This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service, or enterprise mentioned in this publication is intended or should be inferred.

U.S. Department of Education
Betsy DeVos
Secretary of Education

Institute of Education Sciences
Mark Schneider
Director

National Center for Education Statistics
James L. Woodworth
Commissioner

Administrative Data Division
Ross Santy
Associate Commissioner

November 2019

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: U.S. Department of Education EMAPS User Guide: CCD Grades Offered & Graduates/Completers Guide, Washington, D.C.: EDFacts. Retrieved [date] from the EDFacts Initiative Home Page.

On request, this publication is available in alternate formats, such as Braille, large print, or computer diskette. For more information, please contact the Department’s Alternate Format Center at (202) 260–0852 or (202) 260–0818.
**DOCUMENT CONTROL**

**DOCUMENT INFORMATION**

<table>
<thead>
<tr>
<th>Title:</th>
<th>EMAPS CCD Grades Offered &amp; Graduates/Completers User Guide SY 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date:</td>
<td>November 2019</td>
</tr>
<tr>
<td>Security Level:</td>
<td>Sensitive but not Classified</td>
</tr>
<tr>
<td>Filename:</td>
<td>EMAPS CCD Grades Offered and Completers User Guide SY 2019-20 R9</td>
</tr>
</tbody>
</table>

**DOCUMENT HISTORY**

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>10/17/2011</td>
<td>Version 1.0 of this document introduces the first release of the CCD Grades Offered and Graduates Survey in EMAPS</td>
</tr>
<tr>
<td>2.0</td>
<td>8/22/2013</td>
<td>Version 2.0 of this document introduces the second release of the renamed CCD Grades Offered and Graduates/Completers Survey in EMAPS</td>
</tr>
<tr>
<td>5.0</td>
<td>12/11/2015</td>
<td>Version 5.0 updates rollover EMAPS CCD Grades Offered and Completers for SY 2015-16 R5, updates EMAPS survey link to match survey name, creates new ESB user group, and text changes to data entry forms</td>
</tr>
<tr>
<td>6.0</td>
<td>10/17/2016</td>
<td>Version 6.0 updates rollover EMAPS CCD Grades Offered and Completers for SY 2016-17 R6; adds a reopen period similar to other EMAPS Surveys</td>
</tr>
<tr>
<td>7.0</td>
<td>10/31/2017</td>
<td>Version 7.0 updates rollover EMAPS CCD Grades Offered &amp; Graduates/Completers for SY 2017-18 R7; updates names of file specifications from C to FS</td>
</tr>
<tr>
<td>7.1</td>
<td>12/20/2017</td>
<td>Version 7.1 created to correct minor typo in reopen period due date.</td>
</tr>
<tr>
<td>8.0</td>
<td>11/29/2018</td>
<td>Version 8.0 updates rollover EMAPS CCD Grades Offered and Completers for SY 2018-19 R8</td>
</tr>
<tr>
<td>9.0</td>
<td>11/14/2019</td>
<td>Version 9.0 updates rollover EMAPS CCD Grades Offered and Graduates/Completers for SY 2019-20 R9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Updated screen shots to show SY 2019-20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>New!</strong> EMAPS passwords now have minimum requirements. When resetting EMAPS passwords, they will now require a minimum of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Minimum of 12 characters</td>
</tr>
<tr>
<td>Version Number</td>
<td>Date</td>
<td>Summary of Change</td>
</tr>
<tr>
<td>----------------</td>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• And at least one of the following of each: Upper Case, Lower Case, one Number and one special Character</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>New!</strong> Removed the Task assignment due to Appian 19.3 system upgrade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Revised!</strong> The question <em>For which of the following does your state collect data?</em> is now a single checkbox</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Revised!</strong> Membership (052) questions regarding counts for pre-kindergarten reporting, inclusion of Headstart, children with disabilities, or state-funded preschool programs, and significant differences in data between education levels are now separated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>New!</strong> A timestamp will be updated on the <em>State Reports</em> tab if a survey is resubmitted and no changes are made</td>
</tr>
<tr>
<td>9.1</td>
<td>12/16/2019</td>
<td>Version 9.1 created to correct typographical error in period due dates. Figures 5.4 and 5.6 updated to reflect corrected period due dates.</td>
</tr>
</tbody>
</table>
PREFACE

The EMAPS CCD Grades Offered & Graduates/Completers User Guide is intended to provide assistance to users of the EDFacts Metadata and Process System (EMAPS). This guide demonstrates the steps necessary to enter CCD Grades Offered & Graduates/Completers data and navigate this survey in EMAPS.

