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U.S. DEPARTMENT OF EDUCATION

EDPass

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| **FS032 - Dropouts File Specifications** |
| **SY 2022-23** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS032 - Dropouts File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 18.0 |  | Versions 1.0 through 18.0 are used to build files for school years prior to SY 2022-23. |
| 19.0 | January 2023 | Updated for SY 2022-23:   * Replaced references to ESS with EDPass * Section 1.0: update definiton for DG326 “Dropouts table” * Table 2.2-1: revisions to Zero Counts * Table 2.3-1: removed the Table Name column, which contained duplication; table name now displayed prior to Table 2.3-1 * Tables 4.1-1 and 4.2-1: Type changed from Number to Integer |

PREFACE

This document provides technical instructions for building files that are submitted through EDPass, which 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](https://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

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

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

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

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 326: Dropouts table. The definition for this data group is:

The unduplicated number of dropouts. Dropouts are defined as students who (1) were enrolled in school at some time during the (current) school year, were not enrolled on October 1st of the following school year, but were expected to be in membership (i.e., were not reported as dropouts the year before), (2) did not graduate from high school (graduates include students who received a High School Equivalency Diploma (HSED) without dropping out of school), (3) did not complete a state or district-approved educational program, and (4) did not meet any of the following exclusionary conditions: (4a) transfer to another public school district, private school, or state- or district-approved educational program; (4b) temporary school-recognized absence due to suspension or illness; or (4c) death.

For the above definition, the current school year is the school year included in the header record of the file.

The data collected using this file specification are collected under the authority of the Education Sciences Reform Act (PL 107-279) and are used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD).

The ED data stewarding office/s for this file: NCES

# 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 2021-22 File Specifications

This file specification was changed in the Information Change Request (ICR) as follows:

Updated definition to reflect all high school equivalencies by changing "GED" to "High School Equivalency Diploma (HSED)."

## Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

**Table 2.2-1: Core Reporting Requirements**

|  | **SEA** | **LEA** | **School** |
| --- | --- | --- | --- |
| Reporting Period | School Year (CCD) - The 12-month period beginning on October 1 and ending the following September 30. | School Year (CCD) - The 12-month period beginning on October 1 and ending the following September 30. | School Year (CCD) - The 12-month period beginning on October 1 and ending the following September 30. |
| Education units required to report | Include SEA | Operational LEAs with a grade in 7 through 12 | Operational schools with a grade in 7 through 12 |
| Education units not required to report |  | Closed, inactive, or future LEAs  LEAs that only have grades 6 or below | Closed, inactive, or future schools  Schools that only have grades 6 or below |
| Type of count | Once; headcount, not a full-time equivalent (FTE). | Once; headcount, not a full-time equivalent (FTE). | Once; headcount, not a full-time equivalent (FTE). |
| Zero counts | Required, except as noted below.  ***Revised!*** | Required, except as noted below.  ***Revised!*** | Required, except as noted below.  ***Revised!*** |
| Zero Exceptions or  Not applicable | If a state does not use the Grade 13 and/or Ungraded permitted value, the counts for the unused grade(s) should be left out of Category sets A through F and Subtotal 1. | If the LEA has no dropouts (that is, the EUT is zero), submit only the total of the educational unit (EUT) and omit the subtotal and category set records for the LEA from the file.  If a grade has zero dropouts, report zero in subtotal 1 for that grade and omit the records for that grade from the category set.  Zero counts should be left out of category sets. | If the School has no dropouts (that is, the EUT is zero), submit only the total of the educational unit (EUT) and omit the subtotal and category set records for the school from the file.  If a grade has zero dropouts, report zero in subtotal 1 for that grade and omit the records for that grade from the category set.  Zero counts should be left out of category sets. |
| Missing | Use “-1” to report missing counts.  Use “MISSING” when a category is not available | Report the EUT as -1 and omit the subtotal and category set records for the LEA from the file.  If dropout counts for a grade are not collected, report -1 in subtotal 1 for that grade and omit the records for that grade from the category set. | Report the EUT as -1 and omit the subtotal and category set records for the school from the file.  If dropout counts for a grade are not collected, report -1 in subtotal 1 for that grade and omit the records for that grade from the category set. |
| Related metadata survey |  |  |  |

## Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for the state and each LEA or school that should be included in the file.

