



U.S. DEPARTMENT OF EDUCATION

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

Version 17.0

November 2020

This document was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management (AEM) Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

November 2020

This document is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: *EDFacts Submission System (ESS) User Guide V17.0 (SY 2020-21)*, U.S. Department of Education. Washington, D.C., EDFacts. Retrieved from the [EDFacts Initiative Home Page](#).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department's Alternate Format Center at (202) 260-0818.

DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	EDFacts Submission System (ESS) User Guide
Issue Date:	November 2020
Security Level:	Unclassified

DOCUMENT HISTORY

Version Number	Responsible Individual	Date	Summary of Change
1.0 – 16.0			Versions 1.0 through 16.0 were used for ESS releases prior to release 17.0.
17.0	Courtney Montgomery	November 2020	Updated for release 17.0

RELEASE AUTHORIZATION

Role	Responsible Individual
Author	Courtney Montgomery/Doreen Fay
QA	Matt K. Boli/Steve Lenker
Release Authority	David Lee

PREFACE

This User Guide assists 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

DOCUMENT CONTROL	iii
PREFACE	iv
1.0 Introduction	1
1.1 Purpose	1
1.2 EDFacts Coordinators and System Users	1
1.3 ESS Disclaimer	2
2.0 Getting Started	3
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	4
3.0 Navigating ESS	5
3.1 Logging in to ESS	6
3.2 Logging out of ESS	6
3.3 Description of Functions	6
3.4 ESS Application Navigation Tips	7
4.0 Transmitting Data: Transmittal Authorization	9
4.1 Transmission Authorization	9
4.2 File Size and Other Performance Related Topics	10
4.3 Transmission Notifications	10
5.0 Checking Transmittal Status	11
5.1 Transmittal Status Report Navigation	11
5.2 Report Functions	12
5.3 Transmittal Status	14
6.0 Submission Error Report	18
6.1 The Data Tabs	18
6.2 The Reports Tab	20
6.3 Submission Edits Processing Information	23
7.0 Submission Progress Report	24
7.1 See Data	25
8.0 Education Unit Profile	27
8.1 Accessing State Data	27
8.2 Accessing Local Education Agency (LEA) Data	30
8.3 Accessing School Level Data	33
8.4 Accessing Historical Directory Information	36
8.5 Accessing Charter Authorizer Data	38
8.6 Accessing Charter Management Organization Data	40

9.0	Data Framework	42
9.1	Accessing the Data Framework.....	42
9.2	Data Groups	42
9.3	Categories	44
9.4	Permitted Codes and Associations.....	46
9.5	File Specifications	47
10.0	Changing Passwords.....	49

1.0 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 critical 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 assist users accessing and using the *EDFacts* Submission System (ESS). This guide addresses the basic mechanics of system access and datafile 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 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 *EDFacts* files are submitted, errors are corrected, and files are approved for submission to the *EDFacts* Data Repository.
- *SEA EDFacts Submitters*: The *EDFacts* Coordinator may designate 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 during the submission of the data. The *EDFacts* Coordinator may also serve as one of the SEA Submitters.

Status email 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 Information Technology 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 during 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.

2.0 Getting Started

Users can access the link for the ESS from the [EDFacts Initiative Homepage](#). The ESS login page can also be accessed directly on the [ESS website](#).

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*, contact the EDFacts Partner Support Center.

2.2 Partner Support Center (PSC)

ED provides a dedicated PSC to assist states with data submission, error analysis, and reporting. Comprehensive user support ensures that the EDFacts user community understands the system and can 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's email announcements include, but are not limited to, system shutdowns, reminders of due dates, and technical tips. SEA staff members that use ESS automatically receive these emails.

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 can be located on the [EDFacts Initiative Contact Us](#) page or by using the following options:

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

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

Email: eden_SS@ed.gov

Web: [PSC Self-Service Center](#)

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 website](#).

[EDFacts Workbook and FAQs](#) – The workbook provides an overview of the data submitted, information, relevant regulations and legislation, standard data definitions, and an overview of the Directory file.

[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.

[EDFacts Business Rules Single Inventory \(BRSI\)](#) – The BRSI is a single inventory for SEAs that contains data quality (DQ) business rules applied to EDFacts data throughout the lifecycle of that data, both at the time of submission to ESS and during later data quality reviews. The BRSI contains an Excel spreadsheet describing each business

rule, and a Word document detailing the terminology and other helpful information used in the BRSI.

[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 many other features made available on the site.

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, as well as the level for which each file is submitted.
- [PSC Support Updates](#): Includes current and past issues in a newsletter format 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 annually held by ED.
- [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. Folders include the *EDFacts OMB Package Resources and Tools*, for the most recent OMB Package documentation.

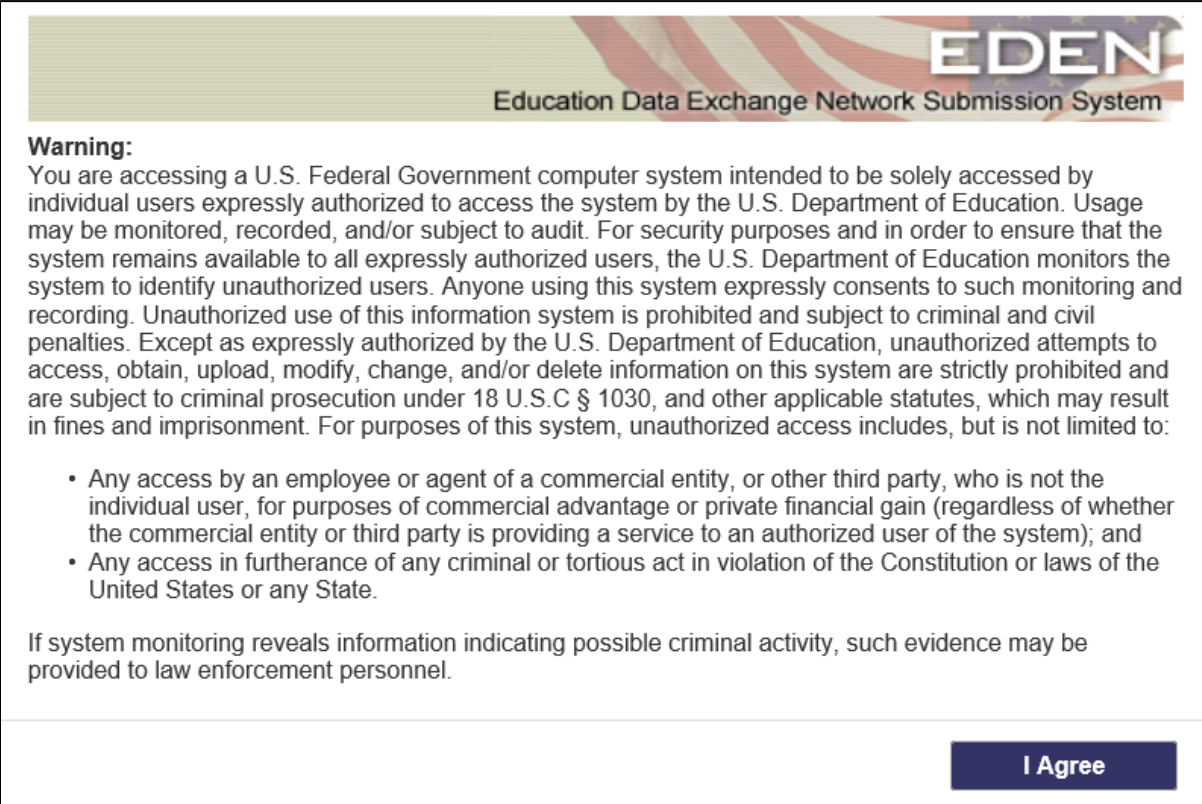
2.4 Transmittal vs. Submission

The terms **transmittal** and **submission** are used throughout ESS and this document. 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 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 mean the same thing.

