



U.S. DEPARTMENT OF EDUCATION

Education Data Exchange Network (EDEN)

***EMAPS* User Guide: Submission
Plan and File Status**

Release 4.1

January 2011

U.S. Department of Education

Arne Duncan
Secretary

Office of Planning, Evaluation and Policy Development

Carmel Martin
Assistant Secretary

January 2011

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, Office of Planning, Evaluation and Policy Development, *EMAPS User Guide: Submission Plan and File Status*, Washington, D.C., 2011.

This technical guide is also available on the Department's Web site at:
<http://www.ed.gov/edfacts>

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

| | |
|------------------------|---|
| Title: | EMAPS User Guide: Submission Plan and File Status |
| Issue Date: | January 2011 |
| Security Level: | Unclassified – For Official Use Only |

DOCUMENT HISTORY

| Version Number | Date | Summary of Change |
|----------------|----------|--|
| 1.0 | 1/26/10 | Version 1.0 of this document introduces maintaining SY2009-10 submission plans in <i>EMAPS</i> . |
| 3.1 | 10/20/10 | Version 3.1 updated for SSP Release 3 |
| 4.1 | 1/126/11 | Version 4.0 updated for SSP Release 4 |

PREFACE

The *EMAPS* User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide addresses the transition of submission plans from Excel to *EMAPS* and the basic mechanics of *EMAPS* system access and navigation for this process.

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

CONTENTS

| | |
|---|-------------------------|
| DOCUMENT CONTROL | ii |
| PREFACE..... | iii |
| 1.0 INTRODUCTION..... | 5 |
| 1.1 Technological Requirements..... | 5 |
| 1.2 Overview of the EMAPS Submission Plan and File Status Process | 5 |
| 2.0 FREQUENTLY ASKED QUESTIONS..... | 7 |
| 3.0 EMAPS STEP-BY-STEP INSTRUCTIONS | 9 |
| 3.1 Log in to EMAPS..... | 9 |
| 4.0 Launch the “Submission Plan and File Status” Process in EMAPS..... | 12 |
| 5.0 State Homepage | 13 |
| 5.1 Introduction Page..... | 14 |
| 5.2 Selecting files to update | 15 |
| 5.3 Select by Month Due..... | 16 16 |
| 5.4 Select from File List..... | 16 |
| 5.5 Enter Submission Plan and File Status Information..... | 19 |
| 5.6 Review Your Entries | 21 |
| 5.7 Final Confirmation Screen and HTML Reports..... | 22 |

1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool to provide State Education Agencies (SEAs) with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected. This document is intended to help guide state *EdFacts* Coordinators in accessing the *EMAPS* Submission Plan and File Status Process and making changes to their data.

1.1 Technological Requirements

Before You Begin:

It is recommended that Internet Explorer version 6 or 7 is used for accessing *EMAPS*.

1.2 Overview of the *EMAPS* Submission Plan and File Status Process

As part of the process for submitting files to the EDEN Submission System (ESS), *EDFacts* Coordinators prepare and maintain Submission Plans for each reporting year. The information SEAs provide in submission plans are used to measure progress of SEAs' data submissions through the *EDFacts* Reporting System (ERS).

The *EMAPS* Submission Plan and File Status process introduces several new concepts to measure submission progress, detailed below.

Submission Plan Format: The submission plan data have historically been maintained in Excel workbooks. The *EMAPS* Submission Plan and File Status process will maintain the data through a Web-based system.

Timeliness: ED measures timeliness of submissions differently now that *EDFacts* is a mandatory reporting tool. Prior to school year (SY) 2008-09, when *EDFacts* was a voluntary reporting method, timeliness was measured based on SEAs' planned submission dates as provided in their submission plans. Beginning with SY 2008-09, ED's evaluation of timeliness is based on ED's due dates. As a result of this, in the *EMAPS* tool *EDFacts* Coordinators identify whether or not a file will be submitted on time, rather than the date they plan to submit it.

Completeness: In the *EMAPS* versions of submission plans, completeness is measured by comparing the planned number of educational units (EU) for a file's submission level against the actual number of EUs submitted to ESS. Including this data in *EMAPS* enables the submission plan data to be automatically loaded into the ERS. As a result, *EDFacts* Coordinators will be able to see their submission plan changes in ERS reports more frequently; *EMAPS* data are automatically uploaded to ERS on a nightly basis. This applies to SY 2008-09 and SY 2009-10 only.

