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.

December 2021

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: EMAPS User Guide: CCD Grades Offered & Graduates/Completers Survey, U.S. Department of Education, Washington, DC: EDFacts. Retrieved [date] from the EDFacts Initiative Home Page.

This technical guide is available on the Department’s EDFacts Initiative Home Page and on the EDFacts Metadata and Process System (EMAPS) Website.

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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date:</td>
<td>December 2021</td>
</tr>
<tr>
<td>Security Level:</td>
<td>Unclassified – For Official Use Only</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 – 10.0</td>
<td></td>
<td>Versions 1.0 – 10.0 of this document details the process of completing the CCD Grades Offered &amp; Graduates/Completers in EMAPS.</td>
</tr>
<tr>
<td>11.0</td>
<td>October 2021</td>
<td>Updated for SY 2020-21</td>
</tr>
<tr>
<td>11.1</td>
<td>December 2021</td>
<td>Extended the survey due date from March 16, 2022 to May 11, 2022</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 and reviewed annually with each survey release.

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 6/30/2022). 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.
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT CONTROL</td>
<td>2</td>
</tr>
<tr>
<td>PREFACE</td>
<td>3</td>
</tr>
<tr>
<td>1.0 Introduction</td>
<td>5</td>
</tr>
<tr>
<td>1.1 Technological Requirements</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Overview</td>
<td>5</td>
</tr>
<tr>
<td>2.0 Frequently Asked Questions</td>
<td>7</td>
</tr>
<tr>
<td>3.0 Accessing EMAPS</td>
<td>10</td>
</tr>
<tr>
<td>4.0 Accessing the CCD Grades Offered and Graduates/Completers Survey</td>
<td>12</td>
</tr>
<tr>
<td>5.0 Completing the CCD Grades Offered and Graduates/Completers Survey</td>
<td>14</td>
</tr>
<tr>
<td>5.1 General Navigation</td>
<td>14</td>
</tr>
<tr>
<td>5.2 CCD Grades Offered Tab</td>
<td>15</td>
</tr>
<tr>
<td>5.3 CCD Graduates/Completers Tab</td>
<td>17</td>
</tr>
<tr>
<td>6.0 Review and Submit</td>
<td>19</td>
</tr>
<tr>
<td>7.0 Accessing State Reports</td>
<td>21</td>
</tr>
<tr>
<td>8.0 Glossary of Data Elements</td>
<td>22</td>
</tr>
</tbody>
</table>
1.0 Introduction

The EDFacts Metadata and Process System (EMAPS) is a Web-based tool used to provide State Lead Agencies with an easy method of reporting and maintaining (1) data to meet federal reporting requirements, and (2) 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 the best performance.

**NOTE!** EMAPS is unavailable Saturdays from 8:00 a.m. to 2:00 p.m. ET for regularly scheduled maintenance.

1.2 Overview

This survey has been developed to collect data related to 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 FS052 - Membership; the value *Ungraded Teachers* in FS059 - Staff Full-Time Equivalent (FTE); and the values *Regular Diploma* and *Other High School Completion Credentials* in 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.

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 (CCD). This EMAPS survey collects information on the following:

- **Grades Offered**
  - Ungraded Students
  - Grade 13
  - Adult Education
  - Prekindergarten Reporting

- **Graduates/Completers**
  - Regular High School Diploma
  - Other High School Completer
  - Below Grade 7 Reporting

Definitions for the above bulleted terms can be found under Section 8.0.
This survey shall be applicable to the 50 states, plus District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education (BIE), and Department of Defense (DoD).
2.0 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 EDfacts@ed.gov.

What is the primary use of 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 a state does not use Grade 13, the data are used to verify that CCD files submitted by grade levels do not include counts for Grade 13.

NOTE! The DMS may identify other issues with a state’s data, but it will not be for information available in the survey responses.

