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EDEN Submission System (ESS) User Guide

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PREFACE

This User Guide provides assistance to new users of the EDEN Submission System (ESS). It addresses the basic mechanics of system access and data submission. The figures in this document use screen prints of the ESS to depict step-by-step instructions for ESS users.

This guide will be updated annually and when major system modifications affect user procedures.

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1 INTRODUCTION

The Education Data Exchange Network (EDEN) is a collaborative effort among the U.S. Department of Education (ED), State Education Agencies (SEAs), and industry partners to improve the quality and timeliness of education information. EDEN is the foundation for *EDFacts*, a centralized information management tool for ED and SEAs. By centralizing ED's data collection and business intelligence capabilities within one repository, *EDFacts* brings a new level of coordination and efficiency among Program Offices within ED, and reduces the burden put upon states to report data to ED.

1.1 Purpose

The purpose of this User Guide is to provide assistance to users accessing and using the EDEN Submission System (ESS). This guide addresses the basic mechanics of system access and transmission submission. Each chapter describes a function of the system: Getting Started; Navigating the ESS; Transmitting Data; Checking Transmission Status; Accessing Error Reports and Progress Reports; Viewing Data; Locating Data Requirements; and Changing Passwords. Throughout the document, bold italics indicate actions a user can take (e.g., a navigation hyperlink or button).

1.2 EDEN Coordinators and Other Users of the System

Each SEA identifies one staff member who will serve as the EDEN Coordinator. The EDEN Coordinator is the official contact for the ED office responsible for implementing EDEN. This person is responsible for ensuring that the EDEN files are submitted, that errors are corrected, and that files are approved for submission to the EDEN Data Repository. In addition, this person serves as the SEA contact person for completing the data submission plan and ensuring that paperwork related to EDEN is completed as required.

The EDEN Coordinator may designate other SEA staff or contractors to serve as SEA submitters. These are usually programmers or contractors, who have the knowledge needed to extract the data from existing state systems, input the data into the EDEN file formats, submit the data, and answer questions or address programming issues that arise in the submission of the data. The EDEN Coordinator may also serve as one of the SEA Submitters.

Status e-mail reports are sent to the SEA Submitter who transmitted the file. Either the responsible SEA Submitter or the EDEN Coordinator may respond to the requests for SEA action on errors, Reasonability Edit Warnings, or to "Stop Release" of the data to the Data Repository.

The Partner Support Center (PSC) will maintain the list of EDEN Coordinators and SEA Submitters (including contact information and login IDs) and update the list when notified of changes by the SEA.

1.3 ESS Disclaimer

The ESS is a United States Government computer system operated and maintained by the U.S. Department of Education, which encourages its use by staff, researchers and contractors. Activity on this system is subject to monitoring in the course of systems administration and to protect the system from unauthorized use. Users are further advised that they have no expectation of privacy while using this system or in any material on this system. Unauthorized use of this system is a violation of federal law and can be punished with fines and imprisonment (P.L. 99-474). Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.

2 GETTING STARTED

Users can access the EDEN Submission System (ESS) through the Internet at <http://www.ed.gov/edfacts>. The ESS also can be accessed directly using the following URL: <https://eden.ed.gov/EDENPortal/>.

2.1 Obtaining User Access

The ESS is a secure site and requires a **User ID** and **Password** to gain access to the functions described in this User Guide. If you do not have a **User ID** and **Password**, please contact the EDEN Partner Support Center (see section 2.2 below).

2.2 Partner Support Center

To assist states with data submission, analysis, and reporting, ED provides a dedicated Partner Support Center (PSC). Comprehensive user support ensures that the EDEN user community understands the system and is able to use its functionality to its fullest extent. PSC's mission is to provide accurate, timely information to SEAs in a courteous, knowledgeable, and professional manner. PSC also distributes e-mail announcements on system shut downs, reminders of due dates, and technical hints. SEA staff members that use ESS automatically receive these e-mails.

The EDEN Partner Support Center (PSC) is available for questions between 8:00 a.m.–6:00 p.m. Eastern Standard Time (EST). The PSC contact information is as follows:

Telephone: 877-457-3336 (877-HLP-EDEN)
Fax: 888-329-3336 (888-FAX-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)
E-mail: eden_SS@ed.gov

2.3 Other ED Facts Resources

In addition to this user guide, the following documents are available to assist SEAs in submitting data through ESS. All the documents listed below are available on the ED Facts Web site – <http://www.ed.gov/edfacts>.

ED Facts Workbook – These documents provides information on how to submit files through ESS into ED Facts. They are available for school year (SY) 2006–07 and SY 2007–08. These documents assume a basic understanding of the ED Facts data framework.

EDEN Submission System's Release Notes – These documents provide a description of the technical enhancements to each version of ESS.

File / XML Specifications – These documents provide technical instructions for building the files that are submitted through ESS. File/XML specifications apply to a specific school year. XML validation schemas (.xsd) and style sheets (.xsl) are also available.

EDFacts Business Rules Guide – These documents list all the business rules that ESS uses to check the quality of data submitted to the system. They are available for SY 2006–07 and SY 2007-08.

FAQs – This document lists answers to frequently asked questions (FAQs).

EDFacts Quarterly Newsletters – Newsletters contain information on relevant legislation, regulations, data collection information, training sessions, meetings and other events that occurred in the last quarter or are scheduled in the future.

In addition to these online documents, the following tools are available upon request from PSC (contact information above):

EDFacts Data Set Viewers – The EDFacts Data Set Viewers allows users to review data groups and categories. Each data viewer is a customized Access Database that allows the user to compare the current requirements with those for the previous school year. They are available for SY 2005–06/2006-07 and SY 2006–07/2007-08.

EDEN Submission Plan Workbook – The Workbook is a customized Excel spreadsheet designed to assist SEAs in planning the submission of files. The Workbook applies to a specific school year.

PSC File Format Checker (PSC Internal Tool) – This tool can be installed locally and states can use it to check for non-XML format errors prior to attempting to submit to ESS.

ED encourages SEAs to share information among themselves. To facilitate this, ED maintains and distributes upon request the list of EDFacts Coordinators to staff at SEAs. ED also maintains a list serv at pbdmi@lists.ccsso.org. EDFacts Coordinators, submitters, and other SEA staff members can initiate and participate in discussions on the list serv.

2.4 Transmittal vs. Submission

The terms transmittal and submission are used throughout ESS and this document. In short, the difference between transmittals and submissions is that a transmittal may contain one or more education units. A submission, however, will contain ALL the education units submitted to date for that school year, regardless of how many transmittals were used to send them.

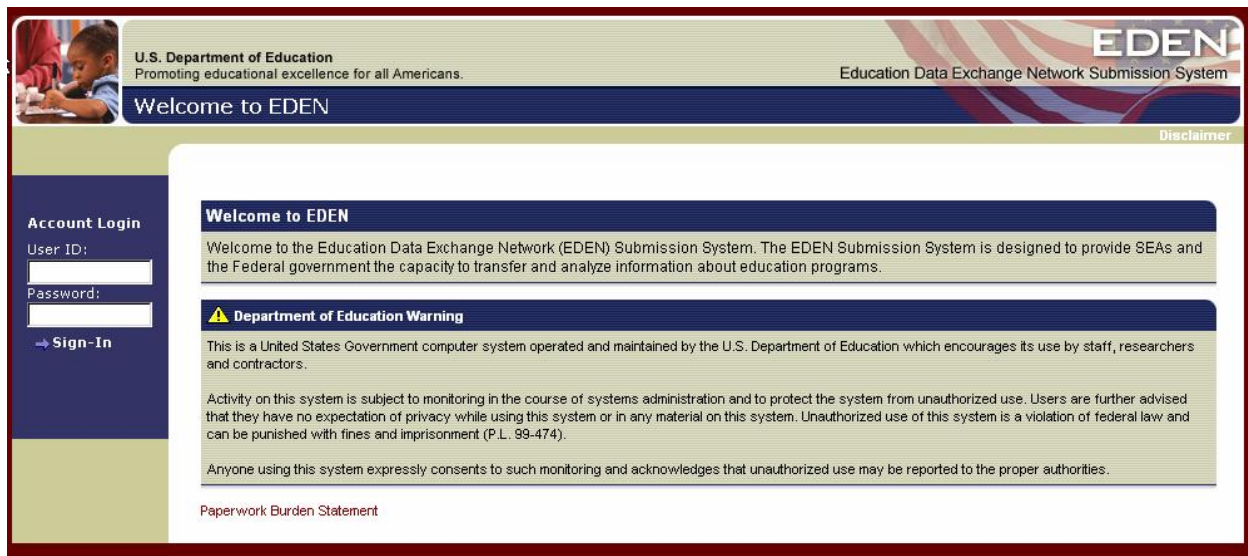
3 NAVIGATING THE ESS

Access the EDEN Submission System (ESS) from the **EDEN Welcome** page <https://eden.ed.gov/EDENPortal/>. The **EDEN Welcome** page (figure 3-1) contains three major sections:

- ▶ A **Log In** section on the left side panel. See below for additional information.
- ▶ A hyperlink to the **Department of Education Home** page. Clicking on the U.S. Department of Education (ED) link on the upper left-hand corner of the page opens the ED Web site in the application window.
- ▶ A hyperlink to the **Paperwork Burden Statement**. The Paperwork Burden Statement will display by clicking on those words at the bottom of the page.

There is also a hyperlink labeled **Disclaimer** that will open a pop-up window that displays some important user information regarding accessing EDEN. Any time another URL is accessed from EDEN, you may click the back key on your browser to return to the EDEN application.

Figure 3-1: EDEN Welcome Page



3.1 Logging in to ESS

To use the EDEN application, users must log in at the left side of the screen. Enter your **User ID** and **Password** in the appropriate fields and click the **Sign In** hyperlink. Note that the **Password** is case sensitive.

3.2 Logging out of ESS

When you are finished using the application, close the browser.

3.3 Description of Functions

With successful logon, the **EDEN Home** page is displayed. The left side of the page changes to a navigation bar, which includes hyperlinks to various functions of the application called sub-applications. These sub-applications include the following:

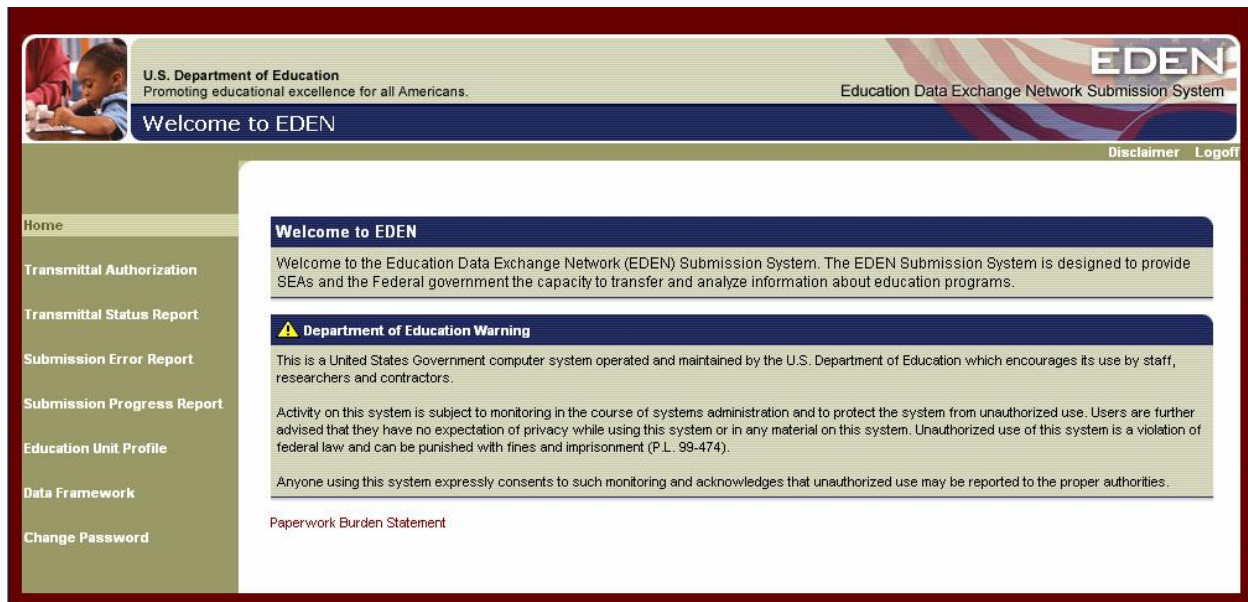
- ▶ **Transmittal Authorization:** This sub-application allows you to upload files into ESS. See chapter 4 for information about transmitting data.
- ▶ **Transmittal Status Report:** This sub-application allows you to check the status of your uploaded file(s). This sub-application is a report tool that allows you to view the status of each transmittal and the errors associated with each transmittal, and export the error report to Excel. See chapter 5 for information about checking transmittal status.
- ▶ **Submission Error Report:** This sub-application is a report tool to allow you to view any submission errors for the data submitted for the selected school year, starting with SY 2006–07. See chapter 6 for information about viewing submission errors.
- ▶ **Submission Progress Report:** This sub-application is a report tool to allow you to view where you are in the yearly submission process, as well as data submitted as part of that submission. You can view the submission status by state, LEA, or school level. See chapter 7 for information about viewing your submission progress.
- ▶ **Education Unit Profile:** This sub-application allows you view and verify your data at a state, LEA, or school level. See chapter 8 for information about viewing your data.
- ▶ **Data Framework:** This sub-application provides access to view the ESS data requirements; data groups and definitions; category sets associated with table data elements; and permitted code values associated with categories or applicable data elements. This area also provides a direct link to file specifications documents associated with the EDEN Submission System (ESS). See chapter 9 for information about accessing the data framework.
- ▶ **Change Password:** This area allows you to change your password as needed. See chapter 10 for information about changing your password.

To access a sub-application, click on the appropriate hyperlink on the navigation bar. The navigation bar is displayed on almost all the pages in the application, enabling you to access another sub-application from virtually anywhere within EDEN.

3.4 ESS Application Navigation Tips

A highlighted hyperlink indicates which section is being displayed. **Home** is highlighted signaling that the **EDEN Home** page is being displayed, as shown in figure 3-2.

Figure 3-2: EDEN Home Page



3.4.1 Navigation Bar

The navigation bar on the left side of the page contains hyperlinks to the various sub-applications.

There are three other sub-applications that can be found on the navigation bar. These sub-applications are hyperlinks to the **Consolidated State Performance Report (CSPR) Parts I and II, Title III Biennial Report (T3BR)**, and **Formula Grant Electronic Application System for Indian Education (EASIE) Parts I and II**. These sub-applications will be found on the left side navigation bar if a user has access to these. Please refer to the getting started documents for each individual sub-application for instructions on how to use each function.

3.4.2 Text Highlighting

Any text on a page that can be highlighted or underlined by positioning the cursor over it will perform some action once clicked. For example, a column heading on a report that can be highlighted indicates that a sort can be performed on the data in that column.

3.4.3 GO Hyperlinks

When highlighted and clicked, **GO** hyperlinks will initiate various report filters or invoke the display of supplemental reports.

3.4.4 Back Function

When reports are displayed in additional windows (pop-up windows), right click, and then use the **Back** function to move back to a previous window in the pop-up frame.

3.4.5 Report Filters

Several report filters are offered. For the Transmission Status Reports, the School Year, Submission Date and/or Transmittal Status may be used to define report content. For the Submission Progress Report and the Education Unit Profile, specifying a Reporting Period and Educational Level (SEA, LEA or school) are required to the display the reports.

4 TRANSMITTING DATA: TRANSMISSION AUTHORIZATION

Data enter the ESS through transmission files.¹ Uploading a transmission file is accomplished by clicking Transmission Authorization on the navigation bar, which displays the *Transmission Authorization* page (figure 4-1).

4.1 Transmission Authorization

Once the *Transmission Authorization* page is displayed, follow the steps below to load a transmission file into the EDEN application.

1. Type the full path of the file (including the file extension), or Click on the **Browse** button to display a Windows dialog box through which a transmission file can be selected.
2. If the **Browse** function is used, highlight the desired file and click the **Open** button in the dialog box.
3. The Transmission Authorization field will display the path of the selected file.
4. Click on the **Upload File** hyperlink to load the transmission file into the application.

