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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

**FS059 – Staff FTE**

**File Specifications**

**SY 2019-20**

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS059 – Staff FTE File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 15.0 |  | Versions 1.0 through 15.0 are used to build files for school years prior to SY 2019-20. |
| 16.0 | November 2019 | Updated for SY 2019-20:   * Added new section 2.4 “Categories and Permitted Values”, listing categories and permitted values used in this file * Guidance section renumbered to 2.5   + Deleted duplicate information on categories and permitted values from Q & A section   + Reorganized and revised most guidance; added new guidance questions * Definitions section renumbered to 2.6 and reorganized to match the staff taxonomy * Section 4.2-1: Added Staff Category (CCD) permitted values SCHPSYCH - School Psychologist and STUSUPWOPSYCH - Student Support Services Staff (w/o Psychology); removed Staff Category (CCD) permitted value STUSUP - Student Support Services Staff |
| 16.1 | January 2020 | Updated for SY 2019-20:   * Section 2.6.5: Changed School Psychologist (PSYCH) to School Psychologist (SCHPSYCH) in two instances. |
| 16.2 | April 2020 | Added “*Revised!*” tags to sections affected by January 2020 update. |

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 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.

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# PURPOSE

This document contains instructions for building files to submit the following ED*Facts* Data Groups, which have different formats (see Section 4.2):

**Table 1.0-1: ED*Facts* Data Groups**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Group Name** | **DG** | **Definition** | **Level** |
| Staff FTE table | 528 | The number of full-time equivalent (FTE) staff. | SEA and LEA |
| Teachers (FTE) | 644 | The number of full-time equivalent (FTE) classroom teachers. | School |

The data collected using this file specification are used primarily for the Non-Fiscal Surveys 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 2018-19 Specifications

The guidance has been substantially revised and other editorial changes have been made. These changes are not listed in detail in the document history on page ii nor are all changes marked with ***New!*** and ***Revised!*** flags. We recommend that states review the guidance in its entirety.

There have also been changes to this file specification that resulted in changes to the record layouts. The changes are:

* Section 4.2-1: Staff Category (CCD)
  + Removed permitted value STUSUP - Student Support Services Staff
  + Added permitted value SCHPSYCH - School Psychologist
  + Added permitted value STUSUPWOPSYCH - Student Support Services Staff (w/o Psychology)

## 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 | October 1 (or closest school day) – October 1 or the closest school day to October 1 | October 1 (or closest school day) – October 1 or the closest school day to October 1 | October 1 (or closest school day) – October 1 or the closest school day to October 1 |
| Education units included | Include SEA | LEAs that were operational on October 1st | Include all schools that are operational for the current school year AND with a school type of regular school, special education school, alternative school, career and technical school |
| Education units not reported |  | Closed, inactive, or future LEAs or LEAs that opened after October 1st | Closed, inactive, or future Schools or Schools that opened after October 1st  Schools with school type of "reportable program" |
| Type of count | Full time equivalent (FTE) | Full time equivalent (FTE) | Full time equivalent (FTE) |
| Zero counts | Required | Required | Required |
| Zero exceptions and Not applicable | If a state does not use ungraded teachers, then do not use that permitted value in the file.  ***Revised!*** | If a state does not use ungraded teachers, then do not use that permitted value in the file.  ***Revised!*** | ***Revised!*** |
| 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.  ***Revised!*** |
| Related metadata survey | CCD Grades Offered & Graduates / Completers Survey | CCD Grades Offered & Graduates / Completers Survey |  |

## Required Categories and Totals

As indicated in table 1.0-1, a different data group is collected at the school level than at the SEA and LEA levels. Therefore, the record layouts for the school level are different from the record layouts for the SEA and LEA levels.

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: Staff FTE - Required Categories and Totals for SEA and LEA Levels**

| **Category Set** | **Table Name** | **Staff Category (CCD)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- |
| **Category Set A** | **FTESTAFF** | X | N | All FTE by Staff Category (CCD) |
| **Total of the education unit** | **FTESTAFF** |  | Y | Total of the Education Unit |

For the school level file, there are no required categories and totals. The total indicator is reported as “N” in all records.

