U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

FS195 – Chronic Absenteeism
File Specifications

SY 2017-18

This technical guide was produced under U.S. Department of Education Contract No. ED-PEP-14-O-5013 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

U.S. Department of Education

Betsy DeVos

Secretary of Education

ED*Facts*

Ross Santy

System Owner

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department's Alternate Format Center at (202) 260–0818.

DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	FS195 – Chronic Absenteeism File Specifications
Security Level:	Unclassified – For Official Use Only

DOCUMENT HISTORY

Version Number	Date	Summary of Change
13.0 – 13.3		Versions 13.0 through 13.3 are used to build files for school years prior to SY 2017-18.

14.0	October 2017	Updated for SY 2017-18:
		• Section 2.4, Tables 2.3-1, 4.2-1 and 4.2-2: for category LEP Status (Only):
		    o Revised name to English Learner Status (Only)
		    o Revised definition to "An indication that students met the definition of an English learner."
		    o Revised permitted value description to "English learner"
		• Deleted section 5.0 XML Specifications

14.1	May 2018	Added guidance to Section 2.4: • How should a student who is absent that attends school part-time be reported?
14.2	August 2018	Section 2.4: • Revised guidance regarding "What students should be reported in this file?" • Added guidance regarding "When are students considered absent?" • Removed guidance regarding "Do students who are late arriving at school ("tardies") count as absences?" Section 2.5: • Revised definition of Chronic Student Absenteeism • Removed definition for Tardies

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the ED*Facts* Initiative Home Page under ED*Facts* System Documentation, including:

- ED*Facts* Workbook – a reference guide to using the ED*Facts* Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

- ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission

- ED*Facts* Business Rules Guide – describes each business rule including the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the ED*Facts* Contact Page.

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2020). ED*Facts* 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. ED*Facts* 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.

CONTENTS

1.0   PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 814: Chronic absenteeism table. The definition for this data group is:

> The unduplicated number of students absent 10% or more school days during the school year.

The data collected using this file specification are used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act of 1965, as amended, the McKinney-Vento Homeless Assistance Act (2015), and the Office for Civil Rights.

The ED data stewarding office/s for this file: OESE and OCR

2.0   GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1   Changes from the SY 2016-17 File Specifications

Other than any editorial changes listed in the document history on page ii, there have been no other changes to this file specification.

2.2   Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	SEA	LEA	School
Reporting Period			School Year – Any 12-month period
Education units included			Operational schools
Education units not reported			Closed, inactive or future schools
Type of count			At any school where the student was absent more than the prescribed time

	SEA	LEA	School
Zero counts			Not required
Zero exceptions or not applicable			None
Missing			Use "-1" to report missing counts. Use "MISSING" when a category is not available
Related metadata survey			

2.3   Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for each school that should be included in the file.

- An "X" in the column indicates that the category value must be submitted when reporting that aggregation.
- The total indicator must be either "Y" (Yes) or "N" (No).
    - If the record is for a category set, specify an "N" (No).
    - If the record is for a subtotal or education unit total, specify a "Y" (Yes).
- The abbreviations in the "Table Name" column represent the technical name of the data used in the file.

Table 2.3–1: Required Categories and Totals

Aggregation	Table Name	Sex (Membership)	Racial Ethnic	Disability Status (Only)	Disability Status (504)	English Learner Status (Only) Revised!	Homeless Enrolled Status	Total Indicator	Comments
Category Set A	CHRONABSENT	X	X					N	Student Count by Chronic Absenteeism, Sex (Membership) and Racial Ethnic
Category Set B	CHRONABSENT	X		X				N	Student Count by Chronic Absenteeism, Sex (Membership) and Disability Status (Only)

Aggregation	Table Name	Sex (Membership)	Racial Ethnic	Disability Status (Only)	Disability Status (504)	English Learner Status (Only) *Revised!*	Homeless Enrolled Status	Total Indicator	Comments
Category Set C	CHRONABSENT	X			X			N	Student Count by Chronic Absenteeism, Sex (Membership) and Disability Status (504)
Category Set D	CHRONABSENT	X				X		N	Student Count by Chronic Absenteeism, Sex (Membership) and English Learner Status (Only) *Revised!*
Category Set E	CHRONABSENT	X					X	N	Student Count by Chronic Absenteeism, Sex (Membership) and Homeless Enrolled Status
Total of the education unit	CHRONABSENT							Y	Total of the Education Unit

2.4   Guidance

This section contains guidance for submitting this file in the format of questions and answers.