3.0 Navigating ESS

Access the ESS from the [EDFacts home page URL](#). After opening the ESS page, a notification will appear requiring users to accept the terms of the consent to monitoring before accessing the application (see fig. 3-1).



Warning:

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

I Agree

Figure 3-1: EDFacts Terms of Consent to Monitoring Agreement

NOTE! All screenshots in this user guide were taken in a test environment. Any data shown is fake test data.

After accepting the terms of consent to monitoring the **EDFacts Welcome** page will appear (see fig. 3-2). The **EDFacts Welcome** page contains the following sections:

- An **Account Login** section on the left side panel. See below for additional information.
- A hyperlink to the **Department of Education Home** page. Click on **U.S. Department of Education** in the upper left-hand corner of the page to open the ED web site in the application window.
- The **Paperwork Burden Statement**. This contains information regarding the Paperwork Reduction Act of 1995, and information about the systems OMB control numbers.

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

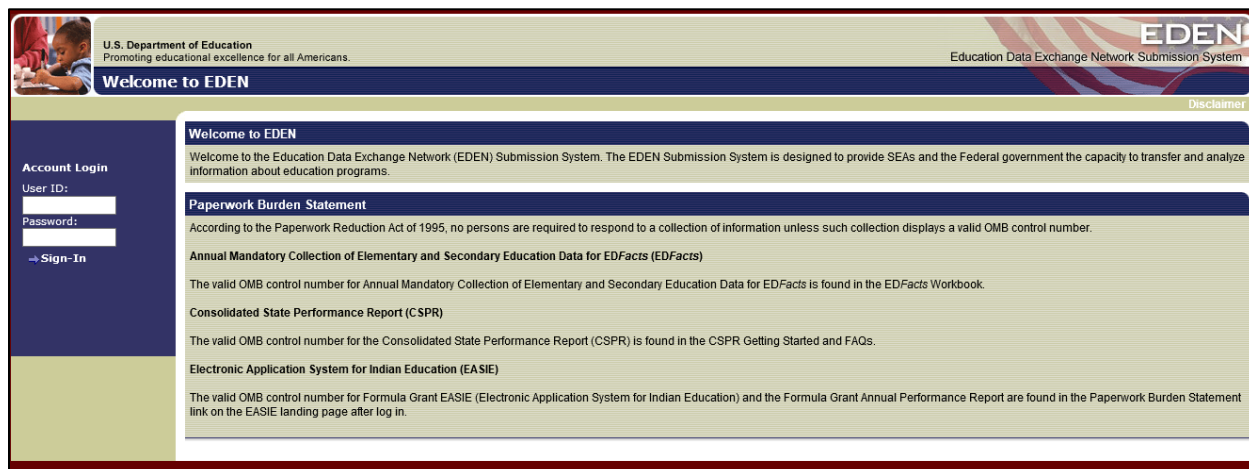


Figure 3-2: EDFacts Welcome Page

3.1 Logging in to ESS

To use the EDFacts Submission System application, log in by entering the User ID and Password in the appropriate fields on the left side of the screen and click the **Sign In** hyperlink.

NOTE! All passwords are 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.

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, and are described further within this document:

- **Transmittal Authorization:** This sub-application is used to upload files into ESS.
- **Transmittal Status Report:** This sub-application is a report tool used to view the status of each transmittal, the errors associated with each transmittal, and export the error report to Excel.

- **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.
- **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.
- **Education Unit Profile:** This sub-application is used to view and verify data by SEA, LEA, or school.
- **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.
- **Change Password:** This area is used to change the password, as needed.

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 to another sub-application from virtually anywhere within EDFacts.

3.4 ESS Application Navigation Tips

A highlighted hyperlink indicates which section is displayed.

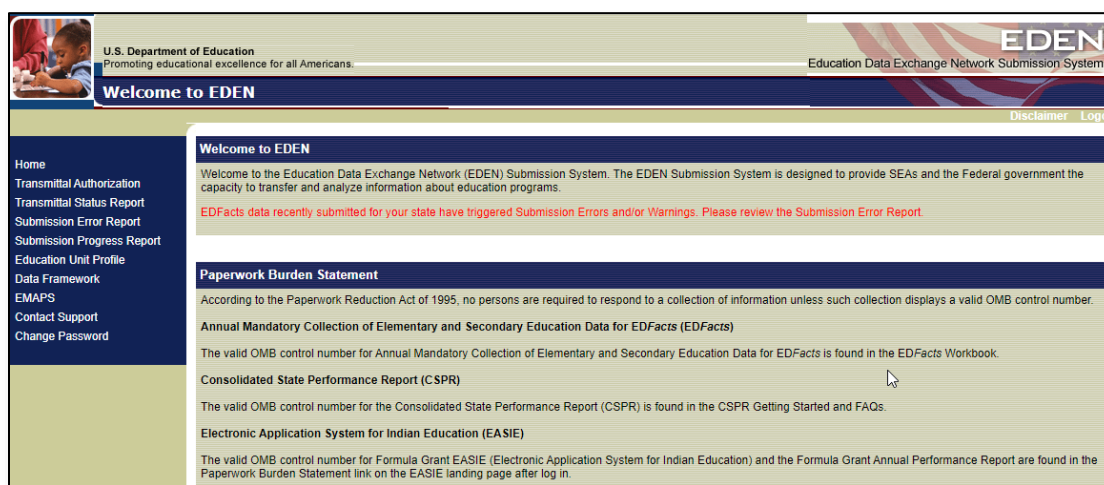


Figure 3-3: EDFacts Home Page

3.4.1 Navigation Bar

The navigation bar on the left side of the page contains hyperlinks to the sub-applications. There are two additional sub-applications that appear on the navigation bar for some users. These sub-applications appear on the left side navigation bar only if a user has the appropriate access. These sub-applications are hyperlinks to the:

- EDFacts Metadata and Process System (EMAPS)

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 **Transmittal 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 display the reports.

4.0 Transmitting Data: Transmittal Authorization

Data enters the ESS through transmission files.¹ Uploading a transmission file is accomplished by clicking **Transmittal Authorization** on the navigation bar, which displays the **Transmission Authorization** page (see fig. 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. Click the **Choose File** button to display a Windows dialog box, through which a transmission file can be selected.
2. Highlight the desired file and click the **Open** button in the dialog box.
 - The Transmission Authorization field will display the path of the selected file.
3. Click the **Upload File** hyperlink to load the transmission file into the application.

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

EDEN
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Log

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

Transmission Authorization

Instructions:

- To select the file you wish to upload click the Choose File button, locate the file, click Open.
- To begin the file transfer process, click the "Upload File" hypertext link.
- XML file submissions are not supported for SY 2017-18 and later.

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

Enter Filename: No file chosen
Click "Choose File" 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 1875-0240. The time required to complete this information collection is estimated to average 1,828 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. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this data, write directly to: Patrick Sherrill, Performance Information Management Service, U.S. Department of Education, 400 Maryland Avenue, S.W., FB-6, Room 6C103, Washington, D.C. 20202.

Figure 4-1: Transmission Authorization

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

¹ The layout and content of transmission files are defined by file specifications.

4.2 File Size and Other Performance Related Topics

Performance testing on ESS has shown that the application 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 a 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 are 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.

4.3 Transmission Notifications

There are three types of transmission notification emails sent to the EDFacts Coordinator:

1. When a file is successfully transmitted, an email is sent to the EDFacts Coordinator indicating the submitted file was received. After receipt of the email, verify the status of the file through the *Transmittal Status Report* in the ESS.
2. Once the transmission is processed, the state will receive an email 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” email may be received after a “processing results” email. This may happen with smaller files that process quickly.

5.0 Checking Transmittal Status

The **Transmittal Status Report** checks the success or failure of a transmittal and can be used to 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 (see fig.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.

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

EDEN
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Login

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

Transmittal Status Report

Instructions:
Use the drop down list and "GO" button to see data or reports associated with the transmittal.