**Table 2.3–2: Teachers (FTE) - Required Categories and Totals for School Level**

| **Category Set** | **Table Name** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- |
| **Total of the education unit** | **CLASSTEACHFTE** | N | Classroom Teacher FTE |

## *New!* Categories and Permitted Values

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

**DG528 – Staff FTE table:**

**Staff Category (CCD)**

Titles of employment, official status, or rank.

| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| --- | --- | --- |
| PKTCH | Pre-Kindergarten Teachers |  |
| KGTCH | Kindergarten Teachers |  |
| ELMTCH | Elementary Teachers |  |
| SECTCH | Secondary Teachers |  |
| UGTCH | Ungraded Teachers |  |
| PARA | Paraprofessionals/Instructional Aides |  |
| ELMGUI | Elementary School Counselors |  |
| SECGUI | Secondary School Counselors |  |
| GUI | School Counselors |  |
| LIBSPE | Librarians/Media Specialists |  |
| LIBSUP | Library/Media Support Staff |  |
| LEAADM | LEA Administrators |  |
| LEASUP | LEA Administrative Support Staff |  |
| SCHADM | School Administrators |  |
| SCHSUP | School Administrative Support Staff |  |
| SCHPSYCH | School Psychologist |  |
| STUSUPWOPSYCH | Student Support Services Staff (w/o Psychology) |  |
| OTHSUP | All Other Support Staff |  |
| CORSUP | Instructional Coordinators and Supervisors to the Staff |  |
| MISSING | Missing |  |

## Guidance

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

For this version of the FS, guidance changes are not marked with ***New!*** and ***Revised!*** flags.

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

For the SEA level, report state-level summaries of staff working (both direct hire and by contracting) at the LEAs and schools in the state. Do not report employees of the State Education Agency.

For the LEA level, include all staff working (both direct hire and by contracting) in LEAs and in the schools associated with that LEA.

For the school level, include all classroom teachers in the school.

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

Exclude all vacant positions.

**How should contracted staff be reported?**

Include contracted staff for work that is part of the regular operations.

1. Include individuals who contract directly with a school district; this is not limited to cases in which the individual receives retirement and other benefits from the district or state.
   * Examples may include bus drivers, school nurses, psychologists, physical therapists.
2. Include staff employed by another entity that is contracted to provide **work that is part of the district’s regular operations**. These staff work within the district but are employees of the entity with which the district contracts. The district does not pay retirement or other benefits.
   * Examples may include school security personnel provided by a private firm or charter school teachers who are employees of a charter school operator.

Do not include employees of contractors who provide a **non-regular** service; these are staff furnished by the contractor, on- or off-site, to provide the service.

* + Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building, or cooks and truck drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm.

The distinction between staff reported and not reported is whether the service is part of the district’s regular operation or if it is a non-regular service.

* For example:
  + If a district contracts with a company for a school bus driving service (where the buses are used regularly), the drivers should be reported as staff.
  + If a district contracts with a company for lunchroom services onsite, the food servers who serve the students on daily basis should be reported as staff.
  + If a construction company is hired to build an addition to the school, the employees of a construction company working on the addition to the school should not be reported.

### Reporting by Full-Time Equivalent (FTE)

**How are staff reported?**

Report staff in terms of FTE (full-time equivalent). FTE should be counted in hundredths. For example, if a teaching position is filled by four people, each working the same amount of time, each person would count as .25 FTE. The total FTE counts for instructional staff must be reported to the **nearest hundredth**, with an **EXPLICIT** decimal (e.g., 59.20).

**Can an individual staff member’s total FTE exceed 1.0?**

Yes. An individual staff member’s total FTE can exceed 1.0 if that individual regularly works overtime. For example, if FTE is defined as a 40 hour week, and a teacher teaches 40 hours at one school each week and an additional 4 hours teaching elementary/secondary classes at another school, that teacher’s total FTE would be 1.1 (44 hours / 40 hours) and the teacher would be counted as 1.0 FTE at the first school and 0.1 FTE at the second school.

