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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS138 - Title III English Language Proficiency Test File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS138 - Title III English Language Proficiency Test 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 | September 2018 | Updated for SY 2018-19:* Section 2.4: Revised guidance for questions "Are all students reported in all category sets?” and “How are students with one data point on the ELP assessment reported?” – changed references to “AMAO1” to “making progress.”
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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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc525024517)

[PREFACE iii](#_Toc525024518)

[1.0 PURPOSE 1](#_Toc525024519)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc525024520)

[2.1 Changes from the SY 2017-18 File Specifications 1](#_Toc525024521)

[2.2 Core Requirements for Submitting this File 1](#_Toc525024522)

[2.3 Required Categories and Totals 2](#_Toc525024523)

[2.4 Guidance 3](#_Toc525024524)

[2.5 Definitions 4](#_Toc525024525)

[3.0 FILE NAMING CONVENTION 5](#_Toc525024526)

[4.0 FIXED OR DELIMITED FILES 6](#_Toc525024527)

[4.1 Header Record Definition 6](#_Toc525024528)

[4.2 Data Record Definition 7](#_Toc525024529)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 675: Title III English language proficiency test table. The definition for this data group is:

The unduplicated number of English learners who were enrolled during the time of the state English language proficiency assessment and who received services in an English language instruction educational program supported with Title III of ESEA, as amended, funds.

The data collected using this file specification are used to provide data for the Consolidated State Performance Report (CSPR), Part I and the Title III Biennial Report.

The ED data stewarding office/s for this file: OESE/OSS/Title III

# 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

The guidance has been updated and other editorial changes have been made. These changes are listed in the document history on page ii. There have been no changes to the record layouts.

## 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** | Testing Window - The period when the state administers state-wide academic assessments (or the annual state English language proficiency assessment) as described by ESEA | Testing Window - The period when the state administers state-wide academic assessments (or the annual state English language proficiency assessment) as described by ESEA | Testing Window - The period when the state administers state-wide academic assessments (or the annual state English language proficiency assessment) as described by ESEA |
| **Education units reported** | Include SEA | Operational LEAs that have a Title III language instruction educational program (LIEP). | Operational schools that have a Title III language instruction educational program (LIEP). |
| **Education units not reported** |   | Closed, inactive, or future LEAsLEAs that do not have a Title III language instruction educational program (LIEP) | Closed, inactive, or future schoolsSchools that do not have a Title III language instruction educational program (LIEP) |
| **Type of count** | Once | At only one LEA | At only one school |
| **Zero counts** | Required for all valid combinations  | Not required; valid combinations for the state not included will be assumed to be zeros | Not required; valid combinations for the state not included will be assumed to be zeros |
| **Zero exceptions or** **Not applicable** | If the state does not allow medical emergencies, leave that permitted value out of the file. | If the state does not allow medical emergencies, leave that permitted value out of the file. | If the state does not allow medical emergencies, leave that permitted value out of the file. |
| **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 | 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 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 column must be populated when reporting that particular category.
* The total indicator must be “N” (No).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.3-1: Required Categories and Totals**

| **Aggregation** | **Table Name** | **Participation Status** | **Assessed First Time** | **Disability Status (Only)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **TITLEIIILEPTST** | X |  |  | N | Student Count by Participation Status |
| **Category Set B** | **TITLEIIILEPTST** |  | X |  | N | Student Count by Assessed First Time |
| **Category Set C** | **TITLEIIILEPTST** | X |  | X | N | Student Count by Participation Status by Disability Status (Only) |
| **Category Set D** | **TITLEIIILEPTST** |  | X | X | N | Student Count by Assessed First Time by Disability Status (Only) |

## Guidance

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

***Note:***  Except where it was not technically feasible, references to “Limited English Proficient” and “Former Limited English Proficient” students have been updated to “English learners” and “Former English learners” to align with Title III of the Every Student Succeeds Acts (ESSA), as amended.

