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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS160 - High School Graduates Postsecondary Enrollment File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

Betsy DeVos

Secretary of Education

**ED*Facts***

Ross Santy

System Owner

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS160 - High School Graduates Postsecondary Enrollment 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 | August 2018 | Updated for SY 2018-19. |
| 15.1 | November 2018 | Section 2.4: Clarified guidance for questions ***What is the reporting period?*** and ***What students are reported?*** |
| 15.2 | November 2018 | Additional updates to clarify reporting period:   * Table 2.2-1 – Reporting Period * Section 2.4 – What is the reporting period?   + Specified that there two reporting periods * Section 2.4 - Whatare the steps to create the LEA- and School-level files?   + Modified Step 2 * Section 2.4 - Steps to creating the school-level file   + Modified Step 2 |
| 15.3 | January 2019 | Section 2.4: In FAQ “When should states count students with the permitted value “NO” and when should they count students with the permitted value “NOENROLL”?,” revised the timeframe for use of the permitted value NOENROLL |

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 739: HS graduates postsecondary enrollment table. The definition for this data group is:

The number of students who graduated the previous academic year who enrolled or did not enroll in an institution of higher education (IHE) during the academic year immediately following the previous academic year.

The data collected using this file specification are required by *Elementary and Secondary Education Act* (*ESEA*), as amended, by the *Every Student Succeeds Act* (*ESSA*). These data will be used in the Consolidated State Performance Report.

The ED data stewarding offices for this file: OESE/OSS

# 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 data group definition has been revised. Therefore, the Core Reporting Requirements and Guidance are significantly different. 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 | See “What is the reporting period?” in section 2.4.  ***Revised!*** | See “What is the reporting period?” in section 2.4.  ***Revised!*** | See “What is the reporting period?” in section 2.4.  ***Revised!*** |
| Education units included | Include SEA | Operational LEAs that had a 12th grade during the school year prior to the current school year | Schools that were operational and had a 12th grade during the school year prior to the current school year |
| Education units not reported |  | LEAs reported as closed, inactive, or future  LEAs that did not have a 12th grade during the school year prior to the current school year | Schools reported as closed, inactive, or future  Schools that did not have a 12th grade during the school year prior to the current school year |
| Type of count | Once | Once at the LEA where the students graduated. | Once at the school where the students graduated. |
| Zero counts | Required for all valid combinations | Not required; valid combinations for the state that are not included will be assumed to be zeros | Not required; valid combinations for the state that are not included will be assumed to be zeros |
| Zero exceptions and  Not Applicable | Major Racial and Ethnic Groups - If a state does not use a permitted value, the counts by that permitted value should be left out of the file. See section 2.4. | Major Racial and Ethnic Groups - If a state does not use a permitted value, the counts by that permitted value should be left out of the file. See section 2.4.  Leave LEAs that do not have students to report out of the file | Major Racial and Ethnic Groups - If a state does not use a permitted value, the counts by that permitted value should be left out of the file. See section 2.4.  Leave Schools that do not have students to report out of the file |
| Missing | Use “-1” to report missing counts.  If no information is available by students’ postsecondary enrollment, report the students using the Postsecondary Enrollment Action permitted value of “no information.”  If data by a student subgroup are not available, use MISSING. | Use “-1” to report missing counts.  If no information is available by students’ postsecondary enrollment, report the students using the Postsecondary Enrollment Action permitted value of “no information.”  If data by a student subgroup are not available, use MISSING. | Use “-1” to report missing counts.  If no information is available by students’ postsecondary enrollment, report the students using the Postsecondary Enrollment Action permitted value of “no information.”  If data by a student subgroup are not available, use MISSING. |
| 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** | **Postsecondary Enrollment Action** | **Major Racial and Ethnic Groups** | **Sex (Membership)** | **Disability Status (Only)** | **English Learner Status (Only)** | **Economically Disadvantaged Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **HSGRDPSENROLL** | X | X |  |  |  |  | N | Student Count by Postsecondary Enrollment Action by Major Racial and Ethnic Groups |
| **Category Set B** | **HSGRDPSENROLL** | X |  | X |  |  |  | N | Student Count by Postsecondary Enrollment Action by Sex (Membership) |
| **Category Set C** | **HSGRDPSENROLL** | X |  |  | X |  |  | N | Student Count by Postsecondary Enrollment Action by Disability Status (Only) |
| **Category Set D** | **HSGRDPSENROLL** | X |  |  |  | X |  | N | Student Count by Postsecondary Enrollment Action by English Learner Status (Only) |
| **Category Set E** | **HSGRDPSENROLL** | X |  |  |  |  | X | N | Student Count by Postsecondary Enrollment Action by Economically Disadvantaged Status |
| **Subtotal 1** | **HSGRDPSENROLL** | X |  |  |  |  |  | Y | Student Count by Postsecondary Enrollment Action |