**What if a staff member has more than one assignment?**

If a staff member has more than one assignment, count the staff member in terms of the assignments.  An assignment could be a school, a position, or a teacher category. For example:

* If a school staff member worked three-quarters of the time as a teacher, and one-quarter of the time as a librarian, he or she would be counted as a 0.75 teacher FTE and a 0.25 librarian FTE.
* If a full-time teacher’s time is split equally between two schools, that teacher would be counted as 0.5 FTE in each school.
* If a teacher teaches both prekindergarten and kindergarten, his/her total FTE should be proportionally divided between those two teacher categories (PKTCH and KGTCH) based on the time spent with each.
* If the staff records do not distinguish between prekindergarten teachers (PKTCH) and kindergarten teachers (KGTCH), the total FTE for these two should be divided proportionally between them.

**How are staff who worked in multiple LEAs reported?**

Count the staff in terms of the assignment in each LEA.  For example, an art teacher who worked half-time in one LEA and one quarter time in each of two other LEAs would be reported as 0.50, 0.25, and 0.25 FTEs, respectively.

### Staff FTE (DG528)

This data group is reported at the SEA and LEA levels.

**How are school counselors reported?**

There are three permitted values for school counselors:

* Elementary school counselors (ELMGUI)
* Secondary school counselors (SECGUI)
* School counselors (GUI)

If the FTEs of school counselors can be mapped to the permitted values of Elementary and Secondary school counselors, the state should report the FTE by these permitted values. States can also use the generic School Counselors (GUI) for counselors that cannot be allocated to elementary and secondary.

If a state cannot map to ELMGUI and SECGUI, the state should report the aggregate school counselors using the permitted value “School Counselors” (GUI). If using the aggregate category (GUI) for counselors, report zeros for elementary and secondary school counselors/directors (ELMGUI and SECGUI).

|  |
| --- |
| **Did you know?** The guidance counselor data is included in the Common Core of Data (CCD) files which include the total number of school counselors which is the sum of elementary school counselors (ELMGUI), secondary school counselors (SECGUI) and school counselors (GUI). |

**Are records required for ungraded teachers?**

If a state does not have ungraded teachers, don’t include **UGTCH** – Ungraded Teachers in either the SEA level file or the LEA level file. The use of this permitted value will be reconciled to the response to the E*MAPS* CCD Metadata Survey.

#### Staff FTE (DG528) – SEA Level

**Are records required for each permitted value in the staff category?**

All permitted values apply at the SEA level except UGTCH which is not applicable for all states. If counts are not available for one or more of the permitted values, use -1 (missing) for the count value.

#### Staff FTE (DG528) – LEA Level

**Are records required for each permitted value in the staff category?**

Records are required for each permitted value that applies to the LEA.

|  |  |
| --- | --- |
| Situation | Reporting |
| LEA has no staff | Report zero for education unit total   * This reporting will trigger errors in Data Management System (DMS) that will need to be explained during the CCD data quality follow-up. |
| LEA has no students | The following fields may not apply:   * Teachers (PKTCH, KGTCH, ELMTCH, SECTCH, UGTCH) * Paraprofessionals/Instructional Aides (PARA) * Instructional Coordinators and Support to the Staff (CORSUP) * School Counselors (ELMGUI, SECGUI, GUI) * Library/Media Specialists (LIBSPE) * Library/Media Support Staff (LIBSUP) * Student Support Services Staff (STUSUPWOPSYCH) * Psychologist (SCHPSYCH) * Other Support Services Staff (OTHSUP) |
| LEA has no pre-kindergarten students | The following field may not apply:   * Pre-Kindergarten Teachers (PKTCH) |
| LEA has no kindergarten students | The following field may not apply:   * Kindergarten Teachers (KGTCH) |
| LEA has no students in elementary grades | The following fields may not apply:   * Elementary Teachers (ELMTCH) * Elementary School Counselors (ELMGUI) |
| LEA has no students in grades 9 through 12 | The following fields may not apply:   * Secondary Teachers (SECTCH) * Secondary School Counselors (SECGUI) |

**How are staff reported for an LEA (such as a charter LEA) when the same people are the administrators for the LEA and for the school?**

Report LEA administrators and administrative support staff as zero and attribute all of the administrative FTE to the school administrator and administrative support permitted values.

