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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS040 - Graduates/Completers File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS040 - Graduates/Completers 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 | June 2018 | Updated for SY 2018-19:   * Section 2.4: Updated guidance for reporting students enrolled in private schools and student counts by homeless enrolled status. * Section 2.4 and table 4.2-1: Revised permitted value descriptions for permitted values in category Diploma/Credential |
| 15.1 | January 2019 | Added reference to E*MAPS* Grades Offered and Graduates/ Completers survey to Core Reporting Requirements table in Section 2.2. |

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](http://www2.ed.gov/about/inits/ed/edfacts/index.html)*[Facts](http://www2.ed.gov/about/inits/ed/edfacts/index.html)* [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 306: Graduates/completers table. The definition for this data group is:

The unduplicated number of students who graduated from high school or completed some other education program that is approved by the state or local education agency (SEA or LEA) during the school year and the subsequent summer school.

The data collected using this file specification are used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD).  The data are also used by other offices of the U.S. Department of Education.

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 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 | 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 12th grade | Operational schools with a 12th grade |
| Education units not required to report |  | Closed, inactive, or future LEAs;  LEAs without a 12th grade | Closed, inactive, or future schools;  Schools without a 12th grade |
| 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 | Required for education unit total. | Required for education unit total. |
| Zero exceptions or  Not applicable | Diploma/ Credential - If your state does not use a permitted value (e.g., OTHCOM), do not use that permitted value in the file. Your use of the permitted value must be consistent with responses to the EMAPS Grades Offered and Graduates/Completers Survey | Diploma/ Credential - If your state does not use a permitted value (e.g., OTHCOM), do not use that permitted value in the file. Your use of the permitted value must be consistent with responses to the EMAPS Grades Offered and Graduates/Completers Survey | Diploma/ Credential - If your state does not use a permitted value (e.g., OTHCOM), do not use that permitted value in the file. Your use of the permitted value must be consistent with responses to the EMAPS Grades Offered and Graduates/Completers Survey |
| 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 | Use “-1” to report missing counts.  Use “MISSING” when a category is not available |
| Related metadata survey  ***Revised!*** | CCD Grades Offered & Graduates / Completers Survey | CCD Grades Offered & Graduates / Completers Survey | CCD Grades Offered & Graduates / Completers 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** | **Diploma/Credential** | **Sex (Membership)** | **Racial Ethnic** | **Disability Status (IDEA)** | **English Learner Status (Only)** | **Economically Disadvantaged Status** | **Migratory Status** | **Homeless Enrolled Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **GRADCNT** | X | X | X |  |  |  |  |  | N | Student Count by Diploma/Credential by Sex (Membership) by Racial Ethnic |
| **Category Set B** | **GRADCNT** | X | X |  | X |  |  |  |  | N | Student Count by Diploma/Credential by Sex (Membership) by Disability Status (IDEA) |
| **Category Set C** | **GRADCNT** | X | X |  |  | X |  |  |  | N | Student Count by Diploma/Credential by Sex (Membership) by English Learner Status (Only) |
| **Category Set D** | **GRADCNT** | X |  |  |  |  | X |  |  | N | Student Count by Diploma/Credential by Economically Disadvantaged Status |
| **Category Set E** | **GRADCNT** | X |  |  |  |  |  | X |  | N | Student Count by Diploma/Credential by Migratory Status |
| **Category Set F** | **GRADCNT** | X |  |  |  |  |  |  | X | N | Student Count by Diploma/Credential by Homeless Enrolled Status |
| **Subtotal 1** | **GRADCNT** | X |  |  |  |  |  |  |  | Y | Student Count by Diploma/Credential |
| **Education Unit Total** | **GRADCNT** |  |  |  |  |  |  |  |  | Y | Education Unit Total of Student Count |

## Guidance

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

This file specification is used to collect the graduates/completers count for SY 2018-19. This student count is cumulative for the school year (including the subsequent summer) and is unduplicated. See below for additional guidance concerning this file:

***Revised!* 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.

***Revised!* What are the permitted values for each diploma/credential?**

The permitted values are:

* Regular Secondary School Diploma – The graduate or completer received a formal document certifying the successful completion of a prescribed secondary school program of study. Include here regular high school diplomas that are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.
* Other State-Recognized Equivalent– Individuals who received a certificate of attendance or other certificate of completion in lieu of a diploma.