This guide will be updated if major system modifications affect user procedures.

Data entered into the EMAPS system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through EDFacts (OMB 1850-0925, expires 8/31/2022). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

EDFacts 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. EDFacts 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.
1.0 Introduction

The EDFacts Metadata and Process System (EMAPS) Common Core of Data (CCD) Grades Offered & Graduates/Completers Survey is a web-based application to collect data related to the EDFacts Submission System (ESS). EMAPS provides state education agencies (SEAs) with an efficient method of reporting and maintaining information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1 Technological Requirements

EMAPS will work in all browsers, but Chrome is recommended for best performance.

NOTE! EMAPS is unavailable Saturdays from 8:00 a.m. to 2:00 p.m. ET for system maintenance.
2.0 Overview

The EMAPS CCD Grades Offered & Graduates/Completers Survey is a web based application to collect data related to ESS file specifications FS029 Directory and FS039 Grades Offered, to be used to determine which states should be subject to edits on the values Ungraded, Grade 13, or Adult Education in file FS052 Membership; the value Ungraded Teachers in file FS059 Staff Full-Time Equivalent (FTE); and the values Regular Diploma and Other High School Completion Credentials in ESS file FS040 Graduates/Completers. The U.S. Department of Education (ED) publishes the ungraded classes’ data as part of the National Center for Education Statistics (NCES) Common Core of Data. This EMAPS survey collects information on the following:

Grades Offered
- Ungraded students
- Grade 13
- Adult Education

Graduates/Completers
- Regular High School Diploma
- Other High School Completer

Definitions for the above bulleted terms can be found under Section 6.1.

This survey shall be applicable to the 50 states, District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education (BIE), and Department of Defense (DoD).

3.0 Frequently Asked Questions

Below is a list of frequently asked questions regarding this EMAPS CCD Grades Offered & Graduates/Completers Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at EDEN_SS@ed.gov.

What is the purpose of this survey?

This survey was developed to determine which states should be subject to edits on the values Ungraded, Grade 13, or Adult Education in file FS052 Membership; the value Ungraded Teachers in file FS059 Staff FTE; and the values Regular Diploma and Other High School Completion Credentials in file FS040 Graduates/Completers.

The Grades Offered tab collects a description of the state’s student counts included in pre-kindergarten reporting. The Graduates/Completers tab collects whether the state recognizes Below 7 reporting with an explanation required if Below 7 reporting is not recognized.
Who in my state has access to the CCD Grades Offered & Graduates/Completers Survey?

State CCD Non-Fiscal Coordinator – access to the dashboard, enter and submit data, and view the HTML report of submitted data via the EMAPS CCD Grades Offered & Graduates/Completers Survey application, only for their associated state.

State EDFacts Coordinator User – view access to the HTML reports of submitted metadata via the EMAPS CCD Grades Offered & Graduates/Completers Survey application, only for their own state.

Who in the Department of Education has access to the CCD Grades Offered & Graduates/Completers Survey?

CCD ED User – able to view the HTML reports of submitted data for all states via the EMAPS CCD Grades Offered & Graduates/Completers Survey application.

ESB User – able to view the HTML reports of submitted data for all states via the EMAPS CCD Grades Offered & Graduates/Completers Survey application.

Can representatives in the Partner Support Center access the CCD Grades Offered & Graduates/Completers Survey?

Yes. PSC representatives are able to access the dashboard, enter and submit data, and view the HTML report of submitted data via the EMAPS CCD Grades Offered & Graduates/Completers Survey application for all states. For a more detailed explanation regarding the capabilities of each user role, reference the chart below:

<table>
<thead>
<tr>
<th>EMAPS CCD Grades Offered &amp; Graduates/Completers Survey Function</th>
<th>State CCD Coordinator</th>
<th>State EDFacts Coordinator User</th>
<th>CCD ED User</th>
<th>PSC User</th>
<th>ESB User</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Role Affiliation</td>
<td>SEA</td>
<td>SEA</td>
<td>ED</td>
<td>PSC</td>
<td>ED</td>
</tr>
<tr>
<td>Dashboard access</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Read/write access to data entry pages</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Read access to HTML report</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Can someone other than the CCD Coordinator provide this data for my state? If so, how do I do that?

