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U.S. DEPARTMENT OF EDUCATION

EDPass

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| **FS210 - Title III English Learner Five Years File Specifications** |
| **SY 2022-23** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| --- | --- |
| **Title:** | FS210 - Title III English Learner Five Years File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 18.0 |  | Versions 1.0 through 18.0 are used to build files for school years prior to SY 2022-23. |
| 19.0 | November 2022 | Updated for SY 2022-23.   * Replaced references to ESS with EDPass * Updated Data Steward Name * Table 2.2-1: update to Education Units Included and Type of Count * Table 2.3-1: removed the Table Name column, which contained duplication; table name now displayed prior to Table 2.3-1 * Section 2.5: revised several Q&As and added several new ones * Tables 4.1-1 and 4.2-1: Type changed from Number to Integer |

PREFACE

This document provides technical instructions for building files that are submitted through EDPass, which 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 EDPass; particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications
* EDPass User Guide – provides assistance to new users of EDPass; 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- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group 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](https://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2025).  ED*Facts* is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather survey and administrative data. Data are reported by State Education Agencies (SEAs) and include data at the SEA, local education agency (LEA), and/or school level.

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 864: Title III English learners five years table. The definition for this data group is:

The number of English learners who have attained and 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.

The data collected using this file specification are collected under the authority of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA).

***Revised!*** The ED data stewarding office/s for this file: OESE/SSA/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 2021-22 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 included | SEAs that have an ESEA Title III program.  ***Revised!*** | 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 receiving Title III funds in which the student was served by an LIEP and was enrolled during the ELP assessment testing window  ***Revised!*** |  |
| Zero counts | Required | Not required |  |
| Zero exceptions or  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).

***New!*** The technical name of the data used in the file is: TTL3EL5YRS

***Revised!* Table 2.3–1: Required Categories and Totals**

| **Aggregation** | **English Learners Proficiency Within Five Years Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- |
| **Category Set A** | X | N | Student Count by English Learners Proficiency Within Five Years Status |
| **Education Unit Total** |  | Y | Education Unit Total |

## Categories and Permitted Values

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

**DG864 - Title III English learners five years table:**

**English Learners Proficiency Within Five Years Status**

The proficiency status of English Learners within five years.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| PROF5YRSYES | Proficient within five years |  |
| PROF5YRSNO | Not proficient within five years |  |
| MISSING | Missing | Use when data are not available by this category. |

## Data Reporting Guidelines

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

The questions in this section are based on the following regulations and/or regulatory guidance: Section 3121(a)(6) of the ESEA, questions J1-3 of Title III guidance and [34 C.F.R. 200.6(h)(1)(ii))](https://www2.ed.gov/policy/elsec/leg/essa/essatitleiiiguidenglishlearners10219.pdf).

***New!* Which students should not be reported in this file?**

If, in the reporting school year (SY), a student is listed as an English learner (EL) whose parent opted their child out of participation in a language instruction educational program (LIEP) in an LEA receiving Title III funds, then that child would not be included in this data group.

ELs who have not yet attained proficiency on the annual ELP assessment but have been in EL status for less than five years are not included in this data group.

***New!* What students are included as “Proficient within five years?”**

For the number of students reported as “proficient within five years (PROF5YRSYES),” , an LEA that receives Title III funds must report on all students who attained proficiency on the annual ELP assessment in the current reporting SY and who were within five years of identification as an EL and first enrollment in the LEA.

For example, reporting the SY 2022-23 count of proficient within five years (PROF5YRSYES) ELs, an LEA would identify students who attained proficiency on the annual ELP assessment and who were ***first*** identified as ELs in an LEA receiving Title III funds in SY 2018-19, SY 2019-20, SY 2020-21, SY 2021-22, or SY 2022-23.

The Proficient within five years (PROF5YRSYES) count for the 2022-23 reporting SY must not include any students who were first identified as an EL and first enrolled in the LEA prior to SY 2018-19, as that would be beyond the parameters for reporting for the 2022-23 reporting SY. The Proficient within five years (PROF5YRSYES) count also must not include students whose were listed in the 2022-23 reporting SY as an EL whose parent opted their child out of LIEP participation, as noted above.

***New!* What students are included as “Not Proficient within five years?”**

For the number of students reported as “not proficient within five years (PROF5YRSNO),” that receive Title III funds must report on all ELs who have not attained proficiency on the annual ELP assessment within five years of identification as an EL and first enrollment in the LEA. An EL must be reported in the Not Proficient within five years (PROF5YRSNO) count if, by the end of the 12-month reporting period, the student is in his or her 5th year or beyond of identification as an EL and has not attained English language proficiency on the annual ELP assessment by the end of the 5th year.