Who in my state has access to the CCD Grades Offered & Graduates/Completers Survey?
Each state’s CCD Non-Fiscal Coordinator has been granted access to the dashboard, to enter and submit data, and to view the HTML report of submitted data via the EMAPS CCD Grades Offered & Graduates/Completers Survey application for their own state. Each state’s EDfacts Coordinator has been granted view access to the HTML reports of submitted metadata via the EMAPS CCD Grades Offered & Graduates/Completers Survey application for their own state.

Can someone other than the CCD Non-Fiscal Coordinator provide this data for my state?
No, the CCD Non-Fiscal Coordinator must provide the state’s responses because the Department of Education and National Center for Educational Statistics (NCES) have identified all CCD Non-Fiscal Coordinators as the state expert for this information. However, in some states, the EDfacts Coordinator also serves as the CCD Non-Fiscal Coordinator. If this applies to your state and the user currently has read only access, contact PSC to modify the status to read/write access.

Where can I view the results of the CCD Grades Offered & Graduates/Completers Survey if I am a read only user?
The results from the submitted survey can be viewed on the Reports tab once the survey has been submitted.

What states are required to submit the CCD Grades Offered & Graduates/Completers Survey via EMAPS for SY 2020-21?
For SY 2020-21, the CCD Grades Offered and Graduates/Completers Survey will be submitted by all 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 tab covers data for ungraded classes for SY 2021-22, and Graduates/Completers tab covers data for SY 2020-21.

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 Reports tab on the survey dashboard. See section 7.0 for instructions.

**NOTE!** After accessing the HTML report, a copy of this survey can be printed and filed away or saved to your desktop as a soft copy. Users are able to view the history of all submitted CCD Grades Offered & Graduates/Completers Surveys. Draft versions will not appear in the report repository.

How is Ungraded, Grade 13, Adult Education, and Other High School Completers defined?
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. Other High School Completers is defined as an individual who received a certificate of attendance or other certificate of completion in lieu of 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.

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 Grades Offered and Completers Survey will open on December 6, 2021 and will close on May 11, 2022. This survey reopens on May 31, 2022 and closes on July 27, 2022.

**NOTE!** The SY 2021-22 survey reopens on Tuesday due to Monday being a federal holiday.

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 up until the survey has closed. 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.

**NOTE!** If the survey is submitted multiple times, ED will use the latest submitted version of the survey for the collection.

**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 4,000 characters.

**When will automated emails be sent?**
Reminder emails are sent to states:
- 15 business days prior to survey close if they either did not start the survey or if they did not submit their data to the database.
- 3 business days prior to survey close as a reminder that initial survey submission or updates will be due in 3 days
- When the users submit the data.
- Emails will be sent to the states at the opening of the update period indicating if a resubmission is required
  - States that are not required to resubmit will be notified that they may adjust their information if desired.

**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:

- Email: EDFacts@ed.gov
- Telephone: 877-457-3336 (877-HLP-EDEN)
- Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding federal holidays.

**NOTE!** Users should also contact PSC for content and policy-related questions.
3.0 Accessing EMAPS

To log in to EMAPS, 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. 3.1).

NOTE! EMAPS works in all browsers, but Chrome is recommended for the best performance.

Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.2). If experiencing issues logging into EMAPS, contact PSC (FAQs, Section 2). Both the EMAPS username and password are case sensitive.
To log out of EMAPS, select the **Profile Icon** in the top right-hand corner and select **Sign Out** (see fig. 3.3).

![Figure 3.3 – EMAPS Logout screen](image-url)
4.0 Accessing the CCD Grades Offered and Graduates/Completers Survey

Once logged into EMAPS, the EDFacts Landing Page will display.

Click the **CCD Grades Offered and Graduates/Completers** link under the EDFacts section (see fig. 4.1).

![Figure 4.1 – EDFacts Portal Landing Page](image)

**NOTE!** The Paperwork Burden Statement is available on the EDFacts Portal Landing Page.

Select the **[state’s name] CCD SY 2021-22** link to enter the CCD Grades Offered and Graduates/Completers Survey (see fig. 4.2).

