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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS037 - Title I Part A SWP/TAS Participation File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS037 - Title I Part A SWP/TAS Participation 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 | September 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 548: Title I Schoolwide Program (SWP) or Target Assistance Program (TAS) participation table. The definition for this data group is:

The unduplicated number of students participating in and served by Title I of ESEA, as amended, Part A, Sections 1114 (Schoolwide Programs (SWP)) and 1115 (targeted assistance (TAS) programs).

The data collected using this file specification are used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act (ESEA), as amended.   These data will be used as responses in the Consolidated State Performance Report (CSPR).

The ED data stewarding office/s for this file: OESE/OSS/Title I

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

## 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 | Regular School Year - The instructional period not including intersession or summer sessions | Regular School Year - The instructional period not including intersession or summer sessions |  |
| Education units included | Include SEA | LEAs with at least one school that operates a Title I, Part A SWP program under section 1114 of ESEA or a TAS program under section 1115 of the ESEA. |  |
| Education units not reported |  | Closed, inactive, or future LEAs or LEAs that do not have any schools that operate Title I, Part A SWP or TAS programs |  |
| Type of count | Once | At any LEA where the students participated in a Title I, Part A SWP or a TAS program |  |
| Zero counts | Required | Not required. Valid combinations not included will be assumed to be zeros |  |
| Zero exceptions or  Not applicable | None | None |  |
| 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 |  |  |  |

## 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).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.3-1: Required Categories and Totals**

| **Aggregation** | **Table Name** | **Racial Ethnic** | **Disability Status (Only)** | **English Learner Status (Only)** | **Migratory Status** | **Homeless Status (Only)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **TITLEIPART** | X |  |  |  |  | N | Student Count by Racial Ethnic |
| **Category Set B** | **TITLEIPART** |  | X |  |  |  | N | Student Count by Disability Status (Only) |
| **Category Set C** | **TITLEIPART** |  |  | X |  |  | N | Student Count by English Learner Status (Only) |
| **Category Set D** | **TITLEIPART** |  |  |  | X |  | N | Student Count by Migratory Status |
| **Category Set E** | **TITLEIPART** |  |  |  |  | X | N | Student Count by Homeless Status (Only) |
| **Education Unit Total** | **TITLEIPART** |  |  |  |  |  | Y | Education Unit Total of Student Count |

## Guidance

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

**Which students should be reported?**

Include public school students served by either public Title I, Part A SWP or TAS at any time during the regular school year.

**Which students should not be reported?**

Exclude:

* Adult participants of adult literacy programs funded by Title I,
* Private school students participating in Title I programs operated by local educational agencies,
* Students served in Part A local neglected programs.

**Are all students reported in all the category sets?**

No. All students are included in category set A and the total of the education unit. For category sets B through E, only include the students that meet the category being collected. For example, category set B includes only students with disabilities (IDEA).

**How are student counts reported by the category Racial Ethnic?**

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 the category Disability Status (Only)?**

Include students who meet the definition of children with disabilities (IDEA) in the ED*Facts* Workbook*.*

**How are student counts reported by the category English Learner Status (Only)?** Include students who meet the definition of English learners in the ED*Facts* Workbook.

**How are student counts reported by the category Migratory Status?**

Include students who meet the definition of eligible migratory students in the ED*Facts* Workbook*.*

**How are student counts reported by the category Homeless Status (Only)?**

Include students who meet the definition of Homeless children and youth in section 2.5. Include students who have been identified as homeless regardless of whether the students are receiving services under programs funded by McKinney-Vento.

**Do other files collect related data?**

Yes. FS134 Title I Part A Participation is used to collect data on Title I Part A programs.

## Definitions

**Homeless Students**

Homeless students are defined by Section 725 of the McKinney-Vento Act as children/youth who lack a fixed, regular, and adequate nighttime residence, and includes:

1. children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
3. children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children and youth who qualify as homeless for the purposes of this subtitle because they are living in circumstances described in (1) through (3) above.

# 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 | 3 |
| filename | **STUTTLONE** | 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 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** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values**  **Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted. | **SEA TITLE I STUDENT PARTICIPATION**  **LEA TITLE I STUDENT PARTICIPATION** |
| 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 | 303 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 430 | 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,Filler,Carriage Return / Line Feed (CRLF) |
| Example | LEA TITLE I STUDENT PARTICIPATION,15,euleaSTUTTLONEv000001.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** | **Start Position** | **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 |
| Filler | 29 | 20 | String | M | Leave filler field blank |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **TITLEIPART** |
| 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  **MU7** – Two or more races  **WH7** – White  **MISSING** |
| Filler | 99 | 15 | String | M | Leave filler field blank |  |
| Disability Status (Only) | 114 | 15 | String | A | An indication that children (students) are children with disabilities (IDEA). | **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 learner  **MISSING** |
| Migratory Status | 144 | 15 | String | A | An indication that students are eligible migratory children. | **MS** – Migratory students  **MISSING** |
| 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. |  |
| Homeless Status (Only) | 204 | 15 | String | A | An indication that students are homeless regardless of whether the students are receiving services under McKinney-Vento. | **H** – Homeless  **MISSING** |
| Total Indicator | 219 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set  **Y** – Specifies subtotal or total of the education unit |
| Explanation | 220 | 200 | String | O | Text field for state use. |  |
| Student Count | 420 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 430 | 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 Examples – LEA level**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Filler,Racial Ethnic,Filler,Disability Status (Only),English Learner Status (Only),Migratory Status,Filler,Filler,Filler,Homeless Status (Only),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 6,80,01,00605EUPHORIA,,TITLEIPART,,PI7,,,,,,,,,N,,100¶ |
| Category Set B | 8,80,01,00605EUPHORIA,,TITLEIPART,,,,WDIS,,,,,,,N,,50¶ |
| Category Set C | 9,80,01,00605EUPHORIA,,TITLEIPART,,,,,LEP,,,,,,N,,60¶ |
| Category Set D | 10,80,01,00605EUPHORIA,,TITLEIPART,,,,,,MS,,,,,N,,70¶ |
| Category Set E | 11,80,01,00605EUPHORIA,,TITLEIPART,,,,,,,,,,H,N,,80¶ |
| Total of education unit | 12,80,01,00605EUPHORIA,,TITLEIPART,,,,,,,,,,,Y,,700¶ |



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