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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS193 - Title I Allocations File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS193 - Title I Allocations 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 | September 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** |
| Parental involvement reservation | 788 | The dollar amount of the Title I of ESEA, Part A allocation reserved by the LEA for parental involvement activities. |
| Title I, Part A Allocations | 797 | The dollar amount of Title I, Part A funds awarded to an LEA by its SEA in accordance with the ESEA’s, as amended, regulations that govern the process an SEA uses to adjust the ED-determined Title I, Part A allocations. |

The data collected using this file specification are used to monitor the use of Title I, Part A funds. These data groups are used in the Consolidated State Performance Report (CSPR).

The ED data stewarding office/s for this file: OESE/OSS/Title I

# 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 sections 2.4.1 and 2.4.2. |  |
| Education units included |  | LEAs that were operational at any time during the school year and received Title I, Part A funds. |  |
| Education units not reported |  | LEAs that were closed, inactive, or future for the entire school year.  LEAs that did not receive Title I, Part A funds. |  |
| Type of count |  | Dollars |  |
| Zero counts |  | Not required. Unreported values will be assumed to be zeros. |  |
| Zero exceptions or  Not applicable |  | Leave LEAs that did not receive Title I, Part A funds out of the file. |  |
| Missing |  | Use “-1” to report missing dollar values. |  |
| Related metadata survey |  |  |  |

The table below lists the table names used in the row “table name” in the record layouts. This table includes the data group name and identification number, and definition.

Table 2.2–2: Tables submitted in this file

| **Data Group Name** | **DG** | **Table Name** |
| --- | --- | --- |
| Parental involvement reservation | 788 | PARINRES |
| Title I, Part A Allocations | 797 | TITLEIPALL |

## Required Categories and Totals

This section is not used for this file specification.

## Guidance

This section contains guidance for submitting this file in the format of questions and answers. The guidance is organized by the data groups collected through this file.

**What if an LEA did not receive Title I, Part A funds?**

If an LEA did not receive Title I, Part A funds, do not include the LEA in the file.

### Parental Involvement Reservation (DG788)

**What is this?**

The parental involvement reservation under Title I, Part A, is the amount of Title I, Part A funds reserved by LEAs for parental involvement activities under Section 1116(a)(3) Title I, Part A of the ESEA, as amended.

**What is the reporting period?**

The reporting period is the current school year (any 12-month period).

**How should the dollar amounts be reported?**

The dollar amount should be expressed as numeric values in whole dollars, no decimal places or symbols (e.g., “$” or “,”). For example, $10,000 would be reported as “10000.”

**What if an LEA received Title I, Part A funds, but no funds were reserved for parental involvement activities under Section 1116(a)(3) Title I, Part A?**

If an LEA received Title I, Part A funds, but no funds were reserved for parental involvement activities under Section 1116(a)(3), report a zero or exclude the record from the file. If the record is excluded, a zero will be assumed.

**What if the dollar amount is missing?**

If dollar amount is unavailable, a record should be submitted with a negative 1 (-1) for the dollar amount. The file should be resubmitted when the data are available.

### Title I, Part A Allocations (DG797)

**What is this?**

This data group is the dollar amount of Title I, Part A funds awarded to an LEA by its SEA in accordance with the ESEA’s regulations that govern the process an SEA uses to adjust the ED-determined Title I, Part A allocations.

**What is the reporting period?**

The reporting period is the federal fiscal year (the 12 month period beginning October 1 and ending September 30).

**How does an LEA’s federal fiscal year grant award correspond with the school year?**

ED makes initial Title I, Part A awards to SEAs on July 1 and in turn SEAs award Title I, Part A funds to eligible LEAs for use primarily in the next school year. For example, ED awarded federal fiscal year 2018 Title I, Part A funds to SEAs on July 1, 2018, for use by SEAs and LEAs primarily in the 2018-19 school year. (Under Title I, Part A requirements, LEAs must obligate 85 percent of their fiscal year 2018 Title I, Part A funds by September 30, 2019, and any remaining funds by September 2020.) An SEA that is reporting on the 2018-19 school year reports an LEA’s federal fiscal year 2018 Title I, Part A grant award amount.

**How should the dollar amounts be reported?**

The dollar amount should be expressed as numeric values in whole dollars, no decimal places or symbols (e.g., “$” or “,”). For example, $10,000 would be reported as “10000.”

**What if the dollar amount is missing?**

If dollar amount is unavailable, a record should be submitted with a negative 1 (-1) for the dollar amount. The file should be resubmitted when the data are available.

## 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:   * LEA for a Local Education Agency level | 3 |
| filename | **TILPARALL** | 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 TITLE I PA** |
| 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 | 333 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 460 | 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 |
| Example | LEA TITLE I PA,15,euleaTILPARALLv000001.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 dollar amounts.

**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 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. |  |
| Table Name | 29 | 20 | String | M | See table 2.2-2  DG788 Parental involvement reservation   * PARINRES   DG797 Title I, Part A Allocations   * TITLEIPALL | **PARINRES**  **TITLEIPALL** |
| Filler | 49 | 15 | String | M | Leave filler field blank. |  |
| Filler | 64 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 79 | 1 | String | M | An indicator that defines the count level | **N** |
| Explanation | 80 | 200 | String | O | Text field for state use. |  |
| Dollar Amount | 280 | 10 | Integer | M |  |  |
| Carriage Return / Line Feed (CRLF) | 290 | 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 – LEA level**

|  |  |  |
| --- | --- | --- |
| **Data Group Name** | **DG** | **Example** |
| Format |  | File Record Number,State Code,State Agency Number,LEA Identifier (State),Table Name,Filler,Filler,Total Indicator,Explanation,Dollar Amount,Carriage Return / Line Feed (CRLF) |
| Parental involvement reservation | DG 788 | 1,80,01,LEA123,PARINRES,,,N,Explanation,12345¶ |
| Title I, Part A Allocations | DG 797 | 1,80,01,LEA123,TITLEIPALL,,,N,Explanation,12345¶ |



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