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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS141 - EL Enrolled File Specifications** |
| **SY 2021-22** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS141 - EL Enrolled File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 17.0 |  | Versions 1.0 through 17.0 are used to build files for school years prior to SY 2021-22. |
| 18.0 | September 2021 | Updated for SY 2021-22 |
| 18.2 | June 2022 | * Section 2.4: Added 3 permissable languages from ISO 639-3 * Section 2.5: Revised questions and responses pertaining to improbable languages and languages with two codes |

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](https://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](https://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 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 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 offices 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 2020-21 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 closest school day) - October 1 or the closest school day to October 1 | October 1 (or closest school day) - October 1 or the closest school day to October 1 | October 1 (or closest school day) - 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 or  Not 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 English learners). | Language (Native) – Do not include records for not applicable languages (i.e., languages that are not the native language for any English learners). | Language (Native) – Do not include records for not applicable languages (i.e., languages that are not the native language for any English learners). |
| 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 |

## Categories and Permitted Values

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

**DG678 - EL enrolled table:**

**Grade Level (Basic w/13)**

The grade level (primary instructional level) of students.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 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 | 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. |

***Revised!*** **Language (Native)**

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

Use ISO 639-2 language codes, which 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. The following ISO 639-3 codes may also be used.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| PRS | Afghan Persian, Dari | ISO-639-3 |
| QUC | K'iche', Quiché | ISO-639-3 |
| KEA | Kabuverdianu | ISO-639-3 |

See section 2.5.1 for additional information.

**Racial Ethnic**

The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 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 | 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. |

## Data Reporting Guidelines

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

The questions in this section are based on the following statute, regulation and/or regulatory guidance: ESEA Sections 1111(b)(2)(F), 3122(b)(9), 3201(3), and 8303(b).

***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).

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

Report English learners enrolled in elementary and secondary schools (see data group definition in Section 1.0). The definition of English learners is in the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html).

**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.

***New!* Are there ISO-639-2 language codes that can’t be used?**

Yes. ED has identified a list of language codes that are considered improbable languages. The use of these languages requires an explanation. The list of improbable languages will be updated annually and can be accessed on the [ED*Facts* Community Website](https://edfacts.communities.ed.gov/#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

***New!* What if there are two language codes?**

Some languages have two codes. For example, French is listed with code fre (B) and fra (T). The B refers to bibliographic and the T to terminology. Whenever there are two codes for a language, states should use the “(b)” or “Bibliographic” entry.

**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 Disability Status (Only)?**

Report students who meet the definition of children with disabilities (IDEA) in the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html).

**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 files collect related data?**

Yes. There are other files that collect data on EL students. The ED*Facts* Workbook contains a list of the data groups that support oversight and reporting of programs for the education of English Learners.

## Definitions

**Language (Native)**

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

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.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** | **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 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. | **2021-2022**  OR  **2021 2022** |
| 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,2021-2022,¶ |

## 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 | **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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