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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS054 - MEP Students Served - 12 Months File Specifications** |
| **SY 2020-21** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS054 - MEP Students Served - 12 Months File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change**  |
| 1.0 – 16.0 |  | Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21. |
| 17.0 |  December 2020 | Updated for SY 2020-21:* Section 2.5
* Renamed heading "Guidance" to "Data Reporting Guidelines"
* Streamlined questions and answers to align with the intent of Executive Order on Promoting the Rule of Law Through Improved Agency Guidance Documents (EO 13891)
 |
| 17.1 | January 2021 | * Section 2.1: Removed references and links related to Executive Order 13891
 |

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)](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 Single Inventory (BRSI) – a single inventory containing business rules applied to ED*Facts* data throughout the pre- and post-submission lifecycle of that data. The inventory 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 8/31/2022). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc62646712)

[PREFACE iii](#_Toc62646713)

[1.0 PURPOSE 1](#_Toc62646714)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc62646715)

[2.1 *Revised!* Changes from the SY 2019-20 File Specifications 1](#_Toc62646716)

[2.2 Core Requirements for Submitting this File 1](#_Toc62646717)

[2.3 Required Categories and Totals 2](#_Toc62646718)

[2.4 Categories and Permitted Values 3](#_Toc62646719)

[2.5 *Revised!* Data Reporting Guidelines 5](#_Toc62646720)

[2.6 Definitions 7](#_Toc62646721)

[3.0 FILE NAMING CONVENTION 8](#_Toc62646722)

[4.0 FIXED OR DELIMITED FILES 9](#_Toc62646723)

[4.1 Header Record Definition 9](#_Toc62646724)

[4.2 Data Record Definition 10](#_Toc62646725)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 102: MEP students served 12-month table. The definition for this data group is:

The unduplicated number of migratory students who received instructional or support services in a Migrant Education Program (MEP).

The data collected using this file specification are collected under the authority of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA).

The ED data stewarding office/s for this file: OESE/OME.

# 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.

## *Revised!* Changes from the SY 2019-20 File Specifications

As noted in the document history on page ii, Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements. There have been no other 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 | Performance Period (MEP) - The 12-month period beginning September 1 and ending August 31 as described for the Migrant Education Program (MEP) |  |  |
| Education units included | Include SEA if the state has MEP programs operated under Title I, Part C. |  |  |
| Education units not included |  |  |  |
| Type of count | Once for the SEA |  |  |
| Zero counts | Required |  |  |
| Zero exceptions orNot applicable |  |  |  |
| Missing | 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 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 column must be populated when reporting that particular category.
* The total indicator must be “N” (No).
* 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** | **Age/Grade (w/o 13)** | **Age/Grade (w/o 13 and BT2)** | **Priority for Services (Only)** | **Continuation (Only)** | **Total Indicator** | **Comments** |
| **Category Set A** | **MIGRNTSERV** | X |  |  |  | N | Student Count by Age/Grade (w/o 13) |
| **Category Set B** | **MIGRNTSERV** |  | X | X |  | N | Student Count by Age/Grade (w/o 13 and BT2) by Priority for Services (Only) |
| **Category Set C** | **MIGRNTSERV** |  | X |  | X | N | Student Count by Age/Grade (w/o 13 and BT2) by Continuation (Only) |

## Categories and Permitted Values

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

**DG102 - MEP students served 12-month table:**

**Age/Grade (w/o 13) (used for Category Set A - Count of Eligible Students Served)**

The discrete age or grade level (primary instructional level) of students (children).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| UNDER3 | Age Birth through 2 |  |
| 3TO5NOTK | Age 3 through 5 (not Kindergarten) |  |
| KG | Kindergarten |  |
| 01 | Grade 1 |  |
| 02 | Grade 2 |  |
| 03 | Grade 3 |  |
| 04 | Grade 4 |  |
| 05 | Grade 5 |  |
| 06 | Grade 6 |  |
| 07 | Grade 7 |  |
| 08 | Grade 8 |  |
| 09 | Grade 9 |  |
| 10 | Grade 10 |  |
| 11 | Grade 11 |  |
| 12 | Grade 12 |  |
| OOS | Out of School |  |
| 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. |

