

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

**FS002 – Children with Disabilities (IDEA) School Age**

**File Specifications**

**SY 2018-19**

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**U.S. Department of Education**

Betsy DeVos

Secretary of Education

**ED*Facts***

Ross Santy

System Owner

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS002 – Children with Disabilities (IDEA) School Age File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change**  |
| 1.0 – 14.0 |  | Versions 1.0 through 14.0 are used to build files for school years prior to SY 2018-19. |
| 15.0 | August 2018 | Updated for SY 2018-19. |

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [ED*Facts* Initiative Home Page](http://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using the ED*Facts*

Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

* ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
* ED*Facts* Business Rules Guide – describes each business rule, including the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the [ED*Facts* Contact Page](http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2020). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 74: Children with disabilities (IDEA) school age table. The definition for this data group is:

The unduplicated number of children with disabilities (IDEA) who are ages 6 through 21.

The data collected using this file specification are required by the Individuals with Disabilities Education Act (IDEA), Section 618.  The data are also used for monitoring the programs and activities under IDEA. The appendix contains a crosswalk between this file and the applicable sections of the OSEP legacy data collections Table 1 “Report of Children with Disabilities Receiving Special Education under Part B of the Individuals with Disabilities Education Act” and Table 3 “Part B, Individuals with Disabilities Education Act Implementation of FAPE Requirements.”

The data are also used in the Non-Fiscal Survey of the Common Core of Data (LEA level) and by the Office for Civil Rights (School level).

The ED data stewarding office/s for this file: OSERS/OSEP and OCR (school-level)

# GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

## Changes from the SY 2017-18 File Specifications

Other than the editorial changes listed in the document history on page ii, there have been no other changes to this file specification.

## Requirements for Submitting this Data Group at the SEA and LEA Level

This section contains two tables that summarize the reporting requirements at the SEA and LEA level. Requirements for submitting at the school level are in section 2.3. The first table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting. The second table contains the required categories and applicable totals

**Table 2.2-1: Core Reporting Requirements for SEA and LEA Levels**

|  |  |  |
| --- | --- | --- |
|  | **SEA** | **LEA** |
| **Reporting Period** | Child Count Date – The date designated by the state that is between October 1 and December 1 for the IDEA child count  | Child Count Date – The date designated by the state that is between October 1 and December 1 for the IDEA child count |
| **Education Units Reported** | Include SEA | Include LEAs that had responsibility for the education of children with disabilities (IDEA) at the time of the state’s child count. |
| **Education Units Not Reported** |   | Closed, inactive, or future LEAs |
| **Type of Count** | Once (unduplicated count) | At only one LEA (unduplicated count across LEAs) |
| **Zero Counts** | Required for all valid combinations; see Zero Exceptions as explained below. | Required for the total of the education unit. Not required for category sets or subtotal. |
| **Zero Exceptions or Not Applicable** | Disability Category (IDEA) – If your state does not use a permitted value (*e.g.,* multiple disabilities), do not use that permitted value in the file (i.e., category sets A and B and subtotal 3). Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA.Educational Environment (IDEA) SA - If a state does not use a permitted value (*e.g.,* Residential Facility), do not use that permitted value in the file (i.e., Category set B, C, D, and E and subtotals 6 and 7). Your use of the permitted values must be consistent within the file. Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA.Disability Category (IDEA) by age – If the permitted value “development delay” is not applicable at certain ages, leave those combinations out of the file. Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA. | Disability Category (IDEA) – If your state does not use a permitted value (*e.g.,* multiple disabilities), do not use that permitted value in the file (i.e., category sets A and B and subtotal 3). Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA.Educational Environment (IDEA) SA - If a state does not use a permitted value (*e.g.,* Residential Facility), do not use that permitted value in the file (i.e., Category set B, C, D, and E and subtotals 6 and 7). Your use of the permitted values must be consistent within the file. Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA.Disability Category (IDEA) by age – If the permitted value “development delay” is not applicable at certain ages, leave those combinations out of the file. Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA. |
| **Missing** | Use “-1” to report missing counts. Use “MISSING” when a category is not available. | Use “-1” to report missing counts. Use “MISSING” when a category is not available. |
| **Related Metadata Survey** | The responses to the E*MAPS* State Supplementary Survey – IDEA and the permitted values reported must align. See information related to E*MAPS* survey SSS\_IDEA in Zero exceptions or Not applicable above. | The responses to the E*MAPS* State Supplementary Survey – IDEA and the permitted values reported must align. See information related to E*MAPS* survey SSS\_IDEA in Zero exceptions or Not applicable above. |

