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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS126 - Title III Former EL Students File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS126 - Title III Former EL Students 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:   * Table 2.2-1 Type of Count: Added reporting requirements for category set C * Section 2.4:   + Added FAQ regarding student count at the SEA level being unduplicated   + In FAQ “Are all students reported in all category sets?”, added category set C |

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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc527626779)

[PREFACE iii](#_Toc527626780)

[1.0 PURPOSE 1](#_Toc527626781)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc527626782)

[2.1 Changes from the SY 2017-18 File Specifications 1](#_Toc527626783)

[2.2 Core Requirements for Submitting this File 1](#_Toc527626784)

[2.3 Required Categories and Totals 2](#_Toc527626785)

[2.4 Guidance 3](#_Toc527626786)

[2.5 Definitions 5](#_Toc527626787)

[3.0 FILE NAMING CONVENTION 6](#_Toc527626788)

[4.0 FIXED OR DELIMITED FILES 7](#_Toc527626789)

[4.1 Header Record Definition 7](#_Toc527626790)

[4.2 Data Record Definition 8](#_Toc527626791)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 668: Title III former EL students table. The definition for this data group is:

The number of former English learners who are meeting and not meeting the challenging State academic standards as measured by proficiency for each of the four years after such children are no longer receiving services under Title III of ESEA, as amended.

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 responses in the Consolidated State Performance Report (CSPR).

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 | School Year - Any 12-month period | School Year - Any 12-month period |  |
| Education units included | Include SEA | LEAs that have a Title III English learner Program |  |
| Education units not reported |  | LEAs that do not have a Title III English learner Program |  |
| Type of count | For category set A, once  For category set B, once for each academic subject (assessment)  For category set C, once in the state for each student with disability by their disability status  ***Revised!*** | For category set A, once at the LEA in which the student is being monitored as a former English learner student  For category set B, once for each academic subject (assessment) at one LEA  For category set C, once for each student with disability by their disability status at one LEA  ***Revised!*** |  |
| Zero counts | Not required | Not required |  |
| Zero exceptions or  Not 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 |  |  |  |

## 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** | **Former English Learner Year** | **Academic Subject (Assessment)** | **Proficiency Status** | **Disability Status (Only)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **LEPFORSTU** | X |  |  |  | N | Student Count by Former English Learner Year |
| **Category Set B** | **LEPFORSTU** | X | X | X |  | N | Student Count by Academic Subject (Assessment) by Proficiency Status by Former English Learner Year |
| **Category Set C** | **LEPFORSTU** | X | X | X | X | N | Student Count by Academic Subject (Assessment) by Proficiency Status by Disability Status (Only) by Former English Learner Year |

## 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.

***New!* Should SEA level counts be unduplicated?**

Yes. Students should be counted one time at the SEA level even if they are served by multiple LEAs.

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

For each of the 4 years after such children are no longer identified as English learners, report students in grades K through 12 who are former English learners and who no longer receive services under Title III.

For example, for SY 2018-19, report the following students:

* Students who became proficient in SY 2017-18 (as first year of monitoring)
* Students who became proficient in SY 2016-17 (as second year of monitoring)
* Students who became proficient in SY 2015-16 (as third year of monitoring)
* Students who became proficient in SY 2014-15 (as fourth year of monitoring)

**Which students should not be reported in this file?**

* Students who are English learners
* Students who have not transitioned into classrooms not designed for English learners
* Students receiving services under Title III during the reporting period
* Students who achieved “proficient” on the English language proficiency assessment during the reporting period
* Pre-K students

For example, for SY 2018-19, do not report students who:

* Became proficient during SY 2018-19
* Became proficient during SY 2013-14 or previous school years

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

No. For Category sets B and C, include only students in grade levels that are assessed under ESEA, as amended.

**How do I report data for Title III consortia in this file?**

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

**What are the permitted values for the category Former English Learner Year?**The permitted values are:

* 1YEAR – First year, those former Title III students in their first year of being monitored, (i.e., their first school year after transitioning out of English Learner and no longer receiving Title III services.).
* 2YEAR – Second year, those former Title III students in their second year of being monitored.
* 3YEAR – Third year, those former Title III students in their third year of being monitored.
* 4YEAR – Fourth year, those former Title III students in their fourth year of being monitored.

**Which state assessments are reported in this file?**

Data are required on all three state academic assessments (i.e., mathematics, reading/language arts, science).

**Which grade levels are included in category set B?**

Records should include all grades assessed. For reading/language arts and mathematics, students are required to be assessed in grades 3 through 8 and once in high school. For science, students are required to be assessed in at least one grade in each of the following grade spans:

* Grades 3 through 5;
* Grades 6 through 9; and
* High school (grades 10, 11, or 12)

If a state administers science assessments in more than one grade in any of these grade spans, the state reports the results for each of the grades in which the state administers science assessments to meet science assessment requirements.

**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 during the testing window.

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

Yes. The ED*Facts* Workbook lists the data collected on English learner students and Title III.

## 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 * LEA for a Local Education Agency level | 3 |
| filename | **LEPFORSTU** | 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 LEP FORMER STUDENTS**  **LEA LEP FORMER STUDENTS** |
| 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 | 213 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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 LEP FORMER STUDENTS,15,euleaLEPFPRSTUv000001.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 | **LEPFORSTU** |
| Disability Status (Only) | 69 | 15 | String | A | An indication that children (students) are children with disabilities (IDEA). | **WDIS** – Children with one or more disabilities (IDEA)  **MISSING** |
| Former English Learner Year | 84 | 15 | String | A | An indication of which of the four years an English learner is in after no longer receiving services under Title III of ESEA, as amended. | **1YEAR** – First year  **2YEAR** – Second year  **3YEAR** – Third year  **4YEAR** – Fourth year  **MISSING** |
| Academic Subject (Assessment) | 99 | 15 | String | A | The description of the content or subject area of an assessment. | **M** – Mathematics  **RLA** – Reading/Language Arts  **S** – Science  **MISSING** |
| Proficiency Status | 114 | 15 | String | A | An indication of whether scores were proficient or above. | **PROFICIENT** – Attained proficiency  **NOTPROFICIENT** – Not proficient |
| Total Indicator | 129 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set |
| Explanation | 130 | 200 | String | O | Text field for state use. |  |
| Student Count | 330 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Disability Status (Only), Former English Learner Year,Academic Subject (Assessment),Proficiency Status,TotalIndicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00620NEWSCHOOL,,LEPFORSTU,,1YEAR,,,N,,10¶ |
| Category Set B | 3,80,01,00620NEWSCHOOL,,LEPFORSTU,,2YEAR,RLA,PROFICIENT,N,,10¶ |
| Category Set C | 5,80,01,00620NEWSCHOOL,,LEPFORSTU,WDIS,3YEAR,RLA,PROFICIENT,N,,10¶ |



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