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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS163 - Discipline Data File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS163 - Discipline Data 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 | October 2018 | Updated for SY 2018-19. |

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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc527613890)

[PREFACE iii](#_Toc527613891)

[1.0 PURPOSE 1](#_Toc527613892)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc527613893)

[2.1 Changes from the SY 2017-18 File Specifications 1](#_Toc527613894)

[2.2 Core Requirements for Submitting this File 1](#_Toc527613895)

[2.3 Required Categories and Totals 2](#_Toc527613896)

[2.4 Guidance 2](#_Toc527613897)

[2.5 Definitions 3](#_Toc527613898)

[3.0 FILE NAMING CONVENTION 4](#_Toc527613899)

[4.0 FIXED OR DELIMITED FILES 5](#_Toc527613900)

[4.1 Header Record Definition 5](#_Toc527613901)

[4.2 Data Record Definition 6](#_Toc527613902)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 603: GFSA reporting status. The definition for this data group is:

An indication of whether the school or local education agency (LEA) submitted a Gun-Free Schools Act (GFSA) of 1994 report to the state, as defined by Title 18, Section 921.

The data collected using this file specification are used to monitor and report on the Gun-Free Schools Act and used for responses to the Gun-Free Schools Act Report.

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

# 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.

## 2.1 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.

## 2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, and the field status for the data groups in this file.

**Table 2.2-1: Core Reporting Requirements**

|  | **SEA** | **LEA** | **School** |
| --- | --- | --- | --- |
| Reporting Period |  | School Year - Any 12-month period | School Year - Any 12-month period |
| Education units reported |  | Operational LEAs that had students enrolled during the school year | Operational schools that had students enrolled during the school year |
| Education units **not** reported |  | Closed, inactive, or future LEAs  LEAs that did not have students enrolled during the school year | Closed, inactive, or future schools |
| GFSA Reporting Status (DG603) |  | Mandatory field | Mandatory field |
| Type of count |  |  |  |
| Zero counts |  |  |  |
| Zero exceptions or  Not applicable |  |  |  |
| Missing |  | Use “-1” to report missing counts.  Use “MISSING” when a category is not available. | Use “-1” to report missing counts.  Use “MISSING” when a category is not available. |
| Related metadata survey |  | Gun Free Schools Act (GFSA) Survey | Gun Free Schools Act (GFSA) Survey |

## 2.3 Required Categories and Totals

This section is not used for this file specification.

## 2.4 Guidance

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

**What are the permitted values?**

The permitted values are:

* YESWITHREP – The LEA/school submitted a report that indicated one or more students had an offense.
* YESWOREP – The LEA/school submitted a report that indicated no students had offenses.
* NO – The LEA/school did not submit a report.
* NA – The LEA/school is not required to submit a report (this should be used very rarely)

**What if the LEA or School has no students?**

If the LEA or school had no students during the entire school year, the LEA or school should be left out of the file.

**What if the status is missing?**

Report the LEA or school as “NO.” If the status is missing, the assumption will be that the LEA or school did not submit the report.

## 2.5 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.

# 3.0 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:   * LEA for a Local Education Agency level * SCH for a school level | 3 |
| filename | **DISCDATA** | 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 |

# 4.0 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

O - Optional, data in this field are optional

## 4.1 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. | **LEA DISCIPLINE DATA**  **SCHOOL DISCIPLINE DATA** |
| 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 | 143 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 270 | 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 DISCIPLINE DATA,15,euschDISCDATAv000001.csv,characters to identify file,2018-2019,¶ |

## 4.2 Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide the statuses and other data for the education units.

**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 SEA 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 |  |
| **DG5** School Identifier (State) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency (SEA). Also known as the States School Identification Number (ID). This ID cannot be updated through this file. | LEA level - Blank |
| Filler | 49 | 6 | Number | M | Leave filler field blank. |  |
| **DG603**  GFSA Reporting Status | 55 | 15 | String | M | An indication of whether the school or local education agency (LEA) submitted a Gun-Free Schools Act (GFSA) of 1994 report to the state, as defined by Title 18, Section 921. | **YESWITHREP** – Yes, with reporting of one or more students for an offense **YESWOREP** – Yes, with no reported offenses **NO - No** **NA** – Not applicable |
| Explanation | 70 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 270 | 1 |  | M |  |  |

Below is an example of a data record, this is the set of data that should be submitted for each education unit.

**Table 4.2–2: Data Record Example – School level**

|  |  |
| --- | --- |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Filler,GFSA Reporting Status,Explanation,Carriage Return / Line Feed (CRLF) |
| Example | 1,80,01,00606EUPHORIA,EU000001,,YESWOREP,text for state use¶ |



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