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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 2020-21** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **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 – 15.0 |  | Versions 1.0 through 15.0 are used to build files for school years prior to SY 2019-20. |
| 16.0 | December 2019 | **Note:** Not collected for SY 2019-20 due to COVID-19  Updated for SY 2019-20.   * Table 2.3-1: Added new category Assessment Administered (ELP) to Category Sets B and D * Added new section 2.4 “Categories and Permitted Values”, listing categories and permitted values used in this file * Guidance section renumbered to 2.5   + Deleted duplicate information on categories and permitted values from Q & A section * Definitions section renumbered to 2.6 * Table 4.2-1: Added new category Assessment Administered (ELP) and permitted values * Table 4.2-2: Revised format and record layout examples to include new category Assessment Administered (ELP) |
| 17.0 | November 2020 | Updated for SY 2020-21:   * Table 2.2-1: Revised reporting period to Testing Window (EL) * Section 2.5 * Renamed heading "Guidance" to "Data Reporting Guidelines" * Streamlined questions and answers to align with the intent of Executive Order on Promoting the Rule of Law Through Improved Agency Guidance Documents (EO 13891) |
| 17.1 | January 2021 | * Section 2.1: Removed references and links related to Executive Order 13891 |
| 17.2 | September 2021 | * Included Document History entry for SY 2019-20 above along with corresponding ***New!*** and ***Revised!*** flags below because the SY 2019-20 file specification was posted on the ED*Facts* Initiative site under *File Specifications Not Collected Due to COVID-19*, and states may not have noted these changes |
| 17.3 | December 2021 | * Section 2.5: Revised response to question *Are all students reported in all category sets?* to indicate that category sets C and D are also subsets of Category Set A |

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 Single Inventory (BRSI) - a single inventory containing business rules applied to ED*Facts* data throughout the pre- and post-submission lifecycle of that data. The inventory 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 8/31/2022). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-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 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 collected under the authority of the Elementary and Secondary Education Act of 1965 (ESEA), 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.

## *Revised!* Changes from the SY 2019-20 File Specifications

This file was not collected for SY 2019-20 because of waivers in response to COVID-19.

There were changes to this file specification in SY 2019-20 that resulted in changes to the record layouts. The changes were:

* Added new category Assessment Administered (ELP) to Category Sets B and D

As noted in the document history on page ii, Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements. There were no other changes to this file specification for SY 2020-21.

## 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 (EL) - The period when the state administers the annual state English language proficiency assessment as described by ESEA  ***Revised!*** | Testing Window (EL) - The period when the state administers the annual state English language proficiency assessment as described by ESEA  ***Revised!*** | Testing Window (EL) - The period when the state administers the annual state English language proficiency assessment as described by ESEA  ***Revised!*** |
| **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 LEAs  LEAs that do not have a Title III language instruction educational program (LIEP) | Closed, inactive, or future schools  Schools 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** | **Assessment Administered (ELP)**  ***New!*** | **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 | X |  | N | Student Count by Assessment Administered (ELP) by Assessed First Time  ***Revised!*** |
| **Category Set C** | **TITLEIIILEPTST** | X |  |  | X | N | Student Count by Participation Status by Disability Status (Only) |
| **Category Set D** | **TITLEIIILEPTST** |  | X | X | X | N | Student Count by Assessment Administered (ELP) by Assessed First Time by Disability Status (Only)  ***Revised!*** |

## *New!* Categories and Permitted Values

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

**DG675 - Title III English language proficiency test table:**

**Participation Status**

An indication of whether students participated in assessments.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| PART | Participated |  |
| NPART | Did not participate |  |
| MEDICAL | Medical Exemption |  |
| MISSING | Missing | Use when data are not available by this category. |

**Assessment Administered (ELP)**

The types of English language proficiency assessments administered.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| REGELPASMNT | Regular English language proficiency (ELP) assessment |  |
| ALTELPASMNTALT | Alternate English language proficiency (ELP) assessment based on alternate ELP achievement standards |  |
| MISSING | Missing | Use when data are not available by this category. |

**Assessed First Time**

An indication that students are taking the English language proficiency assessment for the first time.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| FIRSTASSESS | Students took assessment for the first time |  |
| MISSING | Missing | Use when data are not available by this category. |

**Disability Status (Only)**

An indication that children (students) are children with disabilities (IDEA).

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| WDIS | Children with one or more disabilities (IDEA) |  |
| MISSING | Missing | Use when data are not available by this category. |

## *Revised!* Data Reporting Guidelines

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

***New!*** The questions in this section are based on the following statute, regulation, and/or regulatory guidance: ESEA section 3121(a)(2), and 3201(3), and 34 C.F.R. § 200.5(a)(2)

***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 Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Acts (ESSA).

***Revised!* 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 (see data group definition in Section 1.0). 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 (ELP) 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).

***Revised!* 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. See 34 CFR 200.5(a)(2).

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

No. Category sets B, C and D are subsets of category set A. See Table 2.3-1.

***Revised!* Which students should be reported in category set B?**

In category set B, report only Title III students:

* 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.

***Revised!* 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.

**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.

***Revised!* 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.  See ESEA, as amended by ESSA, section 3201(3).

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

See the table below.

**Table 2.5-1 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](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:   * 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** | **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 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. | **2020-2021**  OR  **2020 2021** |
| 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,2020-2021,¶ |

## 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** | **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. | 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 - Blank  LEA 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** |
| Assessment Administered (ELP)  ***New!*** | 114 | 15 | String | A | The types of English language proficiency assessments administered. | **REGELPASMNT** – Regular English language proficiency (ELP) assessment  **ALTELPASMNTALT** – Alternate English language proficiency (ELP) assessment based on alternate ELP achievement standards  **MISSING** |
| Total Indicator | 129  ***Revised!*** | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – specifies detail level |
| Explanation | 130  ***Revised!*** | 200 | String | O | Text field for state use. |  |
| Student Count | 330  ***Revised!*** | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 340  ***Revised!*** | 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  ***Revised!*** | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Participation Status,Assessed First Time,Disability Status (Only),Assessment Administered (ELP),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A  ***Revised!*** | 5,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,MEDICAL,,,,N,,10¶ |
| Category Set B  ***Revised!*** | 6,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,,FIRSTASSESS,,ALTELPASMNTALT,N,,10¶ |
| Category Set C  ***Revised!*** | 5,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,MEDICAL,,WDIS,,N,,10¶ |
| Category Set D  ***Revised!*** | 6,80,01,00614FEDERAL,101SCH\_56,TITLEIIILEPTST,,FIRSTASSESS,WDIS, ALTELPASMNTALT,N,,10¶ |



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