No, the CCD Coordinator must provide the state’s responses; however, in some states, EDFacts Coordinators also serve as the CCD Coordinator. If this applies to your state and you currently have read only access, contact PSC to modify your status to read/write access.
I am a read only user. Where can I view the results of the CCD Grades Offered & Graduates/Completers Survey?

The results from the submitted survey can be viewed on the State Reports tab once the survey has been submitted.

Why isn’t the EDFacts Coordinator the primary provider of this information?

The Department of Education and National Center for Educational Statistics (NCES) have identified State CCD Coordinators as the state expert for this information.

Are all states required to submit the CCD Grades Offered & Graduates/Completers Survey?

This report shall be applicable to the 50 states, District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, and Department of Defense.

What reporting year will this data collection cover?

Grades Offered covers data for ungraded classes for SY 2019-20

What will ED do with this information?

These metadata responses will be used by ED when reviewing and using data submitted by your state to meet the annual data reporting requirements. Responses will be used to verify the accuracy of your data, as well as to decrease data issues identified in the CCD Data Management System (DMS). For example, if your state does not use Grade 13, we will verify that CCD files submitted by grade levels do not include counts for Grade 13.

NOTE! DMS may identify other issues with your data, but they will not be for information available in your survey responses.

Where can I access the HTML report of the submitted survey?

To view a copy of the submitted survey, users can access an HTML report from the State Reports tab on the survey dashboard. See section 6.0 for step-by-step instructions.

Will I have access to previously submitted Survey results?

Yes. Users are able to view the history of all submitted CCD Grades Offered & Graduates/Completers Surveys. Users need to be aware that the last version submitted by CCD Coordinators will be the version ED will use for the collection. Draft versions will not appear in the report repository.
Can you define *Other* High School Completers?

For this survey, *Other* is defined as an individual who received a certificate of attendance or other certificate of completion in lieu of a diploma. *Other* High School Completers do not include equivalency diplomas, such as the General Equivalency Diploma (GED) or the High School Equivalency Diploma (HSED). Recipients of equivalency diplomas, such as a GED or HSED are excluded from this survey.

Can you define *Ungraded* students, *Grade 13*, and *Adult Education*?

For this survey, *Ungraded* students are defined as students that have not been assigned to a particular grade offered by the state. *Grade 13* is a grade level in a specific program related to earning post-secondary credit, a Career and Technical Education (CTE) degree, or CTE certification that extends beyond the traditional four grade high school structure. *Adult Education* are students who have dropped out and returned to school or entered an adult education program.

What are the criteria for *High School Completers*?

The criteria for *High School Completers* are students who received a high school diploma. A formal document certifying the successful completion of a prescribed secondary school program of studies is required for the student to receive their high school diploma. Included here are regular high school diplomas that are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.

When does this survey collection close to states?

The data for ungraded classes are a part of file specifications FS029 Directory and FS039 Grades Offered and are due for submission on **January 31, 2020** for SY 2019-20. Data for Graduates/Completers are part of file specification FS040 Graduates/Completers and are due for submission on **February 12, 2020** for SY 2018-19. The Grades Offered and Completers Survey will open on **December 10, 2019** and will close on **March 18, 2020**. This survey reopens on **June 1, 2020** and closes on **July 22, 2020**.

Will I have access to the survey after I have submitted the data to the database?

Yes.

After starting the survey, can I save the existing entries and come back later to complete it?

Yes. The survey is set up for a user to be able to save a working non-finished copy as a draft which can be completed at a later time. A **SAVE AS DRAFT** button will be displayed at the bottom of the data entry form page. When clicked, the page responses will be saved and the dashboard page will be displayed. However, saving the survey of a draft will not generate an HTML report.

Can I make corrections to the submitted survey before the close date?

Yes. CCD Coordinators will have access to make changes to the survey up until the survey is closed and are able to override previously submitted versions by entering the
survey process and submitting the survey again. There are no limits to the number of
times a user can submit this survey. A history of all submitted versions will be archived
in the Grades Offered and Graduates Process Survey Reports Repository. ED will use
the latest submitted version of the survey for the collection.

