

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS203 - Teachers File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS203 - Teachers 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](https://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*Fac*ts 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 ED*Facts* Data Group 839: Teachers table. The definition for this data group is:

The number of full-time equivalent teachers.

The data collected using this file specification are required under section 1111(h)(5)(D) of the Elementary and Secondary Education Act (ESEA), as amended. These data will be used in the Consolidated State Performance Report.

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

# 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** | School Year - Any 12-month period | School Year - Any 12-month period | School Year - Any 12-month period |
| **Education units reported** | Include SEA | Operational LEAs | Operational schools |
| **Education units not reported** |  | Closed, inactive, or future LEAs | Closed, inactive, or future schools |
| **Type of count** | Full time equivalent (FTE) | Full time equivalent (FTE) | Full time equivalent (FTE) |
| **Zero counts** | Required | Not required. Records not included assumed to be zeros | Not required. Records not included assumed to be zeros |
| **Zero Exceptions and 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 | Use “-1” to report missing counts.  Use “MISSING” when a category is not available |
| **Related metadata survey** |  |  |  |

## Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for the state and each LEA or school that should be included in the file.

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
* The total indicator must be either “Y” (Yes) or “N” (No).
  + If the record is for a category set, specify an “N” (No).
  + If the record is for a subtotal or education unit total, specify a “Y” (Yes).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.3-1: Required Categories and Totals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aggregation** | **Table Name** | **Inexperienced Status** | **Emergency or Provisional Credential Status** | **Out of Field Status** | **Total Indicator** | **Comments** |
| **Category Set A** | **TEACHER** | X |  |  | N | Teacher FTE by Inexperienced Status |
| **Category Set B** | **TEACHER** |  | X |  | N | Teacher FTE by Emergency or Provisional Credential Status |
| **Category Set C** | **TEACHER** |  |  | X | N | Teacher FTE by Out of Field Status |
| **Education Unit Total** | **TEACHER** |  |  |  | Y | Education Unit Total of Teacher FTE |

## Guidance

This section contains guidance for submitting this file in the format of questions and answers. The first section is guidance that applies to the entire file. Then each aggregation has a separate section.

**How are staff reported?**

Report staff in terms of FTE (full-time equivalent). FTE should be counted in hundredths. For example, if a teaching position is filled by four people, each working the same amount of time, each person would count as 0.25 FTE. The total FTE counts for instructional staff must be reported to the **nearest hundredth**, with an **EXPLICIT** decimal (e.g., 59.20).

**How are teachers reported who work at multiple schools during the school year?**

There is no specific methodology that a state is required to use for reporting a teacher who worked at multiple schools during the school year. However, the reporting requirement is based on FTE to provide states with the maximum flexibility to report these data as accurately as possible. For example, a state may choose to either associate the full FTE at the school where the teacher spent the majority of their time, or they may choose to divide the FTE across the schools where they spent their time based on the proportion of time spent at each school.

**Which teachers should be included in this file?**

This file should include all public school teachers, whether they taught full-time or part-time. It should include teachers teaching all subjects and all grades. It should not include paraprofessionals.

**Is the percentage of teachers reported?**

No. States will not be reporting a percentage to ED. By reporting the FTE values for each category set as well as an education unit total, ED will be able to calculate percentages using the education unit total as the denominator.

**Do each of the aggregations equal the Education Unit Total?**

Yes. The FTE total of teachers by inexperienced status, by emergency or provisional credential status, and by out of field status should equal the FTE reported as the Education Unit Total.

### Inexperienced Status

**What are the permitted values for Inexperienced Status?**

Report teachers by FTE as either:

* **TCHEXPRNCD** - Experienced teachers; or
* **TCHINEXPRNCD** - Inexperienced teachers

**What is the definition of inexperienced?**

Under the Elementary and Secondary Education Act, as amended, states have the authority to define what it means to be inexperienced.

