

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS130 - ESEA Status**  **File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS130 - ESEA Status 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:   * Retired DG34 * Section 2.4: Expanded guidance for DG 36 |
| 15.1 | June 2018 | * Section 1.0: Removed OSS as steward for this file spec * Section 2.4: Corrected document name and link for question “Is there additional guidance on persistently dangerous schools?” |
| 15.2 | January 2019 | * Table 2.2-1: Removed references to use of NA, because this permitted value only applied to retired DG34 |

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 36: Persistently dangerous status. The definition for this data group is:

An indication of whether the school is identified as persistently dangerous in accordance with state definition.

The data collected using this file specification are required by the Elementary and Secondary Education Act of 1965, as amended (ESEA).

***Revised!*** The ED data stewarding office/s for this file: OESE/OSHS.

# 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

There have been changes to this file specification that resulted in changes to the record layouts. The changes are:

* DG 34 Improvement status - school has been discontinued

## 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 |  |  | Current School Year - Status based on previous school years’ accountability determinations |
| Education units reported |  |  | Operational schools |
| Education units not reported |  |  | Closed, inactive, or future schools |
| Type of count |  |  |  |
| Zero counts |  |  |  |
| Zero exceptions and Not applicable |  |  | ***Revised!*** |
| Missing |  |  | ***Revised!*** |
| 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.

**What are the permitted values for the persistently dangerous status of schools?**

The permitted values are:

* Persistently dangerous
* Not persistently dangerous
* MISSING – Data are not available to the SEA at the time the file is submitted.

**How is “persistently dangerous” defined?**

The State educational agency (SEA), in consultation with a representative sample of LEAs, is responsible for developing a definition of persistently dangerous schools in the State.

**What span of time does the reporting period cover?**

While many States have defined “persistently dangerous” schools as schools that meet State-established criteria over a period of two to three years, U.S. ED strongly encourages States to define persistently dangerous schools based on the number of incidents over a shorter period, specifically one school year.

***Revised!* Is there additional guidance on persistently dangerous schools?**

Yes. The U.S. Department of Education has published Unsafe School Choice Option, Non-Regulatory Guidance (February 2004). This guidance can be found on the [Office of Safe and Drug-Free Schools (OSDFS) Page](https://www2.ed.gov/about/offices/list/osdfs/gfsa.html).

## 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:   * SCH for a school level | 3 |
| filename | **SCHYRSTST** | 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 population status (“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 may not be required, see guidance

## 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. | **SCHOOL NCLB SY START STATUS** |
| 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 | 197 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 324 | 1 |  | M |  |  |

Below is an example of a header record.

**Table 4.3–2: Header Record Example**

|  |  |
| --- | --- |
| Format | File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CRLF) |
| Example | SCHOOL NCLB SY START STATUS,15,euschSCHYRSTSTv000001.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. For this file, each school has one data record.

**Table 4.4–1: Data Record**

| **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. |  |
| **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. |  |
| Filler  ***Revised!*** | 49 | 15 | String | M | Leave filler field blank.  ***Revised!*** | ***Revised!*** |
| **DG 36**  Persistently Dangerous Status | 64 | 15 | String | M | An indication of whether the school is identified as persistently dangerous in accordance with state definition. | **YES** – School has been identified as persistently dangerous **NO** – School has not been identified as persistently dangerous **MISSING** |
| Filler | 79 | 15 | String | M | Leave filler field blank. |  |
| Filler | 94 | 15 | String | M | Leave filler field blank. |  |
| Filler | 109 | 15 | String | M | Leave filler field blank. |  |
| Explanation | 124 | 200 | String | O | Text 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 4.4–2: Data Record Example**

|  |  |
| --- | --- |
| Format  ***Revised!*** | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Filler,Persistently Dangerous Status,Filler,Filler,Filler,Explanation,Carriage Return / Line Feed (CRLF) |
| Example  ***Revised!*** | 1,99,01,00001,00100,,YES,,,,¶ |



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