Figure 4-1: Transmission Authorization

The screenshot shows the EDEN Transmission Authorization page. The header includes the U.S. Department of Education logo and the EDEN Education Data Exchange Network Submission System title. The main content area is titled "Transmission Authorization" and contains the following elements:

- Instructions:**
 - To select the file you wish to upload click the Browse button, locate the file, click Open.
 - To begin the file transfer process, click the "Upload File" hypertext link.
- File Upload/Transfer times vary (Depends on the file size and connection speed)**
- Enter Filename:** [Text Input Field] [Browse...]
- Click "Browse" to select a file to upload*
- [Upload File](#)
- Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0541. The time required to complete this information collection is estimated to average 160 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this data, please write directly to: Patrick Sherrill, U.S. Department of Education, 600 Independence Avenue, S.W., 6C103, FB-6, Washington, D.C. 20202-0600.**

¹ The layout and content of transmission files are defined by file specifications. See chapter 9 for more information about file specifications.

While the file is uploading, a progress status box is displayed. Once the progress percentage is 100 percent the file transfer is complete. The progress box can be closed by clicking the button or by clicking on the box labeled **Close this window when submission is complete**. The following message will also be displayed on the transmission page under **Upload File** that indicates the file transfer is complete: *The file upload was successful. You will receive an e-mail within 24 hours with the status of the file submission.* You may then submit another file, go to another function in the system, or leave the EDEN Submission System (ESS).

4.2 File Size and Other Performance Related Topics

Performance testing on the ESS has shown that the ESS can successfully process a directory file of 300 megabytes. However, the EDEN Portal is a shared environment where processing resources are often used by more than one SEA. This can result in the system being slow. To help manage burden, SEAs should submit files as soon as they are created instead of creating many files and submitting them as a batch. Submitting outside the peak time of 8 AM to 5 PM Eastern Time is also helpful. Files can be submitted over the weekend. However, the system is down for some period of time on most Sundays for routine maintenance.

File processing time is also affected by validation checks. For most files, a series of validation checks occur after the entire file is read into the EDEN system. The records are then grouped according to their LEA and then their school. At this point, validation proceeds through each education unit (LEA or school). The validation checks to make sure that grand totals and subtotals are present and that they are greater than, or equal to, their respective subtotals.

The EDEN files can be quite large. File size can also affect processing time. While ED has upgraded the ESS to handle much larger files, local internet bandwidth bottlenecks can present problems when submitting very large files. There are two solutions. The first is to use file compression and the second is to split larger files into sections. These solutions are discussed below.

4.2.1 Compressing Large Files

The ESS recognizes files compressed with the Zip data compression algorithm. The ESS accepts Zip files and automatically extract (i.e., decompress) the file.

Plain text files, like the EDEN files, are amenable to Zip compression. File size reductions of 50 to 95% are common with text files. There are a variety of commercial and free file compression utilities that create Zip files.

To be recognized as Zip files, Zip compressed files must have the .zip extension when uploaded to the ESS. The file name included in the Header Record (or FILETRANSMIT object if XML) should have the extension appropriate to the format of the uncompressed file.

4.2.2 Splitting Large Files

If compression is insufficient to improve transmission performance or it is not available to you, an alternative is to split large files into smaller files. A file **must** be split at an agency boundary; the data for a single education unit must not be split between files. For example, an SEA may submit two files with school-level membership data, perhaps one with one school to test the format and a second file with all the other schools. The system will combine the data from the two files. However, the system cannot combine a file that contains some of the membership data for a school and a second file that contained the rest of the membership data for the school. The second file's data for that school will overwrite the first file's data for that school.

Each of the resulting split files must be properly formatted according to the file specification. Each file must have a unique File ID and File Name. Each non-XML file must have a Header Record with the correct record count for the individual file. Each XML file must be a valid XML document with valid FILETRANSMISSION start and end tags.

4.3 Transmission Notifications

There are three types of transmission notification e-mails that are sent to the EDEN Coordinator,

1. When a file is successfully transmitted, an e-mail is sent to the EDEN Coordinator indicating the submitted file was received. After receipt of the e-mail, verify the status of the file through the Transmittal Status Report in the ESS (see chapter 5).
2. Once the transmission is processed, the state will receive an e-mail notification of the processing results.
3. If there are no identified problems with the transmission, the state receives a Notice of Pending Transfer e-mail.

NOTE: It is possible that a "received" e-mail may be received after a "processing results" e-mail. This sometimes happens with smaller files that process quickly.

5 CHECKING TRANSMITTAL STATUS

The **Transmittal Status Report** allows you to check the success or failure of a transmittal, view additional information about transmittal errors and warnings, and provide explanations for warnings.

To access the **Transmittal Status Report**, click on the **Transmittal Status Report** hyperlink on the Navigation Bar (figure 5-1). Initially, all transmittals are listed in a table on the lower portion of the page. The table displays the File Identifier, Transmittal File Name, Submission Date, File Type, Transmittal Status, File Specification Number and Last Action Date for each transmittal. Note: The File Identifier comes from the header row of your file. If you see “undetermined” in the File Identifier column, it means that the system was unable to parse the header.

Figure 5-1: Transmittal Status Reports

Transmittal Status Report

Instructions:
Use the drop down list and "GO" button to see data or reports associated with the transmittal.

Data on Transmittals is not eligible for transfer to the Data Repository until:

- All errors have been corrected
- All warnings have had explanations provided. Explanations may be provided in transmittal file or on-line via detail pages.

Filter Transmittals
Show only those transmittals:
On or after this date: 12/29/2006
AND/OR
Containing the following:
Show ALL
For School Year: ALL SCHOOL YEARS
GO

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date	Select file(s) to archive
SEA Children with Disabilities	TXSEA0020607ver011204.TAB	Dec 5 2007 1:24PM	SEA CHILDREN WITH DISABILITIES	N002 - Children with Disabilities (IDEA)	Transmittal OK	Dec 5 2007 1:26PM	See Data <input type="checkbox"/>
SEA Children with Disabilities	TXSEA0020607ver011204.TAB	Dec 4 2007 9:57PM	SEA CHILDREN WITH DISABILITIES	N002 - Children with Disabilities (IDEA)	Validation Error	Dec 4 2007 9:58PM	Validation Error <input type="checkbox"/>

The Transmittal Status Report page is divided into three parts. The transmittal report appears at the lower portion of the page. If you do not see it, scroll down. In the upper part of the report are the tools for filtering which transmittals appear in the report and for downloading the report to Excel. The sections which follow describe how to navigate the report and the various functions available to the user.

5.1 Report Navigation

This section describes how to navigate within the transmittal status report.

5.1.1 Page Navigation

There are two ways to navigate a multi-page list of transmittals. Both use the navigation buttons on the report navigation bar. The report navigation bar located at the top of the page between the list functions (**Show All Files**, **Archive Selected Files**, etc.) and the report column headings. A second report navigation bar is located at the bottom of the page.

On the left side of the navigation bar, **FIRST** and **LAST** buttons are available. On the right side of the report navigation bar, **PREV** and **NEXT** buttons are available. If the button is enabled, it will be green. If it is not enabled, it will be gray, meaning there is no **NEXT** or **PREV** page. If both buttons are grey, there is only a single page for the report. The **FIRST** button is not enabled if the first page of the report is being displayed; the **LAST** button is not enabled if the last page of the report is being displayed. These buttons will display the first or last page in the report as appropriate.

The second way to navigate within the list of transmittals is to use the **Go To Page** feature. With multiple pages, in the middle of the navigation bar is a number with a drop-down list indicating which page of the report is being displayed. Using the drop-down will display the total number of pages in the report. You can select any specific page number in the report by highlighting and clicking a page number, then clicking the **Go To Page** hyperlink to the left of the page number.

5.1.2 Sorting the Transmittal Status Report

The column headings in the Transmittal Status Report are self-explanatory. Note that except for the File Spec column header, the column headings of the report are highlighted when the cursor is placed over them. When a highlighted column heading is clicked, the data in the column are sorted. A second click reverses the sort order.

5.2 Report Functions

5.2.1 Download to Excel

To download the report data to an Excel workbook, click on the inverted triangle to the right of the calendar. The triangle is labeled with the words **Download Excel Spreadsheet**. If the data in the report has been filtered, the Excel spreadsheet will only contain the filtered data shown on that page.

5.2.2 Filter Reports

When accessing the Transmittal Status Report, the transmittals included in the report can be filtered by Submission Date and/or Transmittal Status. To filter the transmittals

into more manageable groups, use the **Filter Transmittals** section at the upper-right side of the page.

- Filtering by date will display only those transmittals submitted from the selected date forward. To filter by date, enter a date, or select one from the calendar.
- Filtering by school year limits the list of transmittals to only those for a particular school year. To filter by school year, select a school year from the drop-down list.
- Filtering by transmittal status limits the list of transmittals to only those with a specific transmittal status. To filter by status, select a specific transmission status from the drop-down list (figure 5.2). See section 5.3 for definitions and functions associated with specific statuses.

After selecting a date, school year, and/or transmittal status filter, click on the **GO** hyperlink under the calendar. Clicking **GO** displays the filtered list of transmittals. Although the page may not appear to change, scroll down to see the report you requested. If different filtering is desired, change the parameters at the top of the page and click **GO** again.

Note: There are two **GO** hyperlinks on this page: one for the **Filter Transmittals** section, and the other at the end of each row of the list of transmittals. For more information about **GO** the link on the transmittals list, see section 5.3.2.

Figure 5-2: Transmittal Status Filter

The screenshot shows the EDEN Transmittal Status Report interface. At the top, there is a header with the U.S. Department of Education logo and the EDEN logo. Below the header, there is a navigation menu on the left and a main content area. The main content area includes a 'Transmittal Status Report' section with instructions and a 'Filter Transmittals' section. The 'Filter Transmittals' section has a date filter set to 11/30/2007 and a dropdown menu for transmittal status. The dropdown menu is open, showing options like 'Show ALL', 'Received', 'Format Error', 'Validation Error', etc. Below the filter section, there is a table of transmittals with columns for File Identifier, Transmittal File Name, Submission Date, File Type, File Spec., Transmittal Status, Last Action Date, and Select file(s) to archive. The table contains three rows of data, each with a 'GO' link at the end of the row.

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date	Select file(s) to archive
Script 2.112 and 119	EUSEA0890708ver011213.tab	Dec 13 2007 11:31PM	SEA CHILDREN WITH DISABILITIES (IDEA) EC	N089 - Children w Disab Early Childhood	Validation Error	Dec 13 2007 11:32PM	Validation Error <input type="checkbox"/>
Script 2.119	EUSEA0890607ver011213.tab	Dec 13 2007 11:28PM	SEA CHILDREN WITH DISABILITIES (IDEA) EC	N089 - Children w Disab Early Childhood	Transmittal OK	Dec 13 2007 11:30PM	See Data <input type="checkbox"/>
Script 2.112 and 119	EUSEA0890708ver011213.tab	Dec 13 2007 11:28PM	SEA CHILDREN WITH DISABILITIES (IDEA) EC	N089 - Children w Disab Early Childhood	Validation Error	Dec 13 2007 11:30PM	Validation Error <input type="checkbox"/>

5.2.3 Additional Report Functions

The **Transmittal Status Report** has four functions that can be highlighted and performed: These functions are shown on the bar at the top of the report.

- ▶ **Show all files:** Displays all files that meet the filter criteria including previously archived files.
- ▶ **Archive selected file(s):** Removes the selected files from the display. Files are selected by using the “Select All” function or by checking an individual file’s “Select File(s) to Archive” box – the right-most column of the list.
- ▶ **Select All:** Checks the “Select File(s) to Archive” box for all the files in the filtered list.
- ▶ **Clear All:** Unchecks “Select File(s) to Archive” box for all the files in the filtered list.

5.3 Transmittal Status

The status of each transmittal is displayed in the Transmittal Status column of the Transmittal Status Report. (figure 5-2). Many of the transmittal status values reflect the results of the format and validation edits that take place when the file is first submitted to ESS. This section describes the possible transmittal statuses that may appear in this column. This section also includes a description of the error reports associated with these statuses. Note that the system performs additional edit checks after the file is accepted into the database. The results of these submission edits are described in section 6.0.

5.3.1 Status Definitions

Within the Transmittal Status Report each transmittal has a status indicating whether the transmittal was successful or whether errors or warnings were issued. Note that warnings only apply to transmittals for SY 2005-06. These statuses are defined below. Some statuses have additional actions that can be initiated. The descriptions below include information about any additional actions associated with a status. To initiate an action, click the **GO** hyperlink beneath the action shown in the column to the right of Last Action Date. If the **GO** hyperlink is not highlighted, then no action can be invoked. Section 5.3.2 describes the reports associated with some of these actions.

- ▶ **Received:** A Received status indicates that the transmittal has been received but has not yet been processed. When a transmittal is in a Received status, no further information for the transmittal is available. If a transmittal is in a Received status for more than 48 hours, you should contact the Partner Support Center.
- ▶ **Format Error:** A Format Error is issued when there is a fundamental problem with the transmittal and the software is unable to process the submitted file any further. For example, Format Errors will occur if a delimited file does not have the correct number of delimiters, or an incorrect file extension is used in the file name. For more information about the format errors, view the Format Error Report by clicking the **GO** hyperlink in the column to the right of Last Action Date. Format errors are the most

serious error type and prevent any further processing of the file. Note that format errors must be corrected and the file resubmitted before the file can be loaded into the staging database. See section 5.3.1 for more information about the Format Error Report.

- ▶ **Validation Error:** Validation Errors are issued when a data field fails a validation edit. For example, an invalid permitted value will cause a validation error. Validation Errors are also issued when a data element value is determined to be inconsistent with other data within the referenced transmittal file. For example, a Validation Error is issued if the sum of male and female students = 200 and the total students = 150. Validation edits are performed once there are no format errors. To view the Validation Errors Report, highlight and click on the **GO** hyperlink. Note that validation errors must be corrected and the file resubmitted before the file can be loaded into the staging database. See section 5.3.2 for more information about the Validation Error Report.
- ▶ **Database Exception:** A Database Exception is an unexpected error. If a Database Exception occurs, report the instance to the Partner Support Center.
- ▶ **Transmittal OK:** A Transmittal OK status indicates that the data for the transmittal has been accepted into the Staging Database. You can review the data for any transmittal that has been accepted into the Staging Database. Click on the **GO** hyperlink below the **See Data** window.
- ▶ **Replaced:** A status of Replaced indicates that the transmittal shown has been replaced by a subsequent transmittal.
- ▶ **Unexplained Warnings:** An Unexplained Warnings status only applies to SY 2005–06. This status indicates that the file has warnings for one or more reasonability edits. These warnings do not indicate that the data are in error, but that there is a difference from previous data that warrants verification by the SEA. For example, a warning would occur if the prior year student total is 100,000 and the current total is 200,000. When Reasonability Edit Errors occur, states are required to submit an explanation for the data and that explanation needs to be approved by ED before the file in question can be loaded into the staging database. To view the Reasonability Edits Report click on the **GO** hyperlink. See section 5.3.3 for more information about the Reasonability Edits Report.
- ▶ **Explanations Provided:** A status of Explanations Provided indicates a transmittal had warnings, required explanations were provided, but ED has not yet approved the explanations. As with the Unexplained Warnings status, the Explanations Provided status only applies to SY 2005–06.
- ▶ **Sent to Repository:** Sent to Repository indicates that the transmittal has been accepted and copied from the staging database into the Data Repository. Any errors have been corrected, and all necessary explanations have been provided and approved.

- ▶ **No Changes:** A status of No Changes indicates that a transmittal was submitted that resulted in no changes to the data in the Staging Database.
- ▶ **Clarify Explanation:** Clarify Explanation indicates that an explanation was provided for a warning, but additional information or clarification needs to be provided by the SEA. As with the Unexplained Warnings status, the Clarify Explanation status only applies to SY 2005–06.
- ▶ **Transmittal OK (exp app):** Transmittal OK (exp app) indicates that the data for transmittal had unexplained warnings that have been approved by ED AND has been accepted into the Staging Database. If you wish to review the data for a transmittal that has been accepted into the Staging Database, click on the **GO** hyperlink to the right of the **See Data** window. As with the Unexplained Warnings status, the Transmittal OK (exp app) status only applies to SY 2005–06.