Filter Transmittals

Show only those transmittals:
On or after this date: 10/28/2020
AND/OR
Containing the following: Show ALL
For School Year: ALL SCHOOL YEARS
For File Specification: All File Specifications
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

Transmittals from Show all files Archive selected file(s) Select All Clear All

Transmittal Status Report Navigation Bar: FIRST LAST PREV NEXT

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date		Select file(s) to archive
FS116SEA20201030081302	alSEAT3LEPSTSVV2 (2).csv	Oct 30 2020 10:02AM	SEA TITLE III LEP STUDENTS SERVED	N116 - Title III Students Served	Transmittal OK	Oct 30 2020 10:02AM	See Data GO	

Figure 5-1: Transmittal Status Reports

The **Transmittal Status Report** page is divided into two 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 Transmittal Status 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 previous page. If both buttons are gray, 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. If there are multiple pages, there will be a number with a drop-down list indicating which page of the report is being displayed, in the middle of the navigation bar. 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 have 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 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 (see fig. 5-3).
- 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 (see fig. 5-2).

Filter Transmittals

Show only those transmittals:

On or after this date:
10/28/2020

AND/OR

Containing the following:
Show ALL

For School Year:
2019-2020

For File Specification:

All File Specifications
 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...

Figure 5-2: Transmittal Report Filters

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 right end of each row of the list of transmittals. See section 5.3.1 for functionality of the **GO** hyperlink at the end of each row in the list of transmittals.

Filter Transmittals

Show only those transmittals:

On or after this date:
10/31/2018

AND/OR

Containing the following:
Show ALL

Received
Format Error
Validation Error
Database Exception
Transmittal OK
Replaced
No Changes
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

Figure 5-3: Transmittal Status Filter

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! The system performs additional submission edit checks after the file is accepted into the ESS database.

5.3.1 Status Definitions

Within the **Transmittal Status Report**, each transmittal has a status indicating whether the transmittal was successful, or 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.

- 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! Format errors must be corrected, and the file resubmitted, before the file can be loaded into the staging database.

- **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! Validation errors must be corrected, and the file resubmitted, before the file can be loaded into the staging database.

- **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. To 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.

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* (see fig.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

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* (see fig. 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

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 (see fig. 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 Single Inventory](#).

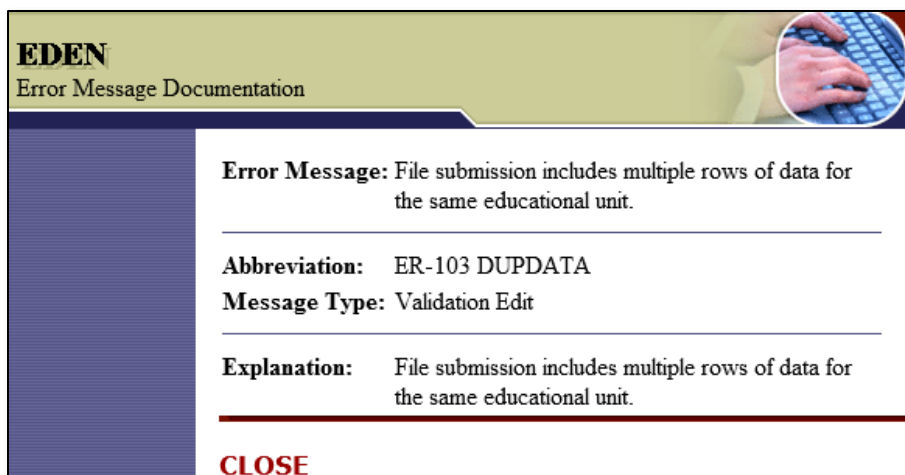


Figure 5-6: Error Message Documentation

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* is the ***Return to Errors and Warnings Report*** tab.

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

6.0 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 (see fig. 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** does not display 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**).

NOTE! The information behind the **Reports** tab is different. The **Reports** tab provides access to match edit 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 functions of these hyperlinks are described below.

The screenshot shows the 'Submission Error Report' page. On the left is a navigation bar with links: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report (highlighted), Submission Progress Report, Education Unit Profile, Data Framework, EMAPS, Contact Support, and Change Password. The main content area has a title 'Submission Error Report : ' followed by a dropdown menu for 'Select a School Year(required)' set to '2019-2020' and a 'GO' button. Below this are four tabs: 'State Data' (selected), 'LEA Data', 'School Data', and 'Reports'. A table of data is displayed with columns: File Number, File Submission Name, Last Submission Date, Last Updated, Error Count, Warning Count, Detail, and Download. The first row shows File Number 006, File Submission Name 'Children With Disab (IDEA) Multi Suspen Expu', Last Submission Date '10/20/2020 10:14:51 AM', Last Updated '10/20/2020 10:16:13 AM', Error Count 0, Warning Count 3, and links for Detail and Download.

File Number	File Submission Name	Last Submission Date	Last Updated	Error Count	Warning Count	Detail	Download
006	Children With Disab (IDEA) Multi Suspen Expu	10/20/2020 10:14:51 AM	10/20/2020 10:16:13 AM	0	3	Detail	Download

Figure 6-1: Submission Error Report Data Tabs

6.1.1 Details

Clicking on the **Detail** hyperlink for a file opens the **Submission Error Report Detail** page (see fig. 6-2). The **Submission Error Report Detail** page displays the specific

submission errors and warning triggered for 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 [EDFacts Business Rules Single Inventory](#).
- The **Error Message** provides a brief description of the problem.
- The **Error Value** identifies the permitted value affected by the rule.

Submission Errors Report Detail :

State Data

Return to Previous Page

< FIRST LAST >

PREV NEXT

School Year: 2019-2020

File Submission Name: Children With Disab (IDEA) Multi Suspen Expu

Filter Errors

Error Type:

Rule Code: GO

SEA Name	State ID	Error Type	Rule Code	Error Message	Error Value
State Department of Education	01	Warning	S006-R15	The total count of children with disabilities (IDEA) ages 3 through 21 reported for SubTotal1 ([INSCHOOL, GREATER10]) has changed more than 20 units and 20% from the prior year.	A = 335, B = 519

Figure 6-2: Submission Error Report Details Page

NOTE! The default *Submission Error Report* displays at state data level. Make sure to review the submission error reports by clicking each reporting level's tab.

6.1.2 Download

Clicking the **Download** hyperlink for a file opens the **Submission Error Report File Download** box (see fig. 6-3). This 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.

Home

Transmittal Authorization

Transmittal Status Report

Submission Error Report

Submission Progress Report

Education Unit Profile

Data Framework

EMAPS

Contact Support

Change Password

Submission Error Report :

Select a School Year(required)

2019-2020 GO

State Data LEA Data School Data Reports

< FIRST LAST >

PREV NEXT

File Number	File Submission Name	Last Submission Date	Last Updated	Error Count	Warning Count		
006	Children With Disab (IDEA) Multi Suspen Expu	10/20/2020 10:14:51 AM	10/20/2020 10:16:13 AM	0	3	Detail	Download
088	Children with Disabilities (IDEA) Disciplinary Removals	10/20/2020 10:16:32 AM	10/20/2020 10:24:16 AM	0	2	Detail	Download
143	Children with Disabilities (IDEA) - Total Disciplinary Removals	10/20/2020 10:18:11 AM	10/20/2020 10:24:22 AM	0	1	Detail	Download
144	Educational Services During Expulsion	10/20/2020 10:35:10 AM	10/20/2020 10:40:13 AM	0	2	Detail	Download

< FIRST LAST >

PREV NEXT

sea_submissionerro...xls

Show all

Figure 6-3: Submission Error Report Download Box

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

6.2 The Reports Tab

On the **Reports** tab, a table of the reports is available (see fig. 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 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.

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

EDEN
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Login

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

Submission Error Report :

Select a School Year (required)
2019-2020 GO

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	10/30/2020 10:07:46 AM	1 minute, 0 seconds	Regenerate	View
Summary Report	10/30/2020 10:09:30 AM	1 minute, 10 seconds	Regenerate	View
State Edit Report	10/28/2020 4:40:13 PM	-	-	View
Agency Edit Report	10/28/2020 4:40:13 PM	-	-	View
School Edit Report	10/28/2020 4:40:13 PM	-	-	View

Figure 6-4: Reports

6.2.1 Regenerate

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

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

EDEN
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer | Login

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

Submission Error Report : [REDACTED]

Select a School Year(required)
2019-2020 GO

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		
Match Error Report	Pending			
Summary Report	10/30/2020 10:09:30 AM	1 minute, 10 seconds	Regenerate	View

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 (see fig. 6-6).

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

Submission Error Report : [REDACTED]

Select a School Year(required)
2019-2020 GO

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		
Match Error Report	11/11/2020 2:15:41 PM	1 minute, 1 seconds	Regenerate	View
Summary Report	10/30/2020 10:09:30 AM	1 minute, 10 seconds	Regenerate	View
State Edit Report	10/28/2020 4:40:13 PM	-	-	View
Agency Edit Report	10/28/2020 4:40:13 PM	-	-	View
School Edit Report	10/28/2020 4:40:13 PM	-	-	View

_2019-2020_Mat...xls Show all X

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 (see fig. 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.

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		
Match Error Report	11/11/2020 2:15:41 PM	1 minute, 1 seconds	Regenerate	View
Summary Report	10/30/2020 10:09:30 AM	1 minute, 10 seconds	Regenerate	View
State Edit Report	10/28/2020 4:40:13 PM	-	-	View
Agency Edit Report	10/28/2020 4:40:13 PM	-	-	View
School Edit Report	10/28/2020 4:40:13 PM	-	-	View

Figure 6-7: CCD Edit Report Rows

To review these reports, click on the row's **View** link to open or save the Excel spreadsheet (see fig. 6-8).



Figure 6-8: Viewing CCD Edit Reports

If **Open** is selected, a multi-worksheet Excel spreadsheet (see fig. 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 the number of errors; only the pages with errors need to be reviewed.

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

NOTE! Match errors can be viewed in ESS and corrected as necessary; however, a response should be provided in the [Data Management System \(DMS\)](#). For additional information, reference the [DMS User Guide](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<p>Instructions</p> <p>Please review all the worksheets provided in this Edit report.</p> <ul style="list-style-type: none"> - 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: <p>Telephone: 877-457-3336 (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</p>												
2													
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													

Figure 6-9: CCD Edit Reports Content

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 and 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 [EDFacts Business Rules Single Inventory](#) document contains all the reasonability edits in ESS.

7.0 Submission Progress Report

The **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 (see fig. 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**) and follow the same instructions.

Figure 7-1: State Submission Progress

Once on the **Submission Progress Report** page for the desired education unit type (SEA, LEA, or 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 (see fig. 7-2). The submission type corresponds with the table in the EDFacts database where the data are stored. Scroll down to view the report.

Submission Type	Count	%	
Staff FTE Tables	1	100.000	See Data <input type="button" value="GO"/>
Children with Disabilities (IDEA) School Age Tables	1	100.000	See Data <input type="button" value="GO"/>
Children with Disabilities (IDEA) Removal Table	1	100.000	See Data <input type="button" value="GO"/>
Children with Disabilities (IDEA) Exiting Special Education Tables	1	100.000	See Data <input type="button" value="GO"/>
Children with Disabilities (IDEA) Reasons for Unilateral Removal Table	1	100.000	See Data <input type="button" value="GO"/>
Children with Disabilities (IDEA) Suspensions/Expulsions Table	1	100.000	See Data <input type="button" value="GO"/>
Immigrant Table	1	100.000	See Data <input type="button" value="GO"/>
Title III LEP English language proficiency results table	0	0.000	No Action
Student Membership Table	1	100.000	See Data <input type="button" value="GO"/>

Figure 7-2: Submission Progress Report (LEA)

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. In the screenshot of the LEA **Submission Progress Report** (see fig. 7-2), it shows that there are 5 LEAs in the selected state. 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 See Data

If data are 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) (see fig. 7-3). Click on the name of an education unit to see its data.

State Agency Name: State Department of Education		School Year: 2019-2020	
Refine Your Search GO			
◀ FIRST LAST ▶		Go To Page <input type="text" value="1"/> of 3 ◀ PREV NEXT ▶	
LEA Name	NCES LEA ID	State LEA ID	City
Acceleration Day and Evening Academy	0100197	800	Mobile
Alabaster City	0100190	103	Alabaster
Albertville City	0100005	101	Albertville
Alexander City	0100030	102	Alexander City
Andalusia City	0100060	104	Andalusia
Anniston City	0100090	105	Anniston

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

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 an education unit, the next pop-up window lists the data groups available for the submission type and education unit selected (see fig. 7-4). This window displays the data group name, ID, and file specification numbers.

School Submission Progress Report: Data Groups

< Back

School Name: A M Windham Elementary School File Name: Staff FTE File Spec #: 059
 School Year: 2019-2020

Name	ID	Table Type	Value
Teachers (FTE)	644	CLASSTEACHFTE	See Data

< Back

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

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 (see fig. 7-5). Subtotals and the Total are listed as **Type Total**, while Category Sets are Type **Detail**.

State Submission Progress Report: Staff FTE Tables

< Back

State Agency Name: Alabama State Department of Education File Name: Staff FTE File Spec #: 059
 School Year: 2019-2020

Category Set	Type	
Staff Category (CCD)	Detail	See Data
Total for Staff FTE Tables	Total	See Data

< Back

Figure 7-5: State Data Submission Progress Report: Staff FTE Tables (Category Sets)

4. **View Data.** Click the **See Data** link from a category-sets page list displays, in alphabetical order, the permitted values for the selected category set. Click the **See Data** link for a category set (on the right-hand side of the screen) to display the results of the submissions that are currently available (see fig. 7-6).

State Submission Progress Report: Category Set Data

< Back

State: School Year: 2019-2020
 State Agency Name: State Department of Education State Agency Number: FIPS State Code:

Staff Category	StaffCount	Percentage
Instructional Coordinators and Supervisors to the Staff	52.69	0.07%
Elementary School Counselors	950.49	1.24%
Elementary Teachers	16715.68	21.86%
School Counselors	157.66	0.21%
Kindergarten Teachers	4558.68	5.96%
LEA Administrators	1115.16	1.46%
LEA Administrative Support Staff	2093.86	2.74%
Librarians/Media Specialists	1305.29	1.71%
Library/Media Support Staff	178.36	0.23%
All Other Support Staff	12980.50	16.98%
Paraprofessionals/Instructional Aides	6739.55	8.81%
Pre-Kindergarten Teachers	1136.01	1.49%
School Administrators	3993.35	5.22%
School Psychologist	2.00	0.00%
School Administrative Support Staff	2215.60	2.90%
Secondary School Counselors	648.57	0.85%
Secondary Teachers	19611.36	25.65%
Student Support Services Staff (w/o Psychology)	2001.60	2.62%
Ungraded Teachers	0.00	0.00%

< Back

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

8.0 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) (see fig. 8-1).

Figure 8-1: Education Unit Profile

8.1 Accessing State Data

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! **Display State Only** is the default EU level.

Select a school year from the **Select a School Year** drop-down list (see fig. 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 (see fig. 8-3). Click the **State Agency Name** hyperlink to access state-level data by file submission.

NOTE! 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**. Except for 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 (see fig. 8-4). In alphabetical order by name, this page lists all 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.

