

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS067 - Title III Teachers File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS067 - Title III Teachers 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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc525111983)

[PREFACE iii](#_Toc525111984)

[1.0 PURPOSE 1](#_Toc525111985)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc525111986)

[2.1 Changes from the SY 2017-18 File Specifications 1](#_Toc525111987)

[2.2 Core Requirements for Submitting this File 1](#_Toc525111988)

[2.3 Required Categories and Totals 2](#_Toc525111989)

[2.4 Guidance 3](#_Toc525111990)

[2.5 Definitions 3](#_Toc525111991)

[3.0 FILE NAMING CONVENTION 4](#_Toc525111992)

[4.0 FIXED OR DELIMITED FILES 5](#_Toc525111993)

[4.1 Header Record Definition 5](#_Toc525111994)

[4.2 Data Record Definition 6](#_Toc525111995)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 422: Title III teachers table. The definition for this data group is:

The unduplicated headcount of teachers who taught in language instruction educational programs designed for English learners supported with Title III of ESEA, as amended by ESSA, funds.

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

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

# 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 - Any 12-month period | School Year - Any 12-month period |  |
| Education units included | Include SEA | Operational LEAs that have Title III language instruction educational programs |  |
| Education units not reported |   | Closed, inactive, or future LEAsLEAs that do not have Title III language instruction educational programs |  |
| Type of count | Once as a headcount | Headcount, at any LEA where the teacher taught in a Title III language educational program |  |
| Zero counts | Not required | Not required |  |
| Zero exceptions orNot applicable |  |  |  |
| 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 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** | **Certification Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- |
| **Category Set A** | **TEACHCERTLEP** | X | N | Title III Teachers by Certification Status  |

## Guidance

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

**Are teachers who are not funded by Title III reported?**

Yes. All teachers who teach in a Title III LIEP are included regardless of the source of their salaries.

**How are teacher counts reported?**

Report teachers by headcount. Teachers should be reported once for the SEA and once for any LEA where the teacher taught in a Title III LIEP.

**How are teachers who provide instruction in multiple LEAs reported?**

If the teacher teaches in Title III LIEPs in multiple LEAs, report the teacher once for each LEA in which they provide instruction in a Title III LIEP.

**How do I report data for Title III consortia in this file?**

If your state has Title III consortia, report data by the individual LEAs.

**What are the permitted values for certification status?**

The permitted values for certification status are:

* **FC** – Fully certified or licensed
* **NFC** – Not fully certified or licensed
* **Missing**

## Definitions

**Title III Language Instruction Educational Program**

A Title III language instruction educational program is an instruction course

(A) in which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards, as required by Section 1111(b)(1) and

(B) that may make instructional use of both English and a child’s native language to enable the child to develop and attain English proficiency and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

# 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 | **LEPPTEACH** | 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** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted.  | **SEA CERTIFIED LICENSED OR ENDORSED LEP PROGRAM****LEA CERTIFIED LICENSED OR ENDORSED LEP PROGRAM** |
| 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 | 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 | LEA CERTIFIED LICENSED OR ENDORSED LEP PROGRAM,15,euleaLEPPTEACHv000001.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** | **StartPosition** | **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 | **TEACHCERTLEP** |
| Filler | 69 | 15 | String | A | Leave filler field blank. |  |
| Filler | 84 | 15 | String | A | Leave filler field blank. |  |
| Certification Status | 99 | 15 | String | M | An indication of whether an educator holds the certification or licensure required by their assignment. | **FC** – Fully certified or licensed**NFC** – Not fully certified or licensed**MISSING**  |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 129 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set |
| Explanation | 130 | 200 | String | O | Text field for state use. |   |
| Teacher Count | 330  | 10 | Number | M |  |   |
| 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**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Filler,Filler,Certification Status,Filler,Total Indicator,Explanation,Teacher Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,91,01,001000-0000001,,TEACHCERTLEP,,,FC,,N,,585¶ |



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