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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS118 - Homeless Students Enrolled File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS118 - Homeless Students Enrolled 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 | August 2018 | Updated for SY 2018-19:   * Section 2.4 and Table 4.2-1: Removed the permitted value S – Shelters, Transitional housing, Awaiting Foster Care from category Homeless Primary Nighttime Residence * Section 2.4:   + Revised guidance regarding “What students are reported in this file?”   + Removed guidance regarding “When should ‘awaiting foster care’ placement be used?” * Section 2.5:   + Removed definition for Covered State   + Under definition for Homeless Students, removed guidance regarding students awaiting foster care placement |

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 655: Homeless students enrolled table. The definition for this data group is:

The unduplicated number of homeless students enrolled in public schools at any time during the school year.

The data collected using this file specification are used to monitor and report performance on programs and activities supported by the McKinney-Vento Homeless Assistance Act (2015). These data will be used as the responses to the Consolidated State Performance Report (CSPR) and to support program measures under the Government Performance and Results Act (2010).

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

# 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

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

* Removed the permitted value S – Shelters, Transitional housing, Awaiting Foster Care from category Homeless Primary Nighttime Residence

## 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 (state) - Any 12-month period defined by the state. The state determines whether summer is included in the preceding or following school year | School Year (state) - Any 12-month period defined by the state. The state determines whether summer is included in the preceding or following school year |  |
| Education units included | Include SEA | Operational LEAs that had schools where students were enrolled. Include LEAs whether or not the LEA has a McKinney-Vento subgrant. |  |
| Education units not reported |  | Closed, inactive, or future LEAs |  |
| Type of count | Students should be reported once for the SEA. If the SEA is unable to eliminate duplicated counts, include in the explanation field a note such as “may include duplicate students.” | Students should be reported for any LEA where the student was identified as homeless and enrolled in a school in the LEA. A student could be reported at more than one LEA if the student was enrolled in schools in more than one LEA and identified as homeless in those LEAs. |  |
| Zero counts | Required for all valid combinations | Not required, valid combinations for the state not included will be assumed to be zeros |  |
| Zero exceptions or  Not applicable | Age/Grade (Basic) – 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 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** | **Age/Grade (Basic)** | **Homeless Primary Nighttime Residence** | **Disability Status (Only)** | **English Learner Status (Only)** | **Migratory Status** | **Homeless Unaccompanied Youth Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **HOMLESENROLCNT** | X |  |  |  |  |  | N | Student Count by Age/Grade (Basic) |
| **Category Set B** | **HOMLESENROLCNT** |  | X |  |  |  |  | N | Student Count by Homeless Primary Nighttime Residence |
| **Category Set C** | **HOMLESENROLCNT** |  |  | X |  |  |  | N | Student Count by Disability Status (Only) |
| **Category Set D** | **HOMLESENROLCNT** |  |  |  | X |  |  | N | Student Count by English Learner Status (Only) |
| **Category Set E** | **HOMLESENROLCNT** |  |  |  |  | X |  | N | Student Count by Migratory Status |
| **Category Set F** | **HOMLESENROLCNT** |  |  |  |  |  | X | N | Student Count by Homeless Unaccompanied Youth Status |
| **Category Set G** | **HOMLESENROLCNT** |  | X |  |  |  | X | N | Student Count by Homeless Unaccompanied Youth Status by Homeless Primary Nighttime Residence |
| **Education Unit Total** | **HOMLESENROLCNT** |  |  |  |  |  |  | Y | Education Unit Total of Student Count |

## Guidance

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

***Revised!* What students are reported in this file?**

This file is a cumulative count of students who were enrolled in the LEA and were identified as homeless by LEA homeless liaisons at any point during the school year.

**What ages and grades levels should be reported in this file?**

Records for LEAs need only include those grade levels offered at the LEA. For example, if the highest grade of an LEA is 6th Grade, the record for that LEA does not need to include Grades 7 through 13.

**When should Grade 13 be used?**

The grade 13 designation is intended for students who have completed grade 12 and 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.

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

“Ungraded” is defined as students who are assigned to a class that is not organized on the basis of grade grouping and has no standard grade designation. This includes both regular and special classes that have no grade designations. Such a class may contain students of different ages who are identified according to level of performance in one or more areas of instruction, rather than according to grade level or age level. The definition of “Ungraded” does not include out-of-school youth, preschoolers, or children who are not yet school age.

**When is primary nighttime residence determined?**

A student’s primary nighttime residence is determined at the time of the initial identification of homelessness.

***Revised!*** **What are the permitted values for Homeless Primary Nighttime Residence?**

The permitted values for homeless primary nighttime residence are:

* **STH –** Shelters and transitional housing
* **D** – Doubled–up
  + That is, living with another family due to loss of housing, economic hardship, or a similar reason
* **U** – Unsheltered
  + For example, cars, parks, campgrounds, temporary trailers or abandoned buildings
* **HM** – Hotels/motels
* **MISSING**

**How are student counts reported by disability status (only)?**

Report students who meet the definition of children with disabilities (IDEA) in the ED*Facts* Workbook.