5.3.2 Transmittal Error Reports

This section describes the error reports generated when there are transmittal errors. Transmittal Error Reports are available for transmittals with format and validation edit errors. They are accessed from the **Transmittal Status Report** by clicking the **GO** hyperlink for a specific transmittal. As described above, these are files with:

- ▶ **Format Errors.**
- ▶ **Validation Errors.**
- ▶ **Warnings (only for SY 2005-06 files).**

Errors identified after a file is in the staging database (submission errors) are not identified in the transmittal error reports. These errors appear on the Submission Error Report. Submission errors also need to be corrected; however they do not stop the process of loading the file into the staging database. See section 6.0 for more information on the Submission Error Report. Note: Submission errors only apply to SY 2006–07 and later.

5.3.2.1 Format Error Reports

A *Format Error* is issued when there is either a file format problem, or a data type mismatch is detected with the referenced transmittal file. The problem must be corrected and the file resubmitted before the file can be loaded into the staging database. The Format Error Report (figure 5-3) is used to identify the format problem. Note that a single transmittal may have more than one *Format Error*. However, because file processing stops when the first *Format Error* is detected, the Format Error Report will show only one *Format Error* at a time. The transmittal will continue to be rejected until all Format Errors are corrected. If a transmittal contains one format error, the transmittal should be reviewed for additional format errors before it is retransmitted.

Figure 5-3: Format Errors Report

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Format Errors Report

Transmittal From:	File Identifier:	Transmittal File:	Transmittal Date:	Reporting Period:
EUPHORIA	EUSCH05STUPERFMAVR0405TVMIL	EUSCHSTUPERFMAVER0001.TAB	Nov 30 2006 1:00PM	

File Type:

Summary of Error

Summary of Error	Count
Data is not in correct delimited (csv/tab) file format.	1

Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.

5.3.2.2 Validation Errors Report

A Validation Error is issued when a data field fails a validation edit. Validation edits are performed once there are no format errors. Validation errors must be corrected and the file resubmitted before the file can be loaded into the staging database. The Validation Error Report identifies the failed edits. The first page of the *Validation Errors Report* (figure 5-4) displays a summary count for each Error Type (i.e., the number of times the specific error type has occurred for the transmittal) triggered by the transmittal.

Figure 5-4: Validation Errors Report

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Validation Errors Report

Transmittal From:	File Identifier:	Transmittal File:	Transmittal Date:	School Year
EUPHORIA	SCH DIRECTORY INFO COMMA FILE	SCH_DIR_INFO.csv	Jul 27 2006 12:12PM	Oct 1, 2005

File Type:

SCHOOL DIRECTORY INFO

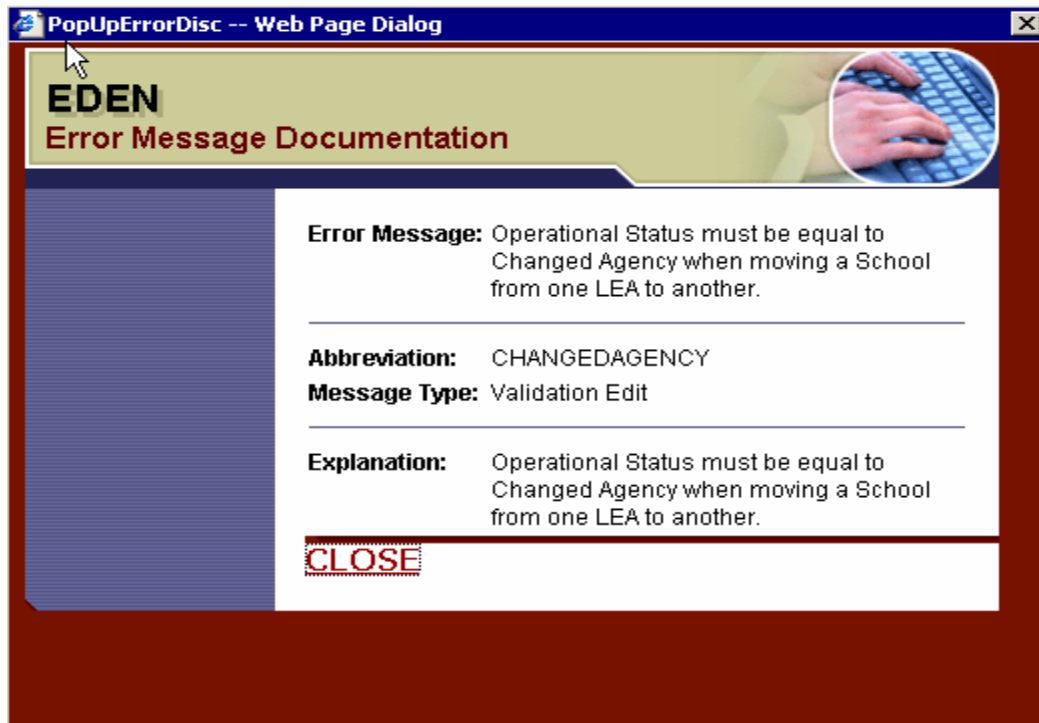
Summary of Business Rule Errors

Summary of Business Rule Errors	Count	Count Type
Submission Record State ID not found in EDEN but NCES ID found.	8	

Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.

To view a more detailed explanation of an error, highlight and click on the description of the error. This will display an **Error Message Documentation pop-up window**, as shown in figure 5-5. Click the CLOSE button to close the pop-up window. More detailed error explanations, including potential error causes and error resolution, are available in the *EDFacts Business Rules Guide* available on the EDFacts Web site.

Figure 5-5: Error Message Documentation



Unlike Format Errors, all Validation Errors are identified when the transmittal is processed. However, there is a maximum number (1,000) of Validation Errors that can be processed for a single transmittal. Once the threshold is reached for a transmittal, processing for that transmittal is terminated.

There are two tabs at the bottom of the *Format Errors Report*: the **Return to Transmission Status Report** tab on the left and the **View Details** tab on the right.

Return to Transmission Status Report takes the user back to the Transmittal Status Reports (figure 5-1). The browser BACK button will eventually (depending on how many pages in the detail list you have gone through) return you back to the Validation Errors Summary Report page.

View Details displays the **Business Rule Errors Detail Report** (figure 5-6). This report has standard navigation features, and the list of errors may be sorted by highlighting and then clicking on any of the columns in the list. To aid in troubleshooting the cause of a validation error, the type of error, relevant NCES and state IDs, and error row number are listed. The row number indicates the line in the file where the error is located.

A comprehensive list of all business rules is provided in a separate document, *EDFacts Business Rules Guide*.

Note: The Error Row column of the detailed report does not apply to XML files.

Figure 5-6: Business Rule Errors Detail Report

The screenshot shows the 'Business Rule Errors Detail Report' interface. At the top, it displays 'U.S. Department of Education' and 'EDEN Education Data Exchange Network Submission System'. The report details include:

- Transmittal From:** EUPHORIA
- Transmittal Number:** SCH DIRECTORY INFO COMMA FILE
- Transmittal File:** SCH_DIR_INFO.csv
- Transmittal Date:** Jul 27 2006 12:12PM
- School Year:** Oct 1, 2005
- File Type:** SCHOOL DIRECTORY INFO

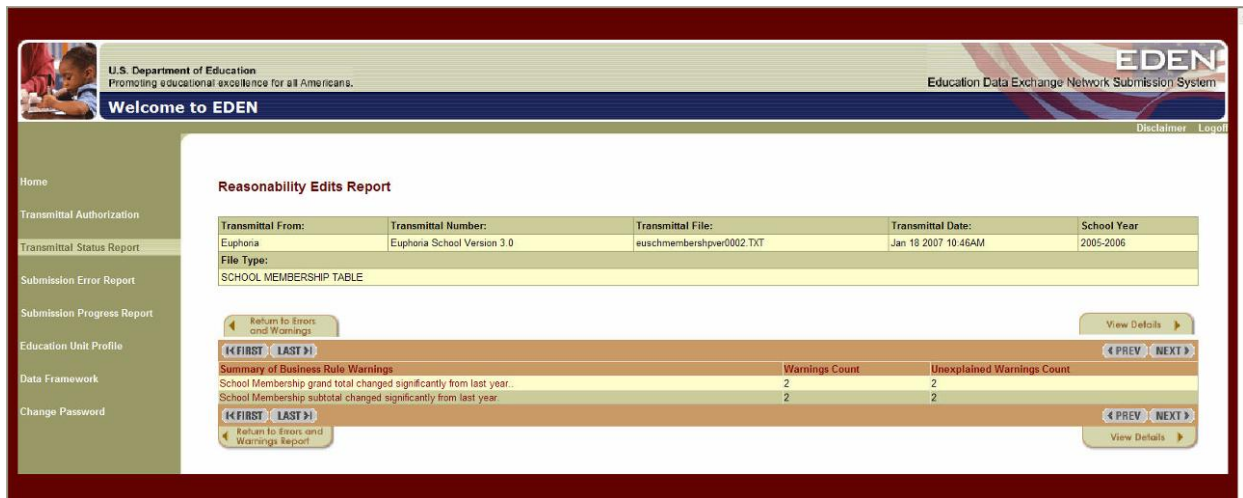
A note states: 'Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.' Below this is a table of errors with the following data:

NCES LEA ID	State LEA ID	NCES School ID	State School ID	Error Type	Count Type	Error Row
9999999	001	99999999999	001 851	Submission Record State ID not found in EDEN but NCES ID found.		55
9999999	151	99999999999	151 851	Submission Record State ID not found in EDEN but NCES ID found.		382
9999999	271	99999999999	271 851	Submission Record State ID not found in EDEN but NCES ID found.		507
9999999	370	99999999999	370 851	Submission Record State ID not found in EDEN but NCES ID found.		633
9999999	091	99999999999	091 851	Submission Record State ID not found in EDEN but NCES ID found.		254
9999999	002	99999999999	002 851	Submission Record State ID not found in EDEN but NCES ID found.		104
1999999	131	99999999999	131 851	Submission Record State ID not found in EDEN but NCES ID found.		316

5.3.2.3 Reasonability Edits Report

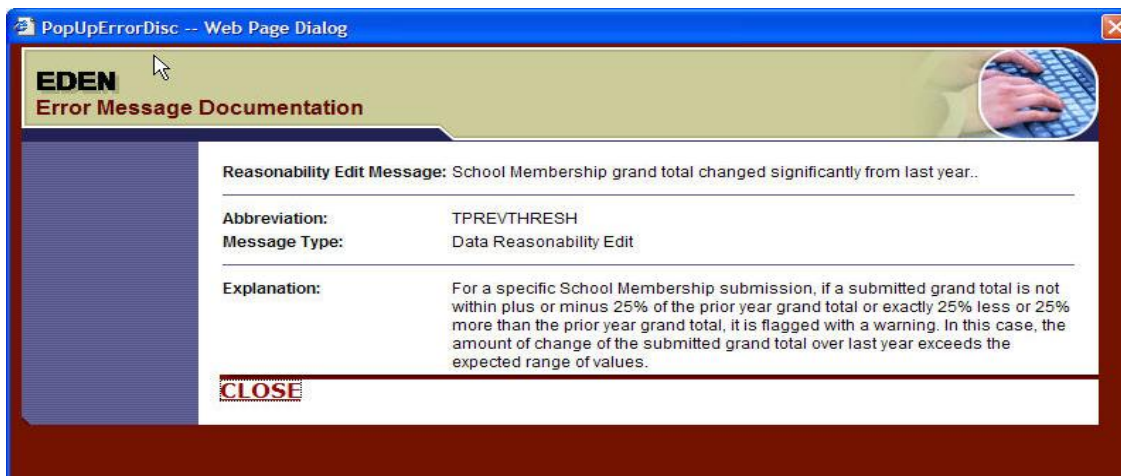
The Reasonability Edit Warnings flag data that appear unlikely but are not necessarily wrong. The Reasonability Edits Report (figure 5-7) identifies these unlikely data. This report only applies to warnings for SY 2005–06.

Figure 5-7: Reasonability Edits Report



The *Reasonability Edits Report* displays all the Reasonability Edits Warnings for the transmittal in the Summary of Reasonability Edits. The Reasonability Edits are grouped by Reasonability Edit Type, showing the total number of Reasonability Edits for each type and the number without explanations. Additional information may be displayed for a warning message (figure 5-8) by highlighting and clicking on the appropriate error message.

Figure 5-8: Additional Detail for Reasonability Edit Message (Warning)



Note: Detailed error explanations, including potential error causes and error resolution may be found in the ED*Facts* Business Rules Guide.

6 SUBMISSION ERROR REPORT

The Submission Error Report provides access to the results of submission edits. Submission edits ensure that the data meet or exceed an acceptable level of reasonability by checking the values entered in a field against other similar values in the same file or across files. If a discrepancy is found (i.e., a value falls outside of the acceptable range), a submission error is issued. Unlike format and validation edits, submission edits are applied to the data after they are in the staging database.

Note: The Submission Error Report only applies to data submitted for SY 2006–07 and later. All users with file submission access to ESS have access to this sub-application.

To access the **Submission Error Report**, click the **Submission Error Report** hyperlink on the Navigation Bar (figure 6-1). Initially, the report displays state files with submission errors or warnings for the most recent school year. If there are no such files, the Submission Error Report shows no files. This is different from the Transmittal Status report, which shows the transmittal status for all files. Files with errors and warnings for previous school years can be viewed by changing the school year in the drop-down list at the top left corner of the report. View the same information for LEA and school files with submission errors or warnings by selecting the appropriate tab at the top of the table (LEA Data or School Data instead of State Data). Section 6.2 discusses the information available behind these tabs.

Note: The information behind the Reports tab is different. The Reports tab provides access to match edit reports. Section 6.3 discusses the information available for reports.

Figure 6-1: Submission Error Report

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Submission Error Report : Euphoria

Select a School Year (required)
2007-2008

State Data LEA Data School Data Reports

File Number	File Submission Name	Last Submission Date	Error Count	Warning Count		
002	Children with Disabilities (IDEA)	12/15/2007 3:28:20 PM	61	1	Detail	Download
089	Children w Disab Early Childhood	12/13/2007 11:37:08 PM	31	0	Detail	Download

6.1 The Data Tabs

From the **State Data** tab, the **LEA Data** Tab, or the **School Data** Tab, the EDEN Coordinator has access to detailed information about the errors and warning in each of the files displayed. Behind these tabs is a table listing all the files with errors or warnings. For each file, the table displays the File Submission Name, Specification Number, Last Submission Date (the date/time of the last submission which was loaded into ESS), Error Count, and Warning Count. The table also includes a **Detail** hyperlink and **Download** hyperlink for each file. The functioning of these hyperlinks is described below.

6.1.1 Details

Clicking on the **Detail** hyperlink for a file opens the **Submission Error Report Detail** page (figure 6-2). The **Submission Error Report Detail** page allows the user to view the specific submission errors and warning triggered by a file. It lists the Rule Code, Error Message, and Error Value for each error or warning triggered. The Rule Code allows the user to reference the rule in the Business Rules Guide. The error message provides a brief description of the problem. The Error Value identifies the specific application of the rule.

Figure 6-2: Submission Error Report Details Page

The screenshot shows the 'Submission Errors Report Detail : Euphoria' page. At the top, there is a navigation bar with 'U.S. Department of Education' and 'EDEN Education Data Exchange Network Submission System'. A sidebar on the left contains navigation links like 'Home', 'Transmittal Authorization', and 'Submission Error Report'. The main content area displays a table of errors for the school year 2007-2008, specifically for the 'Children with Disabilities (IDEA)' submission. The table has the following columns: SEA Name, State ID, Error Type, Rule Code, Error Message, and Error Value. There are 10 rows of error data.

