



**U.S. DEPARTMENT OF EDUCATION**

**Education Data Exchange Network  
(EDEN) Workbook  
2005-06**

**Version 2.3**

**February 2007**

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**U.S. Department of Education**

Margaret Spellings

*Secretary***Office of Planning, Evaluation and Policy Development**

Kerri Briggs

*Acting Assistant Secretary***Performance Information Management Service**

Ross Santy

*Deputy Assistant Secretary*

February 2007

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### RELEASE AUTHORIZATION

Name	Signature / Date
Author	
QA	Alyssa Borsuk
Release Authority	

## PREFACE

The EDEN Workbook 2005-06 is a reference guide to using the Education Data Exchange Network (EDEN) for the 2005-06 collection cycle. The EDEN Workbook and the *EDEN Submission System Users Guide* form a comprehensive resource for using the EDEN system and are updated for each data collection cycle where data submission requirements are implemented.

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## 1.0 INTRODUCTION

### 1.1 Purpose

The purpose of this document is to provide users with a reference guide to using the Education Data Exchange Network (EDEN). EDEN is designed to provide State Education Agencies (SEAs) and the federal government the capacity to transfer and analyze information about education programs. This database network has analysis and reporting tools that allow users to obtain organized and formatted information about the status and progress of education in the States, Local Education Agencies (LEAs), and schools. The Workbook, together with the *EDEN Submission System Users Guide*, forms a comprehensive resource for using the EDEN system.

### 1.2 Background

EDEN has been developed through a collaborative effort among the U.S. Department of Education (ED), SEAs, and industry partners to improve the quality and timeliness of education information. EDEN is providing 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* will bring a new level of coordination and efficiency to program offices within ED and reduce the burden put upon SEAs to report data to ED.

Specifically, EDEN:

- ▶ Emphasizes outcomes and accountability for student performance rather than process.
- ▶ Reduces the burden of existing program data collections by streamlining the data collection process and minimizing redundancy across ED programs.
- ▶ Improves the accuracy, timeliness, and utility of information collected to inform management, budget, and policy decisions.
- ▶ Ensures data accuracy through a framework of common data standards and makes school performance data (within the constraints of security and individual privacy) publicly available.
- ▶ Increases information utility by collecting information relevant to the day-to-day activities of data providers at the school level and by providing all users with the appropriate analytic and reporting tools.
- ▶ Better assesses the performance of ED programs, consistent with *Government Performance and Results Act* mandates.
- ▶ Creates a partnership between ED and the state and local education communities based on common data standards and an effort to continually work toward more efficient and effective data management.
- ▶ Improves the efficiency of the data collection and management process by incorporating the most current Internet-based technologies.

Many ED Principal Offices have actively participated and have been an invaluable resource in the development of EDEN: the Office of Elementary and Secondary Education (OESE), the Office for Civil Rights (OCR), the Office of Special Education and Rehabilitative Services (OSERS), the Office of English Language Acquisition (OELA), the National Center for Education Statistics (NCES), the Office of Safe and Drug-free Schools (OSDFS), and the Office of Vocational and Adult Education (OVAE).

### 1.3 Use of Data

The primary customers for EDEN education data are the program managers and analysts at ED. EDEN data are used to evaluate the effectiveness and efficiency of federal education programs with the intent to improve program management and budgetary focus on those federal education programs that provide the best education outcomes for the nation's students and their families. State and local education agencies can use this information to evaluate their education status and progress. Eventually the public, including parents and students, will also have access to this information and be able to analyze and display information about the condition of education in their neighborhoods. The public data file is modified to ensure that all of the necessary privacy and security requirements are completely enforced.

#### 1.3.1 Sources of EDEN Data

Although the primary source of EDEN data is the SEAs, some data are obtained from other sources based on data provided by the SEA<sup>1</sup>. Data provided by other sources are listed in the following table along with their source and the SEA data on which they are based:

**Table 1-1: Data Sources for EDEN**

Data Group ID:	Data Group:	Potential Source:	Data Group Based on:
17	Locale (Code)	NCES/Census	Location Address
14	Geographic Location	Census	Location Address
13	Congressional District Number	Census	Location Address
6	DUNS Number	Dunn & Bradstreet	Education Entity Name
12	FIPS County Code	NIST FIPS Publications	Location Address
572	County Name	NIST FIPS Publications	Location Address

[Source: EDEN file specifications]