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

State Agency Name: State Department of Education **FIPS State Code:** **State Agency Number:**

School Year: 2019-2020 **Effective Date:** 04/02/2019 **Chief State School Officer**

State Agency Phone Number: **Superintendent**
Website URL: www.state.edu

Mailing Address: **Location Address:**

Name	File #	Collection Period	Last Submission Date
Academic Achievement in Mathematics	175	End	
Academic Achievement in Reading (Language Arts)	178	End	
Academic Achievement in Science	179	End	
Assessment Participation in Mathematics	185	End	
Assessment Participation in Reading/Language Arts	188	End	
Assessment Participation in Science	189	End	
Children with Disabilities (IDEA) Disciplinary Removals	088	End	10/20/2020 10:16:22 AM
Children with Disabilities (IDEA) Early Childhood	089	Early	2/28/2020 11:55:54 AM
Children with Disabilities (IDEA) Exiting Special Education	009	Closeout	10/20/2020 4:28:29 PM
Children with Disabilities (IDEA) Reasons for Unilateral Removal	007	End	10/20/2020 10:24:17 AM
Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	005	End	10/20/2020 10:31:16 AM
Children with Disabilities (IDEA) School Age	002	Early	3/2/2020 12:37:33 PM
Children with Disabilities (IDEA) Suspensions/Expulsions	006	End	10/20/2020 10:14:15 AM
Children with Disabilities (IDEA) Total Disciplinary Removals	143	End	10/20/2020 10:17:46 AM

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 opens the **State Education Unit Profile: Data Groups** page (see fig. 8-5). Information at the top of the page describes the selections made so far: 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.

State Education Unit Profile: Data Groups

State Agency Name: Alabama State Department of Education File Name: Children with Disabilities (IDEA) Early Childhood File Spec #: 089
 School Year: 2019-2020

Name	ID	Table Type	Last Modified	Value
Children with disabilities (IDEA) early childhood table	613	CHWDSBERLCHD	2/28/2020 11:56:50 AM	See Data

[Return to Previous Page](#) [Start a New Search](#)

Figure 8-5: Education Unit Profile: Data Groups

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. In the screenshot below (see fig. 8-6), the EUP shows the category sets for data group 704, the **CTE concentrators in programs for non-traditional** table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

State Education Unit Profile: Children with Disabilities (IDEA) Early Childhood Tables

State Agency Name: State Department of Education File Name: Children with Disabilities (IDEA) Early Childhood File Spec #: 089
 School Year: 2019-2020

CategorySet	Type	
Age (Early Childhood), Disability Category (IDEA), Educational Environment (IDEA) EC	Detail	See Data
Disability Category (IDEA), Educational Environment (IDEA) EC, Racial Ethnic	Detail	See Data
Educational Environment (IDEA) EC, English Learner Status (Both)	Detail	See Data
Educational Environment (IDEA) EC, Sex (Membership)	Detail	See Data
Age (Early Childhood)	Total	See Data
Disability Category (IDEA)	Total	See Data
Educational Environment (IDEA) EC	Total	See Data
English Learner Status (Both)	Total	See Data
Racial Ethnic	Total	See Data
Sex (Membership)	Total	See Data
Total for Children with Disabilities (IDEA) Early Childhood Tables	Total	See Data

[Return to Previous Page](#) [Start a New Search](#)

Figure 8-6: 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. In the screenshot below (see fig. 8-7) the data for the Educational Unit Total is shown. These data can be sorted by clicking on the column headings.

State Education Unit Profile: Category Set Data

State: School Year: 2019-2020
 State Agency Name: State Department of Education State Agency Number: FIPS State Code:

Sex	StudentCount	Percentage
Male	5916	69.83%
Female	2556	30.17%

[Return to Previous Page](#) [Start a New Search](#)

Figure 8-7: Education Unit Profile Data

8.2 Accessing Local Education Agency (LEA) Data

The steps for accessing LEA data are 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 (see fig. 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 (see fig. 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. Search criteria include LEA Name, NCES Identifier, State Identifier, County Name, City, Zip, or Operational Status (see fig. 8-9). Click **GO** after entering the search criteria.

Figure 8-9: LEA Education Unit Profile Search Page

After clicking **GO**, the **Education Unit Profile: Search Results** page (see fig. 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.

LEA Education Unit Profile: Search Results

State: School Year : 2019-2020
 State Agency Name: State Department of Education
 FIPS State Code :
 Refine Your Search [GO](#)

LEA Name	State LEA ID	NCES LEA ID	County	School Year Start Status	Schools
Birmingham City	114	0100390		Open	Schools

[Return to Previous Page](#) [Start a New Search](#)

Figure 8-10: LEA Education Unit Profile Search Results

To view the data for an 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.

After an LEA is selected by clicking on its name, the **LEA Education Unit Profile: File Submissions** page will open (see fig. 8-11). This page lists all 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. Click a column heading to sort the list of files by that characteristic.

LEA Education Unit Profile: File Submissions

LEA Name: Birmingham City State LEA ID: 114 NCES LEA ID:
 School Year: 2019-2020
 Effective Date: 07/10/2020 Operational Status: Open
 LEA Phone Number: Website URL:
 Mailing Address: Location Address:

Name	File #	Collection Period	Last Submission Date
Academic Achievement in Mathematics	175	End	
Academic Achievement in Reading (Language Arts)	178	End	
Academic Achievement in Science	179	End	
Assessment Participation in Mathematics	185	End	
Assessment Participation in Reading/Language Arts	188	End	
Assessment Participation in Science	189	End	
Children with Disabilities (IDEA) Disciplinary Removals	088	End	10/20/2020 10:16:29 AM
Children with Disabilities (IDEA) Early Childhood	089	Early	2/28/2020 11:57:22 AM
Children with Disabilities (IDEA) Exiting Special Education	009	Closeout	10/28/2020 4:28:38 PM

Figure 8-11: LEA Education Unit Profile File Submissions

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 (see fig. 8-12). Information at the top of the page describes the selections made so far: 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.

LEA Education Unit Profile: Search Results

State: School Year : 2019-2020
 State Agency Name: State Department of Education FIPS State Code :
 Refine Your Search

LEA Name	State LEA ID	NCES LEA ID	County	School Year Start Status	Schools
Birmingham City	114	0100390		Open	Schools

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. Click a column heading to sort the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. In the screenshot below (see fig. 8-13), the category set for data group 39, the **Membership** table is displayed. To access data for a specific category set, click the **See Data** link to the right of the category set name.

LEA Education Unit Profile: Data Groups

LEA Name: Birmingham City File Name: Membership File Spec #: 052
 School Year: 2019-2020

Name	ID	Table Type	Last Modified	Value
Membership table	39	MEMBER	2/25/2020 4:25:02 PM	See Data

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. In the screenshot below (see fig.8-14), the data for category set **Language (Native)** is displayed. Data can be sorted by clicking on the column headings.

LEA Education Unit Profile: Student Membership Table		
Category Set	Type	
Grade Level (Membership), Racial Ethnic, Sex (Membership)	Detail	See Data
Grade Level (Membership)	Total	See Data
Grade Level (Membership), Racial Ethnic	Total	See Data
Grade Level (Membership), Sex (Membership)	Total	See Data
Racial Ethnic, Sex (Membership)	Total	See Data
Total for Student Membership Table	Total	See Data

Figure 8-14: LEA Education Unit Profile Data

8.3 Accessing School Level Data

The steps for accessing school level data are 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 (see fig. 8-15) and then click **GO**.

Education Unit Profile

Select a School Year (required)

2019-2020

Select a Results List

☐ Display State Only
 ☐ Display Local Education Agencies
 ☒ Display Schools

GO

Figure 8-15: Education Unit Profile

Click **GO** to open the **School Education Unit Profile: Search** page (see fig. 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 (see fig. 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 the screenshot below (see fig. 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: Search Results** page (see fig. 8-17) lists all the schools returned in the search. It also lists the file NCES School ID, State School ID, LEA Name, NCES LEA ID, State LEA ID, School Year Start Status, and Charter Status. Click a column heading to sort the list of files by that characteristic.

Figure 8-17: School Education Unit Profile Search Results

To view the data for a school, click on the school name.

After a school is selected by clicking on its name, the **School Education Unit Profile: File Submissions** page will open (see fig. 8-18). This page lists all 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. Click a column heading to sort the list of files by that characteristic.