Revised! What students should be reported in this file?
Include all students in grades Kindergarten through Grade 12, and compareable ungraded levels, who were enrolled in the school for at least 10 school days at any time during the school year, and who were absent 10% of the school days in the school in which they were enrolled.

New! When are students considered absent?
Students are absent when not physically on school grounds and were not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day. See definition of Chronic Student Absenteeism in section 2.5.

What is meant by unduplicated number of students?
Students should be counted once at each school he/she attends. For example, a student is enrolled in school A for half the school year and school B for the other half of the school year. This student should be counted at both school A and B.

Is there a minimum number of days a student has to be enrolled before they are counted as chronically absent?
Students should be counted in the Chronic Absenteeism data once they have been enrolled in a school for a minimum of 10 school days.

New! **How should a student who attends school part-time be reported as absent?**
The absence for a part-time student should be based on the student's schedule instead of the school day. For example, if a student attends school normally for 4 hours daily, then an absence would be counted when a student is out of school two or more hours.

Should state institutions be counted in this file?
States should include state institutions (juvenile justice schools and department of health services schools) in their Chronic Absenteeism data. **Student must be enrolled in a state institution for 60 school days before Chronic Absenteeism starts being collected.**

Are all students reported in all category sets?
No. All students are included in category set A and the total of the education unit.

How are student counts reported in the category Disability Status (Only)?
Include students who meet the definition of children with disabilities (IDEA) in the Appendix "Standard Data Definitions" of the ED*Facts* Workbook.

How are student counts reported in category Disability Status (504)?
Include students who meet the definition of children with disabilities under Section 504: Students with a disability who receive related aids and services solely under Section 504 of the Rehabilitation Act of 1973, as amended, and not under the Individuals with Disabilities Education Act (IDEA).

Revised! **How are student counts reported in the category English Learner Status (Only)?**
Include students who meet the definition of an English learner in the Appendix "Standard Data Definitions" of the ED*Facts* Workbook.

How are student counts reported by category Homeless Enrolled?
Include students who meet the definition of Homeless in the Appendix "Standard Data Definitions" of the ED*Facts* Workbook.

2.5 Definitions

The following definitions support this file:

Revised! **Chronic Student Absenteeism** - In accordance with the Office for Civil Rights' guidance, student absence is defined as, "A student was absent if he or she was not physically on school grounds and was not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day.

3.0   FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

Table 3.0-1: File Naming Convention

Where	Means	Limit in characters
ss	USPS State Abbreviation	2
lev	Abbreviation for level: • SCH for a school level	3
filename	**CHRONABSE**	9
vvvvvvv	Alphanumeric string designated by the SEA to uniquely identify the individual submission (*e.g.,* ver0001, v010803)	7
.ext	Extension identifying the file format: .txt – fixed .csv – comma delimited .tab – tab delimited	4

4.0   FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The "Pop" column in the header and data records is coded as follows:

> M - Mandatory, this field must always be populated
> A - This field is populated in accordance with table 2.3-1 "Required Categories and Totals"
> O - Optional, data in this field may not be required, see guidance in section 2.4

4.1   Header Record Definition

The header record is required and is the first record in every file submitted to the ESS. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

Table 4.1–1: Header Record

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Type	1	50	String	M	Identifies the type of file being submitted.	**SCH CHRON ABSENT**
Total Records in File	51	10	Number	M	The total number of data records contained in the file. The header record is NOT included in this count.	
File Name	61	25	String	M	The file name including extension, the same as the external file name.	See section 3.0
File Identifier	86	32	String	M	Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person's name, and version number).	
File Reporting Period	118	9	String	M	The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years.	**2017-2018** Or **2017 2018**
Filler	127	333	String	M	Leave filler field blank.	
Carriage Return / Line Feed (CRLF)	460	1		M		

Below is an example of a header record.