### 1.4 Partnership with State Education Agencies

ED has been working with SEA representatives to plan for and implement EDEN. As part of this effort, site visits to the states, the District of Columbia, and Puerto Rico

<sup>1</sup> ED recommends that EDEN Coordinators maintain records of their SEA data sources for the data they submit to EDEN. This additional information will be critically important not only for future EDEN data collection efforts but also if ED has questions regarding a specific data file. This information is particularly useful when the data source is outside the EDEN Coordinator's office (such as a specific SEA program office) and should include the contact person and office where the data came from, the type of data received (i.e., format, etc), the date they provided the information, and any other relevant notes.

provided invaluable information on the availability and structure of data in the SEAs. This information was used to refine the set of data groups included in EDEN and also served to help SEAs identify the location(s) within their agencies of the myriad data required for federal reporting. EDEN will continue to work with the SEAs to keep this information current and usable.

Although the early stages of EDEN implementation require duplicative reporting, the existing data collections will be retired as soon as SEAs demonstrate that they are submitting comparable data through EDEN. EDEN produces two important benefits: a reduction in reporting burden on the SEAs and others and better quality and more complete data available for use by ED and the SEAs.

## 1.5 Data Privacy

In order to prevent publicly available data from being used to easily trace the identity of an individual, EDEN will not publicly report data on any group characteristic (gender, ethnicity, disability status, etc.) that could potentially be used to identify an individual member of one of those groups within a school or institution, including school, LEAs and states. Individual identification is possible when fewer than five individuals share a single characteristic or nearly every individual in a school or institution shares the same characteristic. Therefore, EDEN does not publicly report any variable in which fewer than five individuals in the reported group share a common characteristic; EDEN also does not publicly report any variable in which a single characteristic is shared by the entire reported group or is within five individuals of the entire reported group.

EDEN does not use such a variable as a category to report other variables for that group, a process sometimes called “disaggregation.” For example, if a school contains 100 students total and 95 (or 99 or 100) of them are African American, EDEN does not report student ethnicity for that school because that data could be used to trace the identities of the remaining five non-African American students, nor does EDEN report the remaining five students' ethnicity. Also in this case, EDEN does not report other variables such as average test scores for each ethnic group. In this example, EDEN reports only the total of 100 students and the average scores of all students without regard to their ethnicity. These students will, however, be included in LEA- and SEA-level summaries where the numbers are larger.

## 1.6 Data Quality

Data quality is measured not only in its accuracy, but also in its completeness and timeliness. It is therefore critical that data be submitted to ED as soon as they are available for reporting, and as accurately as possible, for all education units available to the SEA. ED will perform validity, consistency, and reasonability checks on all data submitted to EDEN.



## 1.7 Data Submission Plan

SEAs submit data for the 2005-06 school year to ED starting in January 2006. Unlike previous reporting cycles, the data file submission schedule for 2005-06 is based on when data are available to the SEAs. The EDEN Coordinators in each state have been asked to submit their 2005-06 Submission Plans to ED for the initial collection cycle. These submission plans detail when the state plans to submit each EDEN data file as well as the anticipated number of schools and/or districts for which information will be supplied.

## 1.8 EDEN Coordinators

Each SEA identifies a staff member who serves as the EDEN Coordinator. The EDEN Coordinator is the official contact for the EDEN office. 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 in a timely manner.

The EDEN Coordinator may select up to three persons to serve as SEA Submitters. These are usually SEA programmers or contractors who have the knowledge needed to extract the data from existing State systems, put the data into the EDEN file formats, submit the data, and answer questions or handle 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 transmits the file. Either the responsible SEA Submitter or the EDEN Coordinator may respond to the requests for SEA action on errors or warnings or to "Stop Release" of the data to the Data Repository.

ED maintains the list of EDEN Coordinators and SEA Submitters (including contact information, login names, and passwords) and updates it when informed of changes by the SEA.

## 1.9 EDEN Technical Assistance

ED is providing a dedicated, ongoing partner support activity to assist the SEAs with EDEN submission problems or issues. Partner support is available via telephone and e-mail. Information is also available on the EDEN Web site, which includes frequently asked questions (FAQs), and through the listserv.

In addition, the following resources are available to SEAs and other users of the EDEN System:

- ▶ The EDEN Workbook for 2005-06
- ▶ The [EDEN Submission System Users Guide](#)

- ▶ The EDEN File Specifications
- ▶ The EDEN FAQs
- ▶ The Data Framework function in the EDEN Submission System
- ▶ Partner Support Center
- ▶ Other EDEN Coordinators

## 2.0 TECHNICAL GUIDELINES

### 2.1 File Specifications

This section describes general information that relates to creating EDEN files.

