

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS129 - CCD School File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS129 - CCD School 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 | June 2018 | Updated for SY 2018-19:* Section 2.4.5: Added Tech Tip
 |
| 15.1 | July 2018 | Update to Table 4.2-1:* Added “MISSING” as permitted value for DG 803
 |
| 15.2 | July 2018 | Update to Section 2.4.5:* Added “MISSING” as permitted value for DG 803
 |
| 15.3 | September 2018 | Section 2.4.1: Revised guidance for FAQ “What is shared time status?”  |

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 the following ED*Facts* Data Groups:

**Table 1.0-1: ED*Facts* Data Groups**

|  |  |  |
| --- | --- | --- |
| Data Group Name | DG | Definition |
| Shared time status | 573 | An indication that a school offers career and technical education or other educational services in which some or all students are enrolled at a separate school of record and attend the shared-time school on a part-time basis. |
| Title I school status | 22 | An indication that a school is designated under state and federal regulations as being eligible for participation in programs authorized by Title I of ESEA as amended and whether it has a Title I program. |
| Magnet status | 24 | An indication of whether the school is a magnet school or has a magnet program within the school. |
| NSLP status | 791 | The classification of participation by a school in the National School Lunch Program (NSLP). |
| Virtual school status  | 803 | An indication of the extent to which a public school offers instruction in which students and teachers are separated by time and/or location, and interaction occurs via computers and/or telecommunications technologies.  |

The data collected using this file specification are used primarily for the Nonfiscal Survey of the Common Core of Data (CCD).  The data are also used by other offices of the U.S. Department of Education.

The ED data stewarding offices for this file: OESE/OSS/Title I and NCES

# 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

Other than any editorial changes listed in the document history on page ii, there have been no 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 |  |  | See section 2.4 |
| Education units included |  |  | Include all schools that are operational for the current school year AND with a school type of regular school, special education school, alternative school, career and technical school. |
| Education units not reported |  |  | Closed, inactive, or future schoolsSchools that opened after October 1stSchools with school type of "reportable program" |
| Type of Count |  |  |  |
| Zero Counts |  |  |  |
| Zero Exceptions and Not Applicable |  |  | NA is only applicable to DG24 Magnet Status - See section 2.4 |
| Missing |  |  | Use “MISSING” when a status is not available. |
| Related metadata survey |  |  |  |

## Required Categories and Totals

This section is not used for this file specification.

## Guidance

This section contains guidance for submitting this file in the format of questions and answers. The guidance is organized by data group.

### Shared Time Status (DG573)

**What is the reporting period?**

The reporting period is October 1 (or closest school day) – October 1 or the closest school day to October 1 of the current year.

***Revised!* What is shared time status?**

CCD reports head-count student membership and requires that a student be reported in the membership in only one school - the student's school of record.  The designation of “shared time” identifies a school that a student regularly attends but that is not the student’s school of record. Shared time schools are most commonly, but not exclusively, vocational/technical schools or postsecondary institutions. Because the CCD requires a student to be reported in membership for only one school, the shared time designation indicates that a school may be reported with no (i.e. zero) PK-12 students.

**What are the permitted values?**

The permitted values are:

* Yes – School offers vocational/technical education or other educational services in which some or all students are enrolled in separate schools of record and attend this school on a part-time basis (i.e., students are reported in C052 under another school)
* No – School does not offer educational services in which some or all students are enrolled in separate schools.
* Missing –Data are not available to the SEA at the time the file is submitted.

### Title I School Status (DG22)

**What is the reporting period?**

The reporting period for eligibility is the “Beginning of School Year – The count or status is taken or determined sometime during the first months of the school year. If a school’s Title I program status changes during the school year, the SEA should update this file to reflect the change.

**What is Title I school status?**

Title I school status captures both eligibility for Title I programs and the type of Title I programs.

**How do the allowable permitted values translate to the Common Core of Data?**

ED*Facts* tracks Title I school status in one field but CCD uses two Title I values. The following table shows how the data from ED*Facts* translates to CCD.