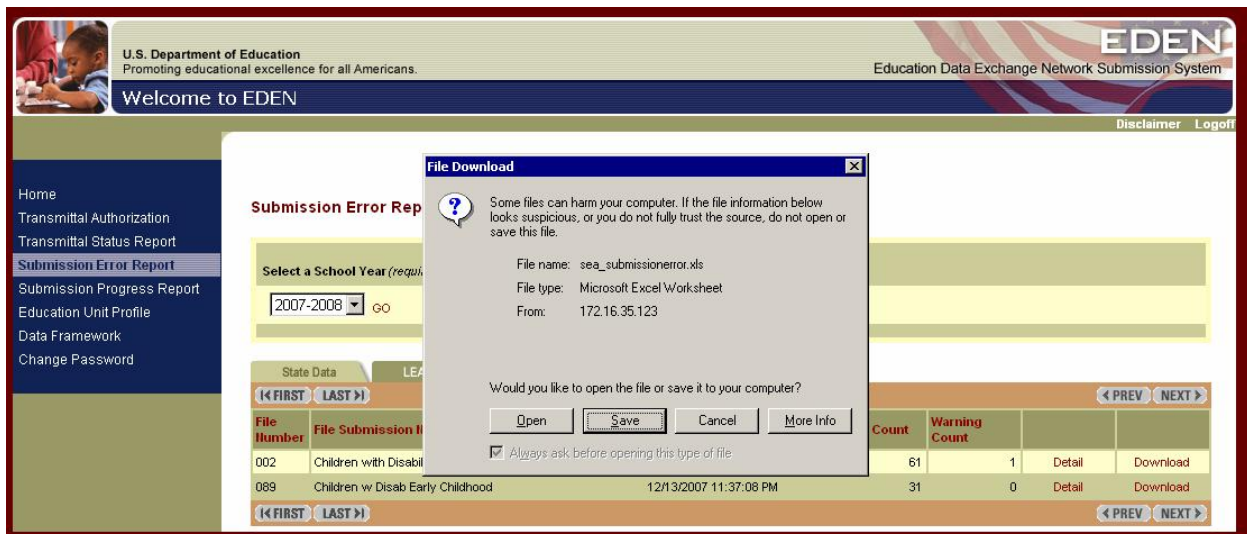
SEA Name	State ID	Error Type	Rule Code	Error Message	Error Value
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) AUT reported in category set A does not match category B.	AUT
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) DB reported in category set A does not match category B.	DB
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) DD reported in category set A does not match category B.	DD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) AUT reported in category set A does not match category D.	AUT
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) DB reported in category set A does not match category D.	DB
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) DD reported in category set A does not match category D.	DD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) HI reported in category set A does not match category D.	HI
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) MD reported in category set A does not match category D.	MD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) MR reported in category set A does not match category D.	MR
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) OHI reported in category set A does not match category D.	OHI

Remember: The default Submission Error Report displays at the State Data level. Make sure to review the submission error reports for the other reporting levels.

6.1.2 Download

Clicking the **Download** hyperlink for a file opens the Submission Error Report **File Download** pop-up box (figure 6-3). This pop-up box allows the user to open and view or save the Submission Error Report Detail as a Comma Separated Value (CSV) file. CSV files can be read by Excel and other spreadsheet software. Just follow the directions from the pop-up box.

Figure 6-3: Submission Error Report Download Pop-up Box



Before downloading the error report, first make sure you selected the appropriate:

- Education level tab and
- School year.

6.2 The Reports Tab

Behind the Reports tab is a table of the reports available (figure 6-4). Currently, the table includes the Match Error Report. The Match Error Report shows the errors identified when the current school year's directory data (universe) are compared with the previous year's directory data. For example, it identifies schools with NCES school IDs that are different from the previous year's ID. The **Reports** tab displays the date the report was generated and the amount of time it took to generate the report. There are also two hyperlinks for the report which allow the EDEN Coordinator to regenerate the report or to view the report. Each of these functions is described below.

Figure 6-4: Reports

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Submission Error Report

Select a School Year (required)
2007-2008 GO

State Data LEA Data School Data Reports

To view a report, click the "View" hyperlink. Each report will open in Microsoft Excel (Get MS Excel Viewer)

If the "Last Generated" date is not acceptable, click the "Regenerate" hyperlink to refresh the report data. "Approximate Generation Time" is based on the previous regeneration.

Report	Last Generated	Approximate Generation Time		
Match Error Report	12/18/2007 3:36:57 PM	2 minutes, 22 seconds	Regenerate	View

6.2.1 Regenerate

Clicking the **Regenerate** hyperlink allows the user to regenerate the match error reports (figure 6.5). While the error report is generating, the Last Generated field will change its status to Pending until a new report is available.

Figure 6-5: Submission Error Report Regenerate Link

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Submission Error Report

Select a School Year (required)
2007-2008 GO

State Data LEA Data School Data Reports

To view a report, click the "View" hyperlink. Each report will open in Microsoft Excel.

If the "Last Generated" date is not acceptable, click the "Regenerate" hyperlink to refresh the report data. "Approximate Generation Time" is based on the previous regeneration.

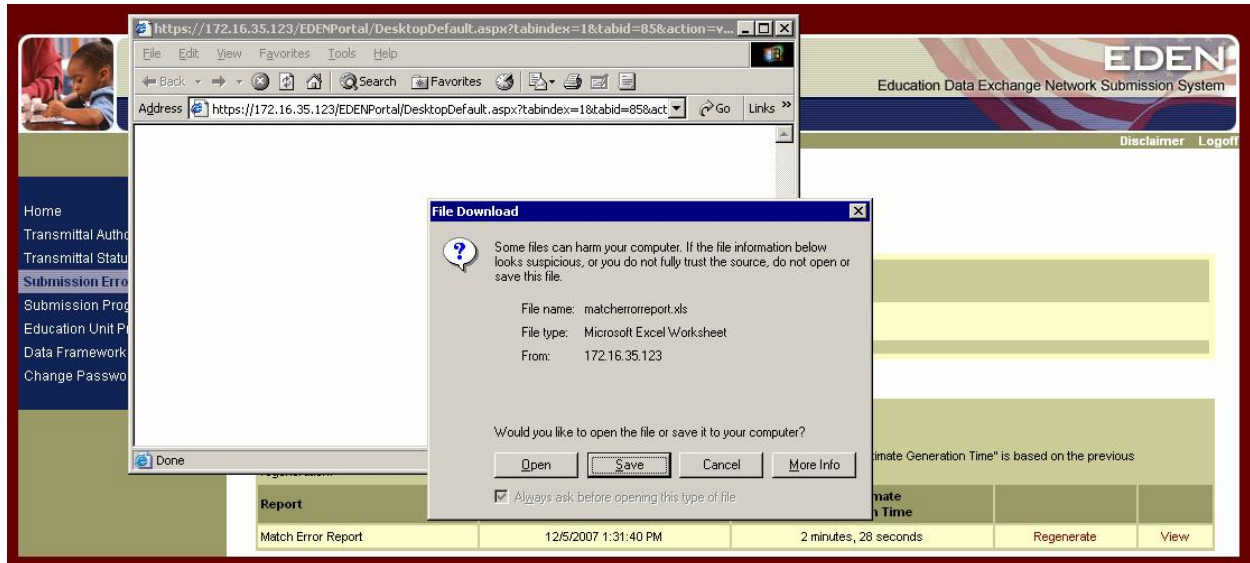
Report	Last Generated	Approximate Generation Time		
Match Error Report	Pending			

Refresh Page

6.2.2 View

Clicking the **View** hyperlink displays a pop-up box that will allow you to view the match error report. Viewing the report allows you to identify where the directory data has errors. The report opens in Excel. If desired, the user can then save the file (figure 6-6).

Figure 6-6: Submission Error Report View Link



6.3 Submission Edits Processing Information

Unlike the match error report, the submission edits are processed every few hours, as needed. As a result, the errors and warnings information in the Submission Error Report may not reflect data in files submitted (or resubmitted) since the end of the previous day. On the day a file is submitted, if it has errors or warnings they may not be reflected on the report until the following day. Similarly, when an error is corrected, it may not be reflected on the report until the following day.

A maximum number of 1,000 errors or warnings can be identified in the course of processing a file. Once 1,000 errors or warnings are identified, further processing of that file will end. For example, if an inappropriate string is included in every record in a file, the processing will stop after 1,000 errors are identified. The Business Rules Guide document contains all of the reasonability edits in ESS.

7 SUBMISSION PROGRESS REPORT

This Submission Progress Report allows the user to view where a state is in the yearly submission process and approve or hold a submission type for transfer into the data repository. The status of submissions can be viewed by state, LEA or school level.

To access the **Submission Progress Report**, click the **Submission Progress Report** hyperlink on the Navigation Bar (figure 7-1). Initially, the report displays the submission progress for state-level data, but no submission status information is displayed until a school year is selected from the drop-down list. To view the submission progress for LEA and school data, select the appropriate tab at the top of the table (LEA Data or School Data instead of State Data) and follow the same instructions.

Figure 7-1: State Submission Progress

The screenshot shows the EDEN Submission Progress Report interface. At the top, there is a header with the U.S. Department of Education logo and the text "EDEN Education Data Exchange Network Submission System". Below the header, there is a navigation menu on the left with options like "Home", "Transmittal Authorization", "Transmittal Status Report", "Submission Error Report", "Submission Progress Report", "Education Unit Profile", "Data Framework", and "Change Password". The main content area is titled "State Submission Progress Report" and features a "Select a School Year (required)" dropdown menu. Below the menu, there are tabs for "State Data", "LEA Data", and "School Data". A table displays submission counts and percentages for "Staging DB Submissions" and "Data Repository DB". The table has columns for "Submission Type", "Count", "%", and "Status". Navigation buttons like "FIRST", "LAST", "PREV", and "NEXT" are visible.

7.1 Submission Progress Report

Once on the Submission Progress Report page for the desired education unit type (SEA, LEA, school), select the desired School Year from the drop-down list provided and click **GO**. This will display a report of the submission status for each submission type (figure 7-2). The submission type corresponds with the table in the EDEN database where the data are stored. If you do not see the report, scroll down to view them.

Figure 7-2: Submission Progress Report (LEA)

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LEA Submission Progress Report as of 12/14/2007 : Euphoria

Select a School Year (required)
2006-2007 GO

"Not Eligible for Transfer" refers to submissions that still have unexplained warnings or where ED yet to approve the explanation.

Submission Type	Hot Eligible for Transfer		Eligible for Transfer		Transferred		Status	Action
	Count	%	Count	%	Count	%		
Federal Program	0	.000	0	.000	0	.000	Not Approved	No Action
Vocational Concentrator Graduates Tables	0	.000	2	6.897	0	.000	Not Approved	See Data GO
MEP Students Eligible	0	.000	2	6.897	0	.000	Not Approved	See Data GO
Students Tested Tables	0	.000	0	.000	0	.000	Not Approved	No Action
Special Education Personnel Tables	0	.000	0	.000	0	.000	Not Approved	No Action
Personnel Skilled in Technology Table	0	.000	0	.000	0	.000	Not Approved	No Action
TAS Staff Funded by Title I Table	0	.000	2	6.897	0	.000	Not Approved	See Data GO

Navigation buttons (i.e., **FIRST/LAST**, **PREV/NEXT**, and **Go To Page**) are available at the top of the report (they appear below the education level tabs). These navigation buttons operate the same as on the Transmittal Status Report.

The contents of the report can be sorted by the contents of each column. To sort the report, click on a column heading. Clicking once will sort the data in ascending sequence; clicking a second time will sort the data in descending sequence.

Displayed in the top left corner of the report is the total number of the education units selected. At the SEA level, this count should always be one. Figure 7-2 shows the LEA submission progress report. It shows that there are 29 LEAs in the state of Euphoria. For each submission type, the report also shows how many education units (SEA, LEAs, or schools, as appropriate) are in the staging database, but not ready for transfer to the data repository, how many are ready for transfer to the data repository, and how many are already in the data repository. The report also shows the status of the submission type. See section 7.1.1 for a discussion of the status column. Finally, if data is available, to the right of the status is a drop-down list of actions. The actions available depend on the status of the submission type. The actions available are discussed in section 7.2.

The counts of education units in the staging database are reported according to whether or not they are eligible for transfer to the data repository.

- **Not Eligible for Transfer** – A Submission Type is counted in this column when there are unexplained warnings but no errors.
- **Eligible for Transfer** – A Submission Type is counted in this column when there are no warnings, or all warnings have been explained and the submission has not been approved.

The report also shows a count of the education units that have been transferred to the data repository:

- **Transferred** – A Submission Type is counted in this column after the submission has been approved and the State has approved the file to continue (the 4-day delay period has expired) or has released the file from hold. See section 7.2.3 for more details about allowing or releasing files for transfer.

Use the tabs at the top of the report to view submission status for different education unit levels (Click on the **State Data**, **LEA Data**, or **School Data**).

7.1.1 Submission Status Descriptions

The Status column of the Submission Progress Report (figure 7-2) describes the status of each submission type for the school year and education unit level selected. The submission statuses and their meanings are listed below.

- ▶ **Approved:** A status of Approved indicates that the submission has been approved for transfer into the Data Repository.
- ▶ **Transferred:** A status of Transferred indicates the submission has been approved by ED and the State and moved into the Data Repository.
- ▶ **Not Approved:** Not Approved indicates ED has not approved the submission for transfer into the Data Repository.
- ▶ **Held by State:** Held by State indicates the submission has been approved by ED for transfer to the Data Repository, but is being held by the state.
- ▶ **New Data Before Transfer:** New Data Before Transfer indicates that new data has been submitted for the same submission type prior to being transferred to the data repository.
- ▶ **New Data After Transfer:** New Data After Transfer indicates that new data has been submitted for the same submission type after the original submission has been transferred to the data repository.

7.2 Actions Available from the Submission Progress Report

For submission types with data there are three actions accessed through the Submission Progress Report: **See Data**, **State Hold** and **State Release**. The See Data action appears regardless of status, provided data has been submitted for that Submission Type. The State Hold action will appear only with a status of Approved, and

the State Release action will only appear with a status of Held by State. These actions are described below.

7.2.1 See Data

If data is available for a submission type, **See Data** is available from drop-down list to the right of the Status column. Click the **GO** link to activate the **See Data** action. The instructions describe the steps involved in accessing data and require the user to select the specific education unit of interest and the data group, data category and permitted value of the data before any data are displayed.

1. Select the Education Unit: Clicking **GO** on the **Submission Progress Report** brings up a pop-up window with the names of all the education units with data for that reporting level (State Agencies, LEAs, or schools). Figure 7-3 shows the two LEAs in Euphoria that have data. Click on the name of an education unit to see its data.

Figure 7-3: List of Education Units (LEAs)

The screenshot shows a window titled "LEA Submission Progress Report". It contains the following information:

- State: Euphoria
- FIPS State Code: 80
- State Agency Name: Euphoria State Education Agency
- School Year: 2006-2007
- Refine Your Search [GO](#)

LEA Name	ICES LEA ID	State LEA ID	City
Euphoria State Secondary School	8099987	00613EUPHORIA	Milledgeville
Federal Elementary School of Bass County	8099986	00614FEDERAL	Homer

Note: For pop-up windows, right click and then use the **Back** function to move back to a previous window in the pop-up frame. In addition to going backwards to a previous window, right click will also allow you to move forward.

2. Select a Data Group. After clicking **GO** for a particular education unit, the next pop-up window lists the data groups available for the submission type and education unit selected (figure 7-4). This window displays the data group name, ID and file specification numbers.

Figure 7-4: State Data Submission Progress Report: Data Groups

The screenshot shows a window titled "State Submission Progress Report: Data Groups". It contains the following information:

- State Agency Name: Euphoria State Education Agency
- File Name: CWD (IDEA) Exiting Spec Ed
- File Spec #: 009
- School Year: 2005-2006

Name	ID	Table Type	Value
Children with Disabilities (IDEA) Exiting Special Education Tables	85	IDEAEXITSPED	See Data

4. **Select a Category Set.** To access data for this data group, click the **See Data** link in the Value column. The next screen lists the Category Sets associated with the selected data group (figure 7-5).

Figure 7-5: State Data Submission Progress Report: Children with Disabilities (IDEA) Exiting Special Education Tables (Category Sets)

State Submission Progress Report: Children with Disabilities (IDEA) Exiting Special Education Tables

State Agency Name: Euphoria State Education Agency File Name: CWD (IDEA) Exiting Spec Ed File Spec # 009
 School Year: 2005-2006

CategorySet	Type	
Age (Exiting Special Ed), Basis of Exit, Disability Category (IDEA)	Detail	See Data
Basis of Exit, Gender	Detail	See Data
Basis of Exit, LEP Status (Both)	Detail	See Data
Basis of Exit, Race/Ethnicity	Detail	See Data
Age (Exiting Special Ed), Basis of Exit	Total	See Data
Total for Children with Disabilities (IDEA) Exiting Special Education Tables	Total	See Data

4. **View Data.** Clicking the **See Data** link from a category sets page lists, in alphabetical order, the permitted values for the selected category set. Clicking on the **See Data** link for a category set (on the right hand side of the screen) allows you to view the results of the submissions that are currently available (figure 7.6).

