



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

**EMAPS User Guide: CCD Grades
Offered & Graduates /
Completers Survey
SY 2018-19**

Release 8

December 2018

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	10/17/2011	Version 1.0 of this document introduces the first release of the CCD Grades Offered and Graduates Survey in EMAPS
2.0	8/22/2013	Version 2.0 of this document introduces the second release of the renamed CCD Grades Offered and Graduates/Completers Survey in EMAPS
5.0	12/11/2015	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
6.0	10/17/2016	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
7.0	10/31/2017	Version 7.0 updates rollover EMAPS CCD Grades Offered & Graduates / Completers for SY 2017-18 R7; updates names of file specifications from C to FS
7.1	12/20/2017	Version 7.1 created to correct minor typo in reopen period due date.
8.0	11/29/2018	Version 8.0 updates rollover EMAPS CCD Grades Offered and Completers for SY 2018-19 R8

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 06/30/2020). 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, kindergarten through grade 12 (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.

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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

Only Internet Explorer 9, 10 and 11 are supported by *EMAPS*.

NOTE! *EMAPS* is unavailable late Sunday through 2:00 a.m. ET Monday morning for system maintenance.

2.0 Overview

The ED*Facts* 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 ED*Facts* Submission System (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 5.1.

The data for ungraded classes are a part of file specifications FS029 Directory and FS039 Grades Offered and are due for submission by **January 25, 2019** for SY 2018-19. Data for Completers are part of file specification FS040 Graduates/Completers and are due for submission by **February 13, 2019** for SY 2017-18. The CCD Grades Offered & Graduates / Completers Survey opens on **December 10, 2018** and closes on **March 20, 2019**. The Reopen period for the CCD Grades Offered & Graduates / Completers Survey opens on **June 3, 2019** and closes on **July 24, 2019**.

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).

2.1 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.

NEW THIS YEAR! Two new questions are required and will be collected under each data entry category. The **Grades Offered** tab will now collect a description of the state's student counts included in Prekindergarten reporting. The **Graduates/Completers** tab will now collect 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 – CCD Non-Fiscal Coordinators 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 their own state, only.

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

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

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

ESB User – ESB users are 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:

EMAPS CCD Grades Offered & Graduates / Completers Survey Function	State CCD Coordinator	CCD ED User	PSC User	ESB User
User Role Affiliation	SEA	ED	PSC	ED
Dashboard access	Y	Y	Y	N

Read/write access to data entry pages	Y	N	Y	N
Read access to HTML report	Y	Y	Y	Y

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, ED*Facts* Coordinators also serve as the CCD Coordinator. If this applies to your situation 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 ED*Facts* Coordinator the primary provider of this information?

The Department of Education and National Center for Educational Statistics 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 2018-19

Graduates/Completers covers data for SY 2017-18.

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 the various 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 get the HTML report of the submitted survey?

To view a copy of the submitted survey, users can access a HTML report from the **State Reports** tab on the survey dashboard. Once the **State Reports** tab has been selected,

a list of previously submitted surveys will display. Surveys will be accessible from the EMAPS Home Page only after the CCD Coordinator has submitted the survey. Draft versions will not be visible to ED*Facts* Coordinators or CCD Coordinators.

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 a *High School Completer*?

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 25, 2019** for SY 2018-19. Data for Graduates/Completers are part of file specification FS040 Graduates/Completers and are due for submission on **February 13, 2019** for SY 2017-18. The Grades Offered and Completers Survey will open on **December 10, 2018** and will close on **March 20, 2019**. This survey reopens on **June 3, 2019** and closes on **July 24, 2019**.

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

Yes. CCD Coordinators will have access to make changes to the survey up until the survey is closed.

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 a HTML report.

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

Yes. CCD Coordinators are able to override any 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.

When is the reopen period for this survey?

The reopen period for the CCD Grades Offered & Graduates / Completers Survey will begin on **June 3, 2019** and close on **July 24, 2019**.

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 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 a 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.

3.0 Logging into the EMAPS website

To access the [EMAPS](https://emaps.ed.gov/suite/tempo) login screen, go to <https://emaps.ed.gov/suite/tempo>

A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.0).

