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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS086 - Students Involved with Firearms File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS086 - Students Involved with Firearms 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 | October 2018 | Updated for SY 2018-19. |

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [ED*Facts* Initiative Home Page](http://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using the ED*Facts*

Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

* ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
* ED*Facts* Business Rules Guide – describes each business rule including the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the [ED*Facts* Contact Page](http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2020). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 596: Students involved with firearms table. The definition for this data group is:

The unduplicated number of students who were involved in an incident involving a firearm.

The data collected using this file specification are used to monitor and report on the Gun-Free Schools and Communities Act.

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

# 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 reported | Include SEA | Operational LEAs that had students involved with firearms |  |
| Education units not reported |  | Closed, inactive, or future LEAsLEAs that did not have any students involved with firearms |  |
| Type of count | Once for each student involved in a firearm incident [[1]](#footnote-2) | Once for each student involved in a firearm incident \* |  |
| Zero counts | 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 | Gun Free Schools Act (GFSA) Survey | Gun Free Schools Act (GFSA) 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** | **Grade Level (Basic w/13)** | **Weapon** | **Discipline Method (Firearms-not IDEA)** | **Discipline Method (Firearms-IDEA)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **CHLINVWFRARM** | X | X |  |  | N | Student Count by Grade Level (Basic w/13) by Weapon |
| **Category Set B** | **CHLINVWFRARM** |  |  | X |  | N | Student Count by Discipline Method (Firearms-not IDEA) |
| **Category Set C** | **CHLINVWFRARM** |  |  |  | X | N | Student Count by Discipline Method (Firearms-IDEA) |

## Guidance

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

**What students should be reported?**

Include **all** students in your State who were found to have brought a firearm to a public school or possessed a firearm at a public school during the school year. A firearm is defined in section 2.5.

Include students **even if** the expulsion is shortened or no penalty is imposed.

Include students covered by the provisions of IDEA who brought a firearm to school or possessed a firearm at school even if it is determined that the incident is a manifestation of the student’s disability.

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

No. The following table explains which students are reported in each category set.

**Table 2.4-1: Students Reported by Category Set**

|  |  |
| --- | --- |
| **Category set** | **Students reported** |
| A - Weapon and Grade Level (Basic w/13) | Report all students |
| B - Discipline Method (Firearms not IDEA) | Report students who do not meet the definition of children with disabilities (IDEA) in the ED*Facts* Workbook. |
| C - Discipline Method (Firearms – IDEA) | Report students who meet the definition of children with disabilities (IDEA) in the ED*Facts* Workbook |

The total of category set A should equal the sum of category sets B and C. Students reported in category set A are also reported in either category set B or C depending on whether the students are children with disabilities (IDEA).

**What are the permitted values for weapon in category set A?**

Weapon in this file specification refers only to firearms. The permitted values are:

* HANDGUNS – Handguns
* RIFLESHOTGUN – Rifles / Shotguns (see definitions in section 2.5)
* OTHER – Any firearm (see definition in section 2.5) that is not a handgun or a rifle or a shotgun.
* MULTIPLE – Use of more than one of the above (handguns, rifles/shotgun, or other)

**What items are not considered firearms?**

Firearms do not include items such as toy guns, cap guns, bb guns, and pellet guns.

**What are the permitted values for the category discipline method (firearms – not IDEA) used in category set B?**

The permitted values are:

* Use EXPNOTMODNOALT to report students who received the one year expulsion and who did not receive educational services (including alternative placement with educational services).
* Use EXPALT to report students who received the one year expulsion and were provided with educational services (or alternative placement with educational services).
* Use EXPMODNOALT to report students who received expulsion modified to less than one year and who did not receive educational services (including alternative placement with educational services).
* Use EXPMODALT to report students who received expulsion modified to less than one year and were provided with educational services (or alternative placement with educational services)
* Use REMOVEOTHER in cases where there was no expulsion because the student was removed for other reasons such as death, withdrawal, or incarceration.
* Use OTHERDISACTION for students who received another type of disciplinary action. Cases like this should be rare.
* Use NOACTION when no disciplinary action was taken. Cases like this should be extremely rare.

**What are the permitted values for the category discipline method (firearms – IDEA) used in category set C?**

The permitted values are:

* Use EXPMOD if the student received an expulsion that was modified to less than one year and received educational services under IDEA.
* Use EXPNOTMOD for students who received a one year expulsion and received educational services under IDEA.
* Use REMOVEOTHER in cases where there was no expulsion because the student was removed for other reasons such as death, withdrawal, or incarceration.
* Use OTHERDISACTION for students who received another type of disciplinary action. Cases like this should be rare.
* Use NOACTION when no disciplinary action was taken. Cases like this should be extremely rare.