File Status: The file status feature provides SEAs with another tool to indicate the quality and completeness of the data. For the pilot files and SY 09-10 files, ESS files will have one of three submission level statuses: “No data in ESS”, “Data in ESS”, or “Ready for ED Review”. These first two statuses are automatically generated from ESS when the user enters the EMAPS process. SEAs will manually select the “Ready for ED Review” file status when the file for a given submission level is complete (not preliminary) and no further revisions are expected. For SY 10-11 and beyond there will be four available status fields “No data in ESS”, “Data in ESS”, “Not Required to Submit”, and “Submissions Complete”. The first two statuses will be automatically generated from ESS, the same as previous year’s files. If a state is not required to submit a file they will be able to change the “No data in ESS” value to “Not Required to Submit”.

2.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this EMAPS process. Additional questions about how the process works should be directed to the Partner Support Center.

May the U.S. Department of Education use my SEA's data if I haven't set the file status flag as "Ready for ED Review" or "Submissions Complete"?

Yes. The due dates in ESS are determined by when ED plans to first use the data. Once the deadline has passed, ED may use the data in ESS regardless of its status. In this scenario, an SEA is strongly advised to leave the file status as "Data in ESS" and provide an explanation as to why the data are not considered final yet. The file status and comment information will be extremely valuable to ED for data quality analyses.

Which file status flag is appropriate to use if my SEA has submitted preliminary data for my state, and we expect to be submitting revisions later?

If the data submitted to ESS is considered "preliminary" by your SEA, leave the file status as "Data in ESS" and add a comment in the field provided to explain why the data is not final yet. The file status and comment information will be extremely valuable to ED for data quality analyses.

If I made a file status "Ready for ED Review" or "Submissions Complete" but then later realize that some of these data are incorrect or missing, what do I do?

The "Ready for ED Review" and the "Submissions Complete" flag should only be used when, to the best of your knowledge, the data are considered final. If after setting data to this status you realize that the data need to be revised, we recommend that you: 1) change its status to "Data in ESS" in EMAPS, 2) submit the revised data to ESS, and 3) set its status to "Ready for ED Review" or "Submissions Complete" in EMAPS when the data are final.

Does the LEAD015 report (similar to the retired LEAD004, but measuring timeliness based on ED due dates) utilize the EMAPS Submission Plan and File Status process data?

Yes. For the files included in the EMAPS Submission Plan and File Status process, the LEAD015 report utilizes the EMAPS data for both the number of educational units to be submitted and the timeliness indicator. Starting in SY 2009-10, EMAPS will be the sole data source for this report. The EMAPS values will be updated in the LEAD reports on a nightly basis providing users with more real-time progress reports.

NOTE: For SY10-11, LEAD018 will replace LEAD015

The ED*Facts* Coordinator is currently the only person in my SEA with access to the Submission Plan and File Status process. Can more people in my state get user access to the process?

Yes. Multiple SEA users are allowed access to the Submission Plan and File Status process. If you need additional people to be given permissions to the process please contact the Partner Support Center.

Who do I contact if I have questions about the EMAPS process?

If you have any questions about the EMAPS Submission Plan and File Status process, please contact the Partner Support Center (eden_ss@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)

TTY/TDD: 888-403-3336 (888-403-EDEN)

Some of my fields appear to be truncated, how do I correct this?

Make sure that you are using the recommended Browser configuration and that you have maximized your screen. If you are still experiencing issues you may need to adjust your Zoom Level to below 100% on the bottom of your Internet Explorer page.

Why do I not see N/X files for SY 10-11 and SY 09-10 data when selecting by files?

The file names for SY 10-11 and also the SY 09-10 files when the select files option is used, uses the file names from the ESS data base. The submission information still applies to both types of files. This naming is consistent with the LEAD reports.

3.0 EMAPS STEP-BY-STEP INSTRUCTIONS

Follow the steps below to review and edit the submission plan and file status information in EMAPS.

Note: The screen shots used to detail the following steps are similar but not identical to what users may see in the EMAPS process.