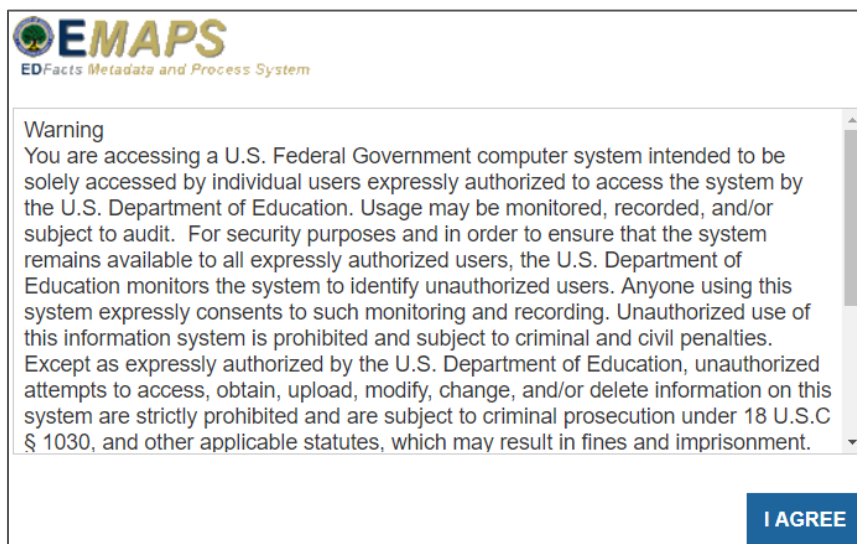


Figure 3.0 – Department of Education approved warning banner

Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.1). Both the EMAPS username and password are case sensitive. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).

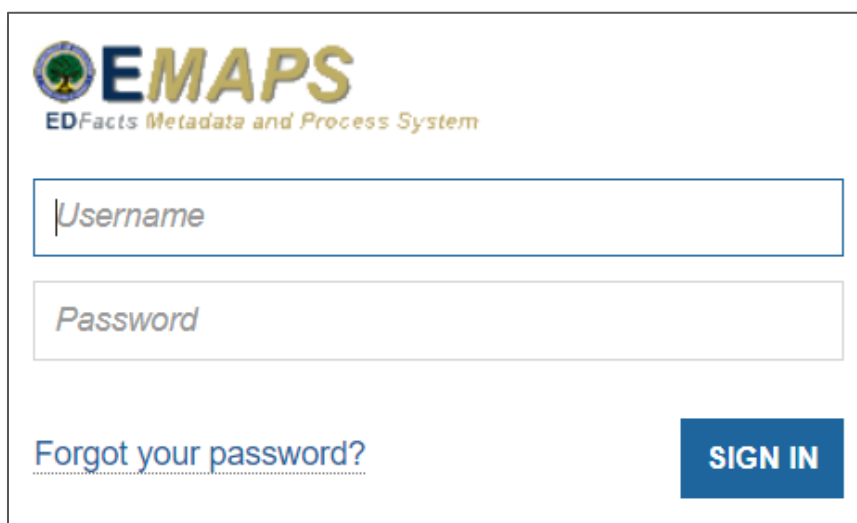


Figure 3.1 – EMAPS Login Screen

4.0 Accessing the CCD Grades Offered & Graduates / Completers Survey

4.1 EMAPS Records Dashboard

Once logged in, users will land on the EMAPS **Records** tab which contains a list of all available surveys. To return to the list at any time, select on the **Records** tab in the top navigation menu.

There are five tabs at the top of the new EMAPS homepage (see fig. 4.0):

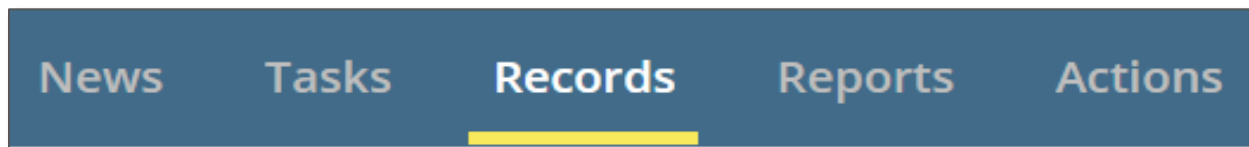


Figure 4.0 – EMAPS Tabs

News: This tab is not used at this time.

Tasks: This tab allows users to send and receive messages from any EMAPS user (across all states). Users may reply to received messages and also track important messages by using the **star** feature.

