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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS141 - EL Enrolled File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS141 - EL Enrolled 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: Added note regarding use of ISO 639-2 standard
 |
| 15.1 | May 2019 | Section 2.4: Revised the response to the question “*Where are the permitted values and codes for the category Language (Native)?***”** to remove most of the prior guidance, to add a note regarding codes not considered probable languages and to provide a link to the Language Reporting Documents located on the ED*Facts* Community Website. |

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 678: EL enrolled table. The definition for this data group is:

The unduplicated number of English learner students enrolled in an elementary or secondary school.

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

The ED data stewarding offices 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

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 | October 1 or the closest school day to October 1 | October 1 or the closest school day to October 1 | October 1 or the closest school day to October 1 |
| Education units included | Include SEA | Operational LEAs that have EL students enrolled. | Operational schools that have EL students enrolled. |
| Education units not reported |  | Closed, inactive, or future LEAs.LEAs that do not have EL students enrolled. | Closed, inactive, or future schools.Schools that do not have EL students enrolled. |
| Type of count | Once | Once for any LEA where the students were enrolled. | Once for any school where the students were enrolled. |
| 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 orNot applicable | Grade Level (Basic w/13) – If a state does not use the Grade 13 permitted value, the counts for Grade 13 should be left out of category set A.Zeros are not required for Category Set B “Student Count by Language (Native).”Language (Native) – Do not include records for not applicable languages (i.e., languages that are not the native language for any immigrant students). | Language (Native) – Do not include records for not applicable languages (i.e., languages that are not the native language for any immigrant students). | Language (Native) – Do not include records for not applicable languages (i.e., languages that are not the native language for any immigrant students). |
| Missing | Use “-1” to report missing counts.Use “MISSING” when a category is not available.For Category Set B “Student Count by Language (Native)” ONLY, ‘und’ is a permitted value representing Undetermined. | Use “-1” to report missing counts.Use “MISSING” when a category is not available.For Category Set B “Student Count by Language (Native)” ONLY, ‘und’ is a permitted value representing Undetermined. | Use “-1” to report missing counts.Use “MISSING” when a category is not available.For Category Set B “Student Count by Language (Native)” ONLY, ‘und’ is a permitted value representing Undetermined. |
| 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).
* 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** | **Grade Level (Basic w/13)** | **Language (Native)** | **Racial Ethnic** | **Disability Status (Only)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **LEPENROLLED** | X |  |  |  | N | Student Count by Grade Level (Basic w/13) |
| **Category Set B** | **LEPENROLLED** |  | X |  |  | N | Student Count by Language (Native) |
| **Category Set C** | **LEPENROLLED** |  |  | X |  | N | Student Count by Racial Ethnic |
| **Category Set D** | **LEPENROLLED** |  |  |  | X | N | Student Count by Disability Status (Only) |
| **Education Unit Total** | **LEPENROLLED** |  |  |  |  | Y | Education Unit Total of Student Count |

## 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?**

Report English learners enrolled in elementary and secondary schools. The definition of English learners is in the ED*Facts* Workbook.

**What grade levels should be reported?**

Records for an LEA or school need only include those grade levels offered at the LEA or school. For example, if the highest grade at an LEA is 8th, the record for that LEA does not need to include grades 9th through 12th.

**How does the “Language (Native)” category relate to the previously used “Language (Home)” category?**

SEAs do not need to change their data definitions in response to the category change. The data previously reported under “Language (Home)” can continue to be reported under option B in the “Language (Native)” definition above.

***Revised!* Where are the permitted values and codes for the category Language (Native)?**

This file uses most of the permitted values and codes for language (native) from ISO 639-2. Although the ISO 639-3 standard is now available, SEAs should continue using ISO 639-2. The ISO 639-2 language codes can be found on the [Codes for the Representation of Names of Languages](http://www.loc.gov/standards/iso639-2/php/code_list.php) web site.

***Note!*** ED has identified a list of permitted values that it either does not consider probable languages or are codes indicating missing data. Use of these languages will be questioned during the Coordinated Data Quality Review (CDQR). The list can be accessed on the [ED*Facts* Community Website](https://edfacts.grads360.org/#communities/pdc/documents/17935).There are several reasons why a language could be flagged as improbable:

* Obsolete/archaic/'dead" - The language has fallen out of use and is no longer spoken as a native language
* Constructed - The language may have speakers, but will not have native speakers, given that the language is either invented or fictional
* Liturgical - The language is used for religious purposes and does not have native speakers
* Nearly extinct - There are speakers of the language, but they are not native speakers
* Native speakers < 100 - The number of identified native speakers is so small that it is unlikely that there are native speakers of the language in the United States
* Scholarly - The language is used for scholarly/educational purposes only and there are no native speakers

**What if a student has a language (native) that is not in the list?**

The list of language codes is very extensive. Check the language category AND the subcategories of each language. In the event that a student has a native language that is not included in the list, try to determine the language family for that language. Additional information on language families is contained on the Enthnologue website, which can be found at: http://www.ethnologue.com/.