## Definitions

The following definitions support this file:

**Grade 13**

This grade label is used to designate high school students who are enrolled in programs where they can earn college credit in an extended high school environment, or CTE students in a high school program that continues beyond grade 12. All students reported under grade 13 must have completed grade 12.

The following students are not counted under grade 13.

1. Students who are repeating grade 12.
2. Dual credit students who have not completed grade 12; they should be counted in the grade to which they are assigned.
3. Students pursuing certification in a career and technical education (CTE) program while in high school (grade 12 or below); they should be counted in the grade to which they are assigned.

GED participants; they should be counted under adult education (AE).

**Firearm**

A firearm is defined in Title 18 USC §921, Definitions as follows:

1. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. the frame or receiver of any such weapon;
3. any firearm muffler or firearm silencer; or
4. any destructive device. Such term does not include an antique firearm.

**Destructive device**

The term “destructive device” used in part (D) of the definition of “firearm” means

1. any explosive, incendiary, or poison gas—
	1. bomb,
	2. grenade,
	3. rocket having a propellant charge of more than four ounces,
	4. missile having an explosive or incendiary charge of more than one-quarter ounce,
	5. mine, or
	6. device similar to any of the devices described in the preceding clauses;
2. any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
3. any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

Shotgun

 For this file specification, shotgun is either a shotgun or a “short-barreled shotgun.”

1. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.
2. The term “short-barreled shotgun” means a shotgun having one or more barrels less than eighteen inches in length and any weapon made from a shotgun (whether by alteration, modification or otherwise) if such a weapon as modified has an overall length of less than twenty-six inches.

Rifle

For this file specification, rifle is either a rifle or a “short-barreled rifle.”

1. The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.
2. The term “short-barreled rifle” means a rifle having one or more barrels less than sixteen inches in length and any weapon made from a rifle (whether by alteration, modification, or otherwise) if such weapon, as modified, has an overall length of less than twenty-six inches.

# 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 | **CHLINVARM** | 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 CHILDREN INVOLVED WITH FIREARMS****LEA CHILDREN INVOLVED WITH FIREARMS** |
| 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, 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  | LEA CHILDREN INVOLVED WITH FIREARMS,15,euleaCHLINVARMv000001.csv,characters to identify file,2018-2019,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

**Table 4.2–1: Data Records**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values****Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |   |
| **DG559**State Code | 11 | 2 | String | M | The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570**State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file.  | **01** – State Education Agency |
| **DG4**LEA Identifier (State) | 15 | 14 | String | M | The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file. |  SEA level – Blank |
| Filler | 29 | 20 | String | M | Leave filler field blank. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **CHLINVWFRARM** |
| Weapon | 69 | 50 | String | A | The types of weapons. | **HANDGUNS** – Handguns**RIFLESHOTGUN** – Rifles / Shotguns**MULTIPLE** – Multiple**OTHER** – Other |
| Discipline Method (Firearms–not IDEA) | 119 | 50 | String | A | The methods used to discipline students who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents. | **EXPNOTMODNOALT** – One year expulsion and no educational services**EXPMODALT** - Expulsion modified to less than one year with educational services**EXPMODNOALT** – Expulsion modified to less than one year without educational services**EXPALT** – One year expulsion and educational services**REMOVEOTHER** – Other reasons such as death, withdrawal, or incarceration**OTHERDISACTION** – Another type of disciplinary action**NOACTION** – No disciplinary action taken**MISSING** |
| Grade Level (Basic w/13) | 169 | 15 | String | A | The grade level (primary instructional level) of students | **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**13** – Grade 13**UG** – Ungraded**MISSING**  |
| Discipline Method (Firearms–IDEA) | 184 | 50 | String | A | The methods used to discipline students who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents. | **EXPMOD** – Expulsion modified to less than one year with educational services under IDEA**EXPNOTMOD** – One year expulsion with educational services under IDEA**OTHERDISACTION** – Another type of disciplinary action**REMOVEOTHER** – Other reasons such as death, withdrawal, or incarceration**NOACTION** – No disciplinary action**MISSING** |
| 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 |
| 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 – LEA level**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Weapon,Discipline Method (Firearms–not IDEA),Grade Level (Basic w/13),Discipline Method (Firearms–IDEA),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 13,80,01,1002020,,CHLINVWFRARM,HANDGUNS,,12,,N,,10¶ |
| Category Set B | 21,80,01,1002020,,CHLINVWFRARM,,EXPALT,,,N,,10¶ |
| Category Set C | 22,80,01,1002020,,CHLINVWFRARM,,,,EXPMOD,N,,10¶ |



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1. In rare events, a student could be involved in more than one firearm incident in the same state in the same school year, when that occurs report the student for each incident and include in the explanation that a student was reported more than once. [↑](#footnote-ref-2)