For each EDEN file, two file specification documents have been developed – one for XML files and the other for non-XML (fixed-format, comma-delimited, and tab-delimited) files. File specification documents contain descriptions of the relevant data groups, permitted values, and record layouts that must be used to submit the EDEN files.

The file specification descriptions have been streamlined for the 2005-06 reporting year to help data providers gain a better understanding of the data groups they submit.

Specifically, each file specification document contains the following:

- 1.0 **Purpose:**  
Indicates the data group name and identification number.
- 1.1 **Changes from the 2003-04 and 2004-05 school year for file specification:**  
Indicates whether changes have been made to the record layout for this file specification.
- 1.2 **Requirements for Submitting This Data Group:**  
Indicates at what levels (SEA, LEA, school) the data groups are submitted. It also contains a matrix that shows valid combinations of categories and total indicators for the file.

The file specifications provide brief instructions on how to name files at all levels (i.e., SEA, LEA, school). Section 2.1.1 provides a detailed description of the File Naming Conventions.

The file specification documents also provide guidance on submitting the file once it is complete. In addition, there are examples of applicable Header Record and Data Record Definitions, needed to submit each file. The Header Record is the first record in every file submitted to EDEN. The Header Record provides information as to the file type, number of Data Records in the file, file name, file identifier, and file reporting period. The Data Records are submitted immediately following the Header Records

and provide counts for the specified categories as well as subtotals and grand totals. All file specifications will be available online from the EDEN Web site.

### 2.1.1 File Naming Conventions

Being able to readily identify any particular file transmittal is an important consideration for users of the EDEN System. A clearly specified file name can also facilitate technical assistance to an SEA.

Each file name is limited to 25 characters (including the file extension). The format is

***sslevfiletypesvvvvvvv.ext***

- Where **ss** = the 2-character USPS State Code value (See Appendix C)
- Where **lev** = the 3-character file level as follows:
  - For SEA files, specify **SEA**.
  - For LEA files, specify **LEA**.
  - For school files, specify **SCH**.
- Where **filetypes** = the 9-character file name abbreviation. (For example, the file name abbreviation for Directory Files is **DIRECTORY**.) See the *EDEN Submission System Users Guide* for a complete list of file name abbreviations. The file name abbreviation is also listed on the specific file record layout.
- Where **vvvvvvv** = any combination of up to 7 characters as specified by the SEA. (For multiple transmittal files of the same file type and file level, use this portion to make the file name unique.)
- Where **.ext** = the file extension as follows:
  - For fixed-format files, specify **.txt**.
  - For comma-delimited files, specify **.csv**.
  - For tab-delimited files, specify **.tab**.
  - For eXtensible Markup Language (XML) files, specify **.xml**.
  - If submitting **.zip** files, they need to unzip into one of the above extensions and the file name in the Header Record should not be **.zip**.

#### **Examples**

Example of fixed-format SEA Directory Information file name for the State of Euphoria using version numbering as the final 7 characters (EU) –  
EUSEADIRECTORYVer0001.txt

Example of comma-delimited LEA Directory Information file name for the State of Euphoria (EU) using a date as the final 7 characters –  
EULEADIRECTORY110305A.csv

Example of tab-delimited School Directory Information file name for the State of Euphoria (EU) using a date/version combination as the final 7 characters –  
EUSCHDIRECTORY1213V01.tab

Example of an XML School Directory Information file name for the State of Euphoria (EU) using version as the final 7 characters – EUSCHDIRECTORYVer0001.xml

**Reminder:** File Name specified in the Header Record, or the FileID in the File Transmit XML Object, should be the same as the unzipped external file name. The Transmission Status Report displays the file name from the Header Record or File Transmit XML Object, not the external file name. Using the same file name in both locations ensures that the file can be readily and correctly identified when technical support is needed. Multiple transmittal files of the same type of file should each have a unique file name.

**File Identifier:** A data element called a “File Identifier” has been provided in the Header Record of fixed and delimited files to allow an SEA to further identify a file. This 32-character string may include any combination of standard characters. For instance, this may be used to provide a date stamp or denote when subsets of files have been submitted.

