

U.S. DEPARTMENT OF EDUCATION

EDPass

|  |
| --- |
| **FS134 - Title I Part A Participation 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:** | FS134 - Title I Part A Participation 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 * Table 2.3-1: removed the Table Name column, which contained duplication; table name now displayed prior to Table 2.3-1 * Section 2.5: revised a Q&A and added a new one * Tables 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 Education Agencies (SEAs) and include data at the SEA, local education agency (LEA), and/or school level.

**Contents**

[1.0 PURPOSE 1](#_Toc115372795)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc115372796)

[2.1 Changes from the SY 2021-22 File Specifications 1](#_Toc115372797)

[2.2 Core Requirements for Submitting this File 1](#_Toc115372798)

[2.3 Required Categories and Totals 2](#_Toc115372799)

[2.4 Categories and Permitted Values 3](#_Toc115372800)

[2.5 Data Reporting Guidelines 4](#_Toc115372801)

[2.6 Definitions 4](#_Toc115372802)

[3.0 FILE NAMING CONVENTION 5](#_Toc115372803)

[4.0 FIXED OR DELIMITED FILES 6](#_Toc115372804)

[4.1 Header Record Definition 6](#_Toc115372805)

[4.2 Data Record Definition 7](#_Toc115372806)

# 

# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 670: Title I participation table. The definition for this data group is:

The unduplicated number of students participating in and served by programs under Title I, Part 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).

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 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 | Regular School Year - The instructional period not including intersession or summer sessions | Regular School Year - The instructional period not including intersession or summer sessions |  |
| Education units included | Include SEA | LEAs that receive Title I, Part A funds |  |
| Education units not included |  | Closed, inactive, or future LEAs or LEAs that do not receive Title I, Part A funds |  |
| Type of count | Once | At each LEA where the student participated in a Title I program |  |
| Zero counts | Required | Not required. Valid combinations not included will be assumed to be zeros. |  |
| Zero exceptions or  Not applicable | None | None |  |
| Missing | Use “-1” to report missing counts.  Use “MISSING” when a category is not available. | Use “-1” to report missing counts.  Use “MISSING” when a category is not available. |  |
| Related metadata survey |  |  |  |

## Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for the state and each LEA or school that should be included in the file.

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
* The total indicator must be either “Y” (Yes) or “N” (No).
  + If the record is for a category set, specify an “N” (No).
  + If the record is for a subtotal or education unit total, specify a “Y” (Yes).

***New!*** The technical name of the data used in the file is: PARTTITLEI

***Revised!* Table 2.3–1: Required Categories and Totals**

| **Aggregation** | **Title I Program Type** | **Age/Grade (w/o Out of School)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- |
| **Category Set A** | X | X | N | Student Count by Title I Program Type by Age/Grade (w/o Out of School) |
| **Education Unit Total** |  |  | Y | Education Unit Total of Student Count |

## Categories and Permitted Values

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

**DG670 - Title I participation table:**

**Title I Program Type**

The types of Title I programs offered in the school or district.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| TAS | Public targeted assistance program | Title I, Part A public schools operating a Targeted Assistance program with students who were selected for Title I, Part A services and provided Title I, Part A services in accordance with section 1115 of ESEA. |
| SWP | Public school-wide program | Title I, Part A public schools operating a Schoolwide Program in accordance with section 1114 of ESEA. |
| PRIVTITLEI | Private school students participating | Private school students who were selected for Title I, Part A services and provided Title I, Part A services by a local educational agency (LEA) in accordance with Section 1117 of ESEA, as amended. |
| NEG | Local neglected program | Locally operated institutions for neglected children who were provided Title I, Part A services in accordance with Section 1113(c)(3)(A)(ii) of ESEA, as amended. Do not include students served under Title I, Part D. |
| MISSING | Missing | Use when data are not available by this category. |

**Age/Grade (w/o Out of School)**

The discrete age or grade level (primary instructional level) of students (children).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| UNDER3 | Age Birth through 2 |  |
| 3TO5NOTK | Age 3 through 5 (not Kindergarten) |  |
| KG | Kindergarten |  |
| 01 | Grade 1 |  |
| 02 | Grade 2 |  |
| 03 | Grade 3 |  |
| 04 | Grade 4 |  |
| 05 | Grade 5 |  |
| 06 | Grade 6 |  |
| 07 | Grade 7 |  |
| 08 | Grade 8 |  |
| 09 | Grade 9 |  |
| 10 | Grade 10 |  |
| 11 | Grade 11 |  |
| 12 | Grade 12 |  |
| UG | Ungraded | Students assigned to a class or program that does not have standard grade designations. |
| MISSING | Missing | Use when data are not available by this category. |

## Data Reporting Guidelines

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

***Revised!* Do other files collect related data?**

Yes. FS037 Title I Part A SWP/TAS Participation and FS223 Title I School Status are also used to collect data on Title I Part A programs.