### Teachers (FTE) (DG644) – School Level

This data group is reported at the school level.

**What if an operational school has no teachers?**

If the entity being reported has no teachers associated with it, reconsider whether the entity meets the definition of a school for reporting data to ED through ED*Facts*.

If there are teachers providing instruction at the school, but their primary assignment is another school, the FTE total for these teachers should be proportionally divided between both schools.

In the rare instance where a school is operational, has students in membership, but has no teachers, report teachers as zero. This reporting will trigger errors in DMS that will need to be explained during the CCD data quality follow-up.

**How do Staff FTE (DG528) teacher counts in the SEA and LEA levels relate to the Teachers (FTE) (DG644) counts in the school level?**

The teachers reported for SEA and LEA levels using the following permitted values should also be reported at the school level for Teachers (FTE) DG644:

* Pre-Kindergarten teachers (PKTCH)
* Kindergarten teachers (KGTCH)
* Elementary teachers (ELMTCH)
* Secondary teachers (SECTCH)
* Teachers of Ungraded classes (UGTCH) if applicable to the state

## Definitions

This collection uses the Common Core of Data’s (CCD) definitions of staff categories, listed below.

**Professional**

Professional positions require a bachelor’s degree or higher that includes course work in the profession; usually requires certification or licensing of credentials by the state education agency that the individual has met education and/or other performance requirements.

**Ancillary**

Ancillary or support positions typically do not require a bachelor’s degree or higher; if they have training or education requirements, these requirements usually can be me t outside higher education, *e.g.,* through training provided by the district, state education agency, or a two-year postsecondary institution. Ancillary staff positions are typically in support of professional staff positions.

### Instructional Staff – Direct classroom instruction

Direct classroom instruction:

* + Professional: teacher (PKTCH, KGTCH, ELMTCH, SECTCH, UGTCH)
  + Ancillary: instructional aide (PARA)

**Pre-kindergarten Teachers (PKTCH)**

Teachers of a group or class that is part of a public school program that is taught during the year or years preceding kindergarten.

* **INCLUDE** teachers of Head Start students if Head Start is part of an authorized public education program of an LEA.

**Kindergarten Teachers (KGTCH)**

Teachers of a group or class that is part of a public school program and is taught during the year preceding first grade.

**Elementary Teachers (ELMTCH)**

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8.

* **EXCLUDE** pre-kindergarten and kindergarten teachers from this count.

Secondary Teachers (SECTCH)

Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Ungraded Teachers (UGTCH)

Teachers of a group or class that is not organized on the basis of grade grouping and has no standard grade designation.

* **INCLUDE** the FTE of teachers instructing bothregular classes that have no grade designations as well as special classes for exceptional students that have no grade designations. Such classes are likely to contain students of different ages who frequently are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level.

Paraprofessionals/Instructional Aides (PARA)

Staff members assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.

* **INCLUDE**
  + tutors if the position does not require teaching credentials
  + only paid staff, whether direct hires or contracted staff (see above discussion on contracted staff).
* **EXCLUDE** volunteer aides and vacant positions

### Instructional Staff – Not direct classroom instruction

Not direct classroom instruction:

* Professional: librarian or media specialist (LIBSPE)
* Ancillary: library and media support staff (LIBSUP)

Librarians/Media Specialists (LIBSPE)

Professional staff member or supervisors assigned specific duties and school time for professional library services activities. Professional library service activities include selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of the library by students, teachers, and instructional staff; and guiding individuals in the use of library books and material maintained separately or as a part of an instructional materials center.