## 2.2 Glossary and Helpful Hints

The file specification documents contain general references to error messages and some helpful hints for each EDEN file. A more thorough discussion of error messages is included later in this workbook, and a complete list of error messages can be found in Appendix A of the EDEN Users Guide. Appendix A of this workbook is a glossary, and Appendix D of this workbook is a list of helpful hints.

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## 3.0 EDEN DATA SUBMISSION PROCESS

### 3.1 Components of the EDEN Submission System

There are four main components of the EDEN Submission System: EDEN Portal, Data Receipt and Processing System (DRPS), Data Staging Database, and Data Repository.

EDEN Portal. The EDEN Portal is the Web-based user interface to the EDEN Submission System. It consists of a public portion with general information and a connection to the Data Receipt and Processing System that is password protected. Transmittal reports, submission reports, and other types of messages are available to the SEA Submitters and EDEN Coordinators through the portal interface. To access the EDEN portal go to <https://eden.ed.gov/EDENPortal/>. To access the public portion, including system documentation, go to [www.ed.gov/edfacts](http://www.ed.gov/edfacts).

Data Receipt and Processing System (DRPS). The DRPS manages the transmission of files from the SEA to EDEN and performs the initial format checks and validation edits on the files. The receipt of the files and the edit checks are automatic processes applied to every file. An e-mail acknowledging receipt of the file is generated and mailed electronically to the SEA Submitter who sent the file. The SEA Submitter receives messages via the DRPS when the file has processed successfully, is a duplicate of the most recent transmittal file, or has errors. Specific error messages are not provided in the e-mail, but are available in reports on the Web site. Error notices at this stage require the SEA to make changes to the data and resubmit the file to the DRPS where it goes through format and validation checks again. The file can leave the DRPS and progress to the Data Staging Database (DSD) only when all format and validation edit problems have been cleared.

Data Staging Database (DSD). Once a file is clear of both format and validation errors, it is automatically transferred to the DSD, where it is submitted to another round of soft edit checks or "Reasonability Edits." If a problem is identified through the Reasonability Edits, the SEA is notified and required to provide either an explanation for the data anomaly or a corrected file. These explanations can be provided through the EDEN Portal; that is, the SEA Submitter does *not* have to add explanations to the in-house file and resubmit it. ED will review the explanation and either approve or disapprove it. SEA Submitters may have to go through this process multiple times until ED approves the explanations. If changes to the data in the file are needed, the affected submissions must be resubmitted<sup>2</sup>.

While the file is in the DSD, consistency checks are conducted as well; these include logical comparisons across files within a given SEA and reporting period or across years within a file for data quality purposes. If questions arise from the consistency checks, ED will contact the SEA. The questions may or may not indicate an actual problem with the data; rather, it is an indication of a potential problem that should be reviewed by the SEA.

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<sup>2</sup> While only the affected submission must be resent, the entire file may be resubmitted if that is easier.

During this period, ED will have a one-on-one discussion with the SEA if there is any question about the data. ED will also be doing its review, which the Consistency and Reasonability Alerts support. At this time, the SEA should be doing its own program or quality reviews. ED will not alter any data in the DSD.

Data Repository (DR). The DR stores the edited and accepted files and transfers responsibility for the data from the SEA to ED. After all Reasonability Edits and Consistency questions have been sufficiently addressed, the SEA Submitter receives notification that the file is ready to be transferred to the DR. The SEA has 96 hours (4 days) to decide to stop the transfer; if the “Stop Release” function on the EDEN Portal is not used within 96 hours, the file is automatically transferred to the DR. The SEA submitter can pre-notify the Partner Support Team if the submitter is unavailable to receive or respond to notifications.

The data in the DR are reviewed by subject matter experts, such as staff in ED program offices, who may identify one or more issues to review with the SEA. After any remaining issues have been addressed, ED prepares the data for internal and eventual public use, taking into account privacy concerns and mandates.

### **3.2 Preparing EDEN Data Files for Submission**

Each SEA identifies up to three persons who will be responsible for submitting EDEN files through the EDEN Portal. These SEA Submitters are provided User IDs and passwords that allow them to gain access to the EDEN Submission System.

Once the SEA Submitter has assembled the data from files within the SEA and formatted the files in conformance with the EDEN file specifications, the SEA Submitter logs in to the EDEN Portal to submit the data to the DRPS. SEA Submitters will receive an acknowledgment for receipt of files and messages that request actions on the part of the SEA.