![Figure 4.2 – CCD Grades Offered & Graduates/Completers Survey Access](image)

The system will redirect to the **Summary** tab of the survey (see fig. 4.3) where the following will be available:
Information about the Survey
Instructions for completing the survey;
Survey User Guide

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the EMAPS survey form, or select Continue when the inactivity warning message is displayed.
5.0 Completing the CCD Grades Offered and Graduates/Completers Survey

The CCD Grades Offered and Graduates/Completers Survey navigation menu contains five tabs (see fig. 5.1). To navigate into a section, select its corresponding tab.

**Figure 5.1 – Survey Tabs**

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

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

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

**Review and Submit Responses:** This form is where CCD Non-Fiscal Coordinators review the warnings and edit checks or submit the survey to the database.

**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.

**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 General Navigation

This survey contains two sections in which data is to be entered:

1) CCD Grades Offered and
2) Graduates/Completers

The CCD Grades Offered and Graduates/Completers Survey navigation menu contains five tabs. To begin completing the survey, navigate into a section by selecting its corresponding tab and select Update Data. The questions first display in view-only mode.

**NOTE!** Asterisks next to questions indicate that a response is required.
5.2 CCD Grades Offered Tab

To begin completing the survey, select the **CCD Grades Offered** tab from the Summary page. To enter responses, select the **Update Data** button to enter the data (see fig. 5.2).

![Figure 5.2 – CCD Grades Offered tab - Update Data](image)

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. 5.3). A section for additional information or comments can be found below the questions on the same page.

![Figure 5.3 – CCD Grades Offered tab- Grades Offered (FS029, FS039) Questions](image)

**Questions in the CCD Grades Offered Section:**

- Does your state offer ungraded instruction?
- Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)?
• Does your state report Adult Education within its elementary and secondary structure?
• Can you differentiate between grades offered and grades enrolled at the school level?
• Can you differentiate between grades offered and grades enrolled at the district level?
  o This subsection allows for additional detail to be provided in the field titled “Please provide any relevant additional information, if applicable.”

Figure 5.4 – CCD Grades Offered tab – Staff and Membership Questions

Questions in the CCD Grades Offered Section:

STAFF FTE (FS059)

• Are any teachers identified as teachers for ungraded classes?

MEMBERSHIP (FS052)

• Please describe the student counts included in prekindergarten reporting for your state in the box below.
• Do the counts include students enrolled in Headstart, children with disabilities, or State-funded preschool programs?
• If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.

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.
5.3 CCD Graduates/Completers Tab

Continue completing the survey by selecting the CCD Graduates/Completers tab from the Summary page. To enter responses, select the Update Data button to enter the data (see fig. 5.5).

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. 5.6). A section for additional information or comments can be found below the questions on the same page.

Questions in the Graduates/Completers Section:

- For which of the following does your state collect data?
  o **NOTE!** The question, for which of the following does your state collect data?, is a single checkbox.
- 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?
  o If Yes, please explain.
• Does your state recognize and report dropouts below grade 7? If no, a field will populate in order to provide further detail.

**NOTE!** 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 4,000-character limit.
6.0 Review and Submit

Once all data entry sections have been completed and Save as Draft has been selected, select the Review and Submit tab on the Dashboard. Review the data for completeness and accuracy.

Neither the Submit button nor the additional comment box appear until the Verify Data button located at the top right-hand side of this section has been selected (see fig. 6.1).

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. 6.2).
If there are errors or mandatory questions not answered, the warning message *ERROR – Insufficient amount of data! Please answer ALL questions in order to submit your responses* will be displayed in red font at the bottom of the Review and Submit Responses page (see fig. 6.3).

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.

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.
7.0 Accessing State Reports

HTML reports can be accessed in one of two ways:

1. In the survey under the **State Reports** tab (see fig. 7.1); and
2. By navigating to the **Reports** tab in the EMAPS navigation menu.

**NOTE!** The HTML report generates each time data are submitted to the database. The most recent submission will be the survey last submitted to the database and the collection ED uses for analysis.

Once a file is selected, the HTML report appears in a new tab of the internet browser (see fig. 7.2).

Save this report to the computer desktop using browser options or print the report as a hard copy.
8.0 Glossary of Data Elements

**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.
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