**Which students should be reported in this file?**

Include English learners in grades K through 12 who are receiving services under a Title III program. The definition of English learners is in the ED*Facts* Workbook. English learners who participated in an alternate assessment to the State English language proficiency assessment for students with disabilities who are unable to participate in the regular State ELP assessment with or without accommodations should be included. Count these students as ‘PART’ (participating).

**Which students should not be reported in this file?**

Exclude pre-K English learners even if they are receiving services under a Title III program.

***Revised!* Are all students reported in all category sets?**

No. Category set B is a subset of category set A. Of the students who took the state English language proficiency assessment reported in category set A, report students who took the assessment for the first time and whose progress cannot be determined and whose results were not included in the calculation for making progress in category set B.

**What are the permitted values for participation status?**

The permitted values are:

* **PART** – Student took or attempted the English language assessment
* **NPART** – Student did not take the English language assessment

**MEDICAL** – Student was unable to take the English language assessment because of a medical emergency (if the state has such a policy)

***Revised!* How are students with one data point on the ELP assessment reported?**

Report only Title III students in category set B:

* Who took the ELP assessment for the first time,
* Whose progress cannot be determined, and
* Who were not included in the making progress calculations.

These students are also reported in category set A.

**Does “assessed for the first time” refer to the current year testing window or does it also include students who have only taken a single ELP assessment, regardless of the year?**

Include those students who took their first ELP assessment in the current reporting year. Do not include students who took their first ELP assessment in previous reporting years.

**How are student counts reported by Disability Status (Only)?**

Report students who meet the definition of children with disabilities (IDEA) in the ED*Facts* Workbook.

**How do I report data for Title III consortia in this file?**

If your state has Title III consortia, report data by the individual LEAs for this file.

**Do other file specifications collect related data?**

See the table below.

 **Table 2.4-1 Relationship among files**

|  |  |  |
| --- | --- | --- |
| **Data collected** | **All English Learner Students** | **Students receiving services under Title III** |
| Students who were enrolled at the time of the ELP | FS137 | FS138 (This file) |
| Results of the ELP | FS139 | FS050 |

## 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:* SEA for a State Education Agency level
* LEA for a Local Education Agency level
* SCH for a school level
 | 3 |
| filename | **TIIILEPTS** | 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 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** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted.  | **SEA TITLE III LEP ENG LANG TESTING****LEA TITLE III LEP ENG LANG TESTING****SCHOOL TITLE III LEP ENG LANG TESTING** |
| 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 | 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,Filler,Carriage Return / Line Feed (CRLF) |
| Example | SCHOOL TITLE III LEP ENG LANG TESTING,15,euschTIIILEPTSv000001.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 counts for the specified category sets, subtotals and education unit totals.

**Table 4.2–1: Data Records**

| **Data Element Name** | **StartPosition** | **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. | SEA level – Blank |
| **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. | SEA level - BlankLEA level - Blank  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **TITLEIIILEPTST** |
| Participation Status | 69 | 15 | String | A | An indication of whether students participated in assessments. | **PART** – Participated**NPART** – Did not participate**MEDICAL** – Medical Exemption**MISSING**  |
| Assessed First Time(Also known as “one data point”) | 84 | 15 | String | A | An indication that students are taking the English language proficiency assessment for the first time. | **FIRSTASSESS** – Students took assessment for the first time**MISSING**  |
| Disability Status (Only) | 99 | 15 | String | A | An indication that children (students) are children with disabilities (IDEA). | **WDIS** – Children with one or more disabilities (IDEA)**MISSING**  |
| Total Indicator | 114 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – specifies detail level |
| Explanation | 115 | 200 | String | O | Text field for state use. |   |
| Student Count | 315 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 325 | 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 Examples – School level**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Participation Status,Assessed First Time,Disability Status (Only),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A  | 5,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,MEDICAL,,,N,,10¶ |
| Category Set B | 6,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,,FIRSTASSESS,,N,,10¶ |
| Category Set C | 5,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,MEDICAL,,WDIS,N,,10¶ |
| Category Set D | 6,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,,FIRSTASSESS, WDIS,N,,10¶ |



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