	MISSING	Missing

**Category Sets Associated:**

Data Group	Table Type	Category Set
Educational services during expulsion table	Educational Services Table	Disability Status (IDEA), Educational Services (Educational Services)
Graduates/Completers Tables	Graduates/Completers Tables	Diploma/Credential, Disability Status (IDEA), Sex (Membership)

**Program Presence Type Data Groups Associated:**  
None

At the bottom portion of the screen, hyperlinks are provided under “Category Sets Associated” to other data groups that use this category.

### 9.3.3 Permitted Codes and Associations

Return to the main *Data Framework* page and click on the **Permitted Codes** hyperlink to display the *Permitted Codes and Associations List* page (Figure 9-6). The upper section of the page contains fields used to filter the data groups into more manageable sections. The following is a list of search options.

Permitted Code, also referred to as Permitted Code Value, is a possible value that can be reported for certain data associated with a data element. Some categories will contain a count for each Permitted Value, while others may have Permitted Codes Values. Example: Gender has Permitted Code Values of Male and Female.

- ▶ **School Year:** A school year must be selected.
- ▶ **Find Results:** Allows a free form field search. Note: Partial searches are accepted. For example, entering “St” will return a list of all Permitted Codes with “st” in the name.

After entering the selected search criteria, click on **GO** to view the results.

Figure 9-6: Permitted Code Value

**Permitted Codes and Associations List**

Data Framework > Permitted Codes and Associations List

School Year: 2008-2009

Find Results:  Go Reset

Selecting a Permitted Code from the list below will display associated Data Groups and/or Categories in the menus below for this code.

Go To Page: 1 of 20

Permitted Code Value	Code Abbreviation	Definition
<= 10 Days	LTREG10	<= 10 Days
> 10 days	GREATER10	> 10 days
1 day or less	LTREG1	1 day or less
13 Postgraduate	13	13 Postgraduate
2 through 10 days	2T010	2 through 10 days
21st Century Community Learning Centers	84.287	21st Century Community Learning Centers
3 through 5	3T05	3 through 5
3 years through 5 (not K)	3TOSNOTK	3 years through 5 (not K)
3 years through 5 (not KG)	3T05	3 years through 5 (not KG)
6 through 21	6T021	6 through 21
Abkhazian	abk	Abkhazian
Absent during	ABSENT	Absent during
Achinese	ace	Achinese
Acoli	ach	Acoli
Adangme	ada	Adangme
Adided	4	Adided
Adult Correction	ADLTCORR	Adult Correction
Adult Education	AE	Adult Education
Adult Education State Grant Program	84.002	Adult Education State Grant Program
Advanced Certification or Advanced Credentialing	84.925	Advanced Certification or Advanced Credentialing
Advanced Placement Incentive Program Grants	84.330C	Advanced Placement Incentive Program Grants
Adygei, Adygei	ady	Adygei, Adygei
Ayar	ayr	Ayar

To view more information for a Permitted Code, click the name of a **Permitted Code Value** hyperlink (Figure 9-6). Scroll to the bottom of the screen to see the information associated with the Permitted Code. This information includes:

- ▶ Non-Table Type Data Groups Associated
- ▶ Categories Associated
- ▶ Program Presence Type Data Elements Associated

This information will vary according to Permitted Code; Figure 9-7 shows the information displayed for the Permitted Code “Grade 1.”

Figure 9-7: Permitted Code Value Associations

Permitted Code Selected: Grade 1

Non-Table Type Data Groups Associated:

Grades Offered

Categories Associated:

Age/Grade

Grade Level

Program Presence Type Data Elements Associated:

### 9.3.4 File Specifications

This section provides online access to the most up-to-date file specifications for the school year selected. To access this section of ESS, return to the main *Data Framework* page and click on the **File Specification** hyperlink to display the list of file specifications (Figure 9-8).