The table below lists the combinations of the categories and totals that are expected to be submitted for this file at the SEA and LEA levels:

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
	+ For example, in category set B, data must be disaggregated by Disability Category (IDEA), Age (School Age) and Educational Environment (IDEA) SA.
* A “Z” in the column indicates that the category value is not required to be submitted when reporting that aggregation, but may be included if available.
	+ For example, in category set A, data can be submitted disaggregated by Racial Ethnic and Disability Category (IDEA) with Sex (Membership) reported as missing.
	+ If the data in the “Z” cells are not included, the category must be reported as “missing”.
* The total indicator must be either “Y” (Yes) or “N” (No).
	+ If the record is for a category set, specify an “N” (No).
	+ If the record is for a subtotal or education unit total, specify a “Y” (Yes).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.2–2: Required Categories and Totals for SEA and LEA level**

| **Aggregation** | **Table Name** | **Racial Ethnic** | **Sex (Membership)** | **Disability Category (IDEA)** | **Age** **(School Age)** | **Educational Environment****(IDEA) SA**  | **English Learner Status (Both)**  | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **IDEADISAB** | X | Z | X |  |  |  | N | By Racial Ethnic, by Disability Category (IDEA) and if available by Sex (Membership) |
| **Category Set B** | **IDEADISAB** |  |   | X | X | X |  | N | By Disability Category (IDEA), by Age (School Age), by Educational Environment (IDEA) SA |
| **Category Set C** | **IDEADISAB** | X |  |   |  | X |  | N | By Racial Ethnic and by Educational Environment (IDEA) SA |
| **Category Set D** | **IDEADISAB** |  | X | Z |  | X |  | N | By Sex (Membership), by Educational Environment (IDEA) SA and if available by Disability Category (IDEA) |
| **Category Set E** | **IDEADISAB** |  | Z | Z |  | X | X | N | By Educational Environment (IDEA) SA, by English Learner Status (Both) and if available by Sex (Membership) and by Disability Category (IDEA)  |
| **Subtotal 1** | **IDEADISAB** |  | X |  |  |  |  | Y | Subtotal by Sex (Membership) |
| **Subtotal 2** | **IDEADISAB** |  |  |  | X |  |  | Y | Subtotal by Age (School Age) |
| **Subtotal 3** | **IDEADISAB** |  |  | X |  |  |  | Y | Subtotal by Disability Category (IDEA) |
| **Subtotal 4** | **IDEADISAB** | X |  |  |  |  |  | Y | Subtotal by Racial Ethnic |
| **Subtotal 5** | **IDEADISAB** |  |  |  |  |  | X | Y | Subtotal by English Learner Status (Both) |
| **Subtotal 6** | **IDEADISAB** |  |  |  |  | X |  | Y | Subtotal by Educational Environment (IDEA) SA |
| **Subtotal 7** | **IDEADISAB** |  |  |  | X | X |  | Y | Subtotal by Age (School Age) by Educational Environment (IDEA) SA |
| **Total of the Education Unit** | **IDEADISAB** |  |  |  |  |  |  | Y | Total of the Education Unit |

## Requirements for Submitting this Data Group at the School Level

This section contains two tables that summarize the reporting requirements for the school level. The first table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting. The second table contains the required categories and applicable totals (school level).

**Table 2.3-1 Core Reporting Requirements for School Level**

|  |  |
| --- | --- |
|  | **School** |
| **Reporting Period** | Child Count Date - The date designated by the state that is between October 1 and December 1 for the IDEA child count.  |
| **Education Units Reported** | Include public schools where children with disabilities (IDEA) attended at the time of the state’s child count*Note* – Public schools include state-operated agencies that provide education to students with disabilities (IDEA), including agencies that serve students with specific disabilities (IDEA) (such as hearing impaired or vision impaired) and agencies that provide education to adjudicated youth |
| **Education Units Not Reported** | Closed, inactive, or future schools. |
| **Type of Count** | At only one school |
| **Zero Counts** | Required for the total of the education unit.Not required for category sets or subtotals. |
| **Zero Exceptions and Not Applicable** | Disability Category (IDEA) – If your state does not use a permitted value (*e.g.,* multiple disabilities), do not use that permitted value in the file (i.e., category sets A and B and subtotal 3). Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA.Educational Environment (IDEA) SA - If a state does not use a permitted value (*e.g.,* Residential Facility), do not use that permitted value in the file (i.e., Category set B, C, D, and E and subtotals 6 and7). Your use of the permitted values must be consistent within the file. Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA.Disability Category (IDEA) by age – If the permitted value “development delay” is not applicable at certain ages, leave those combinations out of the file. Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the E*MAPS* survey SSS-IDEA. |
| **Missing** | Use “-1” to report missing counts.Use “MISSING” when a category is not available. |
| **Related Metadata Survey** | The responses to the E*MAPS* State Supplementary Survey – IDEA and the permitted values reported must align. See information related to E*MAPS* survey SSS\_IDEA in Zero exceptions or Not missing above. |