In preparing the files for submission, there are a couple of concepts to keep in mind:

- Files that contain LEA or school data should be grouped by education unit. This means that all of one school’s data, including subtotals and totals, should be together within the file, then another school’s data, and so on.
- Files do not have to contain all the schools or LEAs in an SEA. However, the files must be complete for each education unit (i.e., contain all of the data for a school). 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, a file that contained some of the membership data for a school and a second file that contained the rest of the membership data for a school will not be combined. The second file will replace the first file. For example, if the first file submitted contains membership data of a school for grades KG through 3 and a second file contains

membership data for that same school for grades 4 through 6, the data in the second file will replace the data in the first file. In this example, only the data on grades 4 through 6 from the second file will be moved to the database.

*IMPORTANT: Do not use Excel to edit/create data files. Excel removes the leading zeros when the files are saved. As a result, the files will generate error messages when they are uploaded. For a more detailed explanation of preparing files for submission, as well as steps to follow during the submission process, please refer to the EDEN Submission System Users Guide.*

### 3.3 Description of the 2005-06 EDEN Files

#### 3.3.1 EDEN Files

The EDEN files for the 2005-06 submission cycle are listed in Appendix B. The files are grouped into four collection periods: early file submissions (Table B-1), middle file submissions (Table B-4), end file submissions (Table B-5), and closeout file submissions (Table B-7).

#### 3.3.2 Civil Rights Data Collection

Unlike the collection schedules for school years 2003-04 and 2004-05, the collection schedule for school year 2005-06 does not include any data groups that are collected solely to pre-populate the civil rights data collection. The civil rights data collection is a survey of selected LEAs and their schools every two years. The next civil rights data collection is scheduled for March 2007. For the last civil rights data collection of March 2005, SEAs were provided the opportunity to supply data for pre-population into the forms of their LEAs and schools. Before October 2006, ED will inform SEAs of opportunities to provide data to pre-populate the March 2007 civil rights data collection.

#### 3.3.3 Importance of Directory Files

**Directory data must first be successfully loaded into the Data Repository.** Before any other data for an education unit are submitted, a correct Directory record must be accepted for the relevant education unit. The LEA record must be loaded before school records for the LEA. If the Directory information is not loaded or the state code assigned to the education unit(s) codes does not coincide across the files, the other data submitted will be identified as an error.

The Directory files are not school-year specific, but continue from year to year. They only need to be submitted when data in the record change or if the data do not exist in the database.

#### 3.3.4 Relationships Among Files

1. Directory files for new LEAs and schools must be submitted in this order and before other file groups are submitted.



- 1.1. A school (SCH) directory record will not be accepted until the LEA directory record associated with that school is in the system.
- 1.2. A membership record (or any other non-directory file) for a school will not be accepted unless a record for that school (SCH) exists in the directory file.
2. Since acceptance of all other files is dependent upon having complete Directory data for every education unit, the SEA should confirm that all Directory data are complete and accurate before any other type of file is submitted. The Directory data from 2004-05 will roll over to 2005-06. SEAs need only submit new LEAs and schools and changes to existing LEAs and schools.
3. Grades Offered files must exist for any LEA or school which has students enrolled. While it is expected that membership counts will be provided for any grade offered, it is understood that an exact match may not occur in all instances. The primary match between Membership data and Grades Offered is that when Membership data are submitted for a grade, that grade must exist in Grades Offered for that education unit.

Review the specific file specifications to determine (1) the level(s) (school, LEA, SEA) for which data are submitted and (2) whether the data apply to all schools and LEAs or (as is the case with graduation rate) only a subset<sup>3</sup>.

### 3.3.5 Updating Directory Files

Once a Directory for an education unit is established in EDEN, it does not need to be updated unless something changes. New Directory entries and changes to a Directory record are submitted using the Directory file specification.

The primary identifier used to match a change in Directory data to the EDEN database is the set of State Identifiers for the education unit.

- For the SEA, it is the FIPS State Code and the State Agency Number.
- For an LEA, it is the FIPS State Code, the State Agency Number, and the State-assigned LEA ID.
- For a school, it is the FIPS State Code, the State Agency Number, the State-assigned LEA ID, and the State-assigned School Identifier.

If the State Identifiers do not match an education unit in EDEN, it is assumed that the State is **ADDING** a new education unit.