### Emergency or Provisional Credential Status

**What are the permitted values for Emergency or Provisional Credential Status?**

Report teachers by FTE as either:

* **TCHWEMRPRVCRD** - Emergency or Provisional – Teachers with emergency or provisional credential
* **TCHWOEMRPRVCRD** - No Emergency or Provisional – Teachers without emergency or provisional credential

**What is the definition of an emergency or provisional credential?**

Under the Elementary and Secondary Education Act, as amended, states have the authority to define what an emergency or provisional credential is.

**Are emergency credentials reported separately from provisional credentials?**

No. This reporting requirement is aligned with the reporting requirement in section 1111(h)(5)(D) of the Elementary and Secondary Education Act, as amended, which requires States to report to the Secretary “the number and percentage of teachers teaching with emergency or provisional credentials.” States must report on teachers teaching with emergency or provisional credentials as one combined value.

### Out of Field Status

**What are the permitted values for Out of Field Status?**

Report teachers by FTE as either:

* **TCHINFLD** - Teaching in Field - Teachers teaching in the subject or field for which they are certified or licensed
* **TCHOUTFLD** - Not Teaching in Field - Teachers teaching in the subject or field for which they are not certified or licensed

**What is the definition of out of field?**

Under the Elementary and Secondary Education Act, as amended, states have the authority to define what it means to be “not teaching in the subject or field for which the teacher is certified or licensed.”

**How should a teacher be reported if they are considered to be teaching out of field for only some classes?**

There is no specific methodology that a state is required to use for reporting a teacher who is considered to be teaching out of field for certain classes but is considered to be teaching in their field for other classes. However, the reporting requirement is based on FTE to provide states with the maximum flexibility to report these data as accurately as possible. For example, a state might consider it to be most accurate to divide their FTE across permitted values to reflect that they are teaching partially in-field.

## 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:   * SEA for a State Education Agency level * LEA for a Local Education Agency level * SCH for a school level | 3 |
| filename | **TEACHER** | 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

A - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”

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. | **SEA TEACHER**  **LEA TEACHER**  **SCH TEACHER** |
| 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 (CRLF) |
| Example | SCH TEACHER,15,euschTEACHERv000001.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 counts for the specified category sets, subtotals and education unit totals.

**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. | SEA level – Blank |
| **DG5** School Identifier (State) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency (SEA).  Also known as the State School Identification Number (ID).  This ID cannot be updated through this file. | SEA level – Blank  LEA level – Blank |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **TEACHER** |
| Inexperienced Status | 69 | 15 | String | A | An indication of whether teachers have been identified as inexperienced as defined by the state. | **TCHEXPRNCD** – Experienced teacher  **TCHINEXPRNCD** – Inexperienced teacher  **MISSING** |
| Emergency or Provisional Credential Status | 84 | 15 | String | A | An indicator of whether teachers have been identified as having emergency or provisional credentials. | **TCHWOEMRPRVCRD** – No Emergency or Provisional  **TCHWEMRPRVCRD** – Emergency or Provisional  **MISSING** |
| Out of Field Status | 99 | 15 | String | A | An indication whether teachers have been identified as teaching a subject or field for which they are not certified or licensed as defined by the state. | **TCHINFLD** – Teaching in field  **TCHOUTFLD** – Not teaching in field  **MISSING** |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Filler | 129 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 144 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals | **N** – Specifies category set  **Y** – Specifies subtotal or total of the education unit |
| Teacher FTE | 145 | 10 | Decimal | M | Report decimal numbers down to one hundredth FTE |  |
| Explanation | 155 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 355 | 1 |  | M |  |  |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-1.

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

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Inexperienced Status,Emergency or Provisional Credential Status,Out of Field Status,Filler,Filler,Total Indicator,Teacher FTE,Explanation,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,99,01,00614FEDERAL,0001SCH,TEACHER,TCHEXPRNCD,,,,,N,34.00,text¶ |
| Category Set B | 2,99,01,00614FEDERAL,0001SCH,TEACHER,,TCHWOEMRPRVCRD,,,,N,56.33,text¶ |
| Category Set C | 3,99,01,00614FEDERAL,0001SCH,TEACHER,,,TCHINFLD,,,N,23.50,text¶ |
| Education Unit Total | 4,99,01,00614FEDERAL,0001SCH,TEACHER,,,,,,Y,57.50,text¶ |



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