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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 2020-21** |

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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 – 16.0 |  | Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21. |
| 17.0 | December 2020 | Updated for SY 2020-21:   * Section 2.5 * Renamed heading "Guidance" to "Data Reporting Guidelines" * Streamlined questions and answers to align with the intent of Executive Order on Promoting the Rule of Law Through Improved Agency Guidance Documents (EO 13891) |
| 17.1 | December 2020 | Section 2.5   * Revised question *What if the SEA discovers an error in the child count(s) between the initial CSPR Part II submission window and the final CSPR Part II submission windowafter the due date?* and its response |
| 17.2 | January 2021 | * Section 2.1: Removed references and links related to Executive Order 13891 |
| 17.3 | March 2021 | * Section 2.5: Revised response to question *How are child counts reported by Age/Grade?* |

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 Single Inventory (BRSI) - a single inventory containing business rules applied to ED*Facts* data throughout the pre- and post-submission lifecycle of that data. The inventory 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 8/31/2022). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-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 collected under the authority of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA).

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.

## *Revised!* Changes from the SY 2019-20 File Specifications

As noted in the document history on page ii, Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements. There have been no other 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 | 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 |

## Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

**DG635 - MEP students eligible and served summer/intersession table:**

**Age/Grade (w/o 13)**

The discrete age or grade level (primary instructional level) of students (children).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 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 | Students assigned to a class or program that does not have standard grade designations. |
| MISSING | Missing | Use when data are not available by this category. |

## *Revised!* Data Reporting Guidelines

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

The questions in this section are based on the following statue, regulations and/or cleared guidance: Title I, Part C Education of Migratory Children, ESSA Sections 1303(a), 1303(f), 1304(d), 1304(e) and 1309(3) , NRG, Chapter I, C2 and Chapter, V, D

**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 2020-2021 Performance Period would be September 2, 2017) 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 during the Summer/Intersession term, which is verified by using an enrollment date that occurs within the performance period.
* 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 the 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 the SEA discovers an error in the child count(s) after the due date?**

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. 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.

***Revised!*** **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 related to enrollment into the Summer/Intersession terms. The first exception deals with a two-year-old who turns three during the performance period. In order to be included in the Category 2 child count, a child must be at least three years of age when provided MEP-funded services during the Summer/Intersession term. Each State must have a method for verifying that an eligible migratory child turned three years old prior to, or while receiving MEP-funded services in, the summer/intersession term. The second exception to this rule deals with a child who turns 22 years of age during the performance period. In order to be included in the Category 2 child count, the child must NOT have turned 22 years old on, or prior to, the date of enrollment into the Summer/Intersession term. This is important to note because the date of enrollment into the Summer/Intersession term is the **ONLY date that determines residency** in the Category 2 child count calculation.

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

The permitted value “Age 3 through 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).

**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, 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.

## Definitions

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.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. | **2020-2021**  OR  **2020 2021** |
| 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,2020-2021,¶ |

## 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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