Library/Media Support Staff (LIBSUP)

Staff member who renders other professional library and media services. Duties of these staff members include selecting, preparing, caring for, and making available to instructional staff, equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials maintained separately or as part of an instructional materials center. Include activities in the audiovisual center, TV studio, related work-study areas, and services provided by audiovisual personnel.

* INCLUDE library aides and those involved in library/media support.

### Administrative Staff - LEA

LEA administration

* Professional:
  + LEA administrator (LEAADM)
  + instructional coordinator/supervisor (CORSUP)
* Ancillary: LEA administrative support staff (LEASUP)

LEA Administrators (LEAADM) - Chief executive officers of education agencies

* **INCLUDE** superintendents, deputies, and assistant superintendents; other persons with district-wide responsibilities; e.g., accountants, auditors, business managers, facilities managers, technology or information system administrators, or supervisors of transportation, food services, or security.
* **EXCLUDE** supervisors of instructional coordinators, supervisors of s counselors, and supervisors of student support staff. (These staff are reported under “student support services staff.”)

Instructional Coordinators and Supervisors (CORSUP)

Staff supervising instructional programs at the school district or sub-district level.

* **INCLUDE** supervisors of educational television staff; coordinators and supervisors of audiovisual services; curriculum coordinators or supervisors and in-service training staff, including teacher mentors; Title I coordinators and home economics supervisors; and supervisory staff engaged in development of computer-assisted instruction
* **EXCLUDE** school-based department chairpersons (these individuals are reported under “school administrator.”)

LEA Administrative Support Staff (LEASUP)

Staff members providing direct support to LEA administrators, business office support, data processing, secretarial and other clerical staff; staff implementing software solutions and staff providing hardware and software maintenance and data user support.

### Administrative Staff - School

School administration

* Professional: school administrator (SCHADM)
* Ancillary: school administrative support staff (SCHSUP)

School Administrators (SCHADM)

Staff members whose activities are concerned with directing and managing the operation of a particular school.

* **INCLUDE** Principals, assistant principals, and persons who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the education agency, including department chairpersons.

School Administrative Support Staff (SCHSUP)

Staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons.

* **INCLUDE** clerical staff and secretaries.

### Support Staff

***Revised!*** Professional

* school counselor/director (ELMGUI, SECGUI, GUI)
* student support services staff (STUSUPWOPSYCH)
* school psychologist (SCHPSYCH)

Ancillary

* other support staff (OTHSUP)

School Counselors/Directors (ELMGUI, SECGUI, GUI)

Professional staff assigned specific duties and school time for: counseling students and parents, addressing learning problems, evaluating students’ abilities and assisting students in career and personal development

* **INCLUDE** supervisors and directors of guidance programs.

Student Support Services Staff (STUSUPWOPSYCH) (replaces legacy value STUSUP)

Professional staff members whose activities are concerned with the direct support of students and who nurture, but do not instruct students.

* **INCLUDE** attendance officers; staff providing health, speech pathology, audiology, or social services; and supervisors of the preceding staff; coaches, athletic advisors, and athletic trainers if position does not require teaching credentials.

*Revised!* School Psychologist (SCHPSYCH)

Professional staff member who provides direct and indirect support, including prevention and intervention, to evaluate and address student’s intellectual development, academic success, social-emotional learning, and mental and behavioral health.

All Other Support Staff (OTHSUP)

Support staff not reported in instructional or student support.

* **INCLUDE** employees such as plant and equipment maintenance, bus drivers, security, and food service workers.

# FILE NAMING CONVENTION

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

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

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

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

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:   * SEA for an SEA level * LEA for an LEA level * SCH for a school level | 3 |
| filename | **FTESTFTBL** | 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” for the SEA and LEA levels (For the school level, fields are either M or O.)