School Education Unit Profile: File Submissions			
School Name: Princeton School		State School ID: 0700	NCES School ID: [redacted]
School Year: 2019-2020			
Effective Date: 07/10/2020		Operational Status: Open	
School Phone Number: [redacted]		Website URL: http://www.[redacted]	
Mailing Address: [redacted]		Location Address: [redacted]	
Name	File #	Collection Period	Last Submission Date
Academic Achievement in Mathematics	175	End	
Academic Achievement in Reading (Language Arts)	178	End	
Academic Achievement in Science	179	End	
Accountability	103	Closeout	10/21/2020 2:00:48 PM
Assessment Participation in Mathematics	185	End	
Assessment Participation in Reading/Language Arts	188	End	
Assessment Participation in Science	189	End	

Figure 8-18: School Education Unit Profile File Submissions

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 opens the **Education Unit Profile: Data Groups** page (see fig. 8-19). 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.

School Education Unit Profile: Data Groups			
School Name: Princeton School		File Name: Grades Offered	File Spec #: 039
School Year: 2019-2020			
Name	ID	Last Modified	Value
Grades offered	18	1/16/2020 3:51:31 PM	PK, KG, 01, 02, 03, 04, 05

Return to Previous Page Start a New Search

Figure 8-19: 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. Click a column heading to sort the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. In the screenshot below (see fig. 8-20), the category sets for data group 814, the **Chronic Absenteeism** table, are displayed. To access data for a specific category set, click

the **See Data** link to the right of the category set name.

Home Transmittal Authorization Transmittal Status Report Submission Error Report Submission Progress Report Education Unit Profile Data Framework EMAPS Contact Support Change Password	School Education Unit Profile: Children with Disabilities (IDEA) School Age Tables		
	School Name: Princeton School		File Name: Children with Disabilities (IDEA) School Age
	School Year: 2019-2020		File Spec #: 002
	CategorySet	Type	
	Age (School Age), Disability Category (IDEA), Educational Environment (IDEA) SA	Detail	See Data
	Disability Category (IDEA), Educational Environment (IDEA) SA, English Learner Status (Both), Sex (Membership)	Detail	See Data
	Disability Category (IDEA), Educational Environment (IDEA) SA, Sex (Membership)	Detail	See Data
	Disability Category (IDEA), Racial Ethnic, Sex (Membership)	Detail	See Data
	Educational Environment (IDEA) SA, Racial Ethnic	Detail	See Data
	Age (School Age)	Total	See Data
	Age (School Age), Educational Environment (IDEA) SA	Total	See Data
	Disability Category (IDEA)	Total	See Data
	Educational Environment (IDEA) SA	Total	See Data
	English Learner Status (Both)	Total	See Data
	Racial Ethnic	Total	See Data
	Sex (Membership)	Total	See Data
	Total for Children with Disabilities (IDEA) School Age Tables	Total	See Data

Figure 8-20: 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. In the screenshot below (see fig. 8-21), the data for the **Grade Level** category set are displayed. Data can be sorted by clicking on the column headings.

Home Transmittal Authorization Transmittal Status Report Submission Error Report Submission Progress Report Education Unit Profile Data Framework EMAPS Contact Support Change Password	School Education Unit Profile: Category Set Data			
	State: <input type="text"/>		School Year: 2019-2020	
	State Agency Name: <input type="text"/> State Department of Education		State Agency Number: <input type="text"/>	FIPS State Code: <input type="text"/>
	LEA Name: Birmingham City		State LEA ID: 114	NCES LEA ID: <input type="text"/>
	School Name: Princeton School		State School ID: 0700	NCES School ID: <input type="text"/>
	Age	StudentCount	Percentage	
	Age 10	3	27.27%	
	Age 7	4	36.36%	
	Age 8	3	27.27%	
	Age 9	1	9.09%	

Figure 8-21: School Education Unit Profile Data

8.4 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 (see fig. 8-22);
- LEA Education Unit Profile: File Submissions; or
- School Education Unit Profile: File Submissions.

State Education Unit Profile: File Submissions

State Agency Name: [Redacted] FIPS State Code: [Redacted] State Agency Number: [Redacted]
 School Year: 2017-2018
 Effective Date: 04/02/2019 Chief State School Officer: [Redacted]
 State Agency Phone Number: 694-4600
 Website URL: www.[Redacted].edu
 Mailing Address: [Redacted] Location Address: [Redacted]

Navigation: < FIRST LAST > Go To Page 1 of 2 < PREV NEXT >

Name	File #	Collection Period	Last Submission Date
Academic Achievement in Mathematics	175	End	12/12/2018 12:57:59 PM
Academic Achievement in Reading (Language Arts)	178	End	12/12/2018 12:57:33 PM
Academic Achievement in Science	179	End	12/12/2018 12:57:06 PM
Adjusted-Cohort Graduation Rate	150	Closeout	5/2/2019 3:27:09 PM
Assessment Participation in Mathematics	185	End	12/13/2018 8:19:28 PM
Assessment Participation in Reading/Language Arts	188	End	12/13/2018 8:20:52 PM
Assessment Participation in Science	189	End	12/13/2018 8:21:56 PM
Children with Disabilities (IDEA) Disciplinary Removals	088	End	11/8/2018 3:39:21 PM
Children with Disabilities (IDEA) Early Childhood	089	Early	4/3/2018 9:49:05 AM
Children with Disabilities (IDEA) Exiting Special Education	009	Closeout	1/25/2019 3:45:37 PM
Children with Disabilities (IDEA) Reasons for Unilateral Removal	007	End	11/8/2018 3:37:54 PM
Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	005	End	11/8/2018 3:30:48 PM

Figure 8-22: State Education Unit Profile: File Submission

Click the **Directory** hyperlink to open an alphabetical list of all the data groups within the Directory. Click on a column heading to sort the list of data groups by that characteristic.

In the screenshot below (see fig. 8-23), the data groups in the Directory at the SEA level are displayed. To access the history of any of the data groups, click the **History** link to the right of the data group name.

State Education Unit Profile: Data Groups

State Agency Name: [Redacted] File Name: Directory File Spec #: 029
 School Year: 2017-2018

Name	ID	Last Modified	Value	History
Address location	9	4/2/2019 11:58:11 AM	[Redacted]	History
Address mailing	8	1/28/2018 3:02:10 PM	[Redacted]	History
Chief state school officer contact information	458	4/2/2019 11:58:12 AM	[Redacted]	History
Education entity name	7	4/2/2019 11:58:11 AM	State Department of Education	History
State agency number	570	10/5/2008 2:15:02 PM	[Redacted]	History
State code	559	4/2/2019 11:58:12 AM	[Redacted]	History
Telephone - education entity	10	4/2/2019 11:58:11 AM	[Redacted]	History
Web site address	11	4/2/2019 11:58:11 AM	www.[Redacted].edu	History

Return to Previous Page Start a New Search

Figure 8-23: State Education Unit Profile: Directory Data Group

After clicking the **History** link, the data are displayed. For example, data for the Chief State School Officer Contact Information for the state of Euphoria is listed (see fig. 8-24).

State Education Unit Profile: Chief state school officer contact information

Home
Transmittal Authorization
Transmittal Status Report
Submission Error Report
Submission Progress Report
Education Unit Profile
Data Framework
EDFacts Reporting System
EMAPS
Contact Support
Change Password

State Agency Name: [Redacted] File Name: Directory File Spec #: 029
School Year: 2017-2018

Value	Effective Date	File Transmission	Submitted
[Redacted]	4/2/2019 11:58:12 AM	SEADIRECTORYv1.csv	4/2/2019 11:58:12 AM
[Redacted]	1/28/2018 3:02:10 PM	C029_SEA.csv	1/28/2018 3:02:10 PM
[Redacted]	1/23/2012 3:07:50 PM	SEADIRECTORYvMSTR12.xml	1/23/2012 3:07:50 PM
[Redacted]	10/1/2003	SEADIRECTORYv100508.xml	10/5/2008 2:15:02 PM

Return to Previous Page Start a New Search

Figure 8-24: State Education Unit Profile: Chief State School Officer Contact Information

8.5 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.

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** (see fig. 8-25).