**Age/Grade (w/o 13 and BT2) (used for Category Sets B - Priority for Services and C - Continuation)**

The discrete age or grade level (primary instructional level) of students (children).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 3TO5NOTK | Age 3 through 5 (not Kindergarten) |  |
| KG | Kindergarten |  |
| 01 | Grade 1 |  |
| 02 | Grade 2 |  |
| 03 | Grade 3 |  |
| 04 | Grade 4 |  |
| 05 | Grade 5 |  |
| 06 | Grade 6 |  |
| 07 | Grade 7 |  |
| 08 | Grade 8 |  |
| 09 | Grade 9 |  |
| 10 | Grade 10 |  |
| 11 | Grade 11 |  |
| 12 | Grade 12 |  |
| OOS | Out of School |  |
| 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. |

**Priority for Services (Only)**

An indication that migratory children who have made a qualifying move within the previous 1-year period and who - (1) are failing, or most at risk of failing, to meet the challenging State academic standards; or (2) have dropped out of school.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| PS | Students classified as having “Priority for Services” |  |
| MISSING | Missing | Use when data are not available by this category. |

**Continuation (Only)**

An indication that migratory children are receiving instructional or support services under the continuation of services authority ESEA, as amended, Title I, Part C Section 1304(e)(2)-(3).

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

## *Revised!* Data Reporting Guidelines

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

The questions in this section are based on the following statute, regulations, and/or cleared guidance: Title I, Part C Education of Migratory Children, ESSA Section 1301 and 1304, CFR 200.83 and Non- Regulatory Guidance (NRG) Chapter V.

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

**Table 2.5–1: Students Which Should be Reported**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cat Set** | **Include** | **Do not include** | **Note** |
| Category Set A | Eligible MEP children who received instructional or support services funded in whole or in part with MEP funds during the performance period.  |  | This Category Set is the only one that uses “Age/Grade (w/o 13)” |
| Category Set B | Eligible MEP children who received instructional or support services funded in whole or in part with MEP funds during the performance period. **AND**Were priority for services | Eligible MEP children who were not priority for services | These students are a subset of the students reported in Cat Set A |
| Category Set C | ***Previously*** eligible migratory children who continued to receive a MEP–funded service under the Continuation of Services authority in Section 1304(e)(2) and (3). | Children who only continued to receive a MEP-funded service until the end of the term under Section 1304(e)(1). | It is possible that a student reported in this category set is also reported in Category Set A (and possibly B). However, some students reported in Cat Set C will not be reported in category set A (or B). |

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

Do *not* include in any of the category sets:

* Children who were served through a Title I Schoolwide Program (SWP) where MEP funds were combined with those of other programs.
* Children who only received referred services (non-MEP funded).

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

See Table 2.5-1 (subset information is included in Note column).

**How are child counts reported by age/grade?**

Report a child in the age/grade category in which s/he spent the majority of his/her time while residing in the State during the performance period.

There are two exceptions to this rule:

* The first exception to this rule is a child who turns 3 during the performance period would be reported as “Age 3 through 5 (not Kindergarten),” ***only*** *if the child’s residency in the state was verified after the child turned three.*
* The second exception to this rule may be a child who turns 22 years of age during the performance period, who would be reported at the appropriate age/grade category for the performance period.

**Which permitted value should be used to report 5 year olds?**The permitted value “Age 3 through 5 (not Kindergarten)” is for those 5 year old children who are not in kindergarten. Report 5 year olds in kindergarten using the permitted value for “Kindergarten.”

**Why are there two categories for age/grade?**

A count of all students is required for category set A. However, data on priority for services (category set B) and continuation (category set C) are collected only for ages above 2. Therefore, one age/grade includes birth through 2 while the other does not.

**What does the permitted value “out of school” mean?**

Out-of-school means youth up through age 21 who are entitled to a free public education in the State but are not currently enrolled in a K through 12 institution. This could include students who have dropped out of school, youth who are working on a High School Equivalency (HSE) Diploma outside of a K through 12 institution, and youth who are “here-to-work” only. It does not include preschoolers, who are counted by age grouping, nor does it include temporary absences (e.g., summer/intersession, suspension or illness).