## Guidance

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

***Revised!* What is the reporting period?**

There are two reporting periods for this file specification. First is the time period for inclusion in the cohort of students from the previous academic year. Second is the period of time for enrollment in the institution of higher education in the subsequent academic year.

Thetime period for inclusion in the cohort of students from the previous academic year.

The time period for enrollment in the IHE is the current academic year.

The state decides whether the summer before or the summer after is included in the academic year.

***Revised!* What are the steps to create the LEA- and School-level files?**

**Steps to creating the LEA-level file**:

1. Begin with the LEA-level directory from the prior school year (SY 2017-18). Only include operational LEAs that have a 12th grade.
2. Identify whether the students who graduated (see question “What is the reporting period”) from the schools from step 1 have since enrolled in an IHE within the next academic year (see question “What is the reporting period”).
3. Compare the LEAs to report on with the current year directory (SY 2018-19).
   1. If the LEA in which the students graduated from is still open, report the students under the LEA.
   2. If the LEA in which the students graduated is reported as closed, determine if there is another LEA to which the students can be attributed (i.e., in the case of an LEA that was reported closed because it merged with another LEA).
      1. If yes, report the students under the LEA.
      2. If no, report the students only at the SEA level.

***Revised!* Steps to creating the school-level file**:

1. Begin with the school-level directory from the school year prior (SY 2017-18). Only include operational schools that have a 12th grade.
2. Identify whether the students who graduated (see question “What is the reporting period”) from the schools from step 1 have since enrolled in an IHE within the next academic year (see question “What is the reporting period”).
3. Compare the schools to report on with the current year directory (SY 2018-19).
   1. If the school in which the students graduated from is still open, report the students under the school.
   2. If the school in which the students graduated is reported as closed, determine if there is another school to which the students can be attributed (i.e., in the case of a school that was reported closed because it merged with another school).
      1. If yes, report the students under the school.
      2. If no, report the students at the LEA and SEA levels only.

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

In accordance with Title I, Part A of the *ESEA*, as amended by the *ESSA*, States are required to report data where available for public, in-state programs of postsecondary education, and if available and to the extent practicable for out-of-state or private programs of postsecondary education. If data are available, a state should include all students included in the cohort of students graduating from high school in SY 2017-18. Report on whether these students enrolled or did not enroll in an IHE in the first academic year that begins after the students’ graduation. In addition, the state should report on the students for which they had no information on enrollment status.

**Do students who enrolled in IHEs outside of the State need to be included?**

If data are available and to the extent practicable, students enrolled in any public or private IHE outside of the state where they graduated should be included in this count.

**Do students who enrolled in private IHEs within the state need to be included?**

If data are available and to the extent practicable, students enrolled in a private IHE within the state should be included in this count.

**What are the permitted values for postsecondary enrollment action?**

The permitted values are:

* NO - No information on postsecondary actions
* ENROLL - Enrolled in an IHE
* NOENROLL - Did not enroll in an IHE

***Revised!* When should states count students with the permitted value “NO” and when should they count students with the permitted value “NOENROLL”?**

If a graduated high school student can be positively identified as not enrolling in an IHE within the current academic year of receiving a regular high school diploma, use the value NOENROLL to count the student. If the student cannot be positively matched from high school enrollment to the state’s source of IHE enrollment data, use the value NO to count the student.

**How are students reported when the school or district that graduated them subsequently closes or merges with another school or district?**

Students who graduated from an LEA or school that has subsequently closed or merged with another LEA or school should be attributed to another LEA or school whenever possible.

For example, if an LEA merged with another LEA, the students should be attributed to the merged LEA. If attribution is not possible, the students are not reported at that level.

In the case of an LEA closing or merging where attribution is not possible, the students would be reported at the SEA level only. In the case of a school closing or merging where attribution is not possible, the students would be reported at the LEA and SEA levels only.