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

No. All students are included in category set A, category set B, the subtotal and the total of the education unit. The rest of the category sets do not include all students, only the students with that particular attribute.

If the education unit total exceeds the total of category sets A or B, the difference will be interpreted as students for whom the relevant status information (i.e., disability, race/ethnicity, sex) was missing.

**How are counts reported by 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 category Disability Status (IDEA)?**

Students who meet the definition of children with disabilities (IDEA) as defined in the ED*Facts* Workbook should be reported as disability status. Students who do not meet that definition should be reported as no disability status.

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

Include students who meet the definition of an English Learner as defined in the ED*Facts* Workbook.

**How are student counts reported by category Economically Disadvantaged Status?**

Include students who meet the state’s definition of economically disadvantaged students.

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

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

***Revised!* How are student counts reported by category Homeless Enrolled Status?**

Include students who were identified as homeless. Status as a homeless child or youth is defined in accordance with section 725(2) of title VII, subtitle B of the McKinney-Vento Homeless Assistance Act, as amended.

**How are students reported whose subgroup (CWD, English Learner, etc.) changed during the year?**

States are responsible for developing clear and consistent rules for how to count such students. Some states count students in the subgroups in which they were members at the beginning of the year, while others count students in the subgroups in which they were members at the time of graduation. Each state should have "business rules" for how such students are to be counted that are applied consistently throughout the state.

**Should students receiving a GED or other equivalency degree be included in Other High School Credential?**

Other High School Credential does not include equivalency diplomas, known as a General Equivalency Diploma (GED) in most states. Recipients of equivalency diplomas, such as a GED, should be left out of the file.

**What other file specifications collect data for the Common Core of Data?**

The ED*Facts* workbook has a mapping of ED*Facts* data to CCD data elements.

## Definitions

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.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 a State Education Agency level * LEA for a Local Education Agency level * SCH for a school level | 3 |
| filename | **GRADCOUNT** | 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 GRADUATES COMPLETERS**  **LEA GRADUATES COMPLETERS**  **SCHOOL GRADUATES COMPLETERS** |
| 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 | 318 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 445 | 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 | SCHOOL GRADUATES COMPLETERS,15,euschGRADCOUNTv000001.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 (Sate) | 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. |  |
| **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. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **GRADCNT** |
| 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** |
| 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** |
| 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 learner  **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** |
| Filler | 189 | 15 | String | M | Leave filler field blank. |  |
| Diploma/ Credential | 204 | 15 | String | M | The types of high school credential received by high school completers. | **REGDIP** – Regular secondary school diploma  **OTHCOM** – Other state-recognized equivalent  **MISSING**  ***Revised!*** |
| Filler | 219 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 234 | 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 | 235 | 200 | String | O | Text field for state use. |  |
| Student Count | 435 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 445 | 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,Filler,Racial Ethnic,Sex (Membership),Disability Status (IDEA),English Learner Status (Only),Migratory Status,Economically Disadvantaged Status,Homeless Enrolled Status,Filler,Diploma/Credential,Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00613EUPHORIA,000506,GRADCNT,,AM7,F,,,,,,,REGDIP,,N,,100¶ |
| Category Set B | 9,80,01,00613EUPHORIA,000506,GRADCNT,,,F,WDIS,,,,,,REGDIP,,N,,100¶ |
| Category Set C | 8,80,01,00613EUPHORIA,000506,GRADCNT,,,F,,LEP,,,,,REGDIP,,N,,100¶ |
| Category Set D | 11,80,01,00613EUPHORIA,000506,GRADCNT,,,,,,,ECODIS,,,REGDIP,,N,,100¶ |
| Category Set E | 12,80,01,00613EUPHORIA,000506,GRADCNT,,,,,,MS,,,,REGDIP,,N,,100¶ |
| Category Set F | 13,80,01,00613EUPHORIA,000506,GRADCNT,,,,,,,,HOMELSENRL,,OTHCOM,,N,,100¶ |
| Subtotal 1 | 15,80,01,00613EUPHORIA,000506,GRADCNT,,,,,,,,,,OTHCOM,,Y,,600¶ |
| Total of education unit | 16,80,01,00613EUPHORIA,000506,GRADCNT,,,,,,,,,,,,Y,,1300¶ |



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