

PSC Solution: TIP0005

Date: 5/12/2010

Application: ESS

School Year:

File Specifications: N/X029 - Directory

Solution Type: Technical Tip

Title: Understanding the Process for Obtaining New NCES IDs for Schools or LEAs

Issue Description:

This article explains NCES IDs and how/when they are assigned to new schools or LEAs within *EDFacts*.

The N/X029 Directory file acts as a foundation for all other data submitted in *EDFacts*. It is important to understand the components of this foundation in order to make submitting data simple and as seamless as possible from year to year. A major component of the Directory and all *EDFacts* reporting is the unique identifier assigned to districts (LEAs) and schools by the National Center for Education Statistics (NCES) program office with ED. This identifier is known as the NCES ID.

The purpose of an NCES ID is to track distinct educational units (EUs) so the EU data is more easily accessed and examined. The federal government assigns each LEA or school an NCES ID that is unique to that EU. It acts somewhat like a receipt number. For a new EU to receive Federal funding, the Federal Government must be able to track and scrutinize their expenditures with appropriate validation. NCES IDs help achieve this goal.

The NCES ID for an LEA consists of seven characters. The first two characters are the FIPS State Code and the last five characters are unique within the state. The NCES ID for a school consists of 12 characters. The first seven characters are the NCES ID for the LEA to which the school belongs. The last five digits are unique within the LEA.

If an SEA identifies an EU that has not previously been reported to EDEN, the SEA should report the school or LEA with an operational status of "Added" within the N/X029 - Directory file. Schools or LEAs reported as "Added" will be automatically be assigned an NCES ID number within ESS. Note that if the new school or LEA is reported as "Open" it will generate an error on the Match Error Report since the school or LEA did not exist in a prior school year.

ESS will generate an NCES ID for schools and LEAs submitted as “New” (if they were not “Future” in the prior year), “Added”, and “Future” (in the first year). You can retrieve all of the new NCES IDs by going to the Agency New-Added-Future tab of the Match Error Report, which is found on the Reports tab of the Submission Error Report in ESS. You can also retrieve the new NCES ID for a single LEA or school by looking it up in the Education Unit Profile of ESS by name or State ID.

The NCES program office publishes NCES IDs only after they have passed the Match Report for both EDEN and Census. Once NCES receives the approved file from Census, NCES will publish the IDs to the SEAs. The next publication, which will be for SY 2009-10 will be published sometime this summer by NCES.