Figure 7-6: State Data Submission Progress Report (Permitted Values)

State Submission Progress Report

State: Euphoria School Year: 2005-2006
 State Agency Name: Euphoria State Education Agency State Agency Number: 01 FIPS State Code: 80

Age	Basis of Exit	Disability Category	StudentCount	Percentage
Age 14	Received a certificate	Autism	100	24.39%
Age 15	Graduated with regular high school diploma	Deaf-blindness	100	24.39%
Age 18	Died	Hearing impairment	10	2.44%
Age 21	Transfer to regular education	Orthopedic impairment	100	24.39%
22 years old and older	Received a certificate	Specific learning disability	100	24.39%

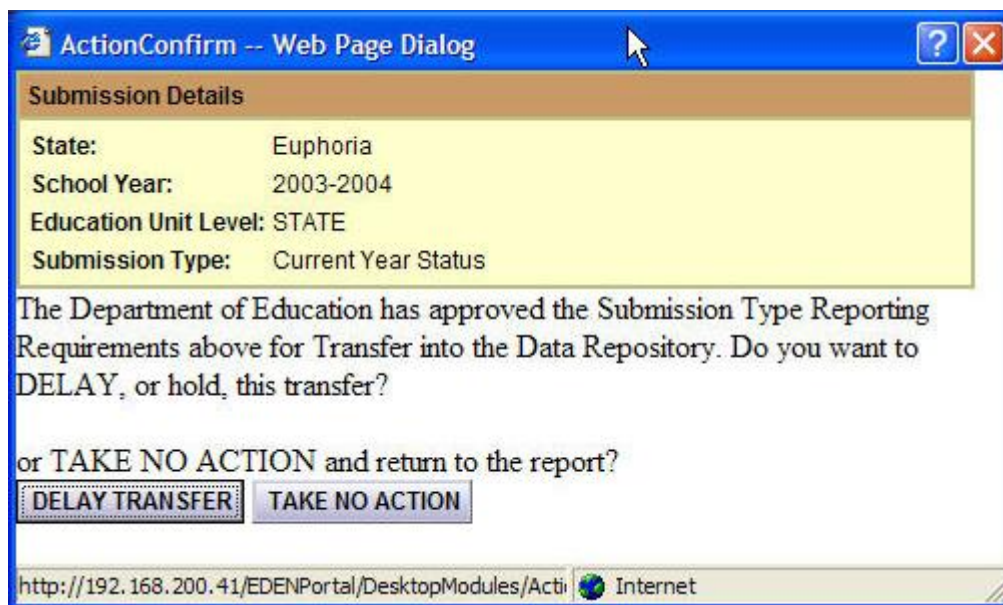
7.2.2 Stopping Submission Transfer to the Data Repository Database

For Submission Types with a status of Approved, the **State Hold** action is available from the Submission Progress Report page. The **State Hold** action allows the user to stop the transfer of approved data to the data repository.

Once data are available in the staging database and have no unexplained errors, states have four days to review the approved submitted data and, if necessary, stop transfer to the data repository if the data are not correct. At the end of the 4-day waiting period, if the state has not stopped the transfer of approved data the data will be moved to the data repository. Stopping transfer of submissions should only be performed if the state believes that problems exist in the data that was not detected by the various edits in the EDEN Submission System (ESS).

To stop the transfer of a submission type to the data repository, use the drop-down window to the right of the Status column on the Submission Progress Report page. Select **State Hold** and click **GO**. Clicking **GO** takes the user Action Confirmation pop-up window (figure 7-6).

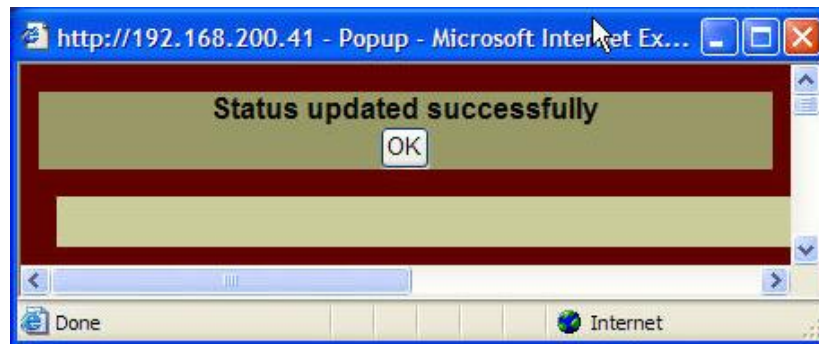
Figure 7-6: Action Confirmation for a Submission



To stop the transfer of an approved submission type to the data repository, click the **DELAY TRANSFER** button. The **Status Updated Successfully** pop-up window (figure 7-7) requires the user to confirm the status update by clicking **OK**. Clicking **OK** changes the status for the submission type to Held by State. section 7.2.3 describes how to release a submission type after it has the status Held by State.

To allow the transfer of the submission type to the Data Repository (and return to the *Submission Progress Report* page) click the **TAKE NO ACTION** button on the Action Confirmation page.

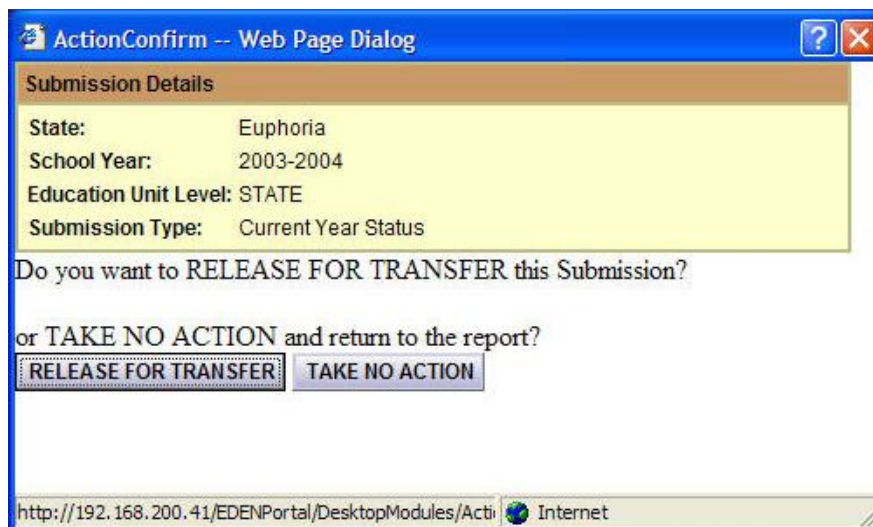
Figure 7-7: Successful Hold Action



7.2.3 Releasing a Submission for Transfer to the Data Repository

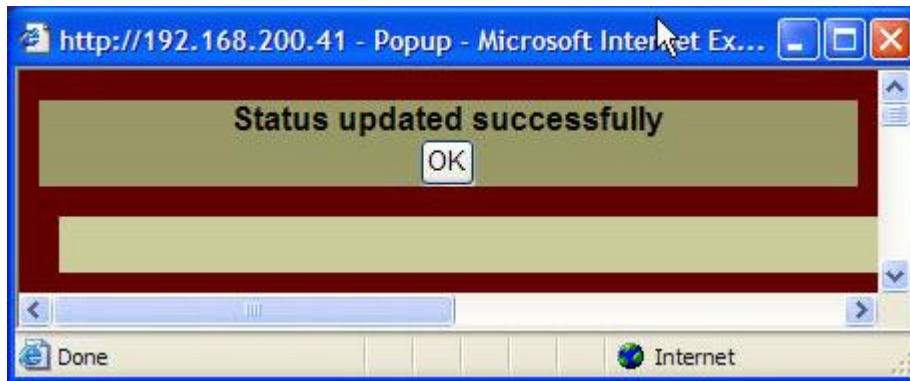
For submission types with a status of Held by State, the **State Release** action is available from the **Submission Progress Report** page. The **State Release** action releases a submission for transfer to the Data Repository. To use the **State Release** action, use the drop-down window to the right of the Status column to select **State Release** and click **GO**. Clicking **GO** will display an Action Confirmation pop-up window (figure 7-8).

Figure 7-8: State Release Confirmation for a Submission



Click the **RELEASE FOR TRANSFER** button to confirm the State Release action. A second pop-up window (figure 7-9) will be displayed to confirm the status update.

Figure 7-9: Pop-up Window Indicating Successful Release Action



To return to the Data Submission Progress Report and retain the Held by State status, click the **TAKE NO ACTION** button.

8 EDUCATION UNIT PROFILE

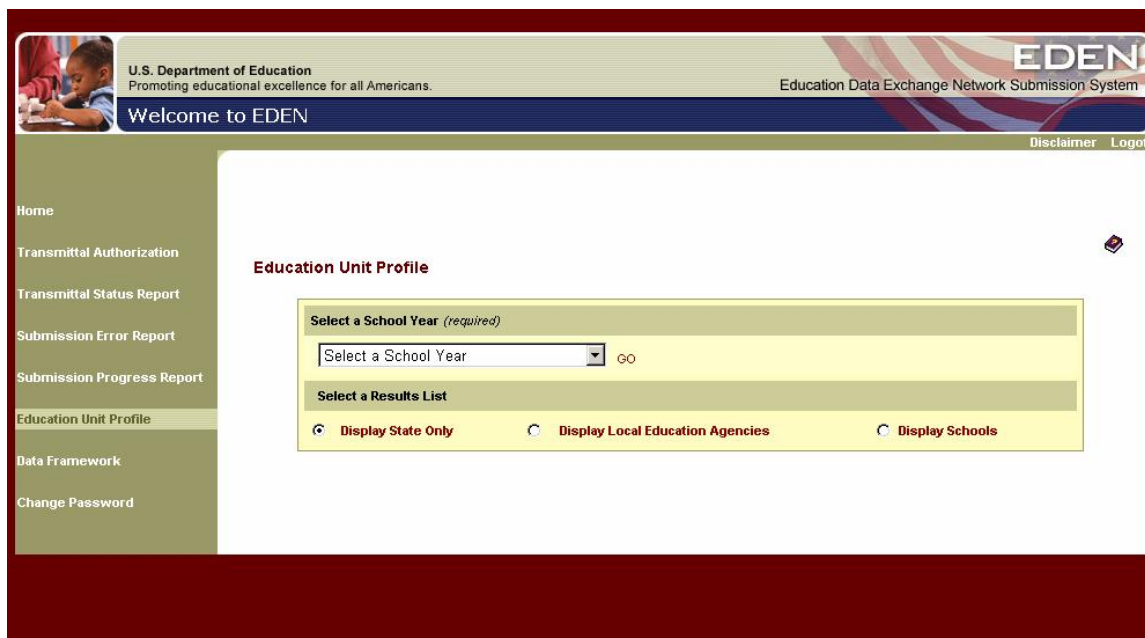
8.1 Purpose of the Education Unit Profile

The Education Unit Profile allows you to view and verify state, LEA, and school level data.

To invoke the Education Unit (EU) Profile, click on the **Education Unit Profile** hyperlink from the Navigation Bar. This will display the page shown in figure 8.1.

8.2 Accessing State Data

Figure 8.1: Education Unit Profile



The screenshot shows the EDEN (Education Data Exchange Network) Submission System interface. At the top, there is a header with the U.S. Department of Education logo and the text "U.S. Department of Education Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". Below the header is a navigation bar with "Welcome to EDEN" and links for "Disclaimer" and "Logout".

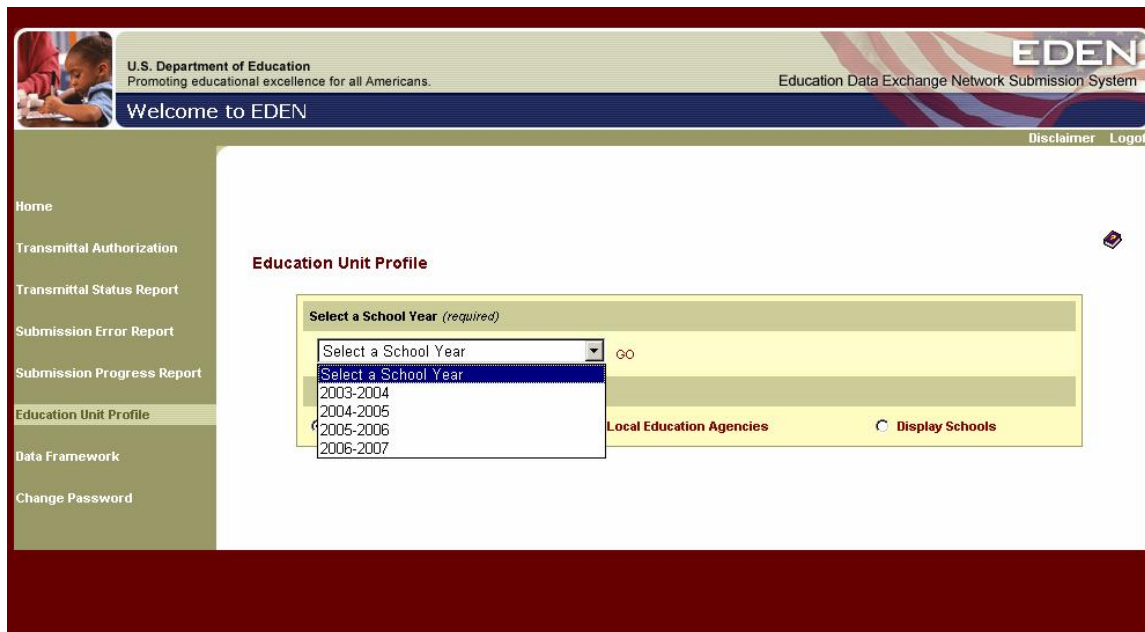
The main content area is titled "Education Unit Profile". It features a form with the following elements:

- A section titled "Select a School Year (required)" containing a dropdown menu with the text "Select a School Year" and a "GO" button.
- A section titled "Select a Results List" containing three radio buttons:
 - Display State Only
 - Display Local Education Agencies
 - Display Schools

To access state level data, mark the **Display State Only** button at the bottom of the page, under the Select a Results List area. Note that **Display State Only** is the default EU level.

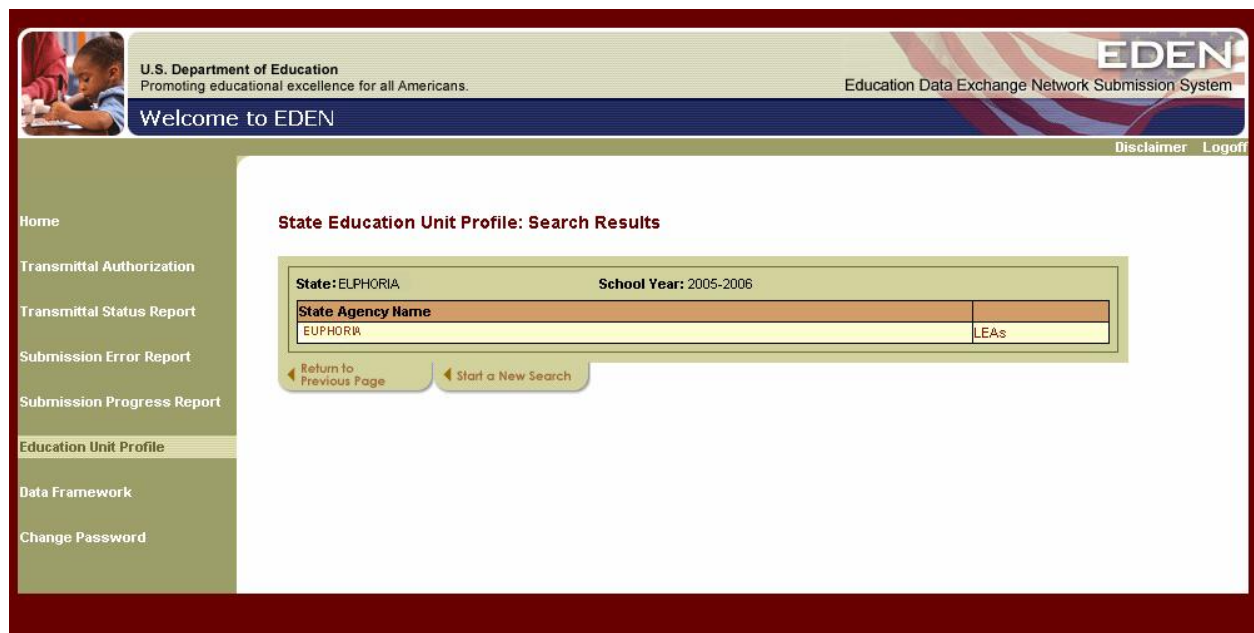
You also must select a reporting period from the **Select a Reporting Period** drop-down list (figure 8.2) and click **GO**.

