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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS116 - Title III Students Served File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS116 - Title III Students Served 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:   * Section 2.4: Added note regarding reporting for Category Set B |

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 [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](#_Toc525112768)

[PREFACE iii](#_Toc525112769)

[1.0 PURPOSE 1](#_Toc525112770)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc525112771)

[2.1 Changes from the SY 2017-18 File Specifications 1](#_Toc525112772)

[2.2 Core Requirements for Submitting this File 1](#_Toc525112773)

[2.3 Required Categories and Totals 2](#_Toc525112774)

[2.4 Guidance 3](#_Toc525112775)

[2.5 Definitions 4](#_Toc525112776)

[3.0 FILE NAMING CONVENTION 5](#_Toc525112777)

[4.0 FIXED OR DELIMITED FILES 6](#_Toc525112778)

[4.1 Header Record Definition 6](#_Toc525112779)

[4.2 Data Record Definition 7](#_Toc525112780)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 648: Title III students served table. The definition for this data group is:

The unduplicated number of English learners served by an English language instruction educational program supported with Title III of ESEA, as amended, funds.

The data collected using this file specification are used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act (ESEA), as amended. These data will be used as the 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

The guidance has been updated and other editorial changes have been made. These changes are listed in the document history on page ii. There have been no changes to the record layouts.

## 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 |  |
| Education units included | Include SEA | Operational LEAs that have Title III language instruction educational programs (LIEP) |  |
| Education units not reported |  | Closed, inactive, or future LEAs  LEAs that do not have Title III language instruction educational programs (LIEP) |  |
| Type of count | Once | Once for any LEA in which the student was served by a Title III LIEP program |  |
| Zero counts | Required | Not required |  |
| Zero exceptions or  Not applicable | Grade Level (Basic w/13) – If a state does not use the Grade 13 permitted value, the counts for Grade 13 should be left out of category set A. | Grade Level (Basic w/13) – If a state does not use the Grade 13 permitted value, the counts for Grade 13 should be left out of category set A. |  |
| 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 and totals that are expected to be submitted for the state and each LEA or school that should be included in the file.

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
* The total indicator must be either “Y” (Yes) or “N” (No).
  + If the record is for a category set, specify an “N” (No).
  + If the record is for a subtotal or education unit total, specify a “Y” (Yes).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.3–1: Required Categories and Totals**

| **Aggregation** | **Table Name** | **Grade Level (Basic w/13)** | **Language Instruction Educational Program Type** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Category Set A** | **TTLIIILEPSTDSRV** | X |  | N | Student Count by Grade Level (Basic w/13) |
| **Category Set B** | **TTLIIILEPSTDSRV** | X | X | N | Student Count by Grade Level (Basic w/13) by Language Instruction Educational Program Type |
| **Education Unit Total** | **TTLIIILEPSTDSRV** |  |  | Y | Education Unit Total of Student Count |

## Guidance

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

***Note:***  Except where it was not technically feasible, references to “Limited English Proficient” and “Former Limited English Proficient” students have been updated to “English learners” and “Former English learners” to align with Title III of the Every Student Succeeds Acts (ESSA), as amended.

**Which students should be reported?**

Include English learners enrolled on October 1st (or the closest school day to October 1) and served by a Title III LIEP in grades K through 12 and, if applicable, grade 13.

**Which students should not be reported?**

Pre-K students should not be reported in this file. If your state generally includes Pre-K students in the ‘Ungraded’ category, those students should be left out of the ‘Ungraded’ count for this file.

**Who are English learners?**

The definition of English learners is in the ED*Facts* Workbook.

**Which grade levels should be reported?**

Records for an LEA need only include those grade levels offered at the LEA. For example, if the highest grade at an LEA is 8th, the record for that LEA does not need to include grades 9th through 12th.

**When should Grade 13 be used?**

The grade 13 designation is intended for students who have completed grade 12 who stay in high school for more than four years to participate in a program that bridges the high school and college degree earning experience such as an early or middle college program. The grade 13 designation is not to be used for students who are repeating courses to meet high school requirements and are not enrolled in college courses. Note that a student who has “completed grade 12” means a student who has successfully completed his or her grade 12 school year, and does not necessarily mean a student who has completed his or her academic requirements for graduation. The grade 13 designation is not dependent on where classes are taken. What is essential is that the student is still enrolled in high school, beyond grade 12, and taking courses for college and high school credit. Other students earning dual credits or AP credits should be designated in the grade to which they are assigned. For more information on the use of this permitted value, see the guidance in FS052 Membership and FS039 Grades Offered.

**How are Title III consortia reported in this file?**

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

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

There are several file specifications that collect data on English learners and programs under Title III of ESEA. The ED*Facts* Workbook explains how these files relate to one another.

***Revised!* How are Language Instruction Educational Program Types reported?**

A language instruction educational program (LIEP) is a course in which an English learner is placed in order to develop and attain English proficiency while meeting challenging State academic standards. An LIEP may include instruction in English and a child’s native language, and English proficient children may participate in the course if the course is designed to enable all participating children to become proficient in English and a second language (ESEA section 3201(7)).

**Note:** Due to technical constraints in place for the last time during SY 2018-19, states can only count each student once at all levels in both Category Sets.  For Category Set B, the count by LIEP, states should establish consistent business rules for determining in which LIEP to count the student.   The state’s decision should be consistent with the count submitted in SY 2017-18 and it should be applied consistently across all LEAs.

## Definitions

See the [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.html) for the standard definitions. This file specification has no additional definitions.

# FILE NAMING CONVENTION

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

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

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

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

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:   * SEA for a State Education Agency level * LEA for a Local Education Agency level | 3 |
| filename | **T3LEPSTSV** | 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 TITLE III LEP STUDENTS SERVED**  **LEA TITLE III LEP 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 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 | 333 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 460 | 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 TITLE III LEP STUDENTS SERVED,15,euleaT3LEPSTSVv000001.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 | **TTLIIILEPSTDSRV** |
| Grade Level (Basic w/13) | 69 | 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** |
| Language Instruction Educational Program Type | 84 | 15 | String | A | The types of English language instruction educational program. | **LNGPRGBI** – Transitional Bilingual Education or Early-Exit Bilingual Education  **LNGPRGDU** – Dual Language or Two-way Immersion  **LNGPRGESLELD** – ESL or ELD  **LNGPRGESLSUPP** – Content Classes with integrated ESL support  **LNGPRGNEW** – Newcomer programs  **LNGPRGOTH** – Other  **MISSING** |
| Filler | 99 | 15 | String | M | Leave filler field blank. |  |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Filler | 129 | 15 | String | M | Leave filler field blank. |  |
| Filler | 144 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 159 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set  **Y** – Specifies subtotal or total of the education unit |
| Explanation | 160 | 200 | String | O | Text field for state use. |  |
| Student Count | 360 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 370 | 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 – LEA level**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,State LEA Identifier State),Filler,Table Name,Grade Level (Basic w/13),Language Instruction Educational Program Type,Filler,Filler,Filler,Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 14,80,01,00613EUPHORIA,,TTLIIILEPSTDSRV,12,,,,,,N,,10¶ |
| Category Set B | 15,80,01,00613EUPHORIA,,TTLIIILEPSTDSRV,12,LNGPRGBI,,,,,N,,10¶ |
| Total of education unit | 15,80,01,00613EUPHORIA,,TTLIIILEPSTDSRV,,,,,,,Y,,140¶ |



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