****

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

|  |
| --- |
| **FS163 - Discipline Data File Specifications** |
| **SY 2020-21** |

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: *FILE 000 – File Name File Specifications VXX.X* (SY XXXX-XX), U.S. Department of Education, Washington, DC:  ED*Facts*. Retrieved [date] from the [ED*Facts* Initiative Home Page](http://www.ed.gov/edfacts).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department’s Alternate Format Center at (202) 260–0818.

DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS163 - Discipline Data File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 16.0 |  | Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21. |
| 17.0 | May 2021 | Updated for SY 2020-21:   * Section 2.5 * Renamed heading "Guidance" to "Data Reporting Guidelines" * Streamlined questions and answers to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance |
| 17.1 | May 2021 | * Table 2.2-1 Core Reporting Requirements: Removed “-1” and “MISSING” as options from Missing |

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 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](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 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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc72838446)

[PREFACE iii](#_Toc72838447)

[1.0 PURPOSE 1](#_Toc72838448)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc72838449)

[2.1 Changes from the SY 2019-20 File Specifications 1](#_Toc72838450)

[2.2 Core Requirements for Submitting this File 1](#_Toc72838451)

[2.3 Required Categories and Totals 2](#_Toc72838452)

[2.4 Categories and Permitted Values 2](#_Toc72838453)

[2.5 *Revised!* Data Reporting Guidelines 3](#_Toc72838454)

[2.6 Definitions 3](#_Toc72838455)

[3.0 FILE NAMING CONVENTION 4](#_Toc72838456)

[4.0 FIXED OR DELIMITED FILES 5](#_Toc72838457)

[4.1 Header Record Definition 5](#_Toc72838458)

[4.2 Data Record Definition 6](#_Toc72838459)

# 

# 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 collected under the authority of the Gun-Free Schools Act (Section 4141 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA)).

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

# 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 2019-20 File Specifications

As noted in the document history on page ii, Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements. There have been no other changes to this file specification.

## 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 |  |  |  |
| Related metadata survey |  | Gun Free Schools Act (GFSA) Survey | Gun Free Schools Act (GFSA) Survey |

## Required Categories and Totals

This section is not used for this file specification.

## Categories and Permitted Values

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

**DG603 - GFSA reporting status:**

**GFSA Reporting Status**

The statuses describing submission of reports required by Gun-Free Schools Act (GFSA) of 1994.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| YESWITHREP | Yes, with reporting of one or more students for an offense | The LEA/school submitted a report that indicated one or more students had an offense.  ***Revised!*** |
| YESWOREP | Yes, with no reported offenses | The LEA/school submitted a report that indicated no students had offenses.  ***Revised!*** |
| NO | No | The LEA/school did not submit a report.  ***Revised!*** |
| NA | Not applicable | The LEA/school is not required to submit a report (this should be used very rarely).  ***Revised!*** |

## *Revised!* 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 regulations and/or regulatory guidance: [SEC. 4141. Gun-Free Requirements](https://www2.ed.gov/policy/elsec/leg/esea02/pg54.html" \l "sec4141) and [Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act](https://oese.ed.gov/files/2020/07/Guidance.Gun-Free-Schools-Act.pdf).

**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.

**What types of schools should be included in this file?**

ED expects all school types (i.e., any setting that is under the control and supervision of the local educational agency for the purpose of student activities approved and authorized by the local educational agency) to be reported in this file, except for reportable programs.

## Definitions

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

# 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

## 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. | **2020-2021**  OR  **2020 2021** |
| 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,2020-2021,¶ |

## 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. |  |
| GFSA Reporting Status | 55 | 15 | String | M | The statuses describing submission of reports required by Gun-Free Schools Act (GFSA) of 1994. | **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¶ |



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov