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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS139 - English Language Proficiency Results File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS139 - English Language Proficiency Results 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:   * Table 2.2-1: Clarified guidance for “Education units reported” and “Education units **not** reported,” removed references to SIG schools. * Section 2.4: Added FAQs “Which students should be reported in this file?” and “Which students should not be reported in this file?”. Removed FAQs related to SIG schools. |

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 676: English language proficiency results table. The definition for this data group is:

The unduplicated number of English learners who took the annual state English language proficiency assessment

The data reported using this file specification are used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act, as amended.  These data will be used as responses in the Consolidated State Performance Report (CSPR).

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 | SEAs that have students who took the annual state English language proficiency assessment. | LEAs that have students who took the annual state English language proficiency assessment. | Report schools that had students who took the annual state English language proficiency assessment during the reporting year.  ***Revised!*** |
| Education units **not** reported |  | Closed, inactive, or future LEAs  LEAs that did not have students who took the annual state English language proficiency assessment. | Do not report schools that did not have students who took the annual state English language proficiency assessment.  ***Revised!*** |
| Count | Once | At only one LEA | At only one school |
| Zero counts | Required | Not required | Not required |
| Zero exceptions or  Not applicable | See Education units not reported | See Education units not reported | See Education units not reported |
| Missing | Use “-1” to report missing counts. | Use “-1” to report missing counts. | Use “-1” to report missing counts. |
| 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) because no subtotals or education unit totals are required for this file.
* 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** | **English Learner Accountability** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- |
| **Category Set A** | **LEPSTUENGPROF** | X | N | Student Count by English Learner Accountability |

## 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.

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

Include English learners in grades K through 12. The definition of English learners is in the ED*Facts* Workbook. English learners who participated in an alternate English language proficiency (ELP) assessment should be included.

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

Exclude pre-K English learners.

**How are student counts reported?**

The state’s definition of “making progress” can include students who “attained proficiency.” Therefore, students could be reported at the SEA, LEA and school levels as both “making progress” and “attained proficiency.”

**What are the permitted values for the category “English Learner Accountability?”**

The permitted values are:

* **PROGRESS** – Making progress
* **NOPROGRESS** – Did not make progress
* **PROFICIENT** – Attained proficiency

**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.

**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 |
| Results of the ELP | FS139 (This file) | 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 | **LEPSTPROF** | 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 LEP STUDENTS ENGLISH PROFICIENCY**  **LEA LEP STUDENTS ENGLISH PROFICIENCY**  **SCHOOL LEP STUDENTS ENGLISH PROFICIENCY** |
| 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 | 333 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 460 | 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 LEP STUDENTS ENGLISH PROFICIENCY,15,euschLEPSTPROFv000001.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** | **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 | **LEPSTUENGPROF** |
| English Learner Accountability | 69 | 15 | String | A | An indication of the progress made by students toward English proficiency. | **PROFICIENT** – Attained proficiency  **PROGRESS** – Making progress  **NOPROGRESS** – Did not make progress  **MISSING** |
| Total Indicator | 84 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set |
| Explanation | 85 | 200 | String | O | Text field for state use. |  |
| Student Count | 285 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 295 | 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 – School level**

|  |  |  |
| --- | --- | --- |
| **Aggregation** | **Example** | |
| Format | | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,English Learner Accountability,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | | 4,80,01,00614FEDERAL,EUSCH00002,LEPSTUENGPROF,PROGRESS,N,,10¶ |



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