3.1 Log in to EMAPS

There are three ways for EDEN Submission System (ESS) users to enter the EMAPS tool: through the EMAPS website directly, through ESS, or the ED Facts webpage. Contact the Partner Support Center if you need your EMAPS username and password reset and use one of the paths to EMAPS below.

Once the User has accessed the EMAPS log in screen, they will see the screen shown below in option A. **Enter your username and password, then click the “Log In” button.**

Note: Your EMAPS username and password are case sensitive.

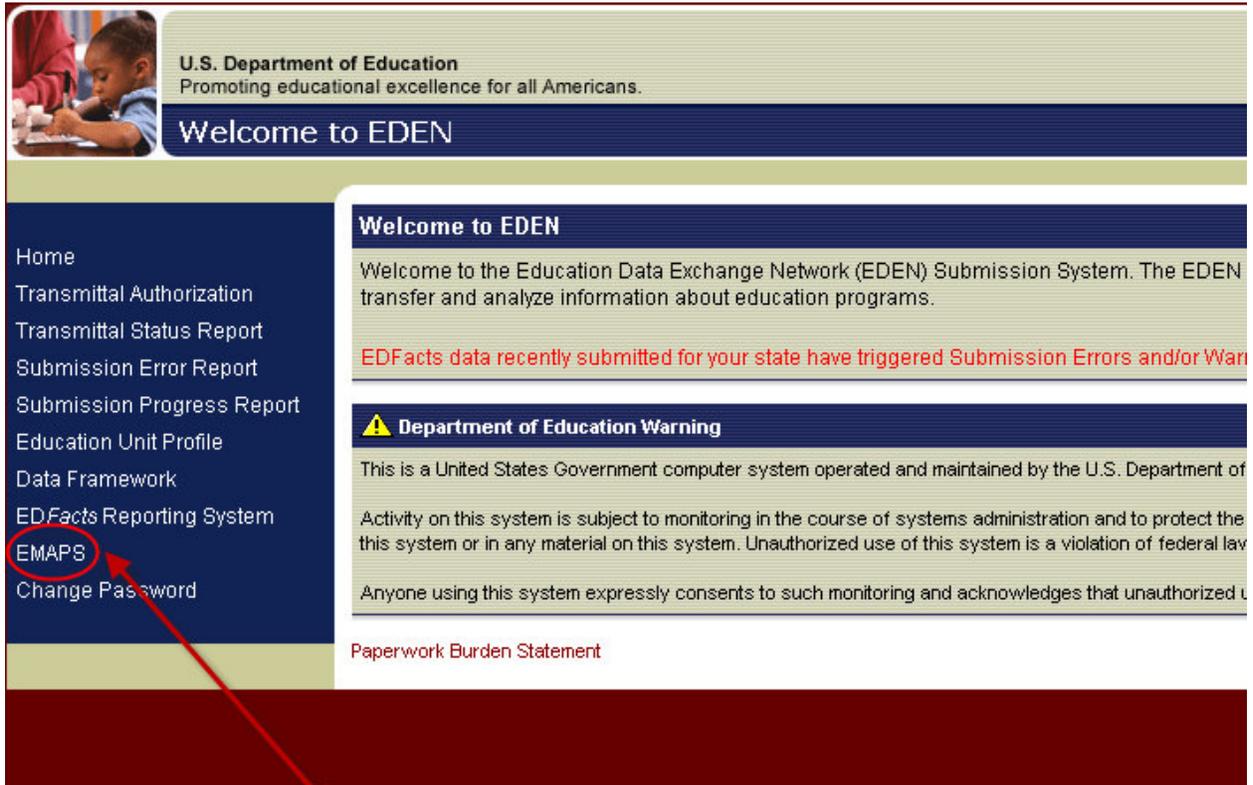
- A. To log in directly to EMAPS, go to this link:
<https://emaps.ed.gov/suite/>



The screenshot shows the EMAPS login interface. At the top left is the EMAPS logo with the text "ED Facts Metadata and Process System". At the top right, there is a language selector that says "English (United States)". Below the logo, there are two input fields: "Username:" and "Password:". Below the password field, there is a checkbox labeled "Optimize for slow connections.". At the bottom left, there is a circular icon with a house symbol and the text "Log In".