The counts of students participating and served by Title I, Part A schoolwide programs and targeted assistance programs reported in FS037/DG548 should equal the sum of students reported as participating in schoolwide programs and targeted assistance programs reported in FS134/DG670.

FS223/DG22 Title I School Statusis used to collect school-level data on whether a school either received ESEA Title I, Part A funds to operate a Title I schoolwide program or Title I targeted assistance program or was eligible to receive ESEA Title I, Part A funds to operate a Title I schoolwide program or Title I targeted assistance program but did not receive such funds.

It is expected that LEAs with SWP counts for LEAs reported for current year FS134/DG670 will report schools in the LEAs as operating a SWP in the current year for FS223/DG22 and vice versa. It also is expected that LEAs with TAP counts for LEAs reported for current year FS134/DG670 will report schools in the LEAs as operating a TAP in the current year for FS223/DG22.

***New!* Is a student receiving early childhood education counted as participating in and served by a school’s Title I program?**

Whether a student receiving early childhood education (e.g., pre-K services) is counted as participating in and served by a school’s Title I program depends on how Title I, Part A early childhood education programs are provided in the LEA.

If the pre-K program is part of a school’s Title I schoolwide program, the students in the pre-K program should be included in the counts for schoolwide program schools regardless of whether the pre-K students are served using Title I, Part A funds. If the pre-K program is part of a school’s Title I targeted assistance program, eligible pre-K students served by using Title I funds in the pre-K program should be included in the counts for targeted assistance programs. However, if the pre-K program is part of a district run program (i.e., if the pre-K program is operated by the LEA within the school’s building and is not part of the school’s schoolwide program), the students in the pre-K program should not be included in the school counts.

## 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**TTLIPART**vvvvvvv.ext

**Table 3.0-1: File Naming Convention**

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:   * SEA for a State Education Agency level * LEA for a Local Education Agency level | 3 |
| filename | **TTLIPART** | 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

A - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”

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. | **SEA TITLE I PARTICIPATION**  **LEA TITLE I PARTICIPATION** |
| 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 | 183 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 310 | 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,Carriage Return / Line Feed |
| Example | LEA TITLE I PARTICIPATION,15,euleaTTLIPARTv000001.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 counts for the specified category sets, subtotals and education unit totals.

**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 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 theED*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. | SEA level – Blank |
| Filler | 29 | 20 | String | M | Leave filler field blank. |  |
| Table Name | 49 | 20 | String | M | See technical name in Section 2.3 Required Categories and Totals | **PARTTITLEI** |
| Title I Program Type | 69 | 15 | String | A | The types of Title I programs offered in the school or district. | **TAS** – Public targeted assistance program  **SWP** – Public school-wide program  **PRIVTITLEI** – Private school students participating  **NEG** – Local neglected program  **MISSING** |
| Age/Grade (w/o Out of School) | 84 | 15 | String | A | The discrete age or grade level (primary instructional level) of students (children). | **UNDER3** – Age Birth through 2  **3TO5NOTK** – Age 3 through 5 (not Kindergarten)  **KG** – Kindergarten  **01** – Grade 1  **02** – Grade 2  **03** – Grade 3  **04** – Grade 4  **05** – Grade 5  **06** – Grade 6  **07** – Grade 7  **08** – Grade 8  **09** – Grade 9  **10** – Grade 10  **11** – Grade 11  **12** – Grade 12  **UG** – Ungraded  **MISSING** |
| Total Indicator | 99 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set  **Y** – Specifies subtotal or total of the education unit |
| Explanation | 100 | 200 | String | O | Text field for state use |  |
| Student Count | 300 | 10 | Integer  ***Revised!*** | M |  |  |
| Carriage Return / Line Feed (CRLF) | 310 | 1 |  | M |  |  |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-1.

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

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Title I Program Type,Age/Grade (w/o Out of School),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,00613EUPHORIA,,PARTTITLEI,TAS,3TO5NOTK,N,,100¶ |
| Total of education unit | 18,80,01,00605EUPHORIA,,PARTTITLEI,,,Y,,600¶ |



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