Figure 8.2: Education Unit Profile



After you click **GO**, the next screen is the State Education Unit Profile: Search Results page (figure 8.3). Click on the **State Agency Name** hyperlink to access your state level data by file submission. Note that at this time, there is only one State Agency in ESS for each state.

Figure 8.3: Education Unit Profile: Search Results



You can also access your LEA data from the State Education Unit Profile: Search Results page by clicking the **LEAs** hyperlink to the right of the SEA name. However, it is recommended that you access LEA data using the **Display LEAs** portal on the main Education Unit Profile page. Section 8.3 contains more information about accessing your LEA data.

Use the navigation tabs at the bottom of the page to **Return to Previous Page** or to **Start a New Search**. With the exception of the main Education Unit Profile page, these navigation buttons appear at the bottom of all pages.

Clicking on the **State Agency Name** hyperlink takes you to the State Education Unit Profile: File Submissions page (figure 8.4). In alphabetical order by name, this page lists all of the files collected by EDEN for that school year. It also lists the file number, data collection period, and the date and time of your most recent submission for the selected reporting period. Clicking on a file heading sorts the list of files by that characteristic.

Figure 8.4: Education Unit Profile: File Submissions

The screenshot shows the EDEN Submission System (ESS) interface. At the top, there is a header with the U.S. Department of Education logo and the text "Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". Below the header, there is a navigation menu with options like Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile (selected), Data Framework, and Change Password. The main content area is titled "State Education Unit Profile: File Submissions" and displays the following information:

State Name: ELPHORIA State ID: 99 State Agency ID: 99
 School Year: 2005-2006
 Effective Date: 10/01/2003
 Chief State School Officer
 ACTUAL NAME
 TITLE
 PHONE NUMBER
 EMAIL ADDRESS
 State Agency Phone Number:
 Website URL: WWW.EUPHORIA.STATE.EDU
 Mailing Address:
 STREET
 CITY, STATE ZIP

Navigation: << FIRST LAST >> Go To Page: 1 of 2 < PREVIOUS NEXT >

Name	File #	Collection Period	Last Submission Date
Additional Indicator	001	End	11/2/2006 7:15:13 PM
All LEP Students	085	End	
Average Freshman Graduation Rate	105	Closeout	
AYP Status	103	Closeout	
Children Involved with Firearms	086	End	
Children w Disab Alt Assmt	087	End	
Children w Disab Disciplinary Actions	088	End	
Children w Disab Early Childhood	089	Early	7/14/2006 11:37:01 AM
Children w Disab in Correctional Facilities	090	Early	

The State Education Unit Profile: File Submissions page also displays information about your SEA including its name and address, Chief State School Officer (CSSO) information, Web address, etc. If the effective date was not submitted through an SEA directory submission, the default effective date (10/01/2003) is displayed.

To view your data, click the name of the file you want to access. If the last submission date is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes you to the State Education Unit Profile: Data Groups page (figure 8.5). Information at the top of the page describes the selections you have made so far: your SEA's name, the school year selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time your data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group you want to view.

You can also access historical information found in the Directory file from the State Education Unit Profile: Data Groups page by clicking the **Directory** file name. Section 8.5 has more information about accessing historical Directory information.

Figure 8.5: Education Unit Profile: Data Groups

The screenshot shows the EDEN Submission System interface. At the top, there is a header with the U.S. Department of Education logo and the EDEN logo. Below the header, there is a navigation menu on the left with options like Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile (highlighted), Data Framework, and Change Password. The main content area is titled "State Education Unit Profile: Data Groups". It displays the following information:

State Agency Name: ELPHORIA File Name: CWD (IDEA) Exiting Spec Ed File Spec #: 009
School Year: 2005-2006

Name	ID	Table Type	Last Modified	Value
Children with Disabilities (IDEA) Exiting Special Education Tables	85	IDEAEXITSPED	5/4/2007 11:08:11 AM	See Data

Below the table, there are two buttons: "Return to Previous Page" and "Start a New Search".

Clicking the **See Data** hyperlink takes you to an alphabetical list of all the data category sets for the selected data group. Clicking on a file heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8.6 shows the category sets for data group 85, Children with Disabilities (IDEA) Exiting Special Education Tables. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8.6: Education Unit Profile: Data Categories

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Transmittal Status Report
Submission Error Report
Submission Progress Report
Education Unit Profile
Data Framework
Change Password

State Education Unit Profile: Children with Disabilities (IDEA) Exiting Special Education Tables

State Name: ELPHORIA File Name: OWD (IDEA) Exiting Spec Ed File Spec # 009
School Year: 2005-2006

CategorySet	Type	
Age (Exiting Special Ed),Basis of Exit,Disability Category (IDEA)	Detail	See Data
Basis of Exit,Gender	Detail	See Data
Basis of Exit,LEP Status (Both)	Detail	See Data
Basis of Exit,Race/Ethnicity	Detail	See Data
Age (Exiting Special Ed),Basis of Exit	Total	See Data
Total for Children with Disabilities (IDEA) Exiting Special Education Tables	Total	See Data

Return to Previous Page Start a New Search

After you click the **See Data** hyperlink, your data are displayed for each combination of permitted values in the selected category set. Figure 8.7 shows the data for the Basis of Exit, Gender category set. These data can be sorted by clicking on the column headings.

Figure 8.7: Education Unit Profile Data

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Transmittal Authorization
Transmittal Status Report
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Education Unit Profile
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Change Password

State Education Unit Profile

State: ELPHORIA School Year: 2005-2006
State Agency Name: ELPHORIA State Agency Number: 99 FIPS State Code: 99

Basis of Exit	Gender	StudentCount	Percentage
Transfer to regular education	Female	2724	5.49%
Moved, known to be continuing	Female	3090	6.22%
Moved, known to be continuing	Male	6130	12.35%
Transfer to regular education	Male	4963	10.00%
Died	Female	68	0.14%
Reached maximum age	Male	24	0.05%
Reached maximum age	Female	10	0.02%
Died	Male	105	0.21%
Graduated with regular high school diploma	Female	4564	9.19%
Received a certificate	Female	4616	9.30%
Graduated with regular high school diploma	Male	9018	18.16%
Received a certificate	Male	8909	17.94%
Dropped out	Male	3605	7.26%
Dropped out	Female	1825	3.68%

Return to Previous Page Start a New Search

8.3 Accessing Local Education Agency (LEA) Data

The steps for accessing your LEA data are very similar to those for accessing your SEA data. To access LEA level data, mark the **Display Local Education Agencies** button at the bottom of the main Education Unit Profile page, under the Select a Results List area.

You must also select a reporting period from the **Select a Reporting Period** drop-down list (figure 8.8) and then click **GO**.

Figure 8.8: Education Unit Profile

The screenshot shows the EDEN (Education Data Exchange Network Submission System) interface. At the top, there is a header with the U.S. Department of Education logo and the EDEN logo. Below the header, there is a navigation menu on the left side with the following items: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile (highlighted), Data Framework, and Change Password. The main content area is titled "Education Unit Profile" and contains a form. The form has a section titled "Select a School Year (required)" with a dropdown menu. The dropdown menu is open, showing the following options: "Select a School Year", "2003-2004", "2004-2005", "2005-2006", and "2006-2007". To the right of the dropdown menu is a "GO" button. Below the dropdown menu, there are two radio buttons: "Local Education Agencies" (which is selected) and "Display Schools".

After you click **GO**, the next screen is the Education Unit Profile Search page (figure 8.9) where you can drill down to access specific LEAs or all LEAs within your state.

On the LEA Education Unit Profile Search page (figure 8.9), either click the **Display Local Education Agencies** hyperlink to display all LEAs in your state or use **Search** criteria to access specific LEAs. As shown in the figure, search criteria include LEA name, NCES identifier, SEA identifier, county name, city, zip code or operational status. Click **GO** after you enter your search criteria.

To view the data for a particular LEA, click on the LEA name.

You can also access the school data for an LEA from the LEA Education Unit Profile: Search Results page by clicking the **Schools** hyperlink to the right of the LEA name. However, it is recommended that you access school data using the **Display Schools** portal on the main **Education Unit Profile** page. Section 8.4 contains more information about accessing school data.

After you select an LEA by clicking on its name, you will reach the LEA Education Unit Profile: File Submissions page (figure 8.11). In alphabetical order by name, this page lists all of the files collected by EDEN. It also lists the file number, data collection period, and the date and time of your most recent submission for the selected reporting period. Clicking on a file heading sorts the list of files by that characteristic.

Figure 8.11: LEA Education Unit Profile File Submissions

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Welcome to EDEN

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Home

Transmittal Authorization

Transmittal Status Report

Submission Error Report

Submission Progress Report

Education Unit Profile

Data Framework

Change Password

LEA Education Unit Profile: File Submissions

LEA Name: LEA NAME State LEA ID: 999999 NCES LEA ID: 999999

School Year: 2005-2006

Effective Date: 10/01/2003 Operational Status: Open

LEA Phone Number: (XXX) XXX-XXXX

Mailing Address: Location Address:

STREET STREET

CITY, STATE ZIP CITY, STATE ZIP

< FIRST LAST > Go To Page: 1 of 2 < PREV NEXT >

Name	File #	Collection Period	Last Submission Date
Additional Indicator	001	End	11/3/2006 2:40:12 PM
All LEP Students	085	End	
Average Freshman Graduation Rate	105	Closeout	
AYP Status	103	Closeout	
Children Involved with Firearms	086	End	
Children w Disab Alt Assmt	087	End	
Children w Disab Disciplinary Actions	088	End	
Children w Disab Early Childhood	089	Early	
Children w Disab in Correctional Facilities	090	Early	
Children w Disab in Pvt Schools not Rtrrd by Publ Agcy	091	Early	
Children w Disab Participation Assmt	093	End	
Children with Disabilities (IDEA)	002	Early	
CVD (IDEA) Assmt Completed	003	End	5/1/2007 5:53:57 PM

The **LEA** Education Unit Profile: File Submissions page also displays information about the specific LEA you selected (e.g., name and address, telephone number, Operational Status,). If the effective date was not submitted through an LEA directory submission, a default effective date is displayed.

To view your data, click the name of the file you want to access. If the *last submission date* is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes you to the LEA Education Unit Profile: Data Groups page (figure 8.12). Information at the top of the page describes the selections you have made so far: the LEA's name, the reference period selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time your data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group you want to view.

You can also access historical information found in the Directory file from the LEA Education Unit Profile: Data Groups page by clicking the **Directory** file name. Section 8.5 has more information about accessing historical Directory information.

Figure 8.12 LEA Education Unit Profile Data Groups

The screenshot shows the EDEN Submission System (ESS) user interface. At the top, there is a header with the U.S. Department of Education logo and the text "U.S. Department of Education Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". Below the header, there is a navigation menu on the left with options: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile (selected), Data Framework, and Change Password. The main content area is titled "LEA Education Unit Profile: Data Groups" and displays the following information:

LEA Name: LEA NAME File Name: Free & Reduced Price Lunch File Spec #: 033
 School Year: 2005-2006

Name	ID	Table Type	Last Modified	Value
Free and Reduced Price Lunch Table	565	LUNCHFREERED	11/15/2006 6:01:48 PM	See Data

At the bottom of the table, there are two buttons: "Return to Previous Page" and "Start a New Search".

Clicking the **See Data** hyperlink takes you to an alphabetical list of all the data category sets for the selected data group. Clicking on a file heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8.13 shows the category sets for data group 565, Free and Reduced Price Lunch Table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8.13 LEA Education Unit Profile Data Categories

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Home
Transmittal Authorization
Transmittal Status Report
Submission Error Report
Submission Progress Report
Education Unit Profile
Data Framework
Change Password

LEA Education Unit Profile: Free and Reduced Price Lunch Table

LEA Name: LEA NAME File Name: Free & Reduced Price Lunch File Spec #: 033
School Year: 2005-2006

CategorySet	Type	
Lunch Program Status	Detail	See Data
Total for Free and Reduced Price Lunch Table	Total	See Data

Return to Previous Page Start a New Search

After you click the **See Data** hyperlink, your data are displayed for each combination of permitted values in the selected category set. Figure 8.14 shows the data for Lunch Program Status category set. These data can be sorted by clicking on the column headings.

Figure 8.14: LEA Education Unit Profile Data

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Change Password

LEA Education Unit Profile

State: ELPHORIA School Year: 2005-2006
State Agency Name: ELPHORIA State Agency Number: 99 FIPS State Code: 99
LEA Name: LEA NAME State LEA ID: 999999 NCES LEA ID: 9999999

Lunch Program Status	StudentCount	Percentage
Free lunch qualified	112982	74.19%
Not qualified	26972	17.71%
Reduced price lunch qualified	12342	8.10%

Return to Previous Page Start a New Search

8.4 Accessing School Level Data

The steps for accessing your school level data are very similar to those for accessing your SEA and LEA data. To access school level data, mark the **Display Schools** button at the bottom of the main Education Unit Profile page, under the **Select a Results List area**.

You must also select a reporting period from the **Select a Reporting Period** drop-down list (figure 8.15) and then click **GO**.

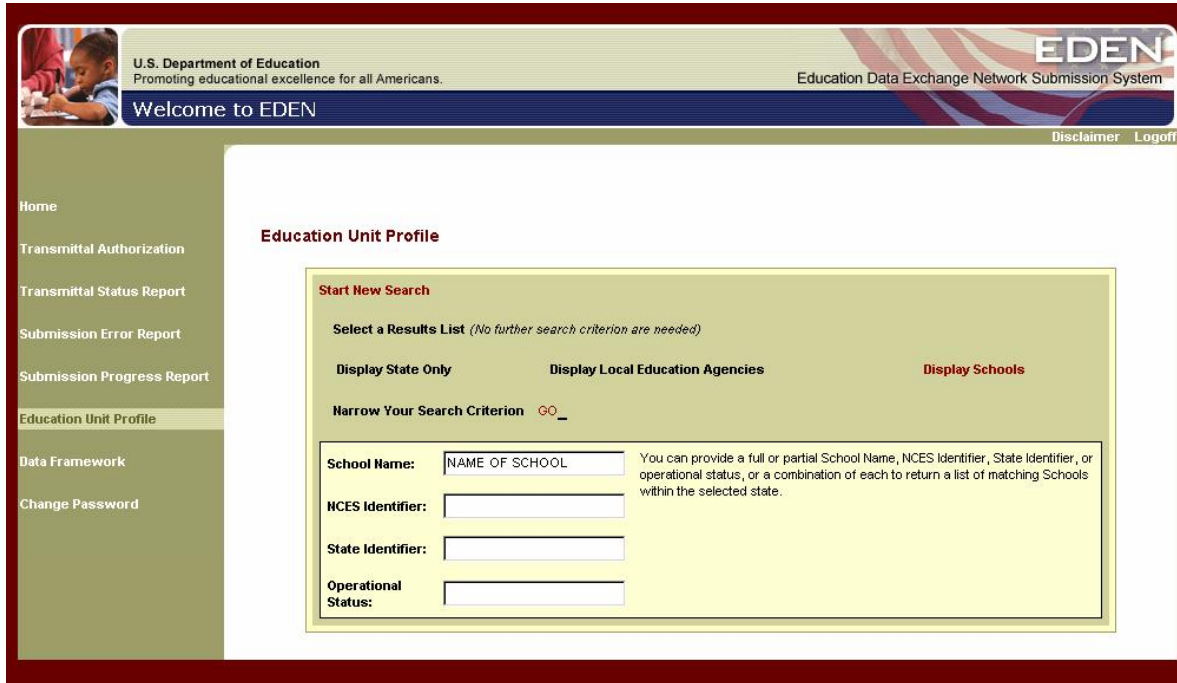
Figure 8.15: Education Unit Profile

The screenshot shows the EDEN (Education Data Exchange Network) Submission System interface. The header includes the U.S. Department of Education logo and the EDEN logo. The main content area is titled "Education Unit Profile" and contains a form with a "Select a School Year (required)" dropdown menu. The dropdown menu is open, showing the following options: "2003-2004", "2004-2005", "2005-2006", and "2006-2007". Below the dropdown menu is a "GO" button. At the bottom of the form, there are two buttons: "Local Education Agencies" and "Display Schools".