The table below lists the combinations of the categories and totals that are expected to be submitted for this file at the school level:

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
	+ For example, category set A must be disaggregated by Racial Ethnic, Sex (Membership) and Disability Category (IDEA).
* A “Z” in the column indicates that the category value is not required to be submitted when reporting that aggregation, but may be included if available.
	+ For example, in category set E data are not required to be disaggregated by Educational Environment (IDEA) SA.
	+ If the data in the “Z” cells are not included, the category must be reported as “missing”.
* The total indicator must be either “Y” (Yes) or “N” (No).
	+ If the record is for a category set, specify an “N” (No).
	+ If the record is for a subtotal or education unit total, specify a “Y” (Yes).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

Some of the category sets and totals are not required at the school level. The final column indicates which category sets and totals are required.

If an optional category set or subtotal will not be submitted, the state must still submit one record of that category set, using MISSING for any categories in that record. Since students in a missing category set (or subtotal) cannot be counted, a count of -1 should be submitted. An example of the one record that must be submitted for category set B when that category set will not be used follows.

|  |  |
| --- | --- |
| Submit this record if Category Set B will not be submitted | 1,80,01,StateLEAID,StateSchoolID,IDEADISAB,,,,,,,,,,MISSING,,,MISSING,MISSING,,N,,-1 |

**Table 2.3–2: Required Categories and Totals for School level**

| **Category Set** | **Table Name** | **RacialEthnic** | **Sex (Membership)** | **Disability Category (IDEA)** | **Age** **(School Age)** | **Educational Environment****(IDEA) SA**  | **English Learner Status (Both)**  | **Total Indicator** | **Is the category set or subtotal required at the school level** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **IDEADISAB** | X | X | X |  |  |  | N | Yes |
| **Category Set B** | **IDEADISAB** |  |   | Z | Z | Z |  | N | No |
| **Category Set C** | **IDEADISAB** | Z |  |   |  | Z |  | N | No |
| **Category Set D** | **IDEADISAB** |  | X | X |  | X |  | N | Yes |
| **Category Set E** | **IDEADISAB** |  | X | X |  | Z | X | N | Yes |
| **Subtotal 1** | **IDEADISAB** |  | X |  |  |  |  | Y | Yes |
| **Subtotal 2** | **IDEADISAB** |  |  |  | Z |  |  | Y | No |
| **Subtotal 3** | **IDEADISAB** |  |  | X |  |  |  | Y | Yes |
| **Subtotal 4** | **IDEADISAB** | X |  |  |  |  |  | Y | Yes |
| **Subtotal 5** | **IDEADISAB** |  |  |  |  |  | X | Y | Yes |
| **Subtotal 6** | **IDEADISAB** |  |  |  |  | X |  | Y | Yes |
| **Subtotal 7** | **IDEADISAB** |  |  |  | Z | Z |  | Y | No |
| **Total of the Education Unit** | **IDEADISAB** |  |  |  |  |  |  | Y | Yes |

## Guidance

This section contains guidance for submitting this file in the format of questions and answers.

The guidance below applies to all education levels. Sections 2.4.1, 2.4.2, and 2.4.3 contain guidance that apply to SEA, LEA and school level files, respectively.

**Which students should be reported in this file?**

Report the unduplicated count of the children (students) with disabilities (IDEA) who meet the following criteria:

* Are ages 6 through 21
* Receiving special education and related services according to an individualized education program (IEP) or services plan[[1]](#footnote-2) in place on the state’s child count date.

**Are zero counts required for all category sets and subtotals at the LEA and school levels?**

No. Zero counts are required for only for the Education Unit totals. Zero will be inferred for the categories and subtotals.

**Are all students reported in all category sets and subtotals?**

Yes. In the SEA- and LEA-level files, all students should be reported in all category sets and subtotals.