Education Unit Profile

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

Select a School Year (required)
2019-2020

Select a Results List
☒ Display State Only
 ☐ Display Local Education Agencies
 ☐ Display Schools

GO

Figure 8-25: Education Unit Profile Main

On the **State Education Unit Profile: Search Results** screen, click **Charter Authorizers** (see fig. 8-26)

State Education Unit Profile: Search Results

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

State: ALABAMA School Year: 2019-2020

State Agency Name	Charter Authorizers	CMO Directory	LEAs
Alabama State Department of Education	Charter Authorizers	CMO	LEAs

Return to Previous Page Start a New Search

Figure 8-26: State Education Unit Profile: Charter Authorizers link

The **Charter Authorizer Education Unit Profile: Search Results** screen (see fig. 8-27) 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.

Charter Authorizer Education Unit Profile: Search Results	
State: <input type="text"/>	School Year : 2019-2020
State Agency Name: <input type="text"/> State Department of Education	FIPS State Code : 1
Refine Your Search GO	
Charter Authorizer Name	State Charter Authorizer ID
AL Charter School Commission	900
Athens City Schools Board	901
Birmingham City School Board	902
Greene County School Board	903
Macon County School Board	904
Montgomery County School Board	905
Return to Previous Page Start a New Search	

Figure 8-27: Charter Authorizer Education Unit Profile: Search Results

Data for the Authorizer chosen will display (see fig. 8-28). Each data group will be displayed.

Home

Transmittal Authorization

Transmittal Status Report

Submission Error Report

Submission Progress Report

Education Unit Profile

Data Framework

EMAPS

Contact Support

Change Password

Charter Authorizer Education Unit Profile: Data Groups

Charter Authorizer Name: Charter School Commission

File Name: Charter Authorizer Directory

File Spec #: 190

School Year: 2019-2020

Name	ID	Last Modified	Value
Charter authorizer identifier (state)	808	1/16/2020 4:49:51 PM	900
Charter authorizer name	798	1/16/2020 4:49:51 PM	Charter School Commission
Charter authorizer type	807	1/16/2020 4:49:51 PM	State department of education

Return to Previous Page

Start a New Search

Figure 8-28: Charter Authorizer Education Unit Profile: Data Groups

Click **Return to Previous Page** to return to the list of the state's Charter Authorizers (see fig. 8-29).

Home

Transmittal Authorization

Transmittal Status Report

Submission Error Report

Submission Progress Report

Education Unit Profile

Data Framework

EMAPS

Contact Support

Change Password

Charter Authorizer Education Unit Profile: Data Groups

Charter Authorizer Name: Charter School Commission

File Name: Charter Authorizer Directory

File Spec #: 190

School Year: 2019-2020

Name	ID	Last Modified	Value
Charter authorizer identifier (state)	808	1/16/2020 4:49:51 PM	900
Charter authorizer name	798	1/16/2020 4:49:51 PM	Charter School Commission
Charter authorizer type	807	1/16/2020 4:49:51 PM	State department of education

Return to Previous Page

Start a New Search

Figure 8-29: Charter Authorizer Education Unit Profile: Data Groups: Return to Previous Page

8.6 Accessing Charter Management Organization Data

With the addition of file 196 (Management Organizations Directory), the Charter Management Organization data can be viewed from the Education Unit Profile. However, the Charter Management Organization data is not available from the *State Education Unit Profile: File Submissions* screen, as with all other files.

To access Charter Management Organization 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** (see fig. 8-30).

Figure 8-30: Education Unit Profile Main

On the State Education Unit Profile: Search Results screen, click **CMO** (see fig. 8-31).

State Agency Name	Charter Authorizers	CMO Directory	LEAs
State Department of Education	Charter Authorizers	CMO	LEAs

Figure 8-31: State Education Unit Profile: Charter Management Organization link

The **Charter Management Organization Directory: Search Results** screen (see fig. 8-32) displays columns containing **Charter Org Name** and **State ManagementOrg EMP ID Num**. Click on either column heading to sort the data.

To access an individual Charter Management Organization's data, click on the name of the organization.

Charter Management Organization Education Unit Profile: Search Results

State: School Year: 2019-2020
 State Agency Name: State Department of Education FIPS State Code:
 Refine Your Search GO

Charter Org Name	Charter ManagmentOrg Emp ID Num
Unity Services	83-1

Return to Previous Page Start a New Search

Figure 8-32: Charter Management Organization Education Unit Profile: Search Results

Data for the management organization chosen will display (see fig. 8-33). Each data group will be displayed.

Charter Management Education Unit Profile: Data Groups

Charter Management Name: Unity Services File Name: Management Organization for Charter Schools Roster File Spec #: 196
 School Year: 2019-2020

Name	ID	Last Modified	Value
Employer identification number (EIN)	826	1/16/2020 4:49:30 PM	83-
Management organization name	825	1/16/2020 4:49:30 PM	Unity Services
Management organization type	829	1/16/2020 4:49:30 PM	Education Management Organization (EMO)

Return to Previous Page Start a New Search

Figure 8-33: Charter Management Education Unit Profile: Data Groups

Click **Return to Previous Page** to return to the list of the state's Charter Authorizers (see fig. 8-33).

9.0 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.

9.1 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 (see fig. 9-1). On the **Data Framework** page, select **Data Groups**, **Categories**, **Permitted Codes**, or **File Specification**.

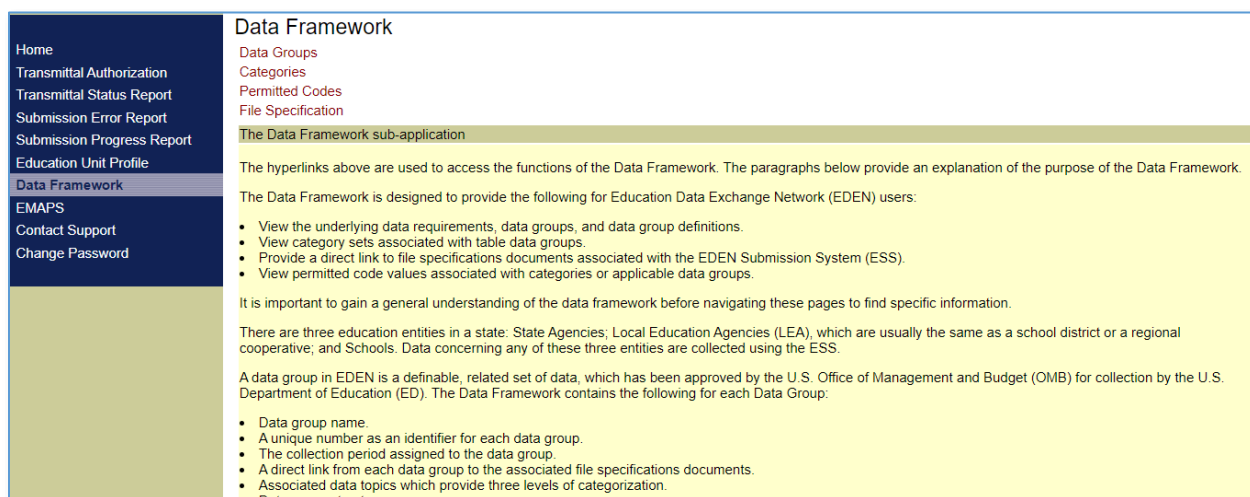


Figure 9-1: Data Framework

9.2 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 (see fig. 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. 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.

NOTE! Partial searches are accepted. For example, entering “St” will return a list of all Data Groups with “st” in the name.

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.