When you click **GO**, you will be taken to the School Education Unit Profile Search page (figure 8.9) where you can drill down to access a specific school or view data for all schools in your state.

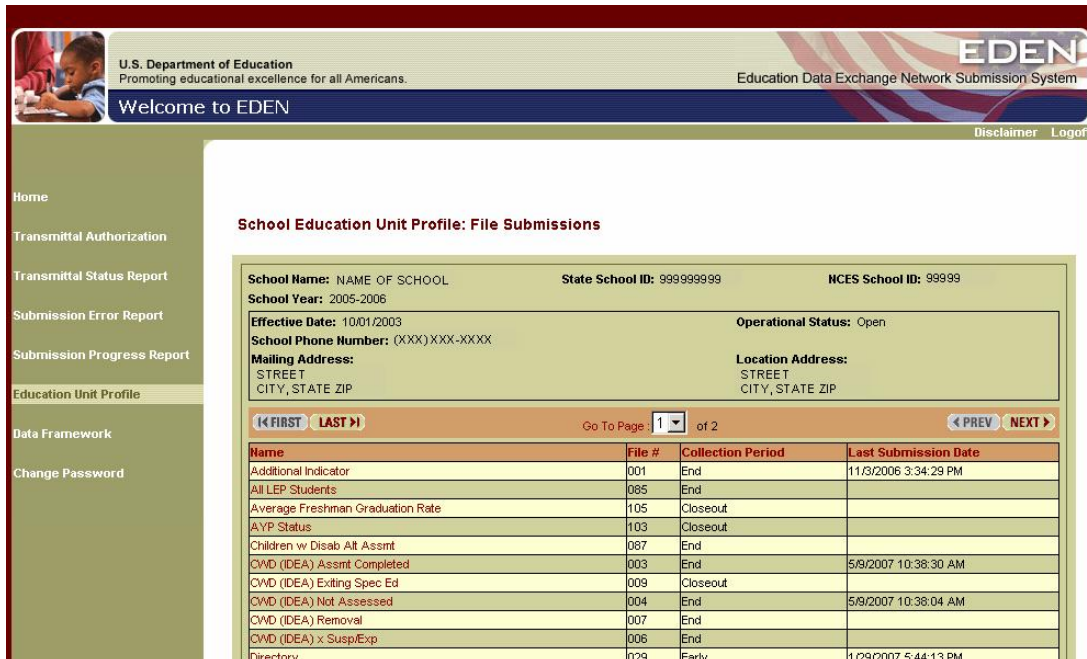
On the School Education Unit Profile **Search** page (figure 8.16), either click the **Display Schools** hyperlink to display all schools in your state or use search criteria to access a specific school. As shown in the figure, search criteria include School Name, NCES identifier, SEA Identifier or Operational Status. Click **GO** after you enter your search criteria.

Figure 8.16: School Education Unit Profile Search Page



After you click **GO**, the School Education Unit Profile: File Submissions page (figure 8.17) lists all of the files collected by EDEN. It also lists the file number, data collection period, and the date and time of your most recent submission for the selected reporting period. Clicking on a file heading sorts the list of files by that characteristic.

Figure 8.17: School Education Unit Profile File Submissions



The School Education Unit Profile: File Submissions page also displays information about the specific school you selected (e.g., name, address, telephone number, Operational Status). If the effective date was not submitted through an SEA directory submission, a default effective date is displayed.

To view your data, click the name of the file you want to access. If the *last submission date* is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes you to the Education Unit Profile: Data Groups page (figure 8.18). Information at the top of the page describes the selections you have made so far: the school's name, the reference period selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time your data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group you want to view.

You can also access historical information found in the Directory file from the Education Unit Profile: Data Groups page by clicking the **Directory** file name. Section 8.5 contains more information about accessing historical Directory information.

Figure 8.18: School Education Unit Profile Data Groups

The screenshot shows the EDEN Submission System interface. At the top, there is a header with the U.S. Department of Education logo and the text "U.S. Department of Education Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". Below the header is a navigation menu with links: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile (highlighted), Data Framework, and Change Password. The main content area is titled "School Education Unit Profile: Data Groups". It displays the following information:

School Name: NAME OF SCHOOL File Name: Free & Reduced Price Lunch File Spec #: 033
School Year: 2005-2006

Name	ID	Table Type	Last Modified	Value
Free and Reduced Price Lunch Table	565	LUNCHFREERED	11/15/2006 6:03:53 PM	See Data

At the bottom of the table, there are two buttons: "Return to Previous Page" and "Start a New Search".

Clicking the **See Data** hyperlink takes you to an alphabetical list of all the data category sets for the selected data group. Clicking on a file heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8.19 shows the category sets for data group 565, Free and Reduced Price Lunch Table. To

access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8.19 School Education Unit Profile Data Categories

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School Education Unit Profile: Free and Reduced Price Lunch Table

School Name: NAME OF SCHOOL File Name: Free & Reduced Price Lunch File Spec # 033
School Year: 2005-2006

CategorySet	Type	
Lunch Program Status	Detail	See Data
Total for Free and Reduced Price Lunch Table	Total	See Data

Return to Previous Page Start a New Search

After you click the **See Data** hyperlink, your data are displayed for each combination of permitted values in the selected category set. Figure 8.20 shows the data for Lunch Program Status category set. These data can be sorted by clicking on the column headings.

Figure 8.20: School Education Unit Profile Data

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School Education Unit Profile

State: ELPHORIA School Year: 2005-2006
State Agency Name: ELPHORIA State Agency Number: 99 FIPS State Code: 99
LEA Name: LEA NAME State LEA ID: 999999 NCES LEA ID: 9999999
School Name: NAME OF SCHOOL State School ID: 999999999 NCES School ID: 99999

Lunch Program Status	StudentCount	Percentage
Reduced price lunch qualified	133	12.69%
Not qualified	225	21.47%
Free lunch qualified	690	65.84%

Return to Previous Page Start a New Search

8.5 Accessing Historical Directory Information

You can access historical directory information to see how many times each data group within the directory has been updated. For example, this feature will enable you to see when and how often the operational status, address, contact information, etc., has been changed at the SEA, LEA and school level. To see directory information, click on the applicable **Directory** hyperlink for the educational unit level desired.

- **State Education Unit Profile: File Submissions** (figure 8.21)
- **LEA Education Unit Profile: File Submissions**
- **School Education Unit Profile: File Submissions**

Section 8.2 provides information on accessing the SEA level File Submission page. Section 8.3 provides the same information for the LEA level File Submission page and Section 8.4 for the school level File Submission page.

Figure 8.21: State Education Unit Profile: File Submission

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Submission Progress Report
Education Unit Profile
Data Framework
Change Password

State Education Unit Profile: File Submissions

State Agency Name: EUPHORIA EDUCATION AGENCY FIPS State Code: 99 State Agency Number: 01
School Year: 2004-2005
Effective Date: 10/01/2003
State Agency Phone Number: (999) 999-9999
Website URL: WWW.EUPHORIA.STATE.EDU

Go To Page 1 of 2 < PREV NEXT >

Name	File #	Collection Period	Last Submission Date
Additional Indicator	001	End	
Avg Length Neg/Del Stud Prog Ser	055	End	
Cert Spec Ed Paraprofessionals	069	Middle	
Children with Disabilities (IDEA)	002	Early	
Civil Rights: CWD Single Counts	014	Civil Rights Survey	
CWD (IDEA) 1 Susp/Exp	008	End	
CWD (IDEA) Assmt Completed	003	End	11/13/2006 9:22:31 AM
CWD (IDEA) Discipline	005	End	
CWD (IDEA) Exiting Spec Ed	009	Closeout	11/16/2006 4:51:03 PM
CWD (IDEA) Not Assessed	004	End	11/13/2006 2:45:05 PM
CWD (IDEA) Removal	007	End	
CWD (IDEA) x Susp/Exp	006	End	
Directory	029	Early	3/24/2006 10:51:37 AM
Dropout	032	Closeout	11/10/2006 4:42:24 PM

Clicking the **Directory** hyperlink takes you to an alphabetical list of all the data groups within the Directory. Clicking on a column heading sorts the list of data groups by that characteristic.

Figure 8.22: State Education Unit Profile: Directory Data Group

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State Education Unit Profile: Data Groups

State Agency Name: EUPHORIA File Name: Directory File Spec #: 029
School Year: 2004-2005

Name	ID	Last Modified	Value	History
Address Location	9			
Address Mailing	8	12/1/2004 11:52:01 AM	STREET CITY, STATE ZIP	History
Chief State School Officer Contact Information	458	1/18/2005 4:33:03 PM	ACTUAL NAME TITLE PHONE NUMBER EMAIL ADDRESS	History
Education Entity Name	7	10/4/2006 11:58:02 AM	EUPHORIA	History
Effective Date	571	10/4/2006 11:58:02 AM	10/01/2003	
FIPS State Code	559	10/4/2006 11:58:02 AM	99	
State Agency Number	570	10/4/2006 11:58:02 AM	99	History
Telephone - Education Entity	10	10/4/2006 11:58:02 AM	(XXX) XXX-XXXX	History
Web Site Address	11	10/4/2006 11:58:02 AM	WWW.EUPHORIA.STATE.EDU	History

Return to Previous Page Start a New Search

Figure 8.22 shows the data groups in the Directory at the SEA level. To access the history of any of the data groups, click the **History** link to the right of the data group name.

After you click the **History** link, your data are displayed. For example, figure 8.23 shows data for the Chief State School Officer Contact Information for the state of Euphoria.

Figure 8.23: State Education Unit Profile: Chief State School Officer Contact Information

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State Education Unit Profile: Chief State School Officer Contact Information

State Agency Name: EUPHORIA File Name: Directory File Spec #: 029
School Year: 2005-2006

Value	Start Date	End Date	File Transmission	Submitted
ACTUAL NAME TITLE PHONE NUMBER EMAIL ADDRESS	10/1/2003		EUSEADIRECTORYVER0002.TAB	1/18/2005 4:33:03 PM

Return to Previous Page Start a New Search

9 DATA FRAMEWORK

9.1 Purpose of Data Framework

The Data Framework sub-application is designed to provide an ability to view the underlying data requirements, data elements and definitions; category sets associated with table data groups; and permitted code values associated with categories or applicable data groups. This area also provides a direct link to online file specification documentation associated with the EDEN Submission System (ESS).

9.2 Accessing the Data Framework

To invoke the Data Framework sub-application, click on the **Data Framework** left menu option. This will display the Data Framework page as shown in figure 9-1. On the Data Framework page, you can select **Data Groups, Categories, Permitted Codes, or File Specification**.

Figure 9-1: Data Framework

The screenshot shows the EDEN web application interface. At the top, there is a header with the U.S. Department of Education logo and the EDEN logo. Below the header, there is a navigation sidebar on the left with options like Home, Transmittal Authorization, and Change Password. The main content area is titled "Data Framework" and contains a list of links: Data Groups, Categories, Permitted Codes, and File Specification. Below the links, there is a paragraph explaining the purpose of the Data Framework sub-application. A bulleted list describes the functions: viewing data requirements, category sets, file specifications, and permitted code values. The page also includes a sidebar with navigation options like Home, Transmittal Authorization, and Change Password.

9.3 Using the Data Framework Sub-application

This section provides instructional information pertaining to the Data Framework sub-application, and specifically highlights the interrelationships between all areas within the

data framework. The terms used in this section are the terms that are currently used in the application. The application will be updated in the future. The display will then show the associations list to allow you to view the following information:

9.3.1 Data Groups

A data group in EDEN is a definable, related set of data, which has been approved by the U.S. Office of Management and Budget (OMB) for collection by the U.S. Department of Education (ED). Access the Data Groups by clicking on the **Data Groups** hyperlink; this will display the **Data Groups List** page (figure 9-2). The system will take you to the upper section of the page to filter the data groups into more manageable sections. The following is a list of search options:

- ▶ **School Year:** You must select one school year.
- ▶ **Show Only:** Allows you to select the collection period (one or all) with an AND/OR function to select a File Type (one or all).
- ▶ **Search:** Allows you to conduct a free form field search. Note: Partial searches are accepted. For example, if you enter “St”, you will be provided a list of all Data Groups with “st” in the name. There are two specific search options as described below:
 - **Search by Name:** Allows you to search the data group name for specific text strings.
 - **Search by ID:** Using this option allows you to search for the unique identifier for each data elements.

After refining each of the first two required search criteria in the list above (**School Year** and **Show Only**), you may provide more specific selection criteria (**Search By Name** or **Search By ID**) to further narrow down your results. Click on the **GO** to view results once all search criteria are defined. If you need to change your selection criteria, click **Reset** to reset the search panel to all default values and you may customize your criteria again.

Figure 9-2: Data Group Search

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Data Group List

Data Framework > Data Group List

School Year: 2005-2006

Show Only: Collection Period(All)

Search by Name:

Search by ID:

Go Reset

« FIRST LAST » Go To Page: 3 of 3 « PREV NEXT »

Data Group ID	Data Group Name	Data Group Structure	Collection Period	File Spec Number	File Specification
577	Students Eligible for School Choice Transfer	Table Type	End	010	Student Choice Provisions
596	Students Involved with Firearms Table	Table Type	End	086	Children Involved with Firearms
588	Students Tested in Mathematics Tables	Table Type	End	081	Student Tested/Not Tested
589	Students Tested in Reading (Language Arts) Tables	Table Type	End	081	Student Tested/Not Tested
590	Students Tested in Science Tables	Table Type	End	081	Student Tested/Not Tested
591	Students Tested in Writing Tables	Table Type	End	081	Student Tested/Not Tested
551	Supervisory Union Identification Number	Single Component	Early	029	Directory
575	Supplemental Services - Applied to Receive Services	Table Type	End	102	NCLB School Year End Status
578	Supplemental Services - Eligible to Receive Services	Table Type	End	102	NCLB School Year End Status
612	Supplemental Services - Offered	Table Type	End	102	NCLB School Year End Status
546	Supplemental Services - Received Services	Table Type	End	102	NCLB School Year End Status
545	Supplemental Services Provided Status	Permitted Codes	End	102	NCLB School Year End Status

Once **GO** is clicked, you are provided with a list of data groups that fit the selection criteria. From this screen (figure 9-2), you can view the **Data Group ID**, **Data Group Name**, **Data Group Structure**, **Collection Period (i.e., End, Beginning)** and **File Specification Number**. You can also link from each data element to the associated **File Specification** documentation.

Once you find the data group of interest, click the **Data Group Name** hyperlink for more information (figure 9-3). The Data Group contains the following for each Data Group:

- ▶ **Data Group:** Data element name.
- ▶ **ID:** A unique number as an identifier for each data element.
- ▶ **School Year:** the school year of the collection that contains this data group.
- ▶ **Collection Period:** The collection period assigned to the data element (i.e., Beginning, End).
- ▶ **Data Group Structure:** Links to Permitted Codes, Table Types and Data Elements with Codes, Data Element Components, and Program Presence.
- ▶ **Definition:** A data element definition.
- ▶ **Education Unit Level:** Indicates education unit levels (SEAs, LEAs, or schools) for which data is collected.
- ▶ **Reporting Period:** The period for which the data element is reported. Data elements are usually reported for the entire school year (cumulative) or as a snapshot on or close to a specific data (i.e., November 1 or December 1).
- ▶ **Privacy Rule:** An indicator of whether Privacy Rule applies.