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- SEA, LEA and SCH Levels**

| **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 STAFF FTE**  **LEA STAFF FTE**  **SCHOOL STAFF FTE** |
| 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. | **2019-2020**  OR  **2019 2020** |
| Filler | 127 | 213 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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 STAFF FTE,15,EUSEAFTESTFTBLver0007.CSV,characters to identify file,2019-2020,¶ |

## 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.

The data record for the school level is different than the data records for the SEA and LEA levels:

* Table 4.2-1 contains the data records for the SEA and LEA level.
* Table 4.2-3 contains the data records for the school level.

**Table 4.2–1: Data Records - SEA and LEA level**

| **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 |  |
| **DG528**  Table Name | 49 | 20 | String | M | See Table 2.3–1: Staff FTE - Required Categories and Totals for SEA and LEA Levels | **FTESTAFF** |
| Filler | 69 | 15 | String | M | Leave Filler Field Blank |  |
| Staff Category (CCD) | 84 | 15 | String | A | Titles of employment, official status, or rank. | **PKTCH** – Pre–Kindergarten Teachers  **KGTCH** – Kindergarten Teachers  **ELMTCH** – Elementary Teachers  **SECTCH** – Secondary Teachers  **UGTCH** – Ungraded Teachers  **PARA** – Paraprofessionals/Instructional Aides  **ELMGUI** – Elementary School Counselors  **SECGUI** – Secondary School Counselors  **GUI** – School Counselors **LIBSPE** – Librarians/Media Specialists  **LIBSUP** – Library/Media Support Staff  **LEAADM** – LEA Administrators  **LEASUP** – LEA Administrative Support Staff  **SCHADM** – School Administrators  **SCHSUP** – School Administrative Support Staff  **SCHPSYCH** – School Psychologist  **STUSUPWOPSYCH** – Student Support Services Staff (w/o Psychology) **OTHSUP** – All Other Support Staff  **CORSUP** – Instructional Coordinators and Supervisors to the Staff  **MISSING**  ***Revised!*** |
| Filler | 99 | 15 | String | M | Leave filler field blank. |  |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 129 | 1 | String | M | An indicator that defines the count level – see section 2.3 Required Categories and Totals | **N** – Specifies category set  **Y** – Specifies subtotal or total of the education unit |
| Explanation | 130 | 200 | String | O | Text field for state use. |  |
| Staff FTE | 330 | 10 | Decimal Number | M | Decimal numbers down to one hundredth FTE are permitted. |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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 – LEA level**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (state),Filler,Table Name,Filler,Staff Category (CCD),Filler,Filler,Total Indicator,Explanation,Staff FTE,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00605EUPHORIA,,FTESTAFF,,PKTCH,,,N,,10.75¶ |
| Total of education unit | 19,80,01,00605EUPHORIA,,FTESTAFF,,,,,Y,,170.75¶ |

**Table 4.2–3: Data Records - School level**

| **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. |  |
| **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. |  |
| **DG644**  Table Name | 49 | 20 | String | M | See Table 2.3–2: Teachers (FTE) - Required Categories and Totals for School Level | **CLASSTEACHFTE** |
| Filler | 69 | 15 | String | M | Leave filler field blank. |  |
| Filler | 84 | 15 | String | M | Leave filler field blank. |  |
| Filler | 99 | 15 | String | M | Leave filler field blank. |  |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 129 | 1 | String | M | An indicator that defines the count level – see section 2.3 Required Categories and Totals | **N** – Specifies category set |
| Explanation | 130 | 200 | String | O | Text field for state use. |  |
| **DG 644**  Teachers (FTE) | 330 | 10 | Decimal  Number | M | Decimal numbers down to one hundredth FTE are permitted. |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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 2.3-2.

**Table 4.2–4: 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,Filler,Filler,Filler,Total Indicator,Explanation,Teachers (FTE),Carriage Return / Line Feed (CRLF) |
| School level record | 1,80,01,00605EUPHORIA,EUSCHOOL0001,CLASSTEACHFTE,,,,,N,,10.75¶ |



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