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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS205 - Progress Achieving English Language Proficiency Indicator Status File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

Betsy DeVos

Secretary of Education

**ED*Facts***

Ross Santy

System Owner

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# DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS205 - Progress Achieving English Language Proficiency Indicator Status 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 row for category set with state defined status |

# 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 ED*Facts* Data Group 837: Progress achieving English language proficiency indicator status. The definition for this data group is:

A school's performance on the progress in achieving English Language proficiency indicator.

The data collected using this file specification are authorized under 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 |
| Education units included |  |  | Operational schools that have English learners enrolled as of the reporting year |
| Education units not reported |  |  | Closed, inactive, or future schools |
| Type of count |  |  |  |
| Zero counts |  |  |  |
| Zero exceptions or not applicable |  |  | Exclude records for schools with no English learners enrolled as of the reporting year.  Exclude records for schools with no students. |
| Missing |  |  | Use the “MISSING” permitted value in the status field of the record layout when a status is not available for a school that is required to meet this indicator. |
| Related metadata survey |  |  | TBD |

## 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** | **State Defined Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- |
| **All Students** | **PROGENGLANSTATUS** |  | Y | Status for All Students |
| **All Students 1** | **PROGENGLANSTATUS** | X | Y | Status for All Students - when state defined status |

## Guidance

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

**What schools must be reported in this file?**

States must report on all schools included within their accountability system that have English learners enrolled as of the reporting year.

**What are the permitted values for Progress Achieving English Language Proficiency Indicator Status?**

The progress achieving English language proficiency indicator has one of the following statuses for all students:

* **STTDEF**: A status defined by the state. The state defined status is provided in a separate field in the file.
* **TOOFEW**: The number of students in the school was less than the minimum group size necessary required to reliably calculate the indicator.
* **NOSTUDENTS**: If no students are in the school, the school should not be included in this file. If the school is included, then the status would be NOSTUDENTS.
* **MISSING**: The status of the indicator for a specific school is not available at the time the file is prepared.

**What should be in the field ‘state defined status’?**

The field ‘state defined status’ is the status assigned by the state. ‘State defined status’ should be used for all schools that (1) are included in the state’s accountability system and have English learners enrolled as of the reporting year, (2) have a status that is not missing, and (3) have an n-size that is equal to or greater than the state’s minimum group size for accountability. For these schools, the state would indicate that their progress achieving English language proficiency indicator status is “STTDEF” and, in the ‘state defined status’ field, the state will enter the state-specific values it uses within its accountability system.

For example, a state indicates in its consolidated state plan that, under the state’s accountability system for the progress achieving English language proficiency indicator, it assigns one of the following statuses to its schools: Green, Yellow or Blue. If the state determined that the performance of a school on the progress achieving English language proficiency indicator was “Blue” for all students, in the records for this school, the field ‘Status’ for the all students record would be “STTDEF.” In that same record, the field ‘state defined status’ would be “Blue.” See the example below of how the data will appear to ED in ESS.

**Table 2.4-1: Example of Data in ESS When State Uses Text Statuses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEA Identifier (State)** | **School Identifier (State)** | **School Name** | **Progress Achieving English Language Proficiency Indicator Status** | **State Defined Status** |
| 12345 | 6789 | School A | STTDEF | Blue |

See table 4.2-2 for an additional example of the school-level data record for the above scenario.

Alternatively, a state may indicate in its consolidated state plan that, under the state’s accountability system for the progress achieving English language proficiency indicator, it assigns schools a value of 0 to 100. If the state determined that the performance of a school on the progress achieving English language proficiency indicator was 80 for all students, in the records for this school, the field ‘Status’ would be “STTDEF.” In that same record, the field ‘state defined status’ would be “80.” The field ‘state defined status’ is a string. Numeric values must be converted to text in order to be successfully submitted to ESS. See the example below of how the data will appear to ED in ESS.

**Table 2.4-2: Example of Data in ESS When State Uses Numeric Statuses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEA Identifier (State)** | **School Identifier (State)** | **School Name** | **Progress Achieving English Language Proficiency Indicator Status** | **State Defined Status** |
| 12345 | 6789 | School A | STTDEF | 80 |

**How will ED interpret the state defined statuses?**

An accountability metadata survey is being developed that will provide ED with additional information on states’ accountability systems. In addition, ED will review the progress achieving English language proficiency indicator data in tandem with the relevant information submitted by each state in their consolidated state plan.

## 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:

sslevf**ilename**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 | **ENGLANSTA** | 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. | **SCH PROG ENG LANG STATUS** |
| 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 | SCH PROG ENG LANG STATUS,15,euschENGLANSTAv000001.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.

For the data records, there is an additional code in the “Pop” column:

SDS – This field is required when the permitted value in the Status field is “STTDEF” for state defined status.

**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. |  |
| **DG5** School Identifier (State) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency. Also known as the State School Identification Number (ID). This ID cannot be updated through this file. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals | **PROGENGLANSTATUS** |
| 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. |  |
| Total Indicator | 114 | 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 |
| Explanation | 115 | 200 | String | O | Text field for state use. |  |
| Progress Achieving English Language Proficiency Indicator Status | 315 | 15 | String | M | A school's performance on the progress in achieving English Language proficiency indicator. | **STTDEF** – State defined status  **TOOFEW** – Too few students  **NOSTUDENTS** – No students in the subgroup  **MISSING** – Missing |
| State Defined Status | 330 | 200 | String | SDS | The state defined status assigned. |  |
| Carriage Return / Line Feed (CRLF) | 530 | 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**

For this example, the state defined statuses are yellow, green and blue. Each state uses its own state defined statuses.

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Filler,Filler,Filler,Total Indicator,Explanation,Progress Achieving English Language Proficiency Indicator Status,State Defined Status,Carriage Return / Line Feed (CRLF) |
| Total of education unit | 1,80,01,00613EUPHORIA,00000000000000000506,PROGENGLANSTATUS,,,,Y,state text,STTDEF,Blue¶ |



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