If I enter the CCD Grades Offered & Graduates/Completers Survey more than
once, will previously entered data show?
Yes, as long as the user has clicked on the **SAVE AS DRAFT** button prior to leaving
their last session, the entered information will display.

Is there a character limit for the survey comment boxes provided?
Yes. The comment box field is a paragraph type format with a maximum size of 4000
characters.

Can I print the results of this survey?
Yes. Users can obtain an HTML version of the survey from the **State Reports** tab on
the survey dashboard. A copy of this survey can be printed and filed away or saved to
your desktop as a soft copy.

Whom do I contact for login problems or technical assistance with the **EMAPS**
tool and survey?
For login and technical assistance please contact the Partner Support Center (PSC):
Email: eden_ss@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

The PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding
federal holidays.
4.0 Accessing the CCD Grades Offered/Completers Survey

To access the EMaps login screen, go to https://emaps.ed.gov/suite/.

A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 4.1)

![Figure 4.1 – Department of Education Warning Banner and Login Screen](image)

Enter the assigned EMaps username and password into the appropriate fields.

**NEW!** EMaps passwords now have minimum requirements. When resetting EMaps passwords, they will now require a minimum of the following:

- Minimum of 12 characters
- And at least one of the following of each: Upper Case, Lower Case, one Number and one special Character

**NOTE!** Both the EMaps username and password are case sensitive. If you experience issues logging into EMaps, please contact PSC (FAQ Section, 3.0).

Once logged into EMaps, the EDFacts Portal will display. Click the **CCD Grades Offered and Graduates/Completers** link under the EDFacts section, then click the state specific survey link to enter the survey (see figs. 4.2 and 4.3).
The system will redirect to the **Summary** tab of the CCD survey (see fig. 4.4) where the following will be available:

- About the Survey
- Instructions
- User Guide (a quick link to the survey)
5.0 Completing the CCD Grades Offered and Graduates/Completers Survey

The survey Dashboard contacts tabs for each section of the survey. The CCD Dashboard contacts the following tabs (see fig. 5.1):

1. **Summary**: Provides a summary of the CCD Grades Offered & Graduates/Completers Survey with a link to the CCD Grades Offered & Graduates/Completers User Guide.

2. **CCD Grades Offered**: This section allows users to respond to questions regarding Grades Offered Data.

3. **Graduates/Completers**: This section allows users to respond to questions regarding Graduates/Completers data.

4. **Review and Submit Responses**: This form is where CCD Coordinators review the warnings and edit checks or submit the survey to the database.
5. **State Reports**: Review the HTML reports for each CCD Grades Offered & Graduates/Completers Survey submitted by the state for each year the survey has been in EMAPS.

6. **Related Actions**: This tab contains Update Data link to edit the survey. Once the survey has been Saved as a Draft, a VERIFY DATA button will appear to review the edit checks and submit the survey to the database.

### 5.1 Critical Data Value Definitions

- **Ungraded Students** – defined as students that have not been assigned to a particular grade offered by the state.

- **Grade 13** – defined as a program offered in some states that enables students to earn post-secondary credits, a CTE degree, or CTE certification while still enrolled in the public elementary/secondary school system.

- **Adult Education** – defined as instructional programs for students who have dropped out and returned to school or entered an adult education program.

- **Regular High School Diplomas** – defined as a formal document certifying the successful completion of a prescribed secondary school program of studies. Included are regular high school diplomas that are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.

- **Other High School Completers** – defined as a certificate of attendance or other certificate of completion awarded in lieu of a diploma. Not included are equivalency diplomas, such as the GED or the HSED. Recipients of equivalency diplomas, such as a GED or HSED, are excluded from this survey.

This survey contains two sections in which data is to be entered: 1) Grades Offered and 2) Graduates/Completers. ED plans to use the data from ungraded classes in conjunction with NCES for CCD purposes.

### 5.2 CCD Grades Offered Tab: FS039

To begin entering data, select the **CCD Grades Offered** tab from the Summary page and the questions will first display in view-only mode. To enter responses, follow these instructions:

1. Select the **UPDATE DATA** button to manually enter the data (see fig. 5.1).
2. Data entry fields will display to allow manual responses, radio buttons will appear to respond Yes or No and the SAVE AS DRAFT button will appear in the bottom right corner of the screen (see fig. 5.2 below). A section for additional information or comments can be found below the questions on the same page.

