

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS206 - School Support and Improvement File Specifications** |
| **SY 2019-20** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| **Title:** | FS206 - School Support and Improvement File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

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| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 15.0 | September 2018 | Versions 1.0 through 15.0 are used to build files for school years prior to SY 2019-20. |
| 16.0 | December 2019 | Updated for SY 2019-20:   * Throughout file specification: Removed DGs 843 and 844; revised DG 842 definition; revised DG 842 category configuration to include new categories Comprehensive Support and Improvement, Targeted Support and Improvement and Additional Targeted Support and Improvement * Added new section 2.4 “Categories and Permitted Values”, listing categories and permitted values used in this file * Guidance section renumbered to 2.5   + Deleted duplicate information on categories and permitted values from Q & A section   + Added new guidance questions *How should the missing status be used?* and *How should school and improvement statuses be reported when a school is identified for more than one status?*   + Revised guidance for question *Which schools should be included in this file?*   + Revised guidance to reflect new category structure   + Removed guidance related to removed data groups * Definitions section renumbered to 2.6 |
| 16.1 | February 2020 | * Section 1.0 – Expanded explanation of data collection. * Section 2.2 – Updated the rows for education units included and not included in table 2.2-1 * Section 2.5   + Removed the question *Which schools should be included in this file?*, which is redundant of information in table 2.2-1.   + Revised guidance for question *How should the exit status be used?*   + Added new guidance question *How should a state report schools that are exiting ATSI status?*   + Revised guidance for question *How should the missing status be used?*   + Revised the question *How should school and improvement statuses be reported when a school is identified for more than one status?* to *How should support and improvement statuses be reported when a school is identified for either CSI and TSI, or CSI and ATSI?*, and revised the guidance for the question   + Added new guidance question *How should support and improvement statuses be reported when a state’s methodology for identifying schools for ATSI is the same as its methodology for identifying schools for TSI?* |

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.

**Contents**

[DOCUMENT CONTROL ii](#_Toc34739009)

[PREFACE iv](#_Toc34739010)

[1.0 PURPOSE 1](#_Toc34739011)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc34739012)

[2.1 Changes from the SY 2018-19 File Specifications 1](#_Toc34739013)

[2.2 Core Requirements for Submitting this File 1](#_Toc34739014)

[2.3 Required Categories and Totals 2](#_Toc34739015)

[2.4 *New!* Categories and Permitted Values 2](#_Toc34739016)

[2.5 Guidance 3](#_Toc34739017)

[2.6 Definitions 5](#_Toc34739018)

[3.0 FILE NAMING CONVENTION 6](#_Toc34739019)

[4.0 FIXED OR DELIMITED FILES 7](#_Toc34739020)

[4.1 Header Record Definition 7](#_Toc34739021)

[4.2 Data Record Definition 8](#_Toc34739022)

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* data group 842: Comprehensive support and targeted support schools. The definition for this data group is:

***Revised!*** Designation by the state of a school for comprehensive support and improvement, targeted support and improvement, and additional targeted support and improvement.

***Revised!*** The data collected using this file specification are required by the Elementary and Secondary Education Act (ESEA), as amended. Each state is required to include all public schools in its statewide system of annual meaningful differentiation. These data will be used in the Consolidated State Performance Report.

The ED data stewarding offices for this file: OESE/SSA

# 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 2018-19 File Specifications

There have been changes to this file specification that resulted in changes to the record layouts. The changes are:

* DG842: Revised definition; revised category configuration to include new categories Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI) and Additional Targeted Support and Improvement (ATSI)
* Removed data groups 843 and 844

## 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 |  |  | Schools that were operational during the prior school year AND are operational for the current school year  ***Revised!*** |
| Education units not reported |  |  | Closed, inactive or future schools during the prior school year or current school year  New schools during the current school year.  ***Revised!*** |
| Type of count |  |  |  |
| Zero counts |  |  |  |
| Zero exceptions or  Not applicable |  |  |  |
| Missing |  |  | Use “MISSING” |
| Related metadata survey |  |  |  |

## Required Categories and Totals

This section is not used for this file specification.

## *New!* Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

**DG842 - Comprehensive support and targeted support schools:**

**Comprehensive Support and Improvement**

Designation by the state for Comprehensive Support and Improvement

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| CSI | Comprehensive Support and Improvement |  |
| CSIEXIT | Comprehensive Support and Improvement - Exit Status |  |
| NOTCSI | Not Comprehensive Support and Improvement |  |
| MISSING | Missing |  |

**Targeted Support and Improvement**

Designation by the state for Targeted Support and Improvement

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| TSI | Targeted Support and Improvement |  |
| TSIEXIT | Targeted Support and Improvement - Exit Status |  |
| NOTTSI | Not Targeted Support and Improvement |  |
| MISSING | Missing |  |

**Additional Targeted Support and Improvement**

Designation by the state for additional Targeted Support and Improvement

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| ADDLTSI | Additional Targeted Support and Improvement |  |
| NOTADDLTSI | Not Additional Targeted Support and Improvement |  |
| MISSING | Missing |  |

## Guidance

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

***Revised!* How should CSI, TSI, and ATSI schools identified for multiple years be included in this file?**

CSI, TSI, and ATSI schools should be included for every year that they hold that identification. For example, if a CSI school is identified for three years, it should be reported as a CSI school in this file for each of the three years that it holds that status.