Records: This tab displays all available EMAPS surveys.

Reports: This tab displays reports for all available EMAPS surveys.

Actions: This tab contains the **Paperwork Burden Statement**.

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the EMAPS survey form, or select **Resume** when the inactivity warning message is displayed (see fig. 4.1).

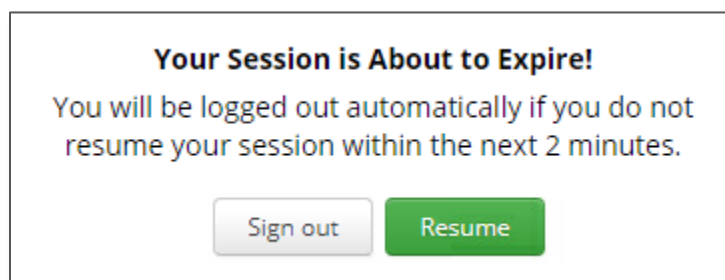


Figure 4.1 – Warning of Session Expiration

The **CCD Grades Offered & Graduates / Completers Survey** link is displayed on the **Records** tab (see fig. 4.2). Click the **CCD Grades Offered & Graduates / Completers Survey** link, which will open the CCD Grades Offered & Graduates / Completers Survey page (see fig. 4.3). Click on the **{State} CCD SY 2018-19** to begin (see fig. 4.3).



Figure 4.2 – EMAPS Records Tab Survey Links

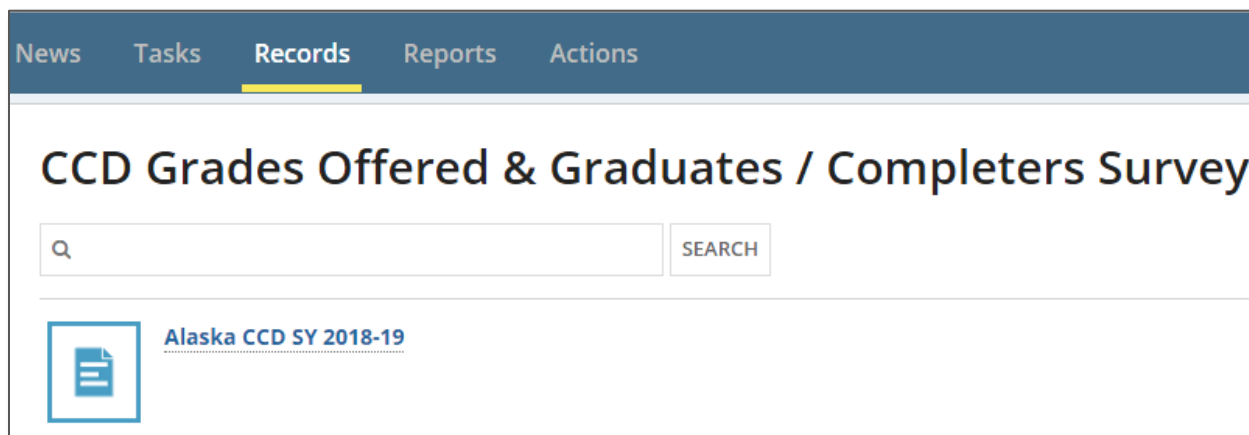


Figure 4.3 – EMAPS CCD Grades Offered & Graduates / Completers Survey Link

4.2 CCD Grades Offered & Graduates / Completers Survey Dashboard

After the **{State} CCD SY 2018-19** link has been selected, the appropriate survey will be displayed (see fig. 4.4).