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
* 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).

***New!*** The technical name of the data used in the file is: DROPOUTCNT

***Revised!* Table 2.3–1: Required Categories and Totals**

| **Aggregation** | **Grade Level (Dropout)** | **Racial Ethnic** | **Sex (Membership)** | **Disability Status (IDEA)** | **English Learner Status (Only)** | **Economically Disadvantaged Status** | **Migratory Status** | **Homeless Enrolled Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | X | X | X |  |  |  |  |  | N | Student Count by Grade Level (Dropout) by Racial Ethnic by Sex (Membership) |
| **Category Set B** | X |  |  | X |  |  |  |  | N | Student Count by Grade Level (Dropout) by Disability Status (IDEA) |
| **Category Set C** | X |  |  |  | X |  |  |  | N | Student Count by Grade Level (Dropout) by English Learner Status (Only) |
| **Category Set D** | X |  |  |  |  | X |  |  | N | Student Count by Grade Level (Dropout) by Economically Disadvantaged Status |
| **Category Set E** | X |  |  |  |  |  | X |  | N | Student Count by Grade Level (Dropout) by Migratory Status |
| **Category Set F** | X |  |  |  |  |  |  | X | N | Student Count by Grade Level (Dropout) by Homeless Enrolled Status |
| **Subtotal 1** | X |  |  |  |  |  |  |  | Y | Student Count by Grade Level (Dropout) |
| **Education Unit Total** |  |  |  |  |  |  |  |  | Y | Education Unit Total of Student Count |

## Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

**DG326 - Dropouts table:**

**Grade Level (Dropout)**

The grade level (primary instructional level) of students at which students decided to leave school before graduating.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| BELOW7 | Below Grade 7 |  |
| 07 | Grade 7 |  |
| 08 | Grade 8 |  |
| 09 | Grade 9 |  |
| 10 | Grade 10 |  |
| 11 | Grade 11 |  |
| 12 | Grade 12 |  |
| 13 | Grade 13 |  |
| UG | Ungraded | Students assigned to a class or program that does not have standard grade designations. |
| MISSING | Missing | Use when data are not available by this category. |

**Racial Ethnic**

The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| AM7 | American Indian or Alaska Native |  |
| AS7 | Asian |  |
| BL7 | Black or African American |  |
| HI7 | Hispanic/Latino |  |
| PI7 | Native Hawaiian or Other Pacific Islander |  |
| MU7 | Two or more races |  |
| WH7 | White |  |
| MISSING | Missing | Use when data are not available by this category. |

**Sex (Membership)**

An indication that students are either female or male.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| F | Female |  |
| M | Male |  |
| MISSING | Missing | Use when data are not available by this category. |

**Disability Status (IDEA)**

An indication of whether children (students) are children with disabilities (IDEA).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| WODIS | Children without disabilities |  |
| WDIS | Children with one or more disabilities (IDEA) |  |
| MISSING | Missing | Use when data are not available by this category. |

**English Learner Status (Only)**

An indication that students met the definition of an English learner.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| LEP | English learners |  |
| MISSING | Missing | Use when data are not available by this category. |

**Economically Disadvantaged Status**

An indication that students meet the state criteria for classification as economically disadvantaged.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| ECODIS | Economically Disadvantaged (ED) Students |  |
| MISSING | Missing | Use when data are not available by this category. |

**Migratory Status**

An indication that students are eligible migratory children.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| MS | Migratory students |  |
| MISSING | Missing | Use when data are not available by this category. |

**Homeless Enrolled Status**

An indication that students were identified as homeless.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| HOMELSENRL | Homeless enrolled |  |
| MISSING | Missing | Use when data are not available by this category. |