An example of this would be for students who speak the Maay language. This language is not included in the language list. According to the Ethnolgue Web site Maay is a Cushitic language. The ISO 639-2 has a value for Cushitic (Other). In this case you would report your Maay speaking students under “Cushitic (Other).” In the explanation field include a comment that the students in this category speak the Maay language.

In cases where you have language codes that are not among those accepted by ESS and do not map to another code that is part of the ISO 639-2 you should leave those students out of the count in category set B but include them in the “Total of the Education Unit.”

**When should Grade 13 be used?**

The grade 13 designation is intended for students who have completed grade 12 who stay in high school for more than four years to participate in a program that bridges the high school and college degree earning experience such as an early or middle college program. The grade 13 designation is not to be used for students who are repeating courses to meet high school requirements and are not enrolled in college courses. Note that a student who has “completed grade 12” means a student who has successfully completed his or her grade 12 school year, and does not necessarily mean a student who has completed his or her academic requirements for graduation. The grade 13 designation is not dependent on where classes are taken. What is essential is that the student is still enrolled in high school, beyond grade 12, and taking courses for college and high school credit. Other students earning dual credits or AP credits should be designated in the grade to which they are assigned. For more information on the use of this permitted value, see the guidance in FS052 Membership and FS039 Grades Offered.

**How are student counts reported by Racial Ethnic?**
SEAs must submit racial and ethnic data using 7 permitted values, which are:

**AM7** – American Indian or Alaska Native

**AS7** – Asian

**BL7** – Black or African American

**HI7** – Hispanic/Latino

**PI7** – Native Hawaiian or Other Pacific Islander

**WH7** – White

**MU7** – Two or more races

**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 files collect related data?**

Yes. There are other files that collect data on EL students. The ED*Facts* Workbook explains how these files relate to one another.

## Definitions

**Language (Native)**

The language normally used by students or normally used by the parents of the students.

See the [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.html) for the standard 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 | **LEPENROLL** | 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 LEP ENROLLED****LEA LEP ENROLLED****SCHOOL LEP ENROLLED** |
| 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 | 213 | String | M | Leave filler field blank. |   |
| Carriage Return / Line Feed (CRLF) | 340 | 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 ENROLLED,15,euschLEPENROLLv000001.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 | **LEPENROLLED** |
| Grade Level (Basic w/13) | 69 | 15 | String | A | The grade level (primary instructional level) of students | **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**13** – Grade 13**UG** – Ungraded**MISSING**  |
| Language (Native) | 84 | 15 | String | A | The language normally used by students or normally used by the parents of the students. | See Section 2.4 for web site with list of language codes.**MISSING** |
| Racial Ethnic | 99 | 15 | String | A | The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify. | **AM7** – American Indian or Alaska Native**AS7** – Asian**BL7** – Black or African American**HI7** – Hispanic/Latino**PI7** – Native Hawaiian or Other Pacific Islander**MU7** – Two or more races**WH7** – White**MISSING**  |
| Disability Status (Only) | 114 | 15 | String | A | An indication that children (students) are children with disabilities (IDEA). | **WDIS** – Children with one or more disabilities (IDEA)**MISSING**  |
| Total Indicator | 129 | 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 | 130 | 200 | String | O | Text field for state use. |   |
| Student Count | 330 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 340 | 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,Grade Level (Basic w/13),Language (Native),Racial Ethnic,Disability Status (Only),Total Indicator,Explanation,Student Count, Carriage Return / Line Feed (CRLF) |
| Category Set A | 14,80,01,00613EUPHORIA,SCH1234,LEPENROLLED,12,,,,N,,10¶ |
| Category Set B | 15,80,01,00613EUPHORIA,SCH1234,LEPENROLLED,,spa,,,N,,10¶ |
| Category Set C | 16,80,01,00613EUPHORIA,SCH1234,LEPENROLLED,,,MU7,,N,,10¶ |
| Category Set D | 17,80,01,00613EUPHORIA,SCH1234,LEPENROLLED,,,,WDIS,N,,11¶ |
| Total of education unit | 19,80,01,00613EUPHORIA,SCH1234,LEPENROLLED,,,,,Y,,140¶ |

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