**What are the permitted values for the category Major Racial and Ethnic Groups?**

The permitted values are:

* White (not Hispanic) / Caucasian
* Black (not Hispanic) / African American
* Hispanic / Latino – use if includes Puerto Ricans
* Hispanic (not Puerto Rican)
* Puerto Rican
* Asian – Use if doesn’t include Pacific Islanders
* Asian / Pacific Islander
* American Indian / Alaska Native / Native American
* Multicultural / Multiethnic / Multiracial / Other
* Filipino
* Native Hawaiian / Other Pacific Islander / Pacific Islander

**Which permitted values should be used for the category Major Racial and Ethnic Groups?**

States should use whichever permitted values best align with the major racial ethnic subgroups identified in their Consolidated State Plan.

When reporting the major racial-ethnic values, use one of the following sets of values for Asian populations:

* Asian/Pacific Islander
* Asian
* Asian and Native Hawaiian/Pacific Islander

Do not use the combinations of either ‘Asian/Pacific Islander and Asian’ or ‘Asian/Pacific Islander and Native Hawaiian/Pacific Islander.  Using these combinations may lead to duplicated counts and do not allow data to be rolled up to a higher level for privacy/small cell purposes.

## Definitions

See the [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.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 | **SFSFHSGRD** | 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 file 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 HS GRAD POSTSECONDARY ENROLLMENT**  **LEA HS GRAD POSTSECONDARY ENROLLMENT**  **SCHOOL HS GRAD POSTSECONDARY ENROLLMENT** |
| 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 | 243 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 370 | 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 (CLRF) |
| Example | SCHOOL HS GRAD POSTSECONDARY ENROLLMENT,15,euschSFSFHSGRDv000001.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 EDFacts 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 | **HSGRDPSENROLL** |
| Postsecondary Enrollment Action | 69 | 15 | String | A | The action taken with respect to postsecondary enrollment by students who graduated. | **ENROLL** – Enrolled in an IHE  **NOENROLL** – Did not enroll in an IHE  **NO** – No information on postsecondary actions  **MISSING** |
| Major Racial and Ethnic Groups | 84 | 15 | String | A | The major racial and ethnic groups states use for accountability and assessment data. | **MAN** – American Indian \ Alaska Native \ Native American  **MA** – Asian  **MAP** – Asian \ Pacific Islander  **MB** – Black (not Hispanic) African American  **MF** – Filipino  **MHN** – Hispanic (not Puerto Rican)  **MHL** – Hispanic \ Latino  **MM** – Multicultural \ Multiethnic \ Multiracial \ other  **MNP** – Native Hawaiian \ Other Pacific Islander \ Pacific Islander  **MPR** – Puerto Rican  **MW** – White (not Hispanic) \ Caucasian  **MISSING** |
| Sex (Membership) | 99 | 15 | String | A | The concept describing the biological traits that distinguish the males and females of a species. | **F** – Female  **M** – Male  **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** |
| English Learner Status (Only) | 129 | 15 | String | A | An indication that students met the definition of an English learner. | **LEP** – English learner  **MISSING** |
| Economically Disadvantaged Status | 144 | 15 | String | A | An indication that students meet the state criteria for classification as economically disadvantaged. | **ECODIS** – Economically Disadvantaged (ED) Students  **MISSING** |
| Total Indicator | 159 | 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 | 160 | 200 | String | O | Text field for state use. |  |
| Student Count | 360 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 370 | 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 | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Postsecondary Enrollment Action,Major Racial and Ethnic Groups,Sex (Membership),Disability Status (Only),English Learner Status (Only),Economically Disadvantaged Status,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,LEA01,School04,HSGRDPSENROLL,ENROLL,MA,,,,,N,,10¶ |
| Category Set B | 2,80,01,LEA01,School04,HSGRDPSENROLL,ENROLL,,F,,,,N,,10¶ |
| Category Set C | 3,80,01,LEA01,School04,HSGRDPSENROLL,ENROLL,,,WDIS,,,N,,10¶ |
| Category Set D | 4,80,01,LEA01,School04,HSGRDPSENROLL,ENROLL,,,,LEP,,N,,10¶ |
| Category Set E | 5,80,01,LEA01,School04,HSGRDPSENROLL,ENROLL,,,,,ECODIS,N,,10¶ |
| Subtotal 1 | 6,80,01,LEA01,School04,HSGRDPSENROLL,ENROLL,,,,,,Y,,60¶ |



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