

PSC Solution: 129973

Date: 7/1/2010

Application: ESS

School Year: 2009-10

File Specifications: N/X029 - Directory

Solution Type: Known Issue

Title: How to delete schools or LEAs that were inadvertently submitted in N/X029

Issue Description:

This Solution provides general guidance to states for the situation in which one or more schools or LEAs were inadvertently submitted in the N/X029 - Directory file. This situation can occur in any of the following scenarios:

- A school/LEA is accidentally submitted twice in the same year
- A school/LEA is submitted as closed one year and is accidentally resubmitted as closed the following year
- A school is closed one year and a new school is opened the next year which is in fact the same entity for the purposes of the NCES ID. Guidelines in the N/X029 file specification indicate that the original school never should have been closed for EDFacts reporting purposes.

Solution:

When a state inadvertently submits a school or LEA in the N/X029 file, they can request that the educational unit be deleted by contacting the PSC. There are four pieces of information the state should submit to the PSC to request deletion of an educational unit from ESS:

1. The applicable School Year(s)
2. The relevant file(s)
3. The level of the deletion request (SEA, LEA, SCH)
4. An explanation of why the data needs to be deleted

After receiving and validating the request, the PSC will escalate it to ED for approval. ED then notifies all applicable program offices and either approves or denies the deletion request. When approval is granted, PSC will confirm the deletions have been run and then communicate the results back to the state.