In the school-level file, report students at the school they attend for 50% or more of the school day. See the guidance in Section 2.4.3 for more information about how to report students in the school-level file.

If the total of the education unit is more than the total of a category set or subtotal, the difference will be interpreted as students that were missing information on the status.

**How are student counts reported by Age (School Age)?**

Children should be reported according to their discrete age, based on each child’s age as of the state’s child count date.

**How are student counts reported by Racial Ethnic (RE)?**

SEAs must submit racial and ethnic data using 7 permitted values, which are:

**AM7** – American Indian or Alaska Native

**AS7** – Asian

**BL7** – Black or African American

**HI7** – Hispanic/Latino

**PI7** – Native Hawaiian or Other Pacific Islander

**WH7** – White

**MU7** – Two or more races

**How are student counts reported by English Learner Status (Both)?**

Students who meet the definition of an English learner in the ED*Facts* Workbook should be reported as English learners. Students who do not meet that definition should be reported as non-English learners.

**How are student counts reported by Disability Category (IDEA)?**

Report students by one of the disability categories that are listed in the ED*Facts* Workbook.

**How are students reported by developmental delay?**

States must have defined and established eligibility criteria for developmental delay for children ages 6 through 9 in order to report children under that permitted value in this file. Only children ages 3 through 9 may be reported in the developmental delay disability category, and then only in states with diagnostic instruments and procedures to measure delays in physical, cognitive, communication, social, or emotional, or adaptive development. Although federal law does not require that states and LEAs categorize children according to developmental delay, if this category is required by state law, states are expected to report these children in the developmental delay category.

If developmental delay is not authorized for use by the state, the permitted value developmental delay is not used in the file. The responses to the E*MAPS* SSS – IDEA Metadata and the permitted values reported must align.

**How are students with more than one primary disability reported?**

* If a child has only two primary disabilities and those disabilities are deafness and blindness and the child is not reported as having a developmental delay, that child must be reported under the permitted value “deaf-blindness.”
* A child who has more than one primary disability and is not reported under the permitted value "deaf-blindness" (as explained in the bullet above) or as the permitted value of developmental delay must be reported under the permitted value “multiple disabilities.”

**How is percentage of time calculated?**

To calculate the percentage of time **inside** the regular classroom, divide the number of hours the child spends inside the regular classroom by the *total number of hours in the school day* (including lunch, recess and study periods). The result is multiplied by 100.

Time spent outside the regular classroom receiving services unrelated to the child’s disability (e.g., time receiving English learner services) should be considered time inside the regular classroom.

Educational time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the regular classroom.

**What if some data are not available?**

If some data are not available, the data can be reported as “missing” by including records with student counts of “-1.” If a “-1” is present in the SEA level file on the due date, it will be interpreted as “missing” data as inconsistent with IDEA reporting requirements. The state program office will be held accountable for this noncompliance.

### SEA level

**Which students should be reported in this file at the SEA level?**

Include all students with disabilities (IDEA) who are ages 6 through 21, receiving special education and related services according to an IEP or services plan in place on the state’s child count date, including children who are:

* Parentally-placed in private schools who receive services under a services plan
* In correctional facilities
* In state-operated educational facilities
* In public schools

**Which children should not be reported in this file at the SEA level?**

Do not include children with disabilities (IDEA) who are:

* Ages 3 through 5 (These children are reported in FS089.)
* Ages 22 and over

**How are student counts reported by Educational Environment (IDEA) School Age?**

Report the students with disabilities (IDEA) by the setting in which the students have been placed for educational services. Below are the definitions of the permitted values:

* Inside regular class 80% or more of day (RC80). These are children who receivedspecial education and related services outside the regular classroom for less than 21% of the school day. This may include children placed in:
	+ Regular class with special education/related services provided within regular classes
	+ Regular class with special education/related services outside regular classes
	+ Regular class with special education services provided in resource rooms
* Inside regular class no more than 79% of day and no less than 40% of the day (RC79TO40). These are children who receivedspecial education and related services outside the regular classroom for at least 21% but no more than 60% of the school day. Do not include children who are reported as receiving education programs in public or private separate school or residential facilities. This may include children placed in:
	+ resource rooms with special education/related services provided within the resource room
	+ resource rooms with part-time instruction in a regular class
* Inside regular class less than 40% of the day (RC39). These are children who received special education and related services outside the regular classroom for more than 60% of the school day. Do not include children who are reported as receiving education programs in public or private separate school or residential facilities. This may include children placed in:
	+ self-contained special classrooms with part-time instruction in a regular class
	+ self-contained special classrooms with full-time special education instruction on a regular school campus
* Separate School (SS) – These are children who received education programs in public or private separate day school facilities. This includes children with disabilities receiving special education and related services**,** at public expense**,** for greater than 50% of the school day in public or private separate schools. This may include children placed in:
	+ public and private day schools for students with disabilities
	+ public and private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day
	+ public and private residential facilities if the student does not live at the facility
* Residential Facility (RF) – These are children who received education programs and lived in public or private residential facilities during the school week. This includes children with disabilities receiving special education and related services, at public expense,for greater than 50% of the school day in public or private residential facilities. This may include children placed in:
	+ public and private residential schools for students with disabilities
	+ public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day