- B. To log into EMAPS through ESS, go to this link:
<http://eden.ed.gov.EDENPortal>
Enter your ESS username and password.

After signing into ESS, select the EMAPS link which appears on the left-hand side of the screen.



U.S. Department of Education
Promoting educational excellence for all Americans.

Welcome to EDEN

Home
Transmittal Authorization
Transmittal Status Report
Submission Error Report
Submission Progress Report
Education Unit Profile
Data Framework
EDFacts Reporting System
EMAPS
Change Password

Welcome to EDEN

Welcome to the Education Data Exchange Network (EDEN) Submission System. The EDEN transfer and analyze information about education programs.

EDFacts data recently submitted for your state have triggered Submission Errors and/or Warn

⚠ Department of Education Warning

This is a United States Government computer system operated and maintained by the U.S. Department of

Activity on this system is subject to monitoring in the course of systems administration and to protect the this system or in any material on this system. Unauthorized use of this system is a violation of federal law

Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized u

Paperwork Burden Statement

Link to EMAPS

C. To log into EMAPS through the ED Facts website, go to this link:
<https://www.ed.gov/edfacts>

The screenshot shows the ED.gov website interface. At the top, there is a search bar and navigation tabs for Funding, Policy, Research, News, and About ED. The main content area is titled 'INITIATIVES The EDFacts Initiative'. It contains a paragraph describing the initiative, a list of bullet points, and a 'MORE RESOURCES' section. In the 'MORE RESOURCES' section, the link 'EDFacts Metadata and Process System Log-In' is circled in red. A red arrow points from the text 'Link to EMAPS' to this link. Other links in the 'MORE RESOURCES' section include 'EDFacts Log-In (ED staff only)', 'EDEN Submission System Log-In (State users and ED staff) and EDFacts Log-In (State users with EDFacts access)', and 'ED Recovery Act'. The page also features a 'Related Topics' section with a link to 'Mission'.

4.0 Launch the “Submission Plan and File Status” Process in *EMAPS*

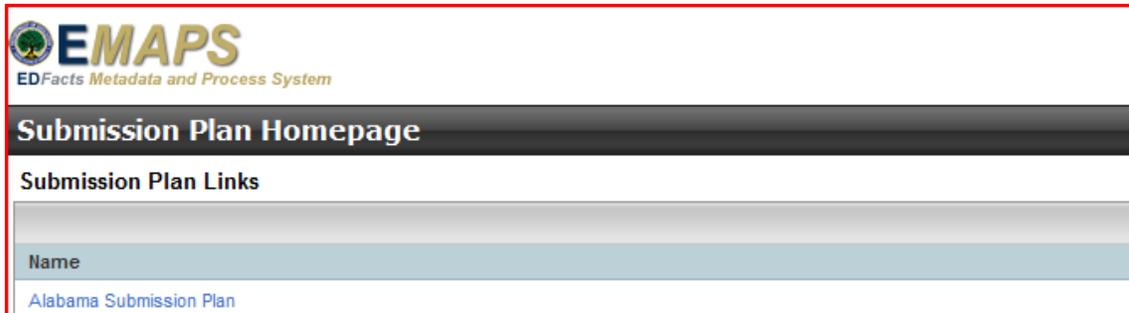
Once logged into *EMAPS*, the User is immediately taken to the *EMAPS* “homepage”. To return to the homepage at any time, click on the round “Home” button on the top of the screen.

The link to enter the process appears as a blue hyperlink. When you click on the “Submission Plan and File Status” hyperlink, a new screen will pop up. The User will then be able to begin the *EMAPS* process.

5.0 State Homepage

After clicking on the start link on the EMAPS homepage a page for your state the Submission Plan Homepage will show. This page may show additional content related to your state's submission plan in the future.

The screenshot below shows what this screen will look like for Alabama. To start the submission plan click on the submission plan link in the "Submission Plan Links" table. In the example below this link is "Alabama Submission Plan."



5.1 Introduction Page

The introduction page lists general Release information or may be updated to deliver other information to the user. Click on the State 'Start Page' to enter the application.

The screenshot displays the 'Arizona Submission Plan' interface. At the top, there is a navigation bar with 'Process Details' and 'Process Model Dashboard' links. Below this, the main heading is 'Submission Plan Release 2 Beta Start'. A link labeled 'Arizona Start Page' is circled in red. Underneath, the 'Release Notes' section is visible, containing three numbered items: '1. Submission Plans and File Status', '2. New form layout Features', and '3. Faster Data submit sequence.', each with sub-points.

Arizona Submission Plan

[Process Details](#) [Process Model Dashboard](#)

Submission Plan Release 2 Beta Start

[Arizona Start Page](#)

Release Notes

- 1. Submission Plans and File Status**
 - a. All SY 2009-10 files (status available only for files included in ESS 6.0 and 6.1)
 - b. SY 2008-09 CCD Pilot Files
- 2. New form layout Features**
 - a. File number and full name show above Plan and Status Fields
 - b. File level label added above files for all data entry fields
 - c. Larger Comment field allows users to view more entered text
 - d. Added cancel button to data entry forms
 - e. Consolidated Status and Plan forms
 - f. Eliminated separate month selection page – functionality now on start page
 - g. Last submission date for each file (by level) shows for files enabled for ESS submission
- 3. Faster Data submit sequence.**
 - a. Average data save transaction time reduced from 50-60+ seconds down to 3 seconds.

5.2 Selecting files to update

The data is organized by the school year that the files are for.. To enter submission plan and file status data for a file first select the year from the “Year” menu..

NOTE: Users may experience some lag time after selecting a submission sheet to work in. This lag time is not unexpected. The EMAPS system will first need to contact the ESS database to load state data into the appropriate submission sheet. This may take a few seconds.

Show task info ▾

Virginia Submission Plan and File Status Start Page

Introduction and Purpose

The SY 2010-11 State Submission Plan (SSP) online process through EMAPS replaces the Excel spreadsheets used in previous years to collect submission plan information from state EDFacts coordinators. Please click on the link below for a complete list of due dates for all SY 2010-11 EDFacts files, and refer to this list as you complete the SSP process. States are required to submit all data collected through EDFacts.

For a full list of file due dates, organized by month, click on the link below. [SY 2010-11 Files and Due Dates \(MS Excel\)](#)

Year

2008-2009 (Pilot)
 2009-2010
 2010-2011

Select Year

File List

| January - September 2011 | | |
|--------------------------|---|------------|
| File # | Name | Due Date |
| N/X029 | Directory | 01/31/2011 |
| N039 | Grades Offered | 01/31/2011 |
| N/X002 SEA & LEA | Children with Disabilities (IDEA) School Age | 02/02/2011 |
| N/X089 | Children with Disabilities (IDEA) Early Childhood | 02/02/2011 |
| N/X033 | Free and Reduced Price Lunch | 03/31/2011 |
| N/X052 | Membership | 03/31/2011 |
| N/X129 | CCD School | 03/31/2011 |
| N/X130 | ESEA Status | 03/31/2011 |
| N/X002 SCH | Children with Disabilities (IDEA) School Age | 04/30/2011 |
| N/X046 | LEP Students in LEP Program | 04/30/2011 |
| N/X059 | Staff FTE | 05/31/2011 |

Submission Plan Due Date Month Range

Select by Month Due
 Select from File List

January - September 2011 ▾

As a reference the user may click on the “Files and Due Dates” Link for an Excel spreadsheet of the files included in the EMAPS process, organized by month. A separate spreadsheet is provided for SY 09-10 and SY 10-11.

If the user selects SY 09-10 or SY10-11 the user will have the option of either updating files by the month that they are due or updating files of their choosing for the selected school year.

5.3 Select by Month Due

When selecting by Month Due the user is presented with a drop down box containing the various Month groupings to select from (SY 10-11 currently only contains files associated with the 7.0 ESS release). The files contained within each month grouping will be displayed on the right side of the screen so the user may verify that they have selected the correct data set.

The user then selects the “Next” button.

For a full list of file due dates, organized by month, click on the link below.
[SY 2009-10 Files and Due Dates \(MS Excel\)](#)

Year

2008-2009 (Pilot)

2009-2010

2010-2011

SY 2009-10

Select by Month Due

Select from File List

Submission Plan Due Date Month Range

January - December 2011

January - September 2010

November 2010 (Non CSPR)

December 2010 (Non CSPR)

January - December 2011

CSPR Part I

CSPR Part II

Cancel Next

File List

| January 2011 - December 2011 | | |
|------------------------------|--|-----------|
| File # | Name | Due Date |
| NX032 | Dropouts | 1/31/2011 |
| NX040 | Graduates/Completers | 1/31/2011 |
| NX041 | Graduation Rate | 1/31/2011 |
| NX071 | Personnel Skilled in Technology | 1/31/2011 |
| NX117 | 8th Grade Technology Literacy | 1/31/2011 |
| NX003 | Children with Disabilities (IDEA) Academic Achievement | 2/1/2011 |
| NX004 | Children with Disabilities (IDEA) Not Participating in Assessments | 2/1/2011 |
| NX146 | Children with Disabilities (IDEA) Alternate Assessment Caps | 2/1/2011 |
| NX030 | Discipline Incidents | 2/28/2011 |
| NX086 | Students Involved with Firearms | 3/31/2011 |
| NX094 | Firearm Incidents | 3/31/2011 |
| NX035 | Federal Programs | 6/1/2012 |

Month Dropdown

5.4 Select from File List

The user may select a unique file listing by selecting the “Select from File List” option and then selecting the “Next” button.

Virginia Submission Plan and File Status Start Page

Introduction and Purpose

The SY 2010-11 State Submission Plan (SSP) online process through EMAPS replaces the Excel spreadsheets used in previous years to collect submission plan information from state EDFacts coordinators. Please click on the link below for a complete list of due dates for all SY 2010-11 EDFacts files, and refer to this list as you complete the SSP process. States are required to submit all data collected through EDFacts.

For a full list of file due dates, organized by month, click on the link below.

[SY 2010-11 Files and Due Dates \(MS Excel\)](#)

Year

2008-2009 (Pilot)

2009-2010

2010-2011

SY 2010-11

Select by Month Due

Select from File List

The user will be brought to a new screen that contains a drop down list of all the files available to be updated for that school year. The user must choose a minimum of 1 file to a maximum of 15 files by selecting the file from the list and pressing the “Add” button.

File Select

Pick the files from the Drop-Down (Maximum 15 files)

File

N002

N004

N005

N006

N007

N009

N010

N029

N030

N032

Files selected for updating will appear in a list on the right hand side of the screen. All files selected will appear in a new drop down box. By selecting a file from the “Selected Files” drop down list followed by the “Remove” button, the user may remove previously selected files. Files that were selected and then removed will appear at the end of the “File” dropdown list. Once all desired files have been selected and appear in the list the user selects the “Next” button to update their submission information.

File Select

Pick the files from the Drop-Down (Maximum 15 files)

File

| Files |
|-------|
| N002 |
| N007 |
| N009 |

Remove File from the Drop-Down

Selected Files

5.5 Enter Submission Plan and File Status Information

After the user selects which files to enter information for, based on the month in which they are due or the user selected list, the user can enter their submission plan and file status information. When the select by file option is chosen the files will appear on the screen in the order selected.

File levels that are not collected will appear as blanks on SY 08-09 and SY 09-10 by month screens. A value of 'Not Collected' will display for all SY 10-11 files and the SY09-10 files selected with the 'Select from file List' option. Fields to update include:

- **The number of EUs to be submitted** – EU numbers are only collected for the SY 08-09 files and SY 09-10 files. Note that if the file is collected at the SEA level, this item is automatically fixed to expect “1” SEA submission. If the file is not collected at a given level, the pertinent column of the form will be blank.
- **If the file for each submission level will be submitted on time** – This is a Yes/No selection. The process defaults to Yes. If you select “No”, the user should provide an explanation in the comment box.
- **File status** – For each file’s submission level for SY 08-09 and SY 09-10 files, ESS files will have one of three statuses: “No data in ESS”, “Data in ESS”, or “Ready for ED Review”. These first two statuses are automatically generated in real-time from ESS when the user enters the EMAPS process. SEA users will manually select the “Ready for ED Review” file status when the file for a given submission level is complete (not preliminary) and no further revisions are expected. For SY 10-11 there will be four statuses to choose from: “No data in ESS”, “Data in ESS”, “Not Required to Submit”, or “Submissions Complete”. The first two statuses are automatically generated from ESS. SEA users will be able to manually select “Not Required to Submit” when the status is “No Data in ESS”. When ESS has set the status to “Data in ESS”, the SEA user will be able to manually select “Submissions Complete” to indicate that no further revisions to the file for a given level are expected.
- **Comments** – A field for comments appears for each file. Comments should be provided about why data will not be submitted on time and/or why data is not ready for ED review (particularly when the due date has passed) for reasons such as: the data are considered preliminary, a data group is missing, EUs have not been reported yet, etc. Users should not use the semicolon (;) when writing comments (system limitation). Comments should not exceed 400 characters.

SY 08-09 and SY 09-10 update form

Alabama SY 2009-10 Submission Plan and File Status Start Page
 January - September 2010

Files Due by 1/31/10

N/X029 - Directory

| | | | |
|---------------|---------------------|---------------------|---------------------|
| EU | SEA | LEA | SCH |
| | 1 | 1 | 5058 |
| Timely | Yes | No | Yes |
| Status | Ready for ED Review | Ready for ED Review | Ready for ED Review |

Comments
Changed LEA to 1. -AM

Last Submission for this file (by Level)
 ESS Release 6.0

| SEA | LEA | SCH |
|-----------------------|-----------------------|-----------------------|
| 2/17/2010 8:23 AM EST | 7/29/2010 8:42 AM EST | 2/17/2010 8:56 AM EST |

N039 - Grades Offered

| | | | |
|---------------|------------|---------------------|---------------------|
| EU | SEA | LEA | SCH |
| | | 1 | 5058 |
| Timely | | No | Yes |
| Status | | Ready for ED Review | Ready for ED Review |

Comments
Changed LEA to 1. -AM

Last Submission for this file (by Level)
 ESS Release 6.0

| SEA | LEA | SCH |
|-----|-----|-----|
| | | |

SY 10-11 update form

Virginia Submission Plan and File Status Start Page

N007 - Children with Disabilities (IDEA) Reasons for Unilateral Removal

| | | | |
|---------------|----------------|----------------|---------------|
| SEA | LEA | SCH | |
| | | | |
| Timely | Yes | Yes | Not Collected |
| Status | No Data in ESS | No Data in ESS | Not Collected |

Comments

Last Submission for this file (by Level)
 ESS Release 7.0

| SEA | LEA | SCH |
|------|------|------|
| null | null | null |

N009 - Children with Disabilities (IDEA) Exiting Spec Ed

| | | | |
|---------------|-------------------|-------------------|---------------|
| SEA | LEA | SCH | |
| | | | |
| Timely | No | No | Not Collected |
| Status | Not Required to S | Not Required to S | Not Collected |

Comments
Comments why state is not required to Submit.

Last Submission for this file (by Level)
 ESS Release 7.0

| SEA | LEA | SCH |
|------|------|------|
| null | null | null |

Total Files 2

5.6 Review Your Entries

After information has been entered for a given month and “Next” has been selected, there will be a confirmation screen. This screen will summarize the information from the previous screen; all fields are read-only. At the bottom of the review screen there will be four buttons.

- **Previous** – If the user identifies any errors, then select the “Previous” button. This will return the user to the previous screen and allow the user to edit their information.
- **Cancel** – Will exit the application. No changes will be saved.
- **View Another Month** – This option is only seen when select by Month was chosen for SY 08-09 or SY 09-10. This button navigates back to allow selection of a different month... The data updated on the previous screen will not be saved. The user will be able to select from SY 08-09 and SY 09-10 data by month data only.
- **Save Submission Plan** – If the data looks correct and you do not want to review or enter information for any more files select “Save Submission Plan”. Selecting this button will take you to the final confirmation screen and ultimately will end your session in the EMAPS Process (if you select this button you will not be able to navigate back to this page within the same session, you will need to re-launch the process from the homepage to make additional changes).