**What does the permitted value “ungraded” mean?**

Ungraded means the children are served in an educational unit that has no separate grades. For example, some schools have primary grade groupings that are not traditionally graded, or ungraded groupings for children with learning disabilities (IDEA). In some cases, ungraded students may also include children with disabilities (IDEA), transitional bilingual students, students working on an HSE through a K through 12 institution, or those in a correctional setting.

**How are migratory students reported by Priority for Services (Only)?**

Report migratory children who are classified as having “priority for services” because they have made a qualifying move within the previous 1-year period and 1) are failing or most at risk of failing to meet challenging State academic standards, or 2) have dropped out of school.

**Do other file specifications collect related data?**

Yes. There are several file specifications that collect data on students eligible for funding and for students served under the migratory student program. The [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) contains a list of the data groups that support oversight and reporting of the Migrant Education Program (MEP).

## 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
 | 3 |
| filename | **MIGSTUSVD** | 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 MIGRANT STUDENTS SERVED** |
| 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 performance period 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.  | **2020-2021**OR**2020 2021** |
| Filler | 127 | 228 | String | M | Leave filler fields blank. |   |
| Carriage Return / Line Feed (CRLF) | 355 | 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 | SEA MIGRANT STUDENTS SERVED,15,euseaMIGSTUSVDv000001.csv,characters to identify file,2020-2021,¶ |

## 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 theED*Facts* Workbook. |
| **DG570**State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This DG cannot be updated through this file.  | **01** – State Education Agency |
| Filler | 15 | 14 | String | M | Leave filler field 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 | **MIGRNTSERV** |
| Age/Grade (w/o 13) | 69 | 15 | String | A | The discrete age or grade level (primary instructional level) of students (children). | **UNDER3** – Age Birth through 2**3TO5NOTK** – Age 3 through 5 (not Kindergarten)**KG** – Kindergarten**01** – Grade 1**02** – Grade 2**03** – Grade 3**04** – Grade 4**05** – Grade 5**06** – Grade 6**07** – Grade 7**08** – Grade 8**09** – Grade 9**10** – Grade 10**11** – Grade 11**12** – Grade 12**OOS** – Out of School**UG** – Ungraded**MISSING**  |
| Age/Grade (w/o 13 and BT2) | 84 | 15 | String | A | The discrete age or grade level (primary instructional level) of students (children). | **3TO5NOTK** – Age 3 through 5 (not Kindergarten)**KG** – Kindergarten**01** – Grade 1**02** – Grade 2**03** – Grade 3**04** – Grade 4**05** – Grade 5**06** – Grade 6**07** – Grade 7**08** – Grade 8**09** – Grade 9**10** – Grade 10**11** – Grade 11**12** – Grade 12**OOS** – Out of School**UG** – Ungraded**MISSING**  |
| Priority for Services (Only) | 99 | 15 | String | A | An indication that migratory children who have made a qualifying move within the previous 1-year period and who - (1) are failing, or most at risk of failing, to meet the challenging State academic standards; or (2) have dropped out of school. | **PS** – Students classified as having “Priority for Services”**MISSING**  |
| Continuation (Only) | 114 | 15 | String | A | An indication that migratory children are receiving instructional or support services under the continuation of services authority ESEA, as amended, Title I, Part C Section 1304(e)(2)-(3). | **CONTINUED** – Continued**MISSING**  |
| Filler | 129 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 144 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set |
| Explanation | 145 | 200 | String | O | Text field for state use. |  |
| Student Count | 345 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 355 | 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**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,Filler,Filler,Table Name, Age/Grade (w/o 13),Age/Grade (w/o 13 and BT2),Priority for Services (Only),Continuation (Only),Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A  | 1,80,01, ,,MIGRNTSERV,01,,,,,N,,100¶ |
| Category Set B  | 1,80,01, ,,MIGRNTSERV,,10,PS,,,N,,101¶ |
| Category Set C  | 1,80,01, ,,MIGRNTSERV,,09,,CONTINUED,,N,,102¶ |

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