**REVISED!** The membership section within the Grades Offered tab collects information regarding pre-kindergarten reporting within your state. This section now contains three separate questions regarding student counts for pre-kindergarten reporting: students enrolled in Headstart, children with disabilities, or state-funded preschool programs, and whether or not there are significant differences in data reported between education levels (such as SEA, LEA and/or school).
NOTE! If a user exits the survey without selecting the SAVE AS DRAFT button, data will not save and the EMAPS survey session will end. Asterisks next to questions indicate that a response is required.

5.3 Graduates and Completers Tab: FS040

The Graduates/Completers tab contains three questions that require a response and/or a comment.

To begin entering data, select the Graduates/Completers tab and the questions will first display in view-only mode. To enter responses, follow these instructions:

1. Select the UPDATE DATA button to manually enter the data (see fig. 5.3).

2. Data entry fields will display to allow manual responses, radio buttons to respond Yes or No and the SAVE AS DRAFT button will appear in the bottom right corner of the screen (see fig. 5.4). A section for additional information or comments can be found below the questions on the same page.
**REVISED!** The question, *For which of the following does your state collect data?*, is now a single checkbox.

**NOTE!** The required question, *Does your state recognize and report dropouts below grade 7?* requires an explanation in the provided text box if the answer to the question is *No*.

**NOTE!** If the answer to question *Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death?* is *Yes*, an explanation is required in the provided text box.

Comments Box – A comment box is provided at the end of each section to include additional information supplementing the questions asked in the survey. This comment box has a 4000-character limit.

### 5.4 Submitting the Survey to the Database

Once all data entry sections have been completed, select the **Review and Submit Responses** tab to submit the survey.

Select the **VERIFY DATA** button which will appear in the top right corner of the **Review and Submit Responses** tab (see fig. 5.5).

![Figure 5.5 – Review and Submit Responses tab](image)

All responses will display on the screen in a review-only mode. Once all responses have been reviewed, select the **SUBMIT** button in the bottom right corner of the page (see fig. 5.6).
When the **SUBMIT** button is selected, the system will save all survey responses to the database. The survey cannot be submitted to the database until all required fields have been provided. An email confirmation will be sent to the submitter’s email account confirming this survey is complete and that the Department of Education has received it. An HTML report of the completed survey will also be attached to this email.

**NEW!** When resubmitting a survey, please note that a timestamp will be generated each time the survey is submitted even when there are no changes to the data entered.

## 6.0 Accessing the HTML Report

An HTML version of the **CCD Grades Offered and Graduates/Completers** survey can be accessed from the **State Reports** tab while in the **CCD Survey** and from the **Reports** tab on the main EMAPS homepage. HTML reports are generated each time the survey is submitted to the database.

To download a **CCD Grades Offered and Graduates/Completers** HTML report, click the blue hyperlink to access the HTML version of the report. Follow your browser’s prompts to save a copy to your desktop.
**NOTE!** The HTML Report will be identical if it is accessed from the *State Reports* tab within the survey or from the *Reports* tab on the EMAPS homepage.

### 7.0 Automated Emails from EMAPS

 Emails automatically generated and sent from EMAPS will come from the EDEN_SS@ed.gov email address.

All auto-generated emails related to the CCD Grades Offered and Completers are sent to the EDFacts Coordinator. If someone else in the SEA should receive the notification emails, please contact PSC for assistance.

- An email will be sent to all the state’s users when the survey has been opened;
- A confirmation email will be sent to all the state’s users each time the survey’s responses have been submitted;
- An email will be sent 15 days before the close of the survey to those state users who have not logged on or saved any data;
- An email will be sent 3 days before the close of the survey to all state users informing them that the survey will be closing soon and asking them to complete the survey or make changes to their responses. This email will be sent to all users as a reminder that initial survey submission or updates will be due in 3 days;
- An email will be sent to all the state’s users when the survey reopens; and
- An email will be sent to all the state’s users when the survey reopens, and a resubmission is needed due to a discrepancy between an EMAPS response and the data submitted in an ESS file.
The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov