

PSC Solution: TIP0003a

Revision: Added School Year ALL

Date: 4/28/2011

Application: ESS

School Year: ALL

File Specifications: N/X052

Solution Type: Technical Tip

Title: Reporting varying membership counts by reporting level (SEA, LEA, SCH)

Issue Description:

Reporting membership counts across file specifications and various reporting levels in *EDFacts* can be confusing. Here's a helpful tip to ensure your N/X052 Membership file, as well as other files that require membership data, are submitted accurately.

It is both possible and permissible to have different membership totals for each reporting level (SCH, LEA, and SEA). It is not unusual that a state has differing enrollment counts by reporting level. For instance, LEA membership could represent the enrollment figure for students' resident school district, while the SCH membership sum could differ because some students attend a school outside their resident district.

Membership count for the higher reporting level must be greater than or equal to the count for the next reporting level down. Therefore the SEA count must be greater than or equal to the comparable LEA total count and the LEA count must be greater than or equal to the comparable SCH total count. This is the same concept used for other files that allow totals to be greater than the detail level counts.

In other files that require membership data for specific program offices, such as N/X046 – LEP Students in LEP Programs, be sure to report counts the same way they were reported in N/X052 – Membership. That is, counts for each reporting level must be greater than or equal to the level below it.