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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS122 - MEP Students Eligible and Served - Summer/Intersession File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

Betsy DeVos

Secretary of Education

**ED*Facts***

Ross Santy

System Owner

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS122 - MEP Students Eligible and Served - Summer/Intersession 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 | November 2018 | Updated for SY 2018-19:   * Section 2.4:   + Revised FAQ providing guidance for changing migratory student counts after initial submission   + In FAQ providing meaning of permitted value “ungraded,” revised GED to HSED. |

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 635: MEP students eligible and served summer/intersession table. The definition for this data group is:

The unduplicated number of eligible migratory students served by a Migrant Education Program (MEP) during the summer/intersession term.

The data collected using this file specification are required by the Consolidated State Performance Report (CSPR), Part I which is legislatively supported by Sections 8302 and 8303 of the Elementary and Secondary Education Act, as amended.

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

# 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 | Performance Period (MEP) - The 12-month period beginning September 1 and ending August 31 as described for the Migrant Education Program (MEP) |  |  |
| Education units included | Include SEA if the state has MEP programs operated under Title I, Part C. |  |  |
| Education units not reported |  |  |  |
| Type of count | Once for the SEA |  |  |
| Zero counts | Required |  |  |
| Zero exceptions or  Not applicable | See education units included and not reported |  |  |
| Missing | 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** | **Age/Grade (w/o 13)** | **Total Indicator** | **Comments** |
| **Category Set A** | **MEPSTUDELIGSERV** | X | N | Student Count by Age/Grade (w/o 13) |
| **Education Unit Total** | **MEPSTUDELIGSERV** |  | Y | Education Unit Total of Student Count |

## Guidance

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

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

Include eligible migratory children who received services from a MEP funded project during a summer term or intersession period.

**What is an intersession?**

For schools on a year-round calendar, an intersession term is one of the periods throughout the year when the school (or part of the school) is not in session or does not provide the annual instruction analogous to the traditional school-year regular term. Any break in the regular term of a year-round school is considered an intersession term, regardless of the season of the year in which it occurs (ED: 2017, Title I, Part C Education of Migratory Children, Non-Regulatory Guidance, Chapter V, Question D3).

**How do States determine which children should be reported in this file?**

Only children who have a Certificate of Eligibility (COE) documenting their eligibility for the Migrant Education Program should be reported in this file. States should further determine which migratory children to include in this file by using the following criteria:

* Age: Eligible children ages birth through 21, upon enrollment in the Summer/Intersession term, should be reported in this file. States calculate the child’s age using the child’s birth date.
* Eligibility: The child has a Qualifying Arrival Date (QAD) within 36 months of the start of the Performance Period (e.g., the earliest QAD for the 2018-19 Performance Period would be September 2, 2015) and the child’s Eligibility Expiration Date does not occur before the child’s enrollment in the Summer/Intersession term.
  + Note, an Eligibility Expiration Date is used to determine end of eligibility and to account for a child’s eligibility expiring earlier than 36 months from the child’s QAD. A child’s eligibility would end earlier than 36 months from the child’s QAD, if the child is no longer entitled to a free public education, (e.g., graduated with a high school diploma, obtained a high school equivalency diploma (HSED), or for other reasons as determined by States’ requirements) or if the child passes away.
* Residency: The child resided in the State for one or more days within the Performance Period as calculated by using an enrollment date, withdrawal date, residency date, or residency verification date that occurs with the Performance Period. Include in the Age 3 category, a child who turned three years of age during the performance period ***only*** after the child’s residency in the state was verified after turning three.
* Summer/Intersession Served: Summer/Intersession MEP-Funded Project The child has an enrollment that indicates the child received services from a MEP-funded project during the Summer/Intersession term.

**Which migratory children should not be included in the file?**

Exclude children:

* Who did not receive services during a summer term or intersession period.
* Served by the MEP (under the continuation of services authority) after their period of eligibility has expired when other services are not available to meet their needs.
* Who are previously eligible secondary–school children receiving credit accrual services (under the continuation of services authority).
* Children who were served through a Title I Schoolwide Program (SWP) where MEP funds were combined with those of other programs.
* Children who only received referred services (non-MEP funded).

**How should my SEA track migratory children?**

To provide the child counts, each SEA should have implemented sufficient procedures and internal controls to ensure that it is counting only those children who are eligible to be counted for the MEP. Such procedures are important to protecting the integrity of the State's MEP becausetheypermit the early discovery and correction of eligibility problems and thus help to ensure that only eligible migratory children are counted for funding purposes and are served. If an SEA has reservations about the accuracy of its child counts, it must disclose known data limitations to the Department and explain how and when it will resolve data quality issues through corrective actions in its CSPR.