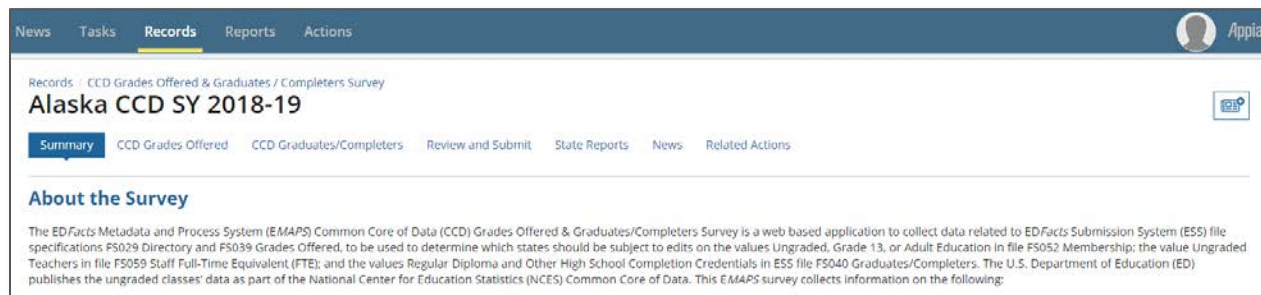


Figure 4.4 – EMAPS CCD Summary Tab

The tabs are:

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:** The **Verify Data** button shall appear in the top right corner of the **Review and Submit** page. Upon entering the **Review and Submit** page, data entry fields shall be non-modifiable, and the screen shall be displayed in display mode. When the **Verify Data** button has been selected, the system shall populate the **Submit** button at the bottom right corner of the page. The user is required to navigate to the bottom of the page to submit survey responses. When the **Submit** button is selected, the system shall save all survey responses to the database.
5. **State Reports:** When the **State Reports** tab is selected, a list of HTML reports of survey responses for the state will be displayed.
6. **News:** This tab is not used at this time.
7. **Related Actions:** This tab provides links to each tab that has been opened for update or has unanswered questions. If a tab has been **Saved as Draft**, selecting on the **Update** link in the **Related Actions** tab will reopen the tab for edit.

5.0 Survey Information

This survey contains two sections in which data is to be entered: 1) Grades Offered & 2) Graduates / Completers. ED plans to use the ungraded classes' data in conjunction with the National Center for Education Statistics for CCD.

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 grade level within a program offered in some states that enables students to earn post-secondary credits, a Career and Technical Education (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 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.

The data for ungraded classes are a part of file specifications **FS029 and FS039** and are due for submission on **January 25, 2019 for SY 2018-19**.

Data for graduates are part of file specification **FS040** and are due for submission on **February 13, 2019 for SY 2017-18**.

The survey will open on **December 10, 2018** and close on **March 20, 2019**.

The Reopen period for the Grades Offered and Completers Survey opens on **June 3, 2019** and closes on **July 24, 2019**.

6.0 Completing the CCD Grades Offered & Graduates / Completers Survey

This survey consists of two data entry tabs, **CCD Grades Offered** and **Graduates/Completers**.

6.1 CCD Grades Offered Tab: FS039

The **Grades Offered** tab contains six questions that require either a **Yes** or **No** response and one question regarding Prekindergarten reporting that requires a comment. To begin entering data, select the **CCD Grades Offered** 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. 6.0).

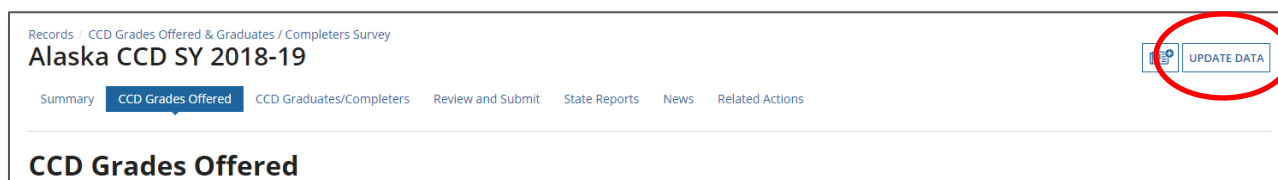


Figure 6.0 – CCD Grades Offered tab - Update Data

2. When the **Update Data** button is selected, states will be able to respond **Yes** or **No** to the CCD Grades Offered questions, enter comments, and the **Save As Draft** button will display in the bottom right corner of the screen (see fig. 6.1). A section for additional information or comments can be found below the questions on the same page.

CCD Grades Offered

Please complete the form below.

