

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS204 - Title III English Learners File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS204 - Title III English Learners 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:   * Table 2.3-1: Added Aggregation column |
| 15.1 | December 2018 | Section 2.4.1: Revised FAQ regarding which students should be reported |

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 the following ED*Facts* Data Groups:

**Table 1.0-1: ED*Facts* Data Groups**

|  |  |  |
| --- | --- | --- |
| **Data Group Name** | **DG** | **Definition** |
| Title III English learners not proficient within five years | 840 | The number of English learners who have not attained English language proficiency within five years of initial classification as an English learner and first enrollment in a local educational agency that receives Title III of ESEA, as amended, funds. |
| Title III English learners exited | 841 | The number of English learners in programs receiving Title III funds who have exited a language instruction educational program as a result of attaining English language proficiency. |

The data collected using this file specification are required by ESEA, as amended, by ESSA.

Under Section 3121(a)(6) of the ESEA, as amended, eligible entities receiving a subgrant from the SEA must report “the number and percentage of English learners who have not attained English language proficiency within 5 years of initial classification as an English learner and first enrollment in the local education agency.”

Under Section 3121(a)(4) of the ESEA, as amended, eligible entities receiving a subgrant from the SEA must report "the number and percentage of English learners who exit the language instruction educational programs based on their attainment of English language proficiency."

These data will be used in the Consolidated State Performance Report.

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

# 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 |  |
| **Education units reported** | Include SEA | Operational LEAs that received Title III funds |  |
| **Education units not reported** |  | Operational LEAs that did not receive Title III funds  Closed, inactive, or future LEAs |  |
| **Type of count** | Once | At one LEA |  |
| **Zero counts** | Required | Not required |  |
| **Zero Exceptions and Not Applicable** |  |  |  |
| **Missing** | Use “-1” to report missing counts. | Use “-1” to report missing counts. |  |
| **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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Group** | **Aggregation** | **Table Name** | **Total Indicator** | **Comments** |
| **DG840** | **Education Unit Total** | **T3ELNOTPROF** | Y | Education Unit Total of Student Count of Title III English learners not proficient after five years |
| **DG841** | **Education Unit Total** | **T3ELEXIT** | Y | Education Unit Total of Student Count of Title III English learners exited |

## Guidance

This section contains guidance for submitting this file in the format of questions and answers.

### Title III English Learners Not Proficient Within Five Years (DG840)

***Revised!* What students are reported?**

Districts that receive Title III funds must report on all English learners who have not attained proficiency within five years of identification as an English learner and first enrollment in the district. An English learner must be reported in the count if, as of the reporting year, the student is in his or her 5th year or beyond of identification as an English learner and has not attained English language proficiency by the end of the 5th year. This count should include English learner students who are beyond their fifth year as an identified English learner. For example, students who are in their sixth, seventh, or eighth year as an English learner should be included in the count.

**Do students have to be enrolled in a Title III district for all 5 years in order to be included in this data group?**

No. As stated above, districts that receive Title III funds must report on all English learners who have not attained proficiency within five years of (1) identification as an English learner and (2) first enrollment in the district. This reporting requirement does not require that a student is enrolled in the same district for all 5 years in order to be included. Districts receiving Title III funds may choose to include English learners who (1) first enroll in their district and are identified as an English learner, (2) transfer to another district and then (3) transfer back to their district. See scenario 1 below for an example. In this example, the district would not reset the identification timeline when the English learner re-enrolls in their district.

**Table 2.4.1-1: Scenario 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School year** | **SY 2014-15** | **SY 2015-16** | **SY 2016-17** | **SY 2017-18** | **SY 2018-19** |
| Year of identification as an EL | 1 | 2 | 3 | 4 | 5 |
| EL’s district of enrollment | Title III district A | Any district in the state | Any district in the state | Any district in the state | Title III district A |

ED acknowledges that districts may be unable to accurately track an English learner’s identification timeline for students who transfer in and out of their district. In these cases, the district receiving Title III funds may need to reset the identification timeline for English learners (1) re-entering their district or (2) entering for the first time even though they were previously identified as an English learner in another district. See scenario 2 below for an example.

**Table 2.4.1-2: Scenario 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School year** | **SY 2014-15** | **SY 2015-16** | **SY 2016-17** | **SY 2017-18** | **SY 2018-19** |
| Year of identification as an EL | 1 | 1 | 1 | 2 | 3 |
| EL’s district of enrollment | Title III district A | Title III district B | Title III district A | Title III district A | Title III district A |

To ensure ED can accurately interpret the data submitted, States should include in their State Submission Plan the following information:

* An indication of whether the districts receiving Title III funds can track English learners who transfer in and out of the district; and
* If students can be tracked across districts, how they are being accounted for in this data group.

For state-specific questions regarding English learner mobility across districts, please contact the Partner Support Center.

**Should an English learner be counted as not proficient if they were not administered an English language proficiency assessment in their fifth year?**

Yes. English learners who were not assessed on the English language proficiency assessment in their fifth year should be counted as not proficient.

### Title III English Learners Exited (DG841)

**What students are reported?**

Districts that receive Title III funds must report on English learners who are being served by a language instruction educational program (LIEP) and who, as of the reporting year, have exited an LIEP based on attainment of English language proficiency.

## 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 | 3 |
| filename | **TITLE3** | 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 may not be required, see guidance in section 2.4

## 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 TITLE III ENGLISH LEARNERS**  **LEA TITLE III ENGLISH LEARNERS** |
| 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 | LEA TITLE III ENGLISH LEARNERS,15,euleaTITLE3v000001.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 |
| Filler | 29 | 20 | String | M | Leave filler field blank. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **T3ELEXIT**  **T3ELNOTPROF** |
| Filler | 69 | 15 | String | M | Leave filler field blank. |  |
| Filler | 84 | 15 | String | M | Leave filler field blank. |  |
| Filler | 99 | 15 | String | M | Leave filler field blank. |  |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 129 | 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 |
| Student Count | 130 | 10 | Number | M |  |  |
| Explanation | 140 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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 – LEA level**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Filler,Filler,Filler,Filler,Total Indicator,Student Count,Explanation,Carriage Return / Line Feed (CRLF) |
| DG 840 | 1,99,01,00614FEDERAL,,T3ELNOTPROF,,,,,Y,56,Text¶ |
| DG 841 | 2,99,01,00614FEDERAL,,T3ELEXIT,,,,,Y,134,Text¶ |



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