Do not include students who received education programs at the facility, but do not live there.

* Homebound/Hospital (HH) – These are children who received programs in homebound/hospital environments. This includes children receiving special education and related services in hospital programs or homebound programs. Do not include children whose parents have opted to home–school them and who receive special education at the public expense.
* Correctional Facilities (CF) – These are children who received special education in correctional facilities. These data are intended to be an unduplicated count of all children receiving special education in short-term detention facilities (community-based or residential) or correctional facilities.
* Parentally-placed in Private Schools (PPPS) – These are children who are enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who received special education and related services at public expense from a local educational agency or intermediate educational unit under a services plan[[2]](#footnote-3).
	+ Include children whose parents chose to home-school them, but who receive special education and related services at the public expense.
	+ Do not include children who are placed in private schools by the LEA.

### LEA Level

**Which students should be reported in this file at the LEA level?**

Include all students with disabilities (IDEA) who are ages 6 through 21 receiving special education and related services according to an IEP or services plan in place on the state’s child count date, for which the LEA is responsible.

**Which children should not be reported in this file?**

Do not include children with disabilities (IDEA) who are:

* Ages 3 through 5 (These children are reported in FS089.)
* Ages 22 and over

**How should students with disabilities (IDEA) who receive their education in a state-operated school (i.e., state school for the deaf) be reported?**

Students who receive their education exclusively at a state-operated facility should be reported in the SEA level count. If an LEA retains responsibility for the education of students who receive their education exclusively at a state-operated facility, the LEA may also report those students, depending on state procedures.

**How should students who reside in one LEA but received services in another be reported?**

Students should be counted by the LEA that has responsibility for the students.

**How are student counts reported by Educational Environment (IDEA) School Age?**

Use the same permitted values as the state level.

### School Level

**Which students should be reported in this file at the school level?**

Include students with disabilities (IDEA) who are ages 6 through 21 served under the IDEA, Part B program and are in public schools. Public schools include state-operated agencies that provide education to students with disabilities (IDEA), including agencies that serve students with specific disabilities (IDEA) (such as hearing impaired or vision impaired) and agencies that provide education to adjudicated youth.

**Which children should not be reported in this file?**

Do not include children with disabilities (IDEA) who are:

* Ages 3 through 5
* Ages 22 and over
* Homebound
* Hospitalized
* In private schools for 50% or more of the school day (whether parentally-placed or publicly-placed)

**How are student counts reported by Educational Environment (IDEA) School Age?**

Use the same permitted values as the state level except do not use:

* Homebound/Hospital
* Parentally-placed in Private Schools

**How are students reported if they attend one school for their general education, but receive special education and related services in a different school or educational unit?**

In the school-level file, report students in the school or educational unit where they spend 50% or more of the school day.

If a student attends two schools, each for exactly 50% of the school day, then count the student at the school in which the students receives general education, rather than at the school where the student receives special education and related services.

**What are the edits for the school level file?**

The edits are explained in detail in the business rules repository. The edits require that the data submitted for category set A, D and E equal the data submitted for subtotals 1, 3, 4 and 6 and the total for the education unit. For example,

* If three students are reported as female in category set A, then category sets D and E and subtotal 1 must also report three students as female.

If category set A reports a total of 10 students, then category sets D and E, subtotals 1, 3, 4 and 6, and the total of the education unit must also report 10 students.

## Definitions

See the [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.html) for the standard definitions. This file specification has no additional definitions.

# FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

**Table 3.0-1: File Naming Convention**

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:* SEA for an State Education Agency level
* LEA for an Local Education Agency level
* SCH for a school level
 | 3 |
| filename | **CWDBLIDEA** | 9 |
| vvvvvvv | Alphanumeric string designated by the SEA to uniquely identify the individual submission (*e.g.,* ver0001, v010803) | 7 |
| .ext | Extension identifying the file format:.txt – fixed .csv – comma delimited.tab – tab delimited | 4 |

# FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The “Pop” column in the header and data records is coded as follows:

M - Mandatory, this field must always be populated

A - This field is populated for the SEA and LEA level in accordance with table 2.2-2 “Required Categories and Totals” and for the school level in accordance with table 2.3-2

 O - Optional, data in this field are optional

## Header Record Definition

The header record is required and is the first record in every file submitted to the ESS. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

**Table 4.1–1: Header Record**

| **Data Element Name** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values****Abbreviation** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted.  | **SEA CHILDREN WITH DISABILITIES****LEA CHILDREN WITH DISABILITIES****SCHOOL CHILDREN WITH DISABILITIES** |
| Total Records in File | 51 | 10 | Number | M | The total number of data records contained in the file. The header record is NOT included in this count. |   |
| File Name  | 61 | 25 | String | M | The file name including extension, the same as the external file name.  |  See section 3.0 |
| File Identifier | 86 | 32 | String | M | Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person’s name, and version number). |   |
| File Reporting Period | 118 | 9 | String | M | The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years.  | **2018-2019**OR**2018 2019** |
| Filler | 127 | 378 | String | M | Leave filler field blank. |   |
| Carriage Return / Line Feed (CRLF) | 505 | 1 |   | M |   |   |

**Table 4.1–2: Header Record Example**

|  |  |
| --- | --- |
| Format | File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CRLF) |
| Example | LEA CHILDREN WITH DISABILITIES,13,EULEACWDBLIDEAver0007.csv,characters to identify file, 2018-2019,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

**Table 4.2–1: Data Records**

| **Data Element Name** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values****Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |   |
| **DG559**State Code | 11 | 2 | String | M | The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570**State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file.  | **01** – State Education Agency |
| **DG4**LEA Identifier (State)  | 15 | 14 | String | M | The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file. |  SEA level – Blank |
| **DG5**School Identifier (State) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency (SEA).  Also known as the State School Identification Number (ID).  This ID cannot be updated through this file. | SEA level – BlankLEA level - Blank  |
| Table Name | 49 | 20 | String | M | See sections 2.2 and 3.2. | **IDEADISAB** |
| Filler | 69 | 15 | String | M | Leave filler field blank. |  |
| Racial Ethnic | 84 | 15 | String | A | The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify. | **AM7** – American Indian or Alaska Native **AS7** – Asian **BL7** – Black or African American **HI7** – Hispanic/Latino **PI7** – Native Hawaiian or Other Pacific Islander **WH7** – White **MU7** – Two or more races**MISSING** |
| Sex (Membership) | 99 | 15 | String | A | The concept describing the biological traits that distinguish the males and females of a species. | **F –** Female**M –** Male**MISSING** |
| Filler | 114 | 15 | String | M | Leave filler field blank. |   |
| Filler | 129 | 15 | String | M | Leave filler field blank. |   |
| Filler | 144 | 15 | String | M | Leave filler field blank. |   |
| Filler | 159 | 15 | String | M | Leave filler field blank. |   |
| Filler | 174 | 15 | String | M | Leave filler field blank. |   |
| Filler | 189 | 15 | String | M | Leave filler field blank. |   |
| Disability Category (IDEA) | 204 | 15 | String | A | The primary disability as identified in the Individualized Education Program (IEP) or service plan. | **AUT** – Autism **DB** – Deaf–blindness **DD** – Developmental delay **EMN** – Emotional disturbance **HI** – Hearing impairment **MR** – Intellectual disability **MD** – Multiple disabilities **OI** – Orthopedic impairment **SLD** – Specific learning disability **SLI** – Speech or language impairment **TBI** – Traumatic brain injury **VI** – Visual impairment**OHI** – Other health impairment**MISSING**  |
| Filler | 219 | 15 | String | M | Leave filler field blank. |   |
| Filler | 234 | 15 | String | M | Leave filler field blank. |   |
| Age (School Age) | 249 | 15 | String | A | The discrete age of children (students) who are school age on the state specified child count date. | **6** – Age 6**7** – Age 7**8** – Age 8**9** – Age 9**10** – Age 10**11** – Age 11**12** – Age 12**13** – Age 13**14** – Age 14**15** – Age 15**16** – Age 16**17** – Age 17**18** – Age 18**19** – Age 19**20** – Age 20**21** – Age 21**MISSING** |
| Educational Environment (IDEA) SA | 264 | 15 | String | A | The settings in which children ages 6 through 21 receive special education and related services.  | **RC80** – Inside regular class 80% or more of the day**RC79TO40** – Inside regular class 40% through 79% of the day**RC39** – Inside regular class less than 40% of the day**SS** – Separate School **RF** – Residential Facility **HH** – Homebound/Hospital**CF** – Correctional Facilities**PPPS** – Parentally placed in private schools**MISSING** |
| English Learner Status (Both) | 279 | 15 | String | A | An indication of whether students met the definition of an English learner. | **LEP** – English learner**NLEP** – Non–English learner**MISSING** |
| Total Indicator | 294 | 1 | String | M | An indicator that defines the count level – see tables 2.2-2 and 2.3-2 Required Categories and Totals | **N** – specifies detail level**Y** – specifies a subtotal or total of the education unit level. |
| Explanation | 295 | 200 | String | O | Text field for state use. |   |
| Student Count | 495 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 505 | 1 |   | M |   |   |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See tables 2.2-2 and 2.3-2.

