****

U.S. DEPARTMENT OF EDUCATION

EDPass

|  |
| --- |
| **FS132 - Section 1003 Funds File Specifications** |
| **SY 2022-23** |

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: *FILE 000 – File Name File Specifications – VXX.X* (SY XXXX-XX), U.S. Department of Education, Washington, DC:  ED*Facts*. Retrieved [date] from the [ED*Facts* Initiative Home Page](https://www2.ed.gov/about/inits/ed/edfacts/index.html).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department’s Alternate Format Center at (202) 260–0818.

DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS132 - Section 1003 Funds File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 18.0 |  | Versions 1.0 through 18.0 are used to build files for school years prior to SY 2022-23. |
| 19.0 | November 2022 | Updated for SY 2022-23.   * Replaced references to ESS with EDPass * Removed references to Data Group 56 from all sections; DG56 was moved to new File Specification 226 * Section 1.0: Revised ED Data steward name * Table 2.2-1: Revised Reporting Period * Section 2.5: Added new Data Reporting Guidelines * Table 4.1-1 and 4.2-1: Type changed from Number to Integer |

PREFACE

This document provides technical instructions for building files that are submitted through EDPass, which 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](https://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using EDPass; particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications
* EDPass User Guide – provides assistance to new users of EDPass; 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- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group 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](https://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2025). ED*Facts* is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather survey and administrative data. Data are reported by state educational agencies (SEAs) and include data at the SEA, local educational agency (LEA), and/or school level.

**Contents**

[1.0 PURPOSE 1](#_Toc116547219)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc116547220)

[2.1 Changes from the SY 2021-22 File Specifications 1](#_Toc116547221)

[2.2 Core Requirements for Submitting this File 1](#_Toc116547222)

[2.3 Required Categories and Totals 2](#_Toc116547223)

[2.4 Categories and Permitted Values 2](#_Toc116547224)

[2.5 Data Reporting Guidelines 2](#_Toc116547225)

[2.6 Definitions 3](#_Toc116547226)

[3.0 FILE NAMING CONVENTION 4](#_Toc116547227)

[4.0 FIXED OR DELIMITED FILES 5](#_Toc116547228)

[4.1 Header Record Definition 5](#_Toc116547229)

[4.2 Data Record Definition 6](#_Toc116547230)

# 

# PURPOSE

***Revised!*** This document contains instructions for building files to submit ED*Facts* Data Group 794: School Improvement Funds 1003(a). The definition for this data groups is:

The dollar amount that the school received for school improvement under Section 1003(a) of ESEA, as amended.

The data collected using this file specification are collected under the authority of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA).

***Revised!*** The ED data stewarding office/s for this file: OESE/OSSA/Title I

# 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 2021-22 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 ***Revised!*** |
| Education units reported |  |  | Schools that were operational at any time during the school year. |
| Education units not reported |  |  | Schools that were closed, inactive, or future for the entire school year. Also exclude operational schools, if the school meets all of the following criteria:   * Never had students during the school year and * Did not receive school improvement funds under Section 1003 of the ESEA for the school year |
| Type of count |  |  | Numeric values in whole dollars (i.e., no decimal places or symbols). |
| Zero counts |  |  | Not required. |
| Zero exceptions or  Not applicable |  |  | If the school received no funds, the field should be left blank. |
| Missing |  |  | Use “-1” to report missing counts. |
| Related metadata survey |  |  |  |

## Required Categories and Totals

This section is not used for this file specification.

## Categories and Permitted Values

This file specification does not use any categories and permitted values.

## Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

***New!* What is data group** **School Improvement Funds 1003(a)?**

This data group is the dollar amount the school received for school improvement under Section 1003(a) of the ESEA, as amended, under the subgrant made to the LEA**.** Subgrants are made to LEAs on behalf of schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d) of the ESEA based on LEA applications to the SEA. The amount reported is the amount awarded to serve the school (i.e., not actual expenditures).

***New!* What is the reporting period?**

The reporting period is the school Year. The State must submit the dollar amount of funds allocated to a school under Section 1003(a) of the ESEA during the current school year.

***New!* What if a school receives no funds?**

The fields should be left blank.

***New!* How should the dollar amounts be reported?**

The dollar amount should be expressed as numeric values in whole dollars, no decimal places or symbols (e.g., “$” or “,”). For example, $10,000 would be reported as “10000.”

***New!* What if the dollar amount is missing?**

If the dollar amount is unavailable, a record should be submitted with a negative 1 (-1) for the dollar amount. The file should be resubmitted when the data are available. The state is expected to have information on the dollar amount each school received for school improvement under Section 1003(a) of the ESEA, as amended, under the subgrant made by the state to the LEA based on the LEA’s application for funds from the state**.** If a state reports more than a small number schools as missing the data, the state is encouraged to include a data note explaining the circumstances that resulted in the data not being available.

## 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 | **SCHSYEND** | 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 EDPass. 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 SCHOOL END SY STATUS** |
| Total Records In File | 51 | 10 | Integer  ***Revised!*** | 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 | **2022-2023**  OR  **2022 2023** |
| Filler | 127 | 269 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 396 | 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 SCHOOL END SY STATUS,15,euschSCHSYENDv000001.csv,characters to identify file,2022-2023,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to EDPass. 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 | Integer  ***Revised!*** | M | A sequential number assigned by the SEA 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 States School Identification Number (ID). This ID cannot be updated through this file. |  |
| Filler | 49 | 15 | String | M | Leave filler field blank. |  |
| Filler | 64 | 15 | String | M | Leave filler field blank. |  |
| Filler | 79 | 6 | String | M | Leave filler field blank. |  |
| Filler  ***Revised!*** | 85 | 6 | String  ***Revised!*** | M | Leave filler field blank.  ***Revised!*** |  |
| Filler | 91 | 15 | String | M | Leave filler field blank. |  |
| Filler | 106 | 15 | String | M | Leave filler field blank. |  |
| Filler | 121 | 15 | String | M | Leave filler field blank. |  |
| Filler | 136 | 15 | String | M | Leave filler field blank. |  |
| Filler | 151 | 15 | String | M | Leave filler field blank. |  |
| **DG794**  School Improvement Funds 1003(a) | 166 | 15 | Integer  ***Revised!*** | O | The dollar amount that the school received for school improvement under Section 1003(a) of ESEA, as amended. | Dollars (to the nearest dollar) |
| Filler | 181 | 15 | String | M | Leave filler field blank |  |
| Explanation | 196 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 396 | 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),Filler,Filler,Filler,Filler,Filler,Filler,Filler,Filler,Filler,School Improvement Funds 1003(a),Filler,Explanation,Carriage Return / Line Feed (CRLF)  ***Revised!*** |
| Example | 4,80,01,00620NEWSCHOOL,00000000000000000010,,,,,,,,,,666,,¶  ***Revised!*** |



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov