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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS145 - MEP Services File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS145 - MEP Services 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 | November 2018 | Updated for SY 2018-19:* Table 2.4-1: Updated scope for “High School Credit Accrual” to reflect inclusion of 8th grade.
* Section 2.5: Revised definition of High School Credit Accrual
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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.

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 684: MEP services table. The definition for this data group is:

The number of eligible migratory children who receive services funded by MEP.

The data in this file specification are currently collected in the Consolidated State Performance Report (CSPR), Part II which is legislatively supported by Sections 8302 and 8303 of the Elementary and Secondary Education Act, as amended.

The ED data stewarding office/s for this file: OESE/OME

# 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 | Performance Period (MEP) - The 12-month period beginning September 1 and ending August 31 as described for the Migrant Education Program (MEP) |  |  |
| Education units included | Include SEA if the state has MEP programs operated under Title I, Part C. |  |  |
| Education units not included |  |  |  |
| Type of count | See Section 2.4 Guidance, question “How are student counts reported?” |  |  |
| Zero counts | Not required |  |  |
| Zero exceptions orNot applicable | See guidance in 2.4. |  |  |
| Missing | 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** | **Age/Grade (w/o 13)** | **MEP Services** | **Total Indicator** | **Comments** |
| **Category Set A** | **MEPSERVICES** | **X** | **X** | **N** | Student Count by Age/Grade (w/o 13) by MEP Services |

## Guidance

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

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

Include children who are eligible and served in Migrant Education Programs (MEP) under Title 1, Part C. Eligible and served migratory children include eligible MEP children who received instructional or support services funded in whole or in part with MEP funds.

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

Eligible and served migratory children do *not* include:

* Children who were served through a Title I Schoolwide Program (SWP) where MEP funds were combined with those of other programs.
* Children who only received referred services (non-MEP funded).
* Children who continued to receive MEP-funded services: (1) for one additional school year after their eligibility ended, if comparable services were not available through other programs, and (2) in secondary school after their eligibility ended, and served through credit accrual programs until graduation (e.g., children served under the continuation of services authority, Section 1304(e)(1–3)).

**How are student counts reported by age/grade?**

Report a child in the age/grade category in which s/he spent the majority of his/her time while residing in the State during the performance period.

There are two exceptions to this rule. The first exception to this rule is a child who turns 3 during the performance period would be reported as “Age 3 through 5 (not Kindergarten),” ***only*** *if the child’s residency in the state was verified after the child turned three.*  The second exception to this rule may be a child who turns 22 years of age during the performance period, who would be reported at the appropriate age/grade category for the performance period.

**Do States include the birth through 2 (BT2) age population in this file specification?**

Yes, States should include the migratory BT2 age/grade population in the file specification, using the permitted value of “Under3.”

**Which permitted value should be used to report 5 year olds?**The permitted value “age 3 to 5 (not Kindergarten)” is for those 5 year old children who are not in kindergarten. Report 5 year olds in kindergarten using the permitted value for “Kindergarten.”

**What does the permitted value “out-of-school” mean?**

Out-of-school means youth up through age 21 who are entitled to a free public education in the State but are not currently enrolled in a K through 12 institution. This could include students who have dropped out of school, youth who are working on a High School Equivalency Diploma (HSED) outside of a K through 12 institution, and youth who are “here-to-work” only. It does not include preschoolers who are counted by age grouping, nor does it include temporary absences (e.g., summer/intersession, suspension or illness).

**What does the permitted value “ungraded” mean?**

Ungraded means the children are served in an educational unit that has no separate grades. For example, some schools have primary grade groupings that are not traditionally graded, or ungraded groupings for children with learning disabilities (IDEA). In some cases, ungraded students may also include children with disabilities (IDEA), transitional bilingual students, students working on a HSE through a K through 12 institution[[1]](#footnote-2), or those in a correctional setting.

**What are services?**

Services are a subset of all allowable activities that the MEP can provide through its programs and projects. Services are those educational or educationally related activities that:

1. directly benefit a migratory child;
2. address a need of a migratory child consistent with the SEA’s comprehensive needs assessment and service delivery plan;
3. are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and
4. are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State’s performance targets.

**What are allowable activities that are not services?**

Examples of allowable activities that are not services are activities related to:

* identification and recruitment activities
* parental involvement
* program evaluation
* professional development,
* administration of the programs
* one-time act of providing instructional packets to a child or family
* handing out leaflets to migratory families on available reading programs as part of an effort to increase the reading skills of migratory children

Although these are allowable activities, they are not services because they do not meet all of the criteria above.

**How are student counts reported?**

Student counts are reported by performance period. Some services are counted under more than one permitted value.

The following table explains how student counts are reported.