- ▶ **Civil Rights Data Collection:** An indicator of whether the data element applies to the Office of Civil Rights (OCR) data collection.
- ▶ **OCR Comment:** If applicable, comments pertaining to the Civil Rights Data Collection.
- ▶ **State Defined:** An indicator of whether the state defines any aspect of the data element.
- ▶ **Comment:** General comments applicable to the data element.
- ▶ **File Spec Number:** The number of the file specification that links to that data group.
- ▶ **Principal Office Steward:** Clicking on the *Principal Office Steward* hyperlink will show the Principal Office Steward responsible for the data element.
- ▶

Figure 9-3: ESS Data Element Information

The screenshot displays the 'Data Group Detail' page in the EDEN system. The header includes the U.S. Department of Education logo and the EDEN logo. The main content area shows the following details for the data group 'AMAO Making Progress Status for LEP Students':

- Data Group:** AMAO Making Progress Status for LEP Students
- ID:** 569
- School Year:** 2005-2006
- Collection Period:** Closeout
- Data Group Structure:** Permitted Codes
- Table Types:** [Table Types](#), [Data Elements with Codes](#), [Data Element Components](#), [Program Presence](#)
- Definition:** An indication whether the State, district or school met the Annual Measurable Achievement Objective (AMAO) for making progress in learning English for limited English proficient (LEP) students under Title III of ESEA.
- Education Unit Level(s):** SEA LEA School
- Reporting Period:** School Year
- Privacy Rule:** No
- Civil Rights Data Collection:** No
- OCR Comment:** No
- State Defined:** Yes
- Comment:**
- File Specification:** N103 - AYP Status
- Principal Office Steward:**

9.3.2 Categories

Return to the main Data Framework page and click on the **Categories** hyperlink page to display the **Categories** page (figure 9-4). The system will take you to the upper section of the page to filter the data groups into more manageable sections.

A Category characterizes a count, dollar value, rate, or program presence for the table entries of a Table or List EDEN Data Element. A Category is a grouping that a SEA uses to aggregate data before the SEA sends the data to ED.

Below are some of the specific categories that are used for student data:

- ▶ Grade Level.
- ▶ Gender.
- ▶ Age.
- ▶ Migrant Status.
- ▶ Homeless Status.
- ▶ English Proficiency Level.

Below are some of the specific categories that are used for staff and teacher data:

- ▶ Teaching Credential Type.
- ▶ LEP Instructor Credential Type.
- ▶ Certification Status.

Categories have been defined for other groupings such as programs, assessments, and incidents of discipline.

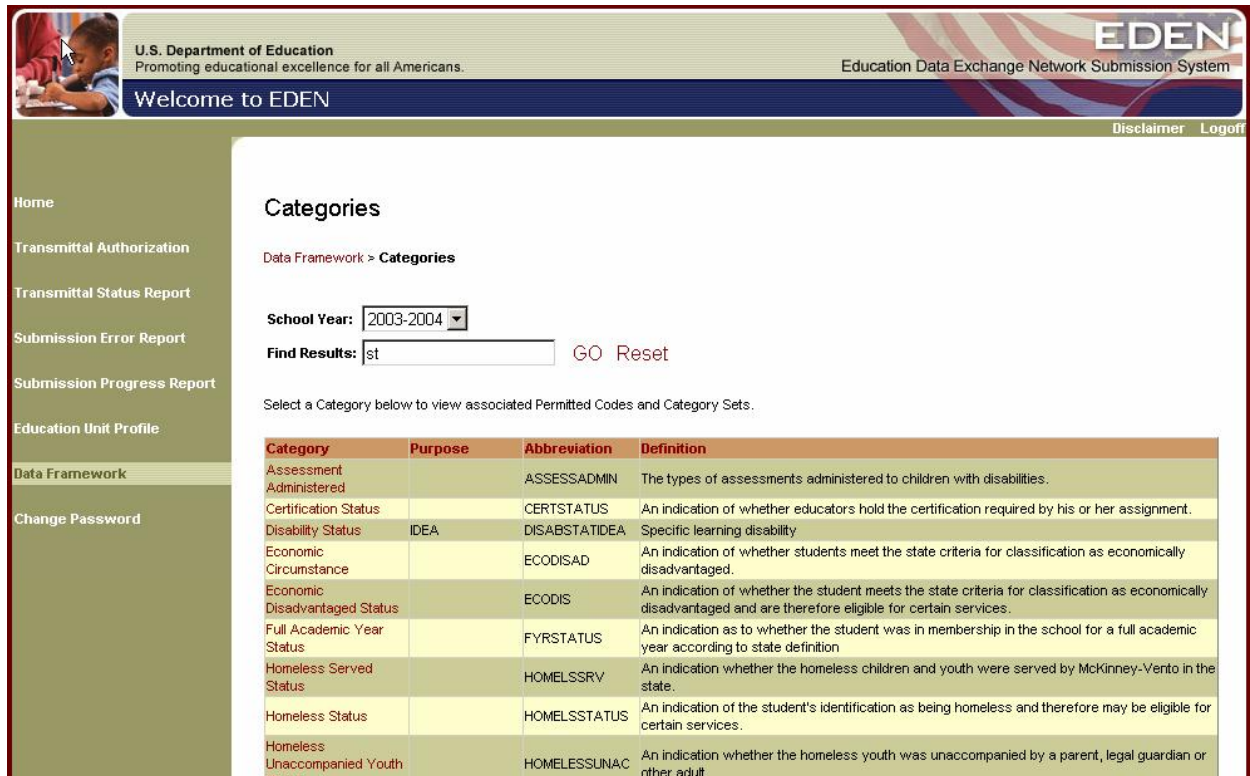
A Category Set is a group/combination of Categories that are used together. For example, the Student Membership Table data element has a category set consisting of the following three (3) categories: Grade Level (membership), Race/Ethnicity, and Gender. EDEN does not accept separate transactions to report such a set of data for a specific education unit, but rather, receives the entire EDEN Data Element from the SEA. In other words, all the data for a complete Student Membership Table for one or more education units is transmitted in a single submission.

The following is a list of search options:

- **School Year:** You must select one school year.
- **Find Results:** Allows you to conduct a free form field search. Note: Partial searches are accepted. For example, if you enter "St", you will be provided a list of all Categories with "st" in the name.

After entering the selected search criteria, click on the **GO** button to view results.

Figure 9-4: ESS Categories



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Categories

Data Framework > **Categories**

School Year: 2003-2004

Find Results: st GO Reset

Select a Category below to view associated Permitted Codes and Category Sets.

Category	Purpose	Abbreviation	Definition
Assessment Administered		ASSESSADMIN	The types of assessments administered to children with disabilities.
Certification Status		CERTSTATUS	An indication of whether educators hold the certification required by his or her assignment.
Disability Status	IDEA	DISABSTATIDEA	Specific learning disability
Economic Circumstance		ECODISAD	An indication of whether students meet the state criteria for classification as economically disadvantaged.
Economic Disadvantaged Status		ECODIS	An indication of whether the student meets the state criteria for classification as economically disadvantaged and are therefore eligible for certain services.
Full Academic Year Status		FYRSTATUS	An indication as to whether the student was in membership in the school for a full academic year according to state definition
Homeless Served Status		HOMELSSRV	An indication whether the homeless children and youth were served by McKinney-Vento in the state.
Homeless Status		HOMELSSTATUS	An indication of the student's identification as being homeless and therefore may be eligible for certain services.
Homeless Unaccompanied Youth		HOMELESSUNAC	An indication whether the homeless youth was unaccompanied by a parent, legal guardian or other adult.

Once **GO** is clicked, you are provided a list of categories that fit the selection criteria. From this screen (figure 9-4), you can view the Category, Purpose, Abbreviation, and Definition.

Once you find the data group of interest, click the name of a **Category** hyperlink from the Data Framework page for more information (figure 9-4). You will then be taken to a screen that will provide Category Details (figure 9-5). You can view the Permitted Code Value, Code Abbreviation, and Definition.

Figure 9-5: ESS Category Details

The screenshot shows the ESS Category Details page for the 'Age' category. The page header includes the U.S. Department of Education logo and the text 'Welcome to EDEN'. The left sidebar contains navigation links such as 'Home', 'Transmittal Authorization', and 'Data Framework'. The main content area displays the following information:

Category: Age

Purpose: IDEA-EC
Abbreviation: AGEIDEAEC
Comments:
Definition: The ages of early childhood special education participants.
School Year: 2003-2004

Permitted Codes Associated:

Permitted Code Value	Code Abbreviation	Definition
3 years old	3	3 years old
4 years old	4	4 years old
5 years old	5	5 years old
Missing	MISSING	Missing
Not Collected	NOTCOLLECT	Not Collected

Category Sets Associated:

Data Group	Table Type	Category Set
Children with Disabilities (IDEA) School Age Tables	Children with Disabilities (IDEA) School Age Tables	Age(IDEA-EC)
Children with Disabilities (IDEA) School Age Tables	Children with Disabilities (IDEA) School Age Tables	Age(IDEA-EC),Disability Category(IDEA),Educational Environment(Early Childhood),Race/Ethnicity

Program Presence Type Data Groups Associated:

At the bottom portion of the screen, a hyperlink is provided to **Category Sets Associated** with the permitted codes.

9.3.3 Permitted Codes and Associations

Return to the main Data Framework page and click on the **Permitted Codes** hyperlink to display the **Permitted Codes** page (figure 9-6). The system will take you to the upper section of the page to filter the data groups into more manageable sections. The following is a list of search options:

Permitted Code, sometimes called Permitted Value, is a possible value that can be reported for certain data associated with a Data Element. For Count Types, a Category will have Permitted Codes. Example: Gender has Permitted Codes of Male, Female, and Unknown.

- ▶ **School Year:** You must select one school year.
- ▶ **Find Results:** Allows you to conduct a free form field search. Note: Partial searches are accepted. For example, if you enter "St", you will be provided a list of all Permitted Codes with "st" in the name.

After entering the selected search criteria, click on the **GO** button to view results.

Figure 9-6: Permitted Value Codes

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Permitted Codes and Associations List

Data Framework > Permitted Codes and Associations List

School Year: 2003-2004

Find Results: GO

Selecting a Permitted Code from the list below will display associated Data Groups and/or Categories in the menus below for this code.

◀ FIRST LAST ▶

Go To Page: 1 of 25

◀ PREV NEXT ▶

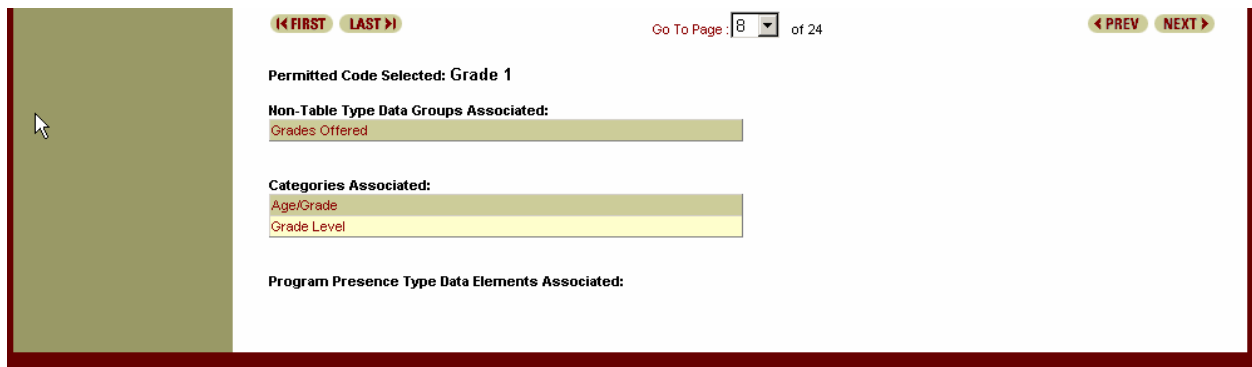
Permitted Code Value	Code Abbreviation	Definition
1 to less than 15 hours	1LT15	1 to less than 15 hours
10 years old	10	10 years old
11 years old	11	11 years old
12 to 17 years old	12TO17	12 to 17 years old
12 years old	12	12 years old
13 years old	13	13 years old
13/Postgraduate	13	13/Postgraduate
14 to 22 + years old	14TO22+	14 to 22 + years old
14 years old	14	14 years old
15 to less than 30 hours	15LT30	15 to less than 30 hours
15 years old	15	15 years old
16 years old	16	16 years old
17 years old	17	17 years old

Once you find the Permitted Code of interest, click on its name for more information (figure 9-6). Scroll to the bottom of the screen to see the information associated with the Permitted Code. This information includes:

- ▶ Non-Table Type Data Elements.
- ▶ Disaggregation Categories Associated.
- ▶ Program Presence Type Data Elements.

This information will vary according to Permitted Code; figure 9-7 shows the information displayed for the Permitted Code Grade 1.

Figure 9-7: Permitted Value Codes Associations



9.3.4 File Specifications

This section provides online access to the most up-to-date file specifications. To access this section of ESS, return to the main Data Framework page and click on the **File Specification** hyperlink to display the list of file specifications (figure 9-8).

Figure 9-8: ESS File Specifications



Clicking on the name of a file specification will display the File Specification Document Links page (figure 9-9), which contains a link to the most current version of the file specification. To view the specification, click on the **Current Version** link at the bottom of the page. This will open the file specification in a pop-up window.

Figure 9-9: File Specification Document Links

The screenshot shows the EDEN Submission System (ESS) user interface. At the top, there is a header with the U.S. Department of Education logo and the text "U.S. Department of Education Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". Below the header is a navigation menu on the left with the following items: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile, Data Framework (highlighted), and Change Password. The main content area is titled "File Specification Document Links" and contains the following information:

Data Framework > File Specification List > **File Specification Document Links**

Selected File Specification:

Name: Civil Rights: CWD Single Counts
ID: N014
File Specification: Non-XML
School Year: 2003-2004

Below the file specification details, there is a button labeled "Current Version".

10 CHANGING PASSWORDS

10.1 How to Change Passwords

For security reasons, users are encouraged to change their password as soon as possible after they receive their initial password assignment from ED. (As mentioned below, passwords must age at least 24 hours.) To initiate a password change, click on **Change Password** on the navigation bar. This will display the Change Password screen (figure 10-1).

Figure 10-1: ESS Change Password Screen

The screenshot shows the ESS Change Password screen. At the top, there is a header with the U.S. Department of Education logo and the EDEN logo. Below the header, there is a navigation bar with the text "Welcome to EDEN" and links for "Disclaimer" and "Logoff". The main content area is a dark blue box with the title "Change Password" and the instruction "Your password must contain a combination of:". Below this are four bullet points: "At least 1 lower case letter.", "At least 1 upper case letter.", "At least 1 numeral OR 1 punctuation character.", and "Must be between 8 and 15 characters long and cannot contain spaces." and "It cannot contain your UserName or full name." There are two input fields: "New Password:" and "Confirm New Password:". An "Enter" button is located below the second input field. The left sidebar contains a navigation menu with items like Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile, Data Framework, and Change Password.

Type the new password in the **New Password** window, then re-type the new password in to **Confirm New Password** window and click on the **Enter** button.

The following are ED rules for passwords:

- ▶ Maximum password age is 90 days. Users will be prompted to change their password once it has expired.
- ▶ Minimum password age is 24 hours. This means that when you change your password, you must wait at least 24 hours before you can change it again.
- ▶ Password uniqueness - The system will remember the previous five passwords. This means that a user will not be able change their password and then automatically change back to the original password.
- ▶ Minimum password requirements – The password must be at least 8 characters, but not more than 15 characters. The password must not contain your user name or

any part of your full name. Passwords are also not allowed to include any spaces. The new password also must contain a mix of characters from the four types listed below. It must contain at least three of the types, but it can contain all four types.

- ▶ Passwords must contain characters from at least three of the following four types:
 - One or more English upper case letter (A through Z).
 - One or more English lower case letter (a through z).
 - One or more Arabic numerals (0 through 9).
 - One or more "special characters", such as (% @ # & \$ *).
- ▶ Examples of Valid Passwords and why they are correct:
 - King1Queen (contains Uppercase, Lowercase, and Numeral).
 - King&Queen (contains Uppercase, Lowercase, and Non-alphanumeric).
 - MyDogSkip99 (contains Uppercase, Lowercase, and Numeral).
 - G0NEF1\$H1NG (contains Uppercase, Numeral, and Non-alphanumeric).
 - out2lunch% (contains Lowercase, Numeral, and Non-alphanumeric).
 - L84Work2 (contains Uppercase, Lowercase, and Numeral).