

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS129 - CCD School File Specifications** |
| **SY 2020-21** |

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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 – 16.0 |  | Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21. |
| 17.0 | October 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 | January 2021 | * Section 2.1: Removed references and links related to Executive Order 13891 |

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 the following ED*Facts* Data Groups:

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

|  |  |  |
| --- | --- | --- |
| Data Group Name | DG | Definition |
| 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. |
| 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. |
| 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 collected under the authority of the Education Sciences Reform Act (ESRA) for the Non-Fiscal Survey of the Common Core of Data (CCD) and the Every Student Succeeds Act (ESSA).

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.

## *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 |  |  | See section 2.5 |
| 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 schools  Schools that opened after October 1st  Schools with school type of "reportable program" |
| Type of Count |  |  |  |
| Zero Counts |  |  |  |
| Zero Exceptions and Not Applicable |  |  | NA is only applicable to DG24 Magnet Status |
| 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.

## Categories and Permitted Values

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

**DG22 - Title I school status:**

**Title I School Status**

The statuses describing designation under state and federal regulations as being eligible for participation in programs authorized by Title I of ESEA as amended and existence of Title I programs.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| TGELGBNOPROG | Title I targeted assistance eligible school-No program |  |
| TGELGBTGPROG | Title I targeted assistance school |  |
| SWELIGTGPROG | Title I schoolwide eligible-Title I targeted assistance program |  |
| SWELIGNOPROG | Title I schoolwide eligible school-No program |  |
| SWELIGSWPROG | Title I schoolwide school |  |
| NOTTITLE1ELIG | Not a Title I school |  |
| MISSING | Missing | Use when data are not available by this category. |

**DG24 - Magnet status:**

**Magnet Status**

The statuses describing magnet schools and magnet programs within the schools.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| MAGYES | Yes | School is a magnet school or has a magnet program within the school |
| MAGNO | No | School is not a magnet school and does not have a magnet program within it |
| NA | Not applicable | State does not recognize magnet schools. |
| MISSING | Missing | Use when data are not available by this category. |

**DG573 - Shared time status:**

**Shared Time Status**

The statuses describing whether some or all students are enrolled at a separate school of record and attend the shared-time school on a part-time basis.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| YES | 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 | No | School does not offer educational services in which some or all students are enrolled in separate schools. |
| MISSING | Missing | Use when data are not available by this category. |

**DG791 - NSLP status:**

**NSLP Status**

The statuses describing participation in the National School Lunch Program (NSLP).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 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 | Missing | Use when data are not available by this category. |

**DG803 - Virtual school status:**

**Virtual School Status**

The statuses describing 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 telecommunication technologies.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 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 | 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.

***New!*** **What is the reporting period for each data group?**

**Table 2.5-1: Reporting Period for Each Data Group**

|  |  |  |
| --- | --- | --- |
| Data Group Name | DG | Reporting Period |
| Title I school status | 22 | Beginning of School Year – The count or status is taken or determined sometime during the first months of the school year |
| Magnet status | 24 | Beginning of School Year – The count or status is taken or determined sometime during the first months of the school year |
| Shared time status | 573 | October 1 (or closest school day) – October 1 or the closest school day to October 1 |
| NSLP status | 791 | November 30 – November 30 or the closest school day to November 30 |
| Virtual school status | 803 | October 1 (or closest school day) – October 1 or the closest school day to October 1 |

## Definitions

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) for the standard definitions.

***New!*** A **magnet school or program** is a special school or program that designed to:

• offer a special curriculum capable of attracting substantial numbers of students of different racial backgrounds; and/or

• provide an academic or social focus on a particular theme (e.g., science/mathematics, performing arts, gifted/talented, or foreign language.)

# 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** | **Start Position** | **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. | **2020-2021**  OR  **2020 2021** |
| 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,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 the statuses for the education units.

**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 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. |  |
| Shared Time Status | 49 | 15 | String | M | The statuses describing whether some or all students are enrolled at a separate school of record and attend the shared-time school on a part-time basis. | **YES** – Yes  **NO** – No  **MISSING** |
| Title I School Status | 64 | 15 | String | M | The statuses describing designation under state and federal regulations as being eligible for participation in programs authorized by Title I of ESEA as amended and existence of Title I programs. | **TGELGBNOPROG** – Title I targeted assistance eligible school-No program  **TGELGBTGPROG** – Title I targeted assistance school  **SWELIGTGPROG** – Title I schoolwide eligible-Title I targeted assistance program  **SWELIGNOPROG** – Title I schoolwide eligible school-No program  **SWELIGSWPROG** – Title I schoolwide school  **NOTTITLE1ELIG** – Not a Title I school  **MISSING** |
| Magnet Status | 79 | 15 | String | M | The statuses describing magnet schools and magnet programs within the schools. | **MAGYES** – Yes  **MAGNO** – No  **NA** – Not applicable  **MISSING** |
| NSLP Status | 94 | 15 | String | M | The statuses describing participation 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** |
| Virtual School Status | 109 | 15 | String | M | The statuses describing 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 telecommunication technologies. | **FULLVIRTUAL** – Exclusively virtual  **FACEVIRTUAL** – Primarily virtual  **SUPPVIRTUAL** – Supplemental Virtual  **NOTVIRTUAL** – No virtual instruction  **MISSING** |
| 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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