***Revised!* How should states report schools that have been identified into a state-specific category of schools?**

For purposes of reporting in this file, only schools that meet the statutory definitions of CSI, TSI, and ATSI should be reported as such. Schools in exit status should be reported in the appropriate exit status. All other schools should be reported as not CSI, not TSI, or not ATSI. If a state has state-specific rules for labeling schools as CSI, TSI, or ATSI that are in addition to those that are identified based on the statutory definitions, the schools that are only identified based on the state-specific rules should not be labeled as CSI, TSI, or ATSI schools. Instead those schools should be reported as not CSI, not TSI, or not ATSI.

***Revised!* How should the exit status be used?**

CSI and TSI schools should be designated with the exit status permitted value in the first year in which they are no longer identified as CSI or TSI. For example, if a school is a CSI for three years and then exits, the school would be reported as “Comprehensive Support and Improvement (CSI)” for each of the three years that it is identified, and then would be reported as “Comprehensive Support and Improvement – Exit Status” in the first year that it is no longer identified. In years after a year school is reported in Exit Status, the school should be reported as not CSI or not TSI. If a state has questions about how to report exit status for a subset of identified schools, the state should contact the Partner Support Center.

***New!* How should a state report schools that are exiting ATSI status?**

A state is expected to report a school that is exiting ATSI status as NOTADDLTSI (Not Additional Targeted Support and Improvement).

***Revised!* How should the missing status be used?**

A state is expected to determine an accountability status for all public schools.  If a state reports a missing status for any school, the state is encouraged to include a data note explaining the circumstances that resulted in the data not being available. The missing status should only be used in the rare instance that the state was unable to determine the support and improvement status for the school due to extenuating circumstances. It should not be used for schools that were included in the accountability system but were not identified for support and improvement.

***Revised!* How should support and improvement statuses be reported when a school is identified for either CSI and TSI, or CSI and ATSI?**

A state is not required to include a school in more than one status. If a State chooses to apply more than one status to a school (i.e., CSI and TSI, or CSI and ATSI), all statutory statuses should be reported for that school. For example, a school could be identified for CSI based on overall performance and could simultaneously be identified for ATSI based on the performance of subgroup A. In that case, both designations should be reported for the school.

***New!* How should support and improvement statuses be reported when a state’s methodology for identifying schools for ATSI is the same as its methodology for identifying schools for TSI?**

If a state uses the same definition for TSI and ATSI schools, schools designated as TSI/ATSI should be reported in this file as ATSI (i.e., the state reports zero schools as TSI). The state is encouraged to include a note in the comment field explaining that its methodology for identifying schools for ATSI and TSI is the same.

## 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 | **CSITSISCH** | 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 population status (“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. | **SCH CSI TSI** |
| 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. | **2019-2020**  OR  **2019 2020** |
| 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 CSI TSI,15,euschCSITSISCHv000001.csv,characters to identify file,2019-2020,¶ |

## 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. |  |
| **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. |  |
| Comprehensive Support and Improvement  ***Revised!*** | 49 | 15 | String | M | Designation by the state for Comprehensive Support and Improvement  ***Revised!*** | **CSI** – Comprehensive Support and Improvement  **CSIEXIT** – Comprehensive Support and Improvement - Exit Status  **NOTCSI** – Not Comprehensive Support and Improvement  **MISSING**  ***Revised!*** |
| Targeted Support and Improvement  ***Revised!*** | 64 | 15 | String | M  ***Revised!*** | Designation by the state for Targeted Support and Improvement  ***Revised!*** | **TSI** – Targeted Support and Improvement  **TSIEXIT** – Targeted Support and Improvement - Exit Status  **NOTTSI** – Not Targeted Support and Improvement  **MISSING**  ***Revised!*** |
| Additional Targeted Support and Improvement  ***Revised!*** | 79 | 15 | String | M  ***Revised!*** | Designation by the state for additional Targeted Support and Improvement  ***Revised!*** | **ADDLTSI** – Additional Targeted Support and Improvement  **NOTADDLTSI** – Not Additional Targeted Support and Improvement  **MISSING**  ***Revised!*** |
| Filler | 94 | 15 | String | M | Leave filler field blank. |  |
| Filler | 109 | 15 | String | M | Leave filler field blank. |  |
| Explanation | 124 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 324 | 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**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format  ***Revised!*** | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Comprehensive Support and Improvement,Targeted Support and Improvement,Additional Targeted Support and Improvement,Filler,Filler,Explanation,Carriage Return / Line Feed (CRLF) |
| Example for school that is only comprehensive support  ***Revised!*** | 1,80,01,001LEA,001000SCH,CSI,NOTTSI,NOTADDLTSI,,,¶ |
| Example for school that is only targeted support in Exit status  ***Revised!*** | 1,80,01,001LEA,001000SCH,NOTCSI,TSIEXIT,NOTADDLTSI,,,¶ |



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