SY 08-09 and SY 09-10 review screen

| | | | | | | | | |
|-------|-----------|---|----|--|----|----|--|----------------------|
| NX036 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX037 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX054 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX065 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX113 | 2/17/2011 | 1 | | | no | | | Default comment. -AM |
| NX119 | 2/17/2011 | 1 | | | no | | | Default comment. -AM |
| NX123 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX124 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX125 | 2/17/2011 | | 33 | | | no | | Default comment. -AM |
| NX127 | 2/17/2011 | | 33 | | | no | | Default comment. -AM |
| NX134 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX135 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX136 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |
| NX145 | 2/17/2011 | 1 | 33 | | no | no | | Default comment. -AM |

Previous Cancel Save Submission Plan View Another Month

SY 10-11 review screen

Virginia Submission Plan and File Status Start Page

| File # | Due Dates | SEA Timely | LEA Timely | SCH Timely | Comment |
|--------|------------|------------|------------|------------|-----------------|
| N007 | 11/02/2011 | yes | yes | NA | |
| N009 | 11/02/2011 | no | no | NA | Comments why st |

The Timely default values will not be saved to the database unless "Save Submission Plan" button is selected.

To view additional information in the Comment field, click on the field and scroll to the right.

5.7 Final Confirmation Screen and HTML Reports

Once the user has made all edits and selected "Save Submission Plan", the user will be directed to this final confirmation page. At the top of the page is a blue hyperlink to a HTML report of the data just submitted.

Submission Plans and File Status

Output and confirmation page

Report
[All Data - All Data in ESS for Submission Plan and Data Status](#)

Close the process screen by selecting the "End" button at the bottom of the page. Users who updated SY 10-11 or SY 09-10 data by the 'Selected by files' option will be able to return to the Year selection screen at this point by selecting the "View Another Month" button.

Submission Plans and File Status

Output and confirmation page

Report
[All Data - All Data in ESS for Submission Plan and Data Status](#)

HTML Report SY 09-10 by Month.



Virginia

Submission Plan

This report shows your states current submission plan. Thank you for updating your Submission Plan.

| Month | File | File Status | | | Submission Plan | | | | | | Comments |
|-----------|--------|----------------|----------------|----------------|-----------------|--------------|-----------------|------------|------------|---------------|---------------------|
| | | SEA Status | LEA Status | School Status | SEA EU Count | LEA EU Count | School EU Count | SEA Timely | LEA Timely | School Timely | |
| January | N/X029 | Data in ESS | Data in ESS | Data in ESS | 1 | 132 | 1880 | yes | yes | yes | |
| | N/X039 | | Data in ESS | Data in ESS | | 132 | 1880 | | | | |
| February | N/X002 | No Data in ESS | No Data in ESS | | 1 | 500 | | yes | yes | | |
| | N/X089 | Data in ESS | Data in ESS | | 1 | 500 | | | | | |
| March | N/X033 | | | No Data in ESS | | | 5000 | | NA | yes | |
| | N/X052 | Data in ESS | Data in ESS | Data in ESS | 1 | 500 | 5000 | | | | |
| | N/X129 | | | Data in ESS | | | 5000 | | | | |
| | N/X130 | | Data in ESS | Data in ESS | | 133 | 1882 | | | | |
| April | N/X002 | | | No Data in ESS | | | 5000 | | | yes | |
| | N/X046 | | Data in ESS | Data in ESS | 1 | 500 | 5000 | | | | |
| May | N/X059 | | Data in ESS | | 1 | 500 | | | | | |
| September | N/X028 | | | No Data in ESS | | | 1034 | | | yes | space to comment in |
| | N/X132 | | | Data in ESS | | | 1977 | | | | |

These data reflect the current status of Submission Plan in the ED Facts Metadata and Process System (EMAPS) as of 1/21/2011 2:41 PM EST.

HTML Report SY10-11 files selected.



Virginia

Submission Plan

This report shows your states current submission plan. Thank you for updating your Submission Plan.

| File | Due Date | File Status | | | Submission Plan | | | Comments |
|----------------|----------|------------------------|------------------------|---------------|-----------------|------------|---------------|---|
| | | SEA Status | LEA Status | School Status | SEA Timely | LEA Timely | School Timely | |
| N00711/02/2011 | | No Data in ESS | No Data in ESS | Not Collected | yes | yes | NA | |
| N00911/02/2011 | | Not Required to Submit | Not Required to Submit | Not Collected | no | no | NA | Comments why state is not required to Submit. |

These data reflect the current status of Submission Plan in the ED Facts Metadata and Process System (EMAPS) as of 1/21/2011.



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