CCD GRADES OFFERED (FS029, FS039) for SY 2018-19, data due January 25, 2019

Does your state offer ungraded instruction? *

Yes
 No

Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)? *

Yes
 No

Does your state report Adult Education within its elementary and secondary structure? *

Yes
 No

Can you differentiate between grades offered and grades enrolled at the school level? *

Yes
 No

Can you differentiate between grades offered and grades enrolled at the district level? *

Yes
 No

Please provide any relevant additional information, if applicable Please limit your comment to a maximum of 4000 characters.

test

STAFF FTE (FS059) for SY 2018-19, data due May 30, 2019

Are any teachers identified as teachers for ungraded classes? *

Yes
 No

MEMBERSHIP (FS052) for SY 2018-19, data due March 27, 2019

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? State-funded preschool programs? If there significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences. Please limit your comment to a maximum of 4000 characters.

test

1. State CCD coordinators are the authorized data providers for this survey.
2. The U.S. Department of Education's National Center for Education Statistics plans to use the ungraded classes data.

SAVE AS DRAFT

Figure 6.1 – CCD Grades Offered tab – Data Entry Form

NEW THIS YEAR! A new required question has been added to the Membership section within the **Grades Offered** data entry section. This description collects information regarding Pre-k reporting within your state. Also, you may notice that questions have been rearranged and there are new sections for both data entry pages.

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 mean that a response is required.

6.2 Graduates and Completers Tab: FS040

The **Graduates/Completers** tab contains 3 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. 6.2).

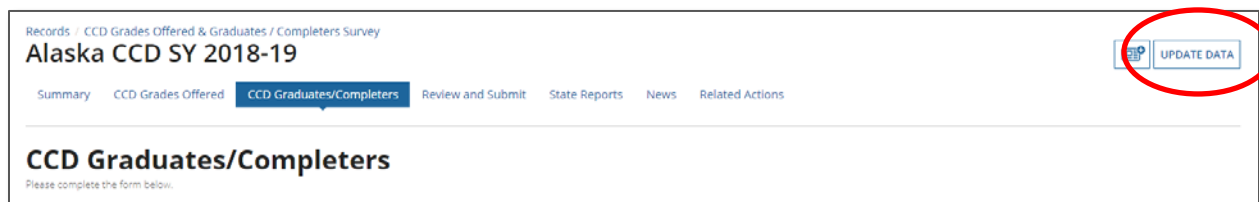


Figure 6.2 – Graduates/Completers tab - Update Data

2. When the **UPDATE DATA** button is selected, states will be able to respond to the Graduates/Completers questions and the **Save As Draft** button will display in the bottom right corner of the screen (see fig. 6.3). A section for additional information or comments can be found below the questions on the same page.

 A screenshot of the 'CCD Graduates/Completers' data entry form. The title is 'CCD Graduates/Completers' with the instruction 'Please complete the form below.' Below the title, it specifies 'GRADUATES / COMPLETERS (FS040) for SY 2017-18, data due February 13, 2019'. The form contains three questions:

- Question 1: 'For which of the following does your state collect data?' with radio button options for 'Regular diploma that indicates that a student meets or exceeds the requirements of a regular diploma.' (checked) and 'Other high school completion credentials for meeting criteria other than the requirements for a regular diploma (i.e. certificate of completion, certificate of attendance).'.
- Question 2: '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?' with radio button options for 'Yes' and 'No' (selected).
- Question 3: 'Does your state recognize and report dropouts below grade 7?' with radio button options for 'Yes' and 'No' (selected).

 Each question has a text area for comments with the instruction 'Please limit your comment to a maximum of 4000 characters'. At the bottom of the form, there is a 'SAVE AS DRAFT' button circled in red. A footer note states: '1. State CCD coordinators are the authorized data providers for this survey.'

Figure 6.3 – Graduates/Completers tab – Data Entry Form

NEW THIS YEAR! A new required question, **Does your state recognize and report dropouts below grade 7?**, has been added to the survey for this year. If the answer to this question is **No**, an explanation is required in the provided text box. Also, you may notice that questions have been rearranged and there are new sections for both data entry pages.

NOTE: If the answer to question number 2 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.

6.3 Exiting the Survey without Saving

Each of the tabs on the survey can be accessed at any time but **Save as Draft** should always be selected first. If the survey window from the browser is closed, data will not be saved and the EMAPS survey session will end. Data will only be saved if the **Save as Draft** button is selected.

NOTE: In order to save data in the survey, all required fields must be completed. Required fields are marked with a red asterisk.

6.4 Submit the Survey to the ESS Database

Once all data entry sections have been completed, select the **Review and Submit** tab link located on the dashboard. The **Verify Data** button will appear in the top right corner of the **Review and Submit** page and all responses will display and be non-modifiable (see fig. 6.4).