**Table 2.4.2-1: Crosswalk Between ED*Facts* and CCD Title I Status Values**

|  |  |  |  |
| --- | --- | --- | --- |
| **ED*Facts* Title I Status** | **ED*Facts* Definition** | **CCD Title I Eligible** | **CCD Schoolwide Title I Eligible** |
| NOTTITLE1ELIG | Not a Title I school | False | False |
| SWELIGNOPROG | Title I schoolwide eligible school – No program | True | True |
| SWELIGTGPROG | Title I schoolwide eligible–Title I targeted assistance program | True | True |
| SWELIGSWPROG | Title I schoolwide school | True | True |
| TGELGBNOPROG | Title I targeted assistance eligible school– No program | True | False |
| TGELGBTGPROG | Title I targeted assistance school | True | False |
| MISSING | Data are not available to the SEA at the time the file is submitted. | Missing | Missing |

### Magnet Status (DG24)

**What is the reporting period?**

The reporting period is the Beginning of School Year - The count or status is taken or determined sometime during the first months of the school year.

**What is a magnet school or program?**

A magnet school or program is a special school or program designed to:

* Attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation (50 percent or more minority enrollment); and/or
* Provide an academic or social focus on a particular theme (e.g., science/mathematics, performing arts, gifted/talented, or foreign language.)

**What are the permitted values?**

The permitted values are:

* MAGYES – School is a magnet school or has a magnet program within the school
* MAGNO – School is not a magnet school and does not have a magnet program within it
* NA –State does not recognize magnet schools.
* Missing – Data are not available to the SEA at the time the file is submitted.

**What if the magnet program is within the school?**

Magnet status should be reported as “yes” since “yes” includes magnet programs within the school.

**What if my state does not recognize magnet schools?**

If your state does not recognize magnet schools, magnet status should be reported as “NA” for all schools.

### National School Lunch Program (NSLP) Status (DG791)

**What is the reporting period?**

The reporting period is November 30 - November 30 or the closest school day to November 30.

**What are the permitted values for NSLP Status?**

The permitted values are:

* Yes, participating without using any Provision or the CEO
* Yes, under Provision 1
* Yes, under Provision 2
* Yes, under Provision 3
* Yes, under Community Eligibility Option (CEO)
* No
* Missing – Data are not available to the SEA at the time the file is submitted

**What is the purpose of this data group?**

The Healthy, Hunger-Free Kids Act of 2010 (PL 111-296) includes provisions for determining free and reduced price lunch (FRL) eligibility that may affect the reliability and availability of the FRL counts reported to EDFacts (C033).  Under provisions 2 and 3 of the law, annual certification of individual students is not required.  A new provision, the Community Eligibility Option (CEO or Provision 4), eliminates the requirement for individual eligibility information once a school has determined a baseline percentage of FRL eligible students. These changes may result in missing or out of date FRL counts. Education researchers frequently use FRL eligibility as an indicator of student socioeconomic status (SES).  The NSLP status will provide these researchers with an indication of the reliability of the FRL counts reported to EDFacts in C033.

**Do other files collect related data?**

Yes. C033 Free and Reduced Price Lunch counts are related to this status.

### Virtual School Status (DG803)

**What is the reporting period?**

The reporting period is October 1 (or closest school day) - October 1 or the closest school day to October 1 of the current year.

**What is virtual education?**

“Virtual education” is defined as instruction during which students and teachers are separated by time and/or location and interact via internet-connected computers or other electronic devices.

***Revised!* What are the permitted values for Virtual School Status?**

The permitted values are:

* **FULLVIRTUAL** - Exclusively virtual - All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually.
* **FACEVIRTUAL** - Primarily virtual - The school’s major purpose is to provide virtual instruction to students, but some traditional classroom instruction is also provided. Most students receive all instruction virtually.
* **SUPPVIRTUAL** - Supplemental Virtual - Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.
* **NOTVIRTUAL** - No virtual instruction - The school does not offer any virtual instruction. No students receive any virtual instruction.
* **MISSING**

**Does “full virtual” exclude all in-person contact between teachers and students?**

No, “full virtual”, does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All instruction, however, is provided virtually.

**What distinguishes “Primarily virtual” from “Supplemental Virtual”?**

A school that is “primarily virtual” has as its major purpose the provision of virtual instruction, but it still provides some traditional classroom instruction. Most students in these schools receive all of their instruction virtually.

In a school that is “supplemental virtual”, instruction is directed by teachers in a traditional classroom setting and virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.

***New!* Tech Tip!** This flag indicates the availability of virtual instruction at a school; it is not necessary to quantify the extent of virtual education occurring at a school. Most schools will likely fall in the category of Supplemental Virtual where instruction is primarily face-to-face with options for virtual instruction. Schools offering “blended learning” are considered to be Supplemental Virtual schools.

## 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:* SCH for a school level
 | 3 |
| filename | CCDSCHOOL | 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

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** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values****Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted.  | **CCD SCHOOL** |
| 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 | 182 | String | M | Leave filler field blank. |   |
| Carriage Return / Line Feed (CRLF) | 309 | 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 | CCD SCHOOL,15,euschCCDSCHOOLv000001.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 the statuses for the education units.

**Table 4.2–1: Data Records**

| **Data Element Name** | **StartPosition** | **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 areasand 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. |   |
| **DG5**School Identifier (state) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency (SEA).  Also known as the State School Identification Number (ID).  This ID cannot be updated through this file. |  |
| **DG573**Shared Time Status | 49 | 15 | String | M |  An indication that a school offers career and technical education or other educational services in which some or all students are enrolled at a separate school of record and attend the shared-time school on a part-time basis. | **YES** – Shared Time Yes**NO** – Shared Time No**MISSING** |
| **DG22**Title I School Status | 64 | 15 | String | M | An indication that a school is designated under state and federal regulations as being eligible for participation in programs authorized by Title I of ESEA as amended and whether it has a Title I program. | **NOTTITLE1ELIG** – Not a Title I school**SWELIGNOPROG** – Title I schoolwide eligible school – No program**SWELIGTGPROG** – Title I schoolwide eligible- Title I targeted assistance program**SWELIGSWPROG** – Title I schoolwide school**TGELGBNOPROG** – Title I targeted assistance eligible school– No program**TGELGBTGPROG** – Title I targeted assistance school**MISSING** |
| **DG24**Magnet Status | 79 | 15 | String | M | An indication of whether the school is a magnet school or has a magnet program within the school. | **MAGNO** – Magnet No**NA** – Magnet is Not Applicable in the SEA**MAGYES** – Magnet Yes**MISSING**  |
| **DG791**NSLP Status | 94 | 15 | String | M | The classification of participation by a school in the National School Lunch Program (NSLP). | **NSLPWOPRO** - Yes, participating without using any Provision or the CEO**NSLPPRO1** - Yes, under Provision 1**NSLPPRO2** - Yes, under Provision 2**NSLPPRO3** - Yes, under Provision 3**NSLPCEO** - Yes, under Community Eligibility Option (CEO)**NSLPNO** – No**MISSING** |
| **DG803**Virtual School Status | 109 | 15 | String | M | An indication of the extent to which a public school offers instruction in which students and teachers are separated by time and/or location, and interaction occurs via computers and/or telecommunications technologies. | **FULLVIRTUAL** - Exclusively virtual - All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually.**FACEVIRTUAL** - Primarily virtual - The school’s major purpose is to provide virtual instruction to students, but some traditional classroom instruction is also provided. Most students receive all instruction virtually.**SUPPVIRTUAL** - Supplemental Virtual - Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.**NOTVIRTUAL** - No virtual instruction - The school does not offer any virtual instruction. No students receive any virtual instruction.**MISSING*****Revised!*** |
| Explanation | 124 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 324 | 1 |  | M |  |  |

Below is an example of a data record, this is the set of data that should be submitted for each education unit.

**Table 4.2–2: Data Record Example – School level**

|  |  |
| --- | --- |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (state),School Identifier (state),Shared Time Status,Title I School Status,Magnet Status,NSLP Status,Virtual School Status,Explanation,Carriage Return / Line Feed (CRLF) |
| Example | 1,80,01,00619PSCLEA,00000000000000000123,YES,TGELGBNOPROG,MAGYES,NSLPCEO,FULLVIRTUAL,¶ |



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