A secondary match is performed to ensure that the correct record is being updated. The secondary match for LEAs and schools is on the NCES ID, if present on the Directory submission. For the SEA and where the NCES ID is not present in the Data Repository, the mailing address Zip Code is used in the secondary match process. Neither field is required on the update submission, but if one of these fields is not found,

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<sup>3</sup> If an LEA has no students, only the applicable Directory data and a single record for Grades Offered indicating NoGrades need to be submitted. No Membership or other student-related data should be submitted for an education unit that has no students.



a warning message is issued. A warning is also issued if the secondary match field does not match the data in EDEN.

## 3.4 Potential File Formats

Four file formats are allowed: fixed format, comma-delimited, tab-delimited and XML. The suffix of the file is used to denote the format of the file: fixed format (.txt), comma-delimited (.csv), tab-delimited (.tab), or XML (.xml). The file extension and file format structure must agree, i.e., if the file is a fixed-format file, the file extension cannot be .tab, .csv, or .xml.

### 3.4.1 Fixed Format

In a fixed-format file, each element in both the Header Record and Data Record has a pre-defined length (for example, 15 characters) and a beginning position within the record. Thus, the software knows exactly where to find each individual field (including filler fields) within the record. When entering the specific data into the file, all fields must be filled, beginning in the Start position, even if most of the positions are blank. The suffix for fixed-format files is **.txt**.

Rules for fixed-format files are as follows:

- Filler fields should be blank in fixed-position records.
- Numeric fields must not contain commas.
- String fields should be left justified and filled with trailing blanks.

### 3.4.2 Comma-Delimited File Format

The comma-delimited file format is similar to the fixed format for order, record definitions, and comments; however, rather than being a fixed length of characters, each field is separated by a comma. In instances where strings contain commas (,), there is the potential for causing incorrect processing, so use fixed or tab-delimited files when commas are included in the data. The suffix for the comma-separated file format is **.csv**.

The rules for comma-delimited files are as follows:

- Except for the last field in a record, each field, whether valued or not, must be followed by a comma, including filler fields. When the last field in a data record layout is filler, the data will *look* like the record ends in a comma, but it ends with a blank filler field.
- For valued fields, the comma should immediately follow the permitted value.
- Data values must not contain commas within the field.

- A Carriage Return/Line Feed (CRLF) must immediately follow the last field in each record.
- The fields cannot exceed the maximum length.
- If the last field is a filler, it must contain a blank.

We recommend, however, using tab- over comma-delimited format as imbedded commas in string fields can be problematic in comma-delimited files. Using quotes/double quotes to imbed commas in a comma-delimited format does not work in MS SqlServer.

### Comma-Delimited Example

The following example gives the field descriptions and values in a Header Record for the LEA Directory file and shows the record in a comma-delimited format. Note: the CRLF is represented by an ampersand (&).

Field Name	Format	Data Value
File Type	STRING	LEA DIRECTORY INFO
Total Records in File	NUMBER	123
Filename	STRING	EULEADIRECTORYVer0001.csv
File Identifier	STRING	LEA Directory Example
File Reporting Period	STRING	2005-2006

LEA DIRECTORY INFO,123,EULEADIRECTORYVer0001.csv,LEA Directory Example,2005-2006&
---

### 3.4.3 Tab-Delimited File Format

The tab-delimited file format is similar to the fixed format for order, record definitions, and comments; however, rather than being a fixed length of characters, each field is separated by a tab character. String fields should NOT be surrounded by double quotes (“). The suffix for tab-delimited file formats is **.tab**.

The rules for tab-delimited files are as follows:

- Except for the last field in a record, each field, whether valued or not, must be designated by a tab character, including filler fields. When the last field in a data record layout is filler, the data will *look* like the record ends in a tab, but it ends with a blank filler field.
- For fields that contain a value, the tab should immediately follow the data value.
- In tab-delimited files, data values must NOT be enclosed in double quotes (“). Double quotes within a field will cause a Format Error to be issued.
- Numeric fields must not contain commas within the field.
- A CRLF must immediately follow the last field in each record.
- The fields cannot exceed the maximum length.
- If the last field is a filler, it must contain a blank.

### Tab-Delimited Example

The following example gives the field descriptions and values in the Header Record for the LEA Directory file and shows the record in a tab-delimited format. Note: the CRLF is represented by an ampersand (&) and the tab character is represented by a greater than sign (>).