**How are student counts by English Learner Status (Only) reported?**

Include students who meet the definition of an English learner in the ED*Facts* Workbook.

**How are student counts reported by migratory status?**

Include students who meet the definition of eligible migratory children in the ED*Facts* Workbook.

**How are student counts reported by homeless unaccompanied youth status?**

A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless. Students must be both unaccompanied and homeless to be included as an unaccompanied homeless youth.

There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education. The upper age range for students in special education may extend to 22 years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.

**What is the relationship of this file to other ED*Facts* files?**

FS194 collects a count of the students served by programs funded by McKinney-Vento because the students were identified as homeless. FS118 collects a count of students who were identified as homeless, regardless of whether they received services under a program funded by McKinney-Vento**.** Students in FS118 should be reported by the LEA in which the students are enrolled in a school. In FS194, students are reported by the LEA where the students are served, which could be different than the LEA in which the student is enrolled.

**What should a state do if they have a known data quality issue?**

As with all files, if a state is able to submit data but the data include known quality issues:

* Send a ticket to PSC and they will escalate a ticket to notify the program office
* Update the State Submission Plan so that all data users have access to the information in the database.

Data quality issues may include examples such as: duplicate counts where unduplicated counts are required; data does not include children in specific LEAs.

The state should be aware that data quality reports will be generated immediately after the file due date and the state may receive data quality comments from ED about the files. If the state includes comments at or before the due date, ED will use those comments when developing follow up questions. ED anticipates publishing the data submitted by states in these files. Known data quality issues that are reported by the state (or identified by ED) will be noted when data are made available in public use files

## Definitions

The following definitions support this file:

***Revised!*****Homeless Students**

Homeless students are defined by Section 725 of the McKinney-Vento Act as children/youth who lack a fixed, regular, and adequate nighttime residence, and includes:

1. children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
3. children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children and youth who qualify as homeless for the purposes of this subtitle because they are living in circumstances described in (1) through (3) above.

**Homeless Unaccompanied Youth**

A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless. Students must be both unaccompanied and homeless to be included as an unaccompanied homeless youth.

There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education. The upper age range for students in special education may extend to 22 years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.

# 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 | **HLSTDENCT** | 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 HOMELESS STUDENTS ENROLLED SY COUNT**  **LEA HOMELESS STUDENTS ENROLLED SY COUNT** |
| 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 | 243 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 370 | 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 HOMELESS STUDENTS ENROLLED SY COUNT,15,euleaHLSTDENCTv000001.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 | **HOMLESENROLCNT** |
| Age/Grade (Basic) | 69 | 15 | String | A | The discrete age or grade level (primary instructional level) of students (children). | **3TO5NOTK** – Age 3 through 5 (not Kindergarten)  **KG** – Kindergarten  **01** – Grade 1  **02** – Grade 2  **03** – Grade 3  **04** – Grade 4  **05** – Grade 5  **06** – Grade 6  **07** – Grade 7  **08** – Grade 8  **09** – Grade 9  **10** – Grade 10  **11** – Grade 11  **12** – Grade 12  **13** – Grade 13  **UG** – Ungraded  **MISSING** |
| Homeless Primary Nighttime Residence | 84 | 15 | String | A | The primary nighttime residence of the students at the time the students are identified as homeless. | **STH** – Shelters and transitional housing  **D** – Doubled-up  **U** – Unsheltered  **HM** – Hotels/motels  **MISSING**  ***Revised!*** |
| Disability Status (Only) | 99 | 15 | String | A | An indication that children (students) are children with disabilities (IDEA). | **WDIS** – Children with one or more disabilities (IDEA)  **MISSING** |
| English Learner Status (Only) | 114 | 15 | String | A | An indication that students met the definition of an English learner. | **LEP** – English learner  **MISSING** |
| Migratory Status | 129 | 15 | String | A | An indication that students are eligible migratory children. | **MS** – Migratory students  **MISSING** |
| Homeless Unaccompanied Youth Status | 144 | 15 | String | A | An indication that homeless youths were unaccompanied by parents or legal guardians. | **UY** – Unaccompanied youth  **MISSING** |
| 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 Example – LEA level**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Age/Grade (Basic),Homeless Primary Nighttime Residence,Disability Status (Only),English Learner Status (Only),Migratory Status,Homeless Unaccompanied Youth Status,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00613EUPHORIA,,HOMLESENROLCNT,3TO5NOTK,,,,,,N,,10¶ |
| Category Set B ***Revised!*** | 8,80,01,00613EUPHORIA,,HOMLESENROLCNT,,STH,,,,,N,,10¶ |
| Category Set C | 11,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,WDIS,,,,N,,20 |
| Category Set D | 17,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,LEP,,,N,,17 |
| Category Set E | 23,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,MS,,N,,47 |
| Category Set F | 29,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,,UY,N,,1 |
| Category Set G | 30,80,01,00613EUPHORIA,,HOMLESENROLCNT,,STH,,,,UY,N,,2 |
| Total of education unit | 31,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,,,Y,,120 |



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