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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS165 - Migratory Data File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS165 - Migratory 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 | November 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.

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# PURPOSE

This document contains instructions for building files to submit the following ED*Facts* data groups:

**Table 1.0-1: ED*Facts* data groups**

|  |  |  |
| --- | --- | --- |
| **Data Group Name** | **DG** | **Definition** |
| Consolidated MEP funds status | 514 | An indication of whether the school has a schoolwide program, as defined by Title I of ESEA as amended, in which federal Migrant Education Program (MEP) funds are consolidated as authorized under 34 CFR Section 200.29. |
| Migratory students eligible regular school year | 110 | The unduplicated number of eligible migratory students enrolled in a public school during the regular school year. |

The data collected using this file specification are used to provide data to monitor and report on the Migrant Education Program under ESEA.

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

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 |  |  | See instructions for each data group in section 2.4 |
| Education units reported |  |  | Schools that were operational at any time during the school year. |
| Education units not reported |  |  | Schools that were closed, inactive, or future for the entire school year. Also exclude operational schools, if the school never had students during the school year |
| Type of count |  |  | See instructions for each data group in section 2.4 |
| Zero counts |  |  | See instructions for each data group in section 2.4 |
| Zero exceptions or  Not applicable |  |  |  |
| Missing |  |  | Use “-1” to report missing counts.  Use “MISSING” when a data element is not available |
| Related metadata survey |  |  |  |

## Required Categories and Totals

This section is not used for this file specification.

## Guidance

The guidance is organized by data group collected through this file.

### Consolidated MEP Funds Status (DG514)

**What is this?**

This data group indicates whether or not a school has a schoolwide program, as defined by Title I of ESEA, in which federal Migrant Education Program (MEP) funds are consolidated with other funds in a schoolwide program, as authorized under 34 CFR Section 200.29. See ESEA section 1306(a)(4) and 34 CFR section 200.29(c) for the circumstances when MEP funds can be consolidated.

**What is the reporting period?**

The reporting period is: Performance Period (MEP) – The 12-month period beginning September 1 and ending August 31 as described for the Migrant Education Program (MEP).

This performance period captures activities occurring both during the school year and the summer/intersession term, while generally corresponding with the start and end of the school year.

**What are the permitted values?**

The permitted values are:

* YES – MEP program funds were consolidated into a school-wide program (SWP)
* NO – MEP program funds are not combined, including when the school does not have a Title I school-wide program
* NA - The school does not have a schoolwide program and/or does not receive federal migrant funds under ESEA Title I, Part C.

**What if the status is missing?**

Use the permitted value “MISSING”. This is a mandatory field that must be populated.

### Migratory Students Eligible Regular School Year (DG110)

**What is this?**

This data group is the unduplicated number of eligible migratory students enrolled in a public school during the regular school year.

**What is the reporting period?**

The reporting period is: Regular School Year - The instructional period not including intersession or summer sessions.

**Who are eligible migratory students?**

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) for the standard definitions.

**Which migratory students should be reported in this data group?**

Migratory students who are in grades K through 12 and ungraded should be included. Do not include Pre-K, even if these students are part of the ungraded group.

**How are migratory students who leave a school and then return to the same school reported in this file?**

If a migratory student leaves a school and comes back, they are counted only once.  A migratory student can be reported at more than one school in the state but only once for each school.

**How are migratory students who were enrolled in more than one school during the reporting period reported in this file?**

Each migratory student should be counted at any school that they attended.

**What if the school has no eligible migratory students?**

Report zero. This field is mandatory and cannot be left blank.

**What if the count is missing?**

Use “-1” to represent missing. This is a mandatory field that must be populated.

**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](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:   * SCH for a school level | 3 |
| filename | **MIGRNTDAT** | 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. | **SCHOOL MIGRANT 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 | 270 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 397 | 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 MIGRANT DATA,15,euschMIGRNTDATv000001.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 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) codes 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. |  |
| **DG110**  Migratory students eligible regular school year | 49 | 10 | Number | M | The unduplicated number of eligible migratory students enrolled in a public school during the regular school year. |  |
| **DG514**  Consolidated MEP funds status | 59 | 15 | String | M | An indication of whether the school has a schoolwide program, as defined by Title I of ESEA as amended, in which federal Migrant Education Program (MEP) funds are consolidated as authorized under 34 CFR Section 200.29. | **YES** – Yes. MEP program funds were consolidated into a schoolwide program (SWP)  **NO** – No. MEP program funds are not combined, including when the school does not have a Title I schoolwide program  **NA** – Not Applicable. The school does not have a schoolwide program and/or does not receive federal migrant education funds under ESEA Title I, Part C.  **MISSING** |
| Explanation | 74 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 274 | 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),Migratory students eligible regular school year,Consolidated MEP funds status,Explanation,Carriage Return / Line Feed (CRLF) |
| Example | 1,80,01,00606EUPHORIA,00010,500,YES,Explanation goes here¶ |



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