Data Group List

Data Framework > Data Group List

School Year: 2019-2020

Show Only: Collection Period(All)

Search by Name:

Search by ID:

Go Reset

<< FIRST LAST >> Go To Page: 1 of 3 < PREVIOUS NEXT >

Data Group ID	Data Group Name	Data Group Structure	Collection Period	File Spec Number	File Specification
583	Academic achievement in mathematics table	Table Type	End	175	Academic Achievement in Mathematics
584	Academic achievement in reading/language arts table	Table Type	End	178	Academic Achievement in Reading (Language Arts)
585	Academic achievement in science table	Table Type	End	179	Academic Achievement in Science
9	Address location	Multiple Components	Early	029	Directory
8	Address mailing	Multiple Components	Early	029	Directory
588	Assessment participation in mathematics table	Table Type	End	185	Assessment Participation in Mathematics
589	Assessment participation in reading/language arts table	Table Type	End	188	Assessment Participation in Reading/Language Arts
590	Assessment participation in science table	Table Type	End	189	Assessment Participation in Science

Figure 9-2: Data Group Search

Once **GO** is clicked, a list of data groups that fit the selection criteria will be displayed. From this screen (see fig. 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 (see fig. 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 date (i.e., November 1, 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.

Data Group Detail

Data Framework > Data Group List > Data Group Detail

Data Group: Academic achievement in mathematics table

ID: 583

School Year: 2019-2020

Collection Period: End

Data Group Structure: Table Type

Definition: Table Type Table Type with Codes Data Element with Codes Data Element Components Program Presence
The unduplicated number of students who completed the state assessment in mathematics and for whom a proficiency level was assigned.

Education Unit Level(s): ☒ SEA ☒ LEA ☐ School

Reporting Period: Testing Window

Privacy Rule: Yes

Civil Rights Data Collection:

OCR Comment:

State Defined: Yes

Comment:

File Specification: N175 - Academic Achievement in Mathematics

Figure 9-3: ESS Data Element Information

9.3 Categories

Return to the main **Data Framework** page and click on the **Categories** hyperlink, to display the **Categories** page (see fig. 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 an 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
- 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), Racial Ethnic, and Sex (Membership). 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.

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

Categories

Data Framework > Categories

School Year: 2019-2020

Find Results: Go Reset

Select a Category below to view associated Permitted Codes and Category Sets.

<< FIRST LAST >> Go To Page 1 of 2 < PREV NEXT >

Category	Purpose	Abbreviation	Definition
Academic Subject	Assessment	ACADSUBASSES	The description of the content or subject area of an assessment.
Achievement Status		ACHSTSCTE	An indication of whether the students achieved the measure for career and technical education.
Age	PK	AGEPK	The age ranges of children birth through 5 (not Kindergarten).
Age	Exiting	AGEEXITSPED	The discrete age of children (students) on the date of the most recent IDEA child count prior to exiting special education.
Age	School Age	AGESA	The discrete age of children (students) who are school age on the state specified child count date.
Age	Early Childhood	AGEEC	The discrete age of children (students) who are in early childhood on the state specified child count date.
Age Group		AGEGROUP	The age range of students (children).
Age/Grade	Basic	AGE3TOGRADE13	The discrete age or grade level (primary instructional level) of students (children).
Assessed First Time		FIRSTASSESS	An indication that students are taking the English language proficiency assessment for the first time.

Figure 9-4: ESS Categories

Once **GO** is clicked, a list of categories that fit the selection criteria will be displayed. From this screen (see fig. 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 (see fig. 9-4), which will open the **Category Detail** page (see fig. 9-5). This page will contain details for the Permitted Code Value, Code Abbreviation, Definition, Data Group, Table Type, and Category Set.

The screenshot shows the 'Category Detail' page for 'Disability Status'. The left sidebar contains navigation links: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile, Data Framework (selected), EMAPS, Contact Support, and Change Password. The main content area displays the following information:

Category Detail
 Data Framework > Categories > Category Detail
Category: Disability Status
Purpose: IDEA
Abbreviation: DISABSTATIDEA
Comments:
Definition: An indication of whether children (students) are children with disabilities (IDEA).
School Year: 2019-2020

Permitted Codes Associated:

Permitted Code Value	Code Abbreviation	Definition
Children with one or more disabilities (IDEA)	WDIS	Children with one or more 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

Program Presence Type Data Groups Associated:
None

Figure 9-5: ESS Category Details

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

9.4 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 (see fig. 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: Proficiency Status has Permitted Code Values of Proficient and Not Proficient.

- **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.

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

Permitted Codes and Associations List

Data Framework > Permitted Codes and Associations List

School Year: 2019-2020

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.

< FIRST LAST > Go To Page: 1 of 18 < PREV NEXT >

Permitted Code Value	Code Abbreviation	Definition
1 day or less	LTOREQ1	1 day or less
2 through 10 days	2TO10	2 through 10 days
3 through 5	3TO5	3 through 5
6 through 21	6TO21	6 through 21
Abkhazian	abk	Abkhazian
Achieved	ACHSTSCTEYES	Achieved
Achinese	ace	Achinese
Acoli	ach	Acoli
ADA status	DISADA	Student with disability status according to American Disability Act (ADA).
Adangme	ada	Adangme
Added	4	Added
Added	4	In previous SY was not reported even though it was in operation. In current SY is in operation.
Additional targeted school not exiting such status	CSIOther	Additional targeted school not exiting such status

Figure 9-6: Permitted Code Value

To view more information for a Permitted Code, click the name of a **Permitted Code Value** hyperlink (see fig. 9-7). 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.

Permitted Code Selected: Age 16

Non-Table Type Data Groups Associated:
None

Categories Associated:

Age (Exiting)
Age (School Age)

Program Presence Type Data Elements Associated:
None

Figure 9-7: Permitted Code Value Associations

9.5 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 (see fig. 9-8).

Home

Transmittal Authorization

Transmittal Status Report

Submission Error Report

Submission Progress Report

Education Unit Profile

Data Framework

EMAPS

Contact Support

Change Password

File Specification List

Data Framework > File Specification List

School Year:

2019-2020

Show Only:

File Specification Types(All)

Search:

Go Reset

« FIRST

LAST »

Go To Page: 1 of 2

« PREV

NEXT »

File Specification Name	File ID	Last Updated Date	File Specification Type	School Year
Academic Achievement in Mathematics	N175	11/26/2019	Non-XML	2019-2020
Academic Achievement in Reading (Language Arts)	N178	12/02/2019	Non-XML	2019-2020
Academic Achievement in Science	N179	11/25/2019	Non-XML	2019-2020
Accountability	N103	06/08/2020	Non-XML	2019-2020
Assessment Participation in Mathematics	N185	11/24/2019	Non-XML	2019-2020
Assessment Participation in Reading/Language Arts	N188	11/27/2019	Non-XML	2019-2020
Assessment Participation in Science	N189	11/28/2019	Non-XML	2019-2020
CCD School	N129	11/19/2019	Non-XML	2019-2020
Charter Authorizer Directory	N190	09/16/2019	Non-XML	2019-2020
Charter Contracts	N198	09/11/2019	Non-XML	2019-2020
Children with Disabilities (IDEA) Discipline Removals	N199	06/03/2020	Non-XML	2019-2020

Figure 9-8: ESS File Specifications

Clicking on the name of a file specification will display the **File Specification Document Links page** (see fig. 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.

Home Transmittal Authorization Transmittal Status Report Submission Error Report Submission Progress Report Education Unit Profile Data Framework EMAPS Contact Support Change Password	<h3>File Specification Document Links</h3> <p>Data Framework > File Specification List > File Specification Document Links</p> <p>Name: Academic Achievement in Mathematics</p> <p>ID: N175</p> <p>File Specification: Non-XML</p> <p>School Year: 2019-2020</p> <p>Current Version</p>
--	---

Figure 9-9: File Specification Document Links

10.0 Changing Passwords

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:

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

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.
- At least 1 punctuation character (e.g. !@#\$.).
- Must be between **12** and **15** characters long and cannot contain spaces.
- It cannot contain your UserName or full name or be any of your prior 12 passwords..

Old Password:

New Password:

Confirm New Password:

Enter

Figure 10-1: ESS Change Password Screen

1. Type the new password in the **New Password** field. Then, re-type the new password in the **Confirm New Password** field.
2. 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.
- At least 1 punctuation character.
- Must be between 12 and 15 characters long and cannot contain spaces.
- Passwords cannot contain the User ID or full name or be any of the prior 12 passwords.



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov