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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS131 – LEA End of School Year Status File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS131 - LEA End of School Year 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 | October 2018 | Updated for SY 2018-19:   * Section 1.0: Removed SSRP as a data steward |

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 614: REAP alternative funding status. The definition for this data group is:

An indication that the local educational agency (LEA) notified the state of the LEA’s intention to use REAP-Flex Alternative Uses of Funding Authority during the school year as specified in the Title V, Section 5211 of ESEA, as amended.

The data collected using this file specification are used for program monitoring and reporting under GPRA.

The ED data stewarding office/s for this file: OESE.

# 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 |  | School Year - Any 12-month period  Report whether the LEA is exercising the alternative use of funds authority during the current school year |  |
| Education units included |  | LEAs that were operational at any time during the school year. |  |
| Education units not reported |  | LEAs that were closed, inactive, or future for the entire school year.  Also exclude operational LEAs if the LEA does not receive funds under Title V, Section 5211 of the ESEA, as amended |  |
| Type of count |  |  |  |
| Zero counts |  |  |  |
| Zero exceptions or  Not applicable |  | Use the “NA” permitted value |  |
| Missing |  | Use the “MISSING” permitted value |  |
| 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 is the REAP alternative funding status?**

The REAP alternative funding status is the alternative uses of funds authority, which provides those LEAs that are eligible for the REAP Small, Rural School Achievement (SRSA) program with greater flexibility in using the formula grant funds that they receive under certain State-administered Federal programs.

***Note:*** Under ESSA, dual-eligible LEAs that opted to receive RLIS funds may make use of the alternative funding authority under this provision.

Report for each SRSA-eligible LEA whether or not the LEA exercises the authority.

**What qualifies an LEA as SRSA eligible?**

An LEA must be both “small” and “rural” to be eligible for an SRSA grant. The REAP statute provides that an LEA is deemed “small” if it meets either of the following criteria:

* it has fewer than 600 students in average daily attendance in all schools; or
* it serves only schools located in counties with a population density of fewer than 10 persons per square mile.

An LEA is deemed “rural” if it meets either of these criteria:

* + - it serves only schools with an NCES locale code of 41 (Rural, Fringe), 42 (Rural, Distant), or 43 (Rural, Remote) ; or
    - it is located in an area of the State defined as rural by a State governmental agency.

SEC. 5211(a)(1) of the ESSA:

An eligible local educational agency may use the applicable funding that the agency is eligible to receive from the State educational agency for a fiscal year to carry out local activities authorized under any of the following provisions:

(A) Part A of title I.

(B) Part A of title II.

(C) Title III.

(D) Part A or B of title IV.

(2) NOTIFICATION — an eligible local educational agency shall notify the State educational agency of the local educational agency’s intention to use the applicable funding in accordance with paragraph (1), by a date that is established by the State educational agency for the notification.

(c) APPLICABLE FUNDING DEFINED — In this section, the term ‘‘applicable funding’’ means funds provided under any of the following provisions:

(1) Part A of title II.

(2) Part A of title IV.

***Note:*** Under ESSA, dual-eligible LEAs that opted to receive RLIS funds may make use of the alternative funding authority under this provision.

**What are the permitted values?**

The permitted values are:

* **YES** – The LEA is exercising the alternative uses of funds authority.
* **NO** – The LEA is eligible but is not exercising the alternative uses of funds authority.
* **NA** – The LEA is not eligible to use alternative uses of funds authority.
* **MISSING** – If the status is missing, use the permitted value MISSING. This is a mandatory field that must be populated.

**What if the LEA is not eligible to use the authority?**

If the LEA is not eligible to use the authority, report NA.

## 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:   * LEA for a Local Education Agency level | 3 |
| filename | **LEASYEND** | 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. | **NCLB LEA END SY 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 | 239 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 366 | 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 | NCLB LEA END SY STATUS,15,euleaLEASYENDv000001.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 and other data 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 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. |  |
| Filler | 29 | 20 | String | M | Leave filler field blank. |  |
| Filler | 49 | 6 | String | M | Leave filler field blank. |  |
| Filler | 55 | 15 | String | M | Leave filler field blank. |  |
| **DG614**  REAP Alternative Funding Status | 70 | 15 | String | M | An indication that the local educational agency (LEA) notified the state of the LEA’s intention to use REAP-Flex Alternative Uses of Funding Authority during the school year as specified in the Title V, Section 5211 of ESEA, as amended. | **YES** **NO NA** – Not Applicable **MISSING** |
| Filler | 85 | 15 | String | M | Leave filler field blank |  |
| Filler | 100 | 15 | String | M | Leave filler field blank. |  |
| Filler | 115 | 15 | String | M | Leave filler field blank. |  |
| Filler | 130 | 6 | String | M | Leave filler field blank. |  |
| Filler | 136 | 9 | String | M | Leave filler field blank. |  |
| Filler | 145 | 6 | String | M | Leave filler field blank. |  |
| Filler | 151 | 15 | String | M | Leave filler field blank. |  |
| Explanation | 166 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 366 | 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 – LEA level**

|  |  |
| --- | --- |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Filler,Filler,REAP Alternative Funding Status,Filler,Filler,Filler,Filler,Filler,Filler,Filler,Explanation¶ |
| Example | 1,80,01,00606EUPHORIA,,,,YES,,,,,,,,Explanation¶ |



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