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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS165 - Migratory Data File Specifications** |
| **SY 2020-21** |

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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 – 16.0 |  | Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21. |
| 17.0 | December 2020 | Updated for SY 2020-21:   * Section 2.2: Created separate Core Reporting Requirements for each Data Group (110 and 514), and revised some requirements * Section 2.5 * Renamed heading "Guidance" to "Data Reporting Guidelines" * Streamlined questions and answers to align with the intent of Executive Order on Promoting the Rule of Law Through Improved Agency Guidance Documents (EO 13891) |
| 17.1 | January 2021 | * Section 2.1: Removed references and links related to Executive Order 13891 |

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.

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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 collected under the authority 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/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.

## *Revised!* 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, the type of count, and zero count reporting.

***Revised!* Table 2.2-1a: Core Reporting Requirements – DG 514 Consolidated MEP Funds Status**

|  | **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)  ***Revised!*** |
| 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 |  |  | ***Revised!*** |
| Zero counts |  |  | ***Revised!*** |
| Zero exceptions or  Not applicable |  |  |  |
| Missing |  |  | Use “MISSING” when status is not available. This is a mandatory field that must be populated.  ***Revised!*** |
| Related metadata survey |  |  |  |

***Revised!* Table 2.2-1b: Core Reporting Requirements – DG 110 - Migratory Students Eligible Regular School Year**

|  | **SEA** | **LEA** | **School** |
| --- | --- | --- | --- |
| Reporting Period |  |  | Regular School Year - The instructional period not including intersession or summer sessions  ***Revised!*** |
| 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 |  |  | Once for each school attended  ***Revised!*** |
| Zero counts |  |  | Report zero. This field is mandatory and cannot be left blank  ***Revised!*** |
| Zero exceptions or  Not applicable |  |  |  |
| Missing |  |  | Use “-1” to report missing counts. ***Revised!*** |
| Related metadata 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.

**DG514 - Consolidated MEP funds status:**

**Consolidated MEP Funds Status**

The statuses describing consolidation of federal Migrant Education Program (MEP) funds.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| 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 | Missing | Use when data are not available by this category. |

## *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 statute, regulations and/or cleared guidance: Title I, Part C Education of Migratory Children, ESSA Section 1306(b)(4) and 34 CFR Section 200.29(c)(1) and 200.86 NRG Chapter V, C1

### Consolidated MEP Funds Status (DG514)

***Revised!* What is this?**

See data group definition in section 1.0 Purpose. 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)(1) and 34 CFR section 200.29(c) for the circumstances when MEP funds can be consolidated.

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

See Table 2.2-1a. 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.

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

***Revised!* What is this?**

See data group definition in Section 1.0 Purpose.

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

See Table 2.2-1b.

**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.

**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](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) contains a list of the data groups that support oversight and reporting of the Migrant Education Program (MEP).

## 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. | **2020-2021**  OR  **2020 2021** |
| 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,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) 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  **NO** – No  **NA** – Not Applicable  **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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