Table 4.1–2: Header Record Example

Format	File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CRLF)
Example	SCH CHRON ABSENT,15,MDSCHCHRONABSEver0007.CSV,characters to identify file,2017-2018,¶

4.2 Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

Table 4.2–1: Data Records

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Record Number	1	10	Number	M	A sequential number assigned by the State that is unique to each row entry within the file.	
DG559 State Code	11	2	String	M	The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States.	For a list of valid State Codes, refer to the ED*Facts* Workbook.
DG570 State Agency Number	13	2	String	M	A number used to uniquely identify state agencies. This ID cannot be updated through this file.	**01** – State Education Agency
DG4 LEA Identifier (State)	15	14	String	M	The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file.	
DG5 School Identifier (State)	29	20	String	M	The identifier assigned to a school by the state education agency (SEA). Also known as the State School Identification Number (ID). This ID cannot be updated through this file.	
Table Name	49	20	String	M	See section 1.0	CHRONABSENT
Sex (Membership)	69	15	String	A	The concept describing the biological traits that distinguish the males and females of a species.	**M -** Male **F -** Female **MISSING**
Racial Ethnic	84	15	String	A	The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.	**AM7** - American Indian or Alaska Native **AS7** - Asian **BL7** - Black or African American

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
						HI7 - Hispanic/Latino **PI7** - Native Hawaiian or Other Pacific Islander **MU7** - Two or more races **WH7** - White **MISSING**
Disability Status (Only)	99	15	String	A	An indication that children (students) are children with disabilities (IDEA).	**WDIS -** Children with one or more disabilities (IDEA) **MISSING**
Disability Status (504)	114	15	String	A	An indication that students have disability status under Section 504.	**DISAB504STAT-** Section 504 Status **MISSING**
English Learner Status (Only) *Revised!*	129	15	String	A	An indication that students met the definition of an English learner. *Revised!*	**LEP -** English learner **MISSING** *Revised!*
Homeless Enrolled Status	144	15	String	A	An indication that students were identified as homeless.	**HOMELSENRL -** Homeless enrolled **MISSING**
Filler	159	90	String	M	Leave filler field blank.	
Total Indicator	249	1	String	M	An indicator that defines the count level – see table 2.3-1 "Required Categories and Totals"	**N** – Specifies category set **Y** – Specifies subtotal or total of the education unit
Explanation	250	200	String	O	Text field for state use.	
Student Count	450	10	Number	M		
Carriage Return / Line Feed (CRLF)	460	1		M		

Below is an example of a data record. This is the set of data that should be submitted for each education unit. See table 2.3-1.

Table 4.2–2: Data Record Examples –School Level

Aggregation	Example
Format *Revised!*	File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Table Name,Sex (Membership),Racial Ethnic,Disability Status (Only),Disability Status (504),English Learner Status (Only),Homeless Enrolled Status,Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF)
Category Set A	01,12,01,FL0001,SCHOOO1,CHRONABSENT,M,HI7,,,,,,N,,25¶
Category Set B	01,12,01,FL0001,SCHOOO1,CHRONABSENT,M,,WDIS,,,,,N,,25¶
Category Set C	01,12,01,FL0001,SCHOOO1,CHRONABSENT,M,,,DISAB504STAT,,,,N,,25¶
Category Set D	01,12,01,FL0001,SCHOOO1,CHRONABSENT,F,,,,LEP,,,N,,25¶
Category Set E	01,12,01,FL0001,SCHOOO1,CHRONABSENT,F,,,,,HOMELSENRL,,N,,25¶
Total of education unit	01,12,01,FL0001,SCHOOO1,CHRONABSENT,,,,,,,,,Y,,25¶

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