## Data Reporting Guidelines

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

**Who is a dropout?**

The following chart summarizes how to determine if a student is a dropout:

| **A Student Who:** | **Dropout?** |
| --- | --- |
| Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education. | Yes |
| Is gone; status is unknown. | Yes |
| Moved to another district in this or some other state, not known to be in school. | Yes |
| Moved out of the United States regardless of whether enrollment status is known. | No |
| Is in an institution that is **NOT** primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program. | No |
| Is in an institution that is **NOT** primarily academic (military, possibly Job Corps, corrections, etc.) and does not offer a secondary education program. | Yes |
| Is **NOT** in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work). | No |
| Is **NOT** in school because expelled with **NO** option to return. | Yes |
| Is in a nontraditional education setting (such as hospital/homebound instruction, residential special education facility, correctional institution, community or technical college) where the program is: |  |
| Administrated by an agency that is considered a special school district or extension of a regular school district. | No |
| An off-campus offering of regular school district. | No |
| Classified as adult education that is **not** approved, administered or tracked by a regular school district. | Yes |

**Should students enrolled in private schools be included?**

Children enrolled in private school, but who are funded by and/or the responsibility of a public LEA or the SEA should be reported in the counts for the LEA/SEA regardless of where the school is located. These students should not be counted at the school level as they are not attending a public school.

**How are student counts reported by grade level?**

Report the grade level or primary instructional level at which students decided to leave school before graduating. For example, if a student drops out before completing 10th grade in the **current** school year, the student would be counted as a 10th grade dropout for the **current** school year. If a student completes 10th grade in the **current** school year but does not appear in membership in the **following** school year, the SEA can report the student as either a 10th or 11th grade dropout for the **current** school year based on state-specific policy or regulation.

**How are students who drop out in more than one year reported?**

Students who drop out in more than one year are reported as dropouts for every year in which they drop out.

**How are students who drop out before they are of legal age to drop out reported?**

Underage dropouts are to be reported even if the students are not of legal age to drop out. These students should be reported even if the state or district considers them truants rather than dropouts. If dropout counts for these students are not collected, report -1 in subtotal 1 for the appropriate grade and omit the records for that grade from the category set.

**How are students who transfer to adult education reported?**

Students who enroll in adult education programs are counted as dropouts **unless the elementary/secondary school system remains responsible for the student**. The intent of this guideline is to ensure that students who do not complete a program, and for whom the district no longer takes responsibility, are counted as dropouts.

* Transferring to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. For example, students enrolled in elementary/secondary education in prisons, hospitals, “store front” locations or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system. This means that a student who enrolls in a school-operated program for high-risk students **is not a dropout**, even if the program is preparing the student to take the GED examination.
* A student who leaves the public elementary/secondary school and enrolls in adult education **is a dropout**. The exception is when the public school system monitors the student’s enrollment, in which case the student is reported as a dropout only if the student drops out of the adult program. An example is a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district. The district counts as dropouts the referred students who do not complete the GED study program.
* Students who drop out during the **prior** school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, before the start of the **current** school year (Oct 1) are **NOT** reported as dropouts for the **current** school year.

**When does the exclusionary condition of “transfer to another …” apply?**

To determine whether the exclusionary condition of “transfer to another …” applies, SEAs may confirm the student’s status by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurance the student will be enrolled elsewhere, and the like are acceptable. States are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.

## Definitions

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) for the standard definitions.

Below are definitions of terms used in the definition of dropouts.

The phrase “**current** school year” is the school year noted in the header record of the file.

The phrase “**following** school year” is the school year after the school year noted in the header record of the file.

The phrase “**state or district-approved education program**” means one that leads to the receipt of formal recognition of completion from school authorities. It may **INCLUDE** special education programs, home-based instruction, and programs administered by a secondary education agency (but **NOT** adult or postsecondary education) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them. Home schooling and charter schools are examples of such programs.

# 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 a State Education Agency level * LEA for a Local Education Agency level * SCH for a school level | 3 |
| filename | **DROPOUCNT** | 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 in accordance with table 2.3-1 “Required Categories and Totals”

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 EDPass. 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** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted. | **SEA DROPOUT**  **LEA DROPOUT**  **SCHOOL DROPOUT** |
| Total Records in File | 51 | 10 | Integer  ***Revised!*** | 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 must separate the beginning and ending years. | **2022-2023**  OR  **2022 2023** |
| Filler | 127 | 273 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 400 | 1 |  | M |  |  |

Below is an example of a header record.