**Table 4.2–2: Data Record Example – School level**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Filler,Racial Ethnic,Sex (Membership),Filler,Filler,Filler,Filler,Filler,Filler,Disability Category (IDEA),Filler,Filler,Age (School Age),Educational Environment (IDEA) SA,English Learner Status (Both),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00605EUPHORIA,00100,IDEADISAB,,AM7,F,,,,,,,AUT,,,,,,N,,5¶ |
| Category Set B | 2,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,DB,,,6,SS,,N,,5¶ |
| Category Set C | 3,80,01,00605EUPHORIA,00100,IDEADISAB,,AS7,,,,,,,,,,,,RC80,,N,,5¶ |
| Category Set D | 4,80,01,00605EUPHORIA,00100,IDEADISAB,,,M,,,,,,,DD,,,,RC79TO40,,N,,5¶ |
| Category Set E | 5,80,01,00605EUPHORIA,00100,IDEADISAB,,,F,,,,,,,EMN,,,,RC39,LEP,N,,5¶ |
| Subtotal1 | 6,80,01,00605EUPHORIA,00100,IDEADISAB,,,F,,,,,,,,,,,,,Y,,10¶ |
| Subtotal 2 | 7,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,,,,6,,,Y,,5¶ |
| Subtotal 3  | 8,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,AUT,,,,,,Y,,5¶ |
| Subtotal 4 | 9,80,01,00605EUPHORIA,00100,IDEADISAB,, AM7,,,,,,,,,,,,,,Y,,25¶ |
| Subtotal 5 | 10,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,,,,,,LEP,Y,,25¶ |
| Subtotal 6 | 11,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,,,,,SS,,Y,,25¶ |
| Subtotal 7  | 12,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,,,,6,SS,,Y,,25¶ |
| Total of the Educational Unit | 13,80,01,00605EUPHORIA,00100,IDEADISAB,,,,,,,,,,,,,,,,Y,,25¶ |

# APPENDIX: IDEA CROSSWALK

This appendix contains the crosswalk for the IDEA legacy Table 1, “Report of Children with Disabilities (IDEA) under Part B of the Individuals with Disabilities Education Act (IDEA)” and IDEA legacy Table 3, “Part B, Individuals with Disabilities Education Act (IDEA) Implementation of FAPE Requirements.”

IDEA (Child Count – Legacy Table 1) Crosswalk

| **IDEA Data Collection Description** | **Table Section** | **ED*Facts* File Spec** | **ED*Facts* Data Group** | **Category Set** | **Comment** |
| --- | --- | --- | --- | --- | --- |
| Data Collection Date | A |  |  |  | E*MAPS* |
| Discrete Age by Disability for children ages 6 through 21 receiving special education | D | 002 | 74 | B |  |
| Row – Total: (Sum of all the above) | D – Total row by age | 002 | 74 | Subtotal 2 |  |
| Column – 6 – 21 (Number) | D 6-21 Total column | 002 | 74 | Subtotal 3 |  |
| Total | D – Total row by 6-21 Total column | 002 | 74 | Grand Total |  |
| Race/Ethnicity by Disability of children ages 6 through 21 receiving special education | E | 002 | 74 | A |  |
| Subtotal by race/ethnicity Row Total: (Sum of all the above) | E – Total row by race/ ethnicity | 002 | 74 | Subtotal 4 |  |
| Subtotal by disability Column - Total | E 6-21 Total column | 002 | 74 | Subtotal 3 |  |
| Total | E – Total row by 6-21 Total column | 002 | 74 | Grand Total |  |