***Revised!* What if my SEA discovers an error in the child count(s) between the initial CSPR Part II submission window and the final CSPR Part II submission window?**

If an SEA determines that any upward or downward change to its state-level (SEA) child count is necessary, it must submit a request through PSC to the U.S. Department of Education, Director of Office of Migrant Education (OME) for pre-approval to modify the child count. The request must include an explanation of the data that needs to be changed, why the change needs to be made, and what the State is doing to prevent the error in the future. The request should be sent at least seven days (one week) prior to the CSPR Part II resubmission window. Resubmissions of SEA child count data with upward or downward revisions without prior approval will not be accepted by the Office of Migrant Education. Please note that this process applies to resubmissions of the SEA level child counts only.

If a State discovers an error after the final CSPR resubmission window closes, it must contact PSC and the U.S. Department of Education, Director of Migrant Education.

**Do States include the birth through 2 (BT2) age population in this file specification?**

Yes, States should include the migratory BT2 age/grade population in the file specification, however the BT2 population is not included as part of the State’s Category 2 Count in the CSPR.

**How are child counts reported by Age/Grade?**

Report a child in the age/grade category in which s/he spent the majority of his/her time while residing in the State during the performance period.

There are two exceptions to this rule. The first exception to this rule is a child who turns 3 during the performance period would be reported as “Age 3 through 5 (not Kindergarten),” ***only*** *if the child’s residency in the state was verified after the child turned three.*  The second exception to this rule may be a child who turns 22 years of age during the performance period, who would be reported at the appropriate age/grade category for the performance period.

**Which permitted value should be used to report 5 year olds?**

The permitted value “age 3 to 5 (not Kindergarten)” is for those 5 year old children who are not in kindergarten. Report 5 year olds in kindergarten using the permitted value for “Kindergarten.”

**What does the permitted value “out-of-school” mean?**

Out-of-school means youth up through age 21 who are entitled to a free public education in the State but are not currently enrolled in a K through 12 institution. This could include students who have dropped out of school, youth who are working on a High School Equivalency Diploma (HSED) outside of a K through 12 institution, and youth who are “here-to-work” only. It does not include preschoolers who are counted by age grouping, nor does it include temporary absences (e.g., summer/intersession, suspension, or illness).

***Revised!* What does the permitted value “ungraded” mean?**

Ungraded means the children are served in an educational unit that has no separate grades. For example, some schools have primary grade groupings that are not traditionally graded, or ungraded groupings for children with learning disabilities (IDEA). In some cases, ungraded students may also include children with disabilities (IDEA), transitional bilingual students, students working on a HSED through a K through 12 institution,[[1]](#footnote-2) or those in a correctional setting.

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

Yes. There are several file specifications that collect data on students eligible for funding and for students served under the migratory student program. For example, FS121 is used to collect the category 1 child count of the migratory child count. The “Relationships Among Files” section in the ED*Facts* Workbook explains how these files relate to one another.

## 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 | 3 |
| filename | **MEPSTELSV** | 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 MEP STUDENTS ELIGIBLE AND 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 | 183 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 310 | 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 MEP STUDENTS ELIGIBLE AND SERVED,15,euseaMEPSTELSVv000001.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 |
| Filler | 15 | 14 | String | M | Leave filler field 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 | **MEPSTUDELIGSERV** |
| Age/Grade (w/o 13) | 69 | 15 | String | M | The discrete age or grade level (primary instructional level) of students (children) | **UNDER3** – Age Birth through 2  **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  **OOS** – Out of School  **UG** – Ungraded  **MISSING** |
| Filler | 84 | 15 | String | M | Leave filler blank |  |
| Total Indicator | 99 | 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 a subtotal or total of the education unit level |
| Explanation | 100 | 200 | String | O | Text field for state use. |  |
| Student Count | 300 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 310 | 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,Filler,Filler,Table Name,Age/Grade (w/o 13),Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 16,80,01,,,MEPSTUDELIGSERV,UG,,N,,100¶ |
| Total of education unit | 17,80,01,,,MEPSTUDELIGSERV,,,Y,,1600¶ |



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1. Students working on a HSED outside of a K through 12 institution are counted as out-of-school youth. [↑](#footnote-ref-2)