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

|  |  |
| --- | --- |
| Format | File Type, Total Records in File, File Name, File Identifier, File Reporting Period, Carriage Return/Line Feed |
| Example | SCHOOL DROPOUT,15,euschDROPOUCNTv000001.csv,characters to identify file,2022-2023,¶ |

## Data Record Definition

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

**Table 4.2–1: Data Records**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Integer  ***Revised!*** | 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 – blank  LEA level – blank |
| Table Name | 49 | 20 | String | M | See technical name in Section 2.3 Required Categories and Totals | **DROPOUTCNT** |
| Grade Level (Dropout) | 69 | 15 | String | A | The grade level (primary instructional level) of students at which students decided to leave school before graduating. | **BELOW7** – Below Grade 7  **07** – Grade 7  **08** – Grade 8  **09** – Grade 9  **10** – Grade 10  **11** – Grade 11  **12** – Grade 12  **13** – Grade 13  **UG** – Ungraded  **MISSING** |
| 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 | An indication that students are either female or male. | **F** – Female  **M** – Male  **MISSING** |
| Disability Status (IDEA) | 114 | 15 | String | A | An indication of whether children (students) are children with disabilities (IDEA). | **WODIS** – Children without disabilities  **WDIS** – Children with one or more disabilities (IDEA)  **MISSING** |
| English Learner Status (Only) | 129 | 15 | String | A | An indication that students met the definition of an English learner. | **LEP** – English learners  **MISSING** |
| Migratory Status | 144 | 15 | String | A | An indication that students are eligible migratory children. | **MS** – Migratory students  **MISSING** |
| Economically Disadvantaged Status | 159 | 15 | String | A | An indication that students meet the state criteria for classification as economically disadvantaged. | **ECODIS** – Economically Disadvantaged (ED) Students  **MISSING** |
| Homeless Enrolled Status | 174 | 15 | String | A | An indication that students were identified as homeless. | **HOMELSENRL** – Homeless enrolled  **MISSING** |
| Total Indicator | 189 | 1 | String | M | An indicator that defines the count level. See table 2.3-1 Required Categories and Totals | **N** –Specifies detail level **Y** – Specifies a subtotal or education unit total level |
| Explanation | 190 | 200 | String | O | Text field for state use. |  |
| Student Count | 390 | 10 | Integer  ***Revised!*** | M |  |  |
| Carriage Return / Line Feed (CRLF) | 400 | 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 table 2.3-1.

**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,Grade Level (Dropout),Racial Ethnic,Sex (Membership),Disability Status (IDEA),English LearnerStatus (Only),Migratory Status,Economically Disadvantaged Status,Homeless Enrolled Status,Total Indicator,Explanation,Student Count, Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00613EUPHORIA,000506,DROPOUTCNT,BELOW7,AM7,M,,,,,,N,,10¶ |
| Category Set B | 4,80,01,00613EUPHORIA,000506,DROPOUTCNT,07,,,WDIS,,,,,N,,10¶ |
| Category Set C | 15,80,01,00614FEDERAL,000282,DROPOUTCNT,UG,,,,LEP,,,,N,,10¶ |
| Category Set D | 16,80,01,00614FEDERAL,000282,DROPOUTCNT,09,,,,,,ECODIS,,N,,10¶ |
| Category Set E | 17,80,01,00614FEDERAL,000282,DROPOUTCNT,10,,,,,MS,,,N,,10¶ |
| Category Set F | 18,80,01,00614FEDERAL,000282,DROPOUTCNT,11,,,,,,,HOMELSENRL,N,,10¶ |
| Subtotal 1 | 19,80,01,00614FEDERAL,000282,DROPOUTCNT,09,,,,,,,,Y,,20¶ |
| Total of the Education Unit | 24,80,01,00614FEDERAL,000282,DROPOUTCNT,,,,,,,,,Y,,110¶ |



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