IDEA (Educational Environment – Legacy Table 3) Crosswalk

| **IDEA Data Collection Description** | **Table Section** | **ED*Facts* File Spec** | **ED*Facts* Data Group** | **Category Set** |
| --- | --- | --- | --- | --- |
| ***Educational environment and age* *category of children with disabilities ages 6 through 21 by disability*** | F |  |  |  |
| Inside regular class 80% or more of day | FA |  |  |  |
| Ages 6-11 | FA1 | 002 | 74 | B |
| Ages 12-17 | FA2 | 002 | 74 | B |
| Ages 18-21 | FA3 | 002 | 74 | B |
| Inside regular class no more than 79% of the day but no less than 40% of day | FB |  |  |  |
| Ages 6-11 | FB4 | 002 | 74 | B |
| Ages 12-17 | FB5 | 002 | 74 | B |
| Ages 18-21 | FB6 | 002 | 74 | B |
| Inside regular class for less than 40% of day | FC |  |  |  |
| Ages 6-11 | FC7 | 002 | 74 | B |
| Ages 12-17 | FC8 | 002 | 74 | B |
| Ages 18-21 | FC9 | 002 | 74 | B |
| Separate School | FD |  |  |  |
| Ages 6-11 | FD10 | 002 | 74 | B |
| Ages 12-17 | FD11 | 002 | 74 | B |
| Ages 18-21 | FD12 | 002 | 74 | B |
| Residential Facility | FE |  |  |  |
| Ages 6-11 | FE13 | 002 | 74 | B |
| Ages 12-17 | FE14 | 002 | 74 | B |
| Ages 18-21 | FE15 | 002 | 74 | B |
| Homebound/Hospital | FF |  |  |  |
| Ages 6-11 | FF16 | 002 | 74 | B |
| Ages 12-17 | FF17 | 002 | 74 | B |
| Ages 18-21 | FF18 | 002 | 74 | B |
| Correctional Facilities | FG |  |  |  |
| Ages 6-11 | FG19 | 002 | 74 | B |
| Ages 12-17 | FG20 | 002 | 74 | B |
| Ages 18-21 | FG21 | 002 | 74 | B |
| Parentally-Placed in private schools | FH |  |  |  |
| Ages 6-11 | FH22 | 002 | 74 | B |
| Ages 12-17 | FH23 | 002 | 74 | B |
| Ages 18-21 | FH24 | 002 | 74 | B |
| Total | Subtotals by age groups (6-11, 12-17, and 18-21) | 002 | 74 | Subtotal 7 |
|  |  |  |  |  |
| ***Race/ethnicity* *of children with disabilities ages 6 through 21 by educational environment*** | G | 002 | 74 | C |
| Row – Total (of rows) A-H | G (I) – Total row by racial ethnic | 002 | 74 | Subtotal 4 |
| Column - Total | G – Total column by educational environments | 002 | 74 | Subtotal 6 |
| Total | G – Total row by Total column | 002 | 74 | Grand Total |
|  |  |  |  |  |
| ***Gender (sex*) *of children with disabilities ages 6 through 21 by educational environment*** | H | 002 | 74 | D |
| Row – Total (of rows A-H) | H (I) – Total row by sex | 002 | 74 | Subtotal 1 |
| Column - Total | H – Total column by educational environments | 002 | 74 | Subtotal 6 |
| Total | H - Total row by Total column | 002 | 74 | Grand Total |
|  |  |  |  |  |
| ***Limited English Proficiency status of children with disabilities ages 6 through 21 by educational environment*** | I | 002 | 74 | E |
| Row – Total (of rows A-H) | I (I) – Total row by English Learner status (both) | 002 | 74 | Subtotal 5 |
| Column - Total | I – Total column by educational environments | 002 | 74 | Subtotal 6 |
| Total | I – Total row by Total column | 002 | 74 | Grand Total |



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1. Children enrolled in private school by a parent, but who are still receiving special education services through the LEA, may have a services plan rather than an IEP. These children should be included in the child count. [↑](#footnote-ref-2)
2. Children enrolled in private school by a parent, but who are still receiving special education services through the LEA, may have a services plan rather than an IEP. These children should be included. [↑](#footnote-ref-3)