Figure 6.4 – Review and Submit tab

Once all responses have been reviewed and the **Verify Data** button has been selected, the system will provide the **Submit** button at the bottom right corner of the page (see fig. 6.5).

Alaska - Review and Submit

CCD GRADES OFFERED (FS029, FS039) for SY 2018-19, data due January 25, 2019

Does your state offer ungraded instruction? Yes

Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)? No

Does your state report Adult Education within its elementary and secondary structure? Yes

Can you differentiate between grades offered and grades enrolled at the school level? Yes

Can you differentiate between grades offered and grades enrolled at the district level? Yes

Please provide any relevant additional information, if applicable test

STAFF FTE (FS059) for SY 2018-19, data due May 30, 2019

Are any teachers identified as teachers for ungraded classes? Yes

MEMBERSHIP (FS052) for SY 2018-19, data due March 27, 2019

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? State-funded preschool programs? If there significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences. test

GRADUATES / COMPLETERS (FS040) for SY 2017-18, data due February 13, 2019

For which of the following does your state collect data? Regular diploma that indicates that a student meets or exceeds the requirements of a regular diploma, Other high school completion credentials for meeting criteria other than the requirements for a regular diploma (i.e. certificate of completion, certificate of attendance).

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? Yes

If Yes, please explain Test

Does your state recognize and report dropouts below grade 7? No

If No, please explain test

Please provide any relevant additional information, if applicable test

SUBMIT

Figure 6.5 – Review and Submit tab – Submit button

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 e-mail confirmation will be sent to the submitter’s e-mail account confirming this survey is complete and the Department of Education has received it. An HTML report of the completed survey will also be attached to this email.

7.0 Accessing the HTML Report

Once the survey has been submitted, it will be available for viewing on the **State Reports** tab by the state’s *EDFacts* and CCD Coordinator, the Department of Education users, and the Partner Support Center (see fig. 7.0).

File Name	File Type	Creation Date	Submitter Name	Email
Alaska - CCD SY 2018-19 SY 2017-18	HTML	11/8/2018 1:58 PM EST	Tester4, CCD	Courtney.Montgomery@aemcorp.com
Alaska - CCD SY 2015-16-SY 2014-15	HTML	12/14/2015 11:22 AM EST	Noll, Patrick	pnoll@collabralink.com
Alaska - CCD SY 2013-14-SY 2012-13	HTML	8/14/2013 10:32 AM EDT	Noll, Patrick	pnoll@collabralink.com
Alaska - CCD SY 2013-14-SY 2012-13	HTML	8/13/2013 1:04 PM EDT	Noll, Patrick	pnoll@collabralink.com
Alaska - CCD SY 2013-14-SY 2012-13	HTML	8/13/2013 8:56 AM EDT	Noll, Patrick	pnoll@collabralink.com
Alaska - CCD SY 2011-12-SY 2010-11	HTML	1/4/2012 12:45 PM EST	Bruffy, Goody	Pamela.Bruffy@ed.gov

Figure 7.0 – State Reports tab

Click on the desired submission and an HTML report will be generated (see fig. 7.1)

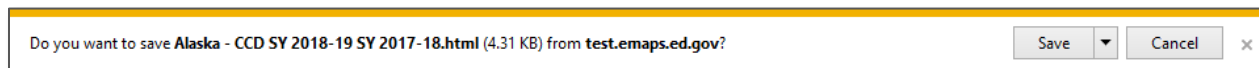


Figure 7.1 – HTML Report Pop up

Select **Save; Open** to view the report (see fig. 7.2).



Figure 7.2 – HTML Report Pop up

The submitted responses to the selected survey will display and it can be saved to your desktop and/or printed for documentation purposes.

8.0 Emails Generated and Sent by the Survey

The survey will generate and send reminder e-mails to state users during the process.

- An e-mail will be sent to all of the state's users when the survey has been opened;
- A confirmation e-mail will be sent to all of the state's users each time the survey's responses have been submitted;
- An e-mail 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 e-mail 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 e-mail will be sent to all users as a reminder that initial survey submission or updates will be due in 3 days;
- An e-mail will be sent to all of the state's users when the survey reopens; and
- An e-mail will be sent to all of 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.



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