For example, for reporting the SY 2022-23 count of Not Proficient within five years (PROF5YRSNO), an LEA that receives Title III funds would determine which EL students enrolled during the 2022-23 reporting SY were first identified as ELs in SY 2018-19 or earlier, and then report how many of those students had not attained proficiency on the annual ELP assessment by the end of the 12-month reporting period.

For an EL to be included in the Not Proficient within five years (PROF5YRSNO) count for the 2022-23 reporting SY it does not matter what year prior to SY 2018-19 the student was first identified as an EL and first enrolled in the LEA, as long as the EL had not attained proficiency on the annual ELP assessment by the end of the 12-month reporting period.

ELs who were not assessed on the annual ELP assessment in their fifth year (the reporting SY) must be included in the Not Proficient within five years (PROF5YRSNO) count.

The Not Proficient within five years (PROF5YRSNO) count must not include students whose were listed in the 2022-23 reporting SY as an EL whose parent opted their child out of LIEP participation, as noted above.

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

No. As stated above, LEAs that receive Title III funds must report on all ELs who have attained and not attained proficiency on the annual ELP assessment within five years of (1) identification as an English learner and (2) first enrollment in the LEA. This reporting requirement does not require that a student is enrolled in the same LEA for all 5 years in order to be included. LEAs receiving Title III funds should include ELs who (1) first enroll in their LEA and then (2) transfer to another LEA and then (3) transfer back to their LEA. See scenario 1 below for an example. In this example, , which uses SY 2022-23 as the reporting year, the LEA would not reset the identification timeline when the EL re-enrolls in their LEA.

***Revised!* Table 2.5-1: Scenario 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School year** | **SY 2018-19** | **SY 2019-20** | **SY 2020-21** | **SY 2021-22** | **SY 2022-23** |
| Year of identification as an EL | 1 | 2 | 3 | 4 | 5 |
| EL’s LEA of enrollment | Title III LEA A | Any LEA in the state | Any LEA in the state | Any LEA in the state | Title III LEA A |

ED acknowledges that LEAs may be unable to accurately track an EL’s identification timeline for students who transfer in and out of their LEA. In these cases, the LEA receiving Title III funds may choose to reset the identification timeline for ELs re-entering their LEA. See scenario 2 below for an example.

***Revised!* Table 2.5-2: Scenario 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School year** | **SY 2018-19** | **SY 2019-20** | **SY 2020-21** | **SY 2021-22** | **SY 2022-23** |
| Year of identification as an EL | 1 | 1 | 1 | 2 | 3 |
| EL’s LEA of enrollment | Title III LEA A | Title III LEA B | Title III LEA A | Title III LEA A | Title III LEA A |

LEAs receiving Title III funds must reset the identification timeline for ELs entering their LEA for the first time, even though they were previously identified as an EL in another LEA.

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 LEAs receiving Title III funds can track ELs who transfer in and out of the LEA; and
* How ELs who transfer in and out of LEAs are being accounted for in this data group.

For state-specific questions regarding EL mobility across LEAs, please contact the Partner Support Center.

***Revised! For states that identify and serve ELs in pre-school, what year is used as the first year of identification?***

LEAs should use Kindergarten as the first year of identification and not preschool, for purposes of reporting for this file specification.

***New!* Is English language proficiency measured the same way in FS210 and FS211?**

No. For FS210, English language proficiency is measured by the annual ELP assessment, while for FS211, English language proficiency is measured by exit from EL status, which may include additional state criteria.

## 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:   * SEA for a State Education Agency level * LEA for a Local Education Agency level | 3 |
| filename | **TL3EL5YRS** | 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 EDPass. 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 LEARNER 5 YRS**  **LEA TITLE III ENGLISH LEARNER 5 YRS** |
| Total Records In File | 51 | 10 | Integer  ***Revised!*** | 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. | **2022-2023**  OR  **2022 2023** |
| Filler | 127 | 213 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 340 | 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 LEARNER 5 YRS,15,euleaTL3EL5YRSv000001.csv,characters to identify file,2022-2023,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to EDPass. 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 | Integer  ***Revised!*** | 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 technical name in Section 2.3 Required Categories and Totals. | **TTL3EL5YRS** |
| English Learners Proficiency Within Five Years Status | 69 | 15 | String | A | The proficiency status of English Learners within five years. | **PROF5YRSYES** – Proficient within five years  **PROF5YRSNO** – Not proficient within five years  **MISSING** |
| Total Indicator | 84 | 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 | 85 | 200 | String | O | Text field for state use. |  |
| Student Count | 285 | 10 | Integer  ***Revised!*** | M |  |  |
| Carriage Return / Line Feed (CRLF) | 295 | 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 Examples**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,English Learners Proficiency Within Five Years Status,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,99,01,00614FEDERAL,,TTL3EL5YRS,PROF5YRSYES,N,,56¶ |
| EUT | 1,99,01,00614FEDERAL,,TTL3EL5YRS,,Y,,1234¶ |



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