**Table 2.4–1: How students are reported**

| **Permitted value** | **Unduplicated number of participating migratory children who received …** | **Scope** | **Reported under another permitted value?** |
| --- | --- | --- | --- |
| Instructional services | Any type of MEP funded instructional services | Include whether provided by either a teacher or a paraprofessional. | When provided by A teacher might be reported under reading instruction, math instruction or high school credit accrual |
| Reading instruction | Reading instruction provided by a teacher | Do not include reading instruction provided by a paraprofessional.  | Yes, reported under instructional services |
| Math instruction | Math instruction provided by a teacher | Do not include math instruction provided by a paraprofessional.  | Yes, reported under instructional services |
| High school credit accrual[[2]](#footnote-3) | High school credit accrual provided by a teacher | Do not include instruction provided by a paraprofessional. Report only students in grades 8, 9, 10, 11, 12, ungraded or out-of-school***Revised!***   | Yes, reported under instructional services |
| Support services[[3]](#footnote-4) | Any MEP funded support service. |  | If counseling services, report under counseling services |
| Counseling services[[4]](#footnote-5) | Counseling services |  | Yes, reported under support services |

Below are some examples of how students should be reported.

* Student A receives daily instructional services in a MEP program during the regular school year and weekly instructional services during the summer/intersession. Student B receives weekly instructional services in a MEP program during the regular school year and no instructional services in the summer/intersession. Student C receives no instructional services in the regular school year and daily instructional services in the summer/intersession. Students A, B, and C are counted once when reporting the number of students receiving instructional services for the MEP program during the performance period.
* Student D receives both instructional services and support services during the regular school year but no services during the summer/intersession term. For the performance period, student D is counted once for instructional services and once for support services.

While students are counted only once for each service, math, reading and high school credit accrual services are counted with instructional services and separately. Also, counseling services are counted with support services and separately. For example:

* Student E received instructional services in math from a teacher. Student E would also be counted under both instructional services and math instruction.
* Student F received instructional services in math from a paraprofessional. Student F is counted under only instructional services. Math instruction includes only math instruction when provided by a teacher.

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

Yes. There are several file specifications that collect data on students eligible for funding and for students served under the migratory student program. The [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.html) explains how these files relate to one another.

## Definitions

See the [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.html) for the standard definitions. The following definitions support this file:

**Counseling Services**

Services to help a student to better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or personal crisis that result from the culture of migrancy.

***Revised!* High School Credit Accrual**

Instruction in courses that accrue credits needed for high school graduation provided by a teacher for students on a regular or systematic basis, usually for a predetermined period of time. High school credit accrual includes correspondence courses taken by a student under the supervision of a teacher.

**Support Services**

These MEP-funded services include, but are not limited to, health, nutrition, counseling, and social services for migratory families; necessary educational supplies, and transportation. The one-time act of providing instructional or informational packets to a child or family does not constitute a support service.

# 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
 | 3 |
| filename | **MEPSERVIC** | 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 MEP SERVICES** |
| 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 | 198 | String | M | Leave filler field blank. |   |
| Carriage Return / Line Feed (CRLF) | 325 | 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 | SEA MEP SERVICES,15,euseaMEPSERVICv000001.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 |
| Filler | 15 | 14 | String | M | Leave filler field blank. |   |
| Filler | 29 | 20 | String | M | Leave filler field blank. |   |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **MEPSERVICES** |
| Filler | 69 | 15 | String | M | Leave filler field blank. |   |
| MEP Services | 84 | 15 | String | M | The types of services received by participating migratory students in the migrant education program (MEP). | **INSTRSERV** – Instructional services**READINSTR** – Reading instruction**MATHINSTR** – Mathematics instruction**HSACCRUAL** – High school accrual**SUPPSERV** – Support services**COUNSELSERV** – Counseling services**MISSING**  |
| Age/Grade (w/o 13) | 99 | 15 | String | M | The discrete age or grade level (primary instructional level) of students (children) | **UNDER3** – Age Birth through 2**3TO5NOTK** – Age 3 through 5 (not Kindergarten)**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**OOS** – Out of School**UG** – Ungraded**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 category set |
| 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 Example**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,Filler,Filler,Table Name,Filler,MEP Services,Age/Grade (w/o 13),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,,,MEPSERVICES,,COUNSELSERV,UNDER3,N,,10¶ |



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1. Students working on a HSE outside of a K through 12 institution are counted as out-of-school youth. [↑](#footnote-ref-2)
2. See definition in section 2.5. [↑](#footnote-ref-3)
3. See definition in section 2.5 [↑](#footnote-ref-4)
4. See definition in section 2.5 [↑](#footnote-ref-5)