Figure 9-8: ESS File Specifications

Welcome to EDEN

File Specification List

Data Framework > File Specification List

School Year: 2008-2009

Show Only: File Specification Types(All)

Search:  Go Reset

Go To Page: 1 of 4

File Specification Name	File ID	Last Updated Date	File Specification Type	School Year
8th Grade Technology Literacy	N117	05/28/2009	Non-XML	2008-2009
Academic Achievement in Mathematics	N075	11/18/2009	Non-XML	2008-2009
Academic Achievement in Reading (Language Arts)	N078	11/18/2009	Non-XML	2008-2009
Academic Achievement in Science	N079	11/18/2009	Non-XML	2008-2009
Accountability	N103	08/17/2009	Non-XML	2008-2009
AMO Mathematics Status	N109	08/17/2009	Non-XML	2008-2009
AMO Reading/Language Arts Status	N111	08/17/2009	Non-XML	2008-2009
Assessment Participation	N081	08/17/2009	Non-XML	2008-2009
CCD School	N129	04/17/2009	Non-XML	2008-2009
Children with Disabilities (DEA) - Disciplinary Removals	N088	05/28/2009	Non-XML	2008-2009
Children with Disabilities (DEA) - Early Childhood	N089	11/19/2008	Non-XML	2008-2009
Children with Disabilities (DEA) - Exiting Special Education	N009	08/17/2009	Non-XML	2008-2009
Children with Disabilities (DEA) - School Age	N002	11/19/2008	Non-XML	2008-2009
Children with Disabilities (DEA) - Suspensions/Expulsions	N006	05/28/2009	Non-XML	2008-2009
Children with Disabilities (DEA) - Total Disciplinary Removals	N143	05/28/2009	Non-XML	2008-2009
Children with Disabilities (DEA) Academic Achievement	N003	08/17/2009	Non-XML	2008-2009
Children with Disabilities (DEA) Alternate Assessment Caps	N146	05/28/2009	Non-XML	2008-2009
Children with Disabilities (DEA) Not Participating in Assessments	N004	08/17/2009	Non-XML	2008-2009
Children with Disabilities (DEA) Participation in Assessments	N093	08/17/2009	Non-XML	2008-2009
Children with Disabilities (DEA) Reasons for Unilateral Removal	N007	08/17/2009	Non-XML	2008-2009
Children with Disabilities (DEA) Removal to Interim Alternative Educational Setting	N005	08/17/2009	Non-XML	2008-2009

Clicking on the name of a file specification will display the *File Specification Document Links* page (Figure 9-9), which contains a link to the most current version of the file specification for the selected year. To view the file specification, click on the **Current Version** button at the bottom of the page. This will open the *EDFacts Initiative* page in a pop-up window, with the list of file specifications documents for the selected year.

Figure 9-9: File Specification Document Links

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File Specification Document Links

Data Framework > File Specification List > File Specification Document Links

Name: Dropouts

ID: N032

File Specification: Non-XML

School Year: 2008-2009

**Current Version**

## 10 CHANGING PASSWORDS

### 10.1 How to Change Passwords

Note: Department of Education users will use their network password, and contact EDUCATE in order to have their password reset.

For security reasons, state users are encouraged to change their password as soon as possible after they receive their initial password assignment from PSC.

To Change a password:

1. Click on **Change Password** on the navigation bar. This will display the *Change Password* screen (Figure 10-1).

Figure 10-1: ESS Change Password Screen

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Home  
Transmittal Authorization  
Transmittal Status Report  
Submission Error Report  
Submission Progress Report  
Education Unit Profile  
Data Framework  
EMAPS  
**Change Password**

### Change Password

Your password must contain a combination of:

- At least 1 lower case letter.
- At least 1 upper case letter.
- At least 1 numeral OR 1 punctuation character.
- Must be between 8 and 15 characters long and cannot contain spaces.
- It cannot contain your UserName or full name.

New Password:

Confirm New Password:

Enter

2. Type the new password in the **New Password** field. Then, re-type the new password in the **Confirm New Password** field.
3. Click on the **Enter** button to confirm.

The following are the rules for passwords:

- ▶ Maximum password age is 90 days. Users will be prompted to change their password once it has expired.
- ▶ Passwords must contain a combination of:
  - At least 1 lower case letter.
  - At least 1 upper case letter.
  - At least 1 numeral OR 1 punctuation character.
  - Must be between 8 and 15 characters long and cannot contain spaces.
  - Passwords cannot contain the User ID or full name.



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