Field Name	Format	Data Value
File Type	STRING	LEA DIRECTORY INFO
Total Records in File	NUMBER	123
Filename	STRING	EULEADIRECTORYVer0001.tab
File Identifier	STRING	LEA Directory Example
File Reporting Period	STRING	2005-2006

LEA DIRECTORY INFO>123>EULEADIRECTORYVer0001.tab>LEA Directory Example>2005-2006&

### 3.4.4 XML Files

Included for each XML object are the following XML specifications:

- ▶ Element – name of the XML element tag.
- ▶ Attribute – name of the XML attribute tag.
- ▶ Category Value – name of the category.
- ▶ Char – the XML element or attribute characteristic as previously defined.
- ▶ Definition/Comments – definition and additional comments related to formats or other business rules.
- ▶ Permitted Values – disaggregated values for data groups.

The Char (characteristics) column in the XML format matrices uses the following codes:

**Table 3-1: EDEN XML Format Codes**

Code	Characteristic
M	Mandatory Element/Attribute
O	Optional
C	Conditionally Required
MR	Mandatory and Repeatable Element
OR	Optional and Repeatable Element
CR	Conditional and Repeatable Element

[Source: EDEN file specifications]

SEAs may use the XML format in lieu of the fixed or delimited file formats to submit files to the EDEN Submission System. Specifications for creating the various EDEN file types in XML format are presented in separate documents. In addition, the XML schemas and documentation are available through the EDEN Portal. The allowable field lengths are not defined in the XML Specifications. Data providers that are submitting XML files should refer to the XML Schemas or the appropriate non-XML (NXXX) file specifications to find the definition of field lengths for text fields.

The rules for XML files are as follows:

- ▶ XML tags must comply with the XML schemas.
- ▶ XML tags must be in the order specified in the schema.
- ▶ The submitted filename must have a file extension of “.xml.”

## 4.0 MISSING, NOT APPLICABLE, NOT COLLECTED, AND ZEROES

Most of the data requested can be Missing, Not Collected, or Zero. The only data groups that can never be Missing, Not Collected, or Zero are the State Education Unit ID numbers and the Education Unit Name. This section describes how to use Missing, Not Applicable, Not Collected, or Zero so that the data submitted accurately reflect the situation that exists in the SEA. The methodology below is an attempt to balance clear reporting against burden.

### 4.1 Missing

*Missing* means the SEA collects the data, but the data are not currently available. For example, the SEA may collect a particular set of data on a paper survey, but the data are not converted to electronic form yet and thus are not available to submit. In this case, these data are currently missing for the entire state. As another example, a particular LEA may not have returned a survey to the SEA. In this case, the data are currently missing for that LEA.

- ▶ When Missing is a valid option, it is included in the Permitted Values field in the File Specifications.
- ▶ For string fields, “MISSING” is the Permitted Value.
- ▶ For numeric fields, the value for Missing is –1 (minus 1).

Data group is missing for the entire state.

- ▶ If the data group is in its own file, then the file is not submitted until the data are no longer missing. For example, if an SEA doesn't have the 2005-06 school year data ready for data group 400 (Teacher Credentials Table), then the SEA doesn't submit the file for Teacher Credentials Table until the data are available. (Note: the SEA would submit the other files on Staff – Background if the data for the other files are available.)
- ▶ If the data group is not in its own file, then the file is submitted using Missing or the approved numeric value for Missing. For example, if an SEA doesn't have the 2005-06 data ready for data group 33 (Distinguished School Status) but has the rest of the data groups for the file, the SEA should submit the file with data group 33 as “MISSING.” When the data become available, the SEA resubmits the entire file.

Data group is missing for a particular education unit.

- ▶ The record for that particular education unit is submitted using Missing or the approved numeric value for Missing. When the data become available, the SEA submits a file with the records for only the education units that had missing data.

## 4.2 Not Applicable

*Not Applicable* means the situation does not occur in the SEA, LEA, or school.

For non-table data groups (for example, status data groups), when Not Applicable is an option it is included in the Permitted Values column of the file specifications. In some cases, the Not Applicable situations have been specifically designed for a particular data group. For example, data group 27 (charter school status) includes the permitted value “NOTOPTION = Not an Option in the state where the school is located” instead of Not Applicable.

For table data groups, Not Applicable is not used. This is because the table data groups are counts of students or staff, and the result of a count is usually zero, one, or more rather than Not Applicable. However, there are some cases where Not Applicable is appropriate to a count included in a table data group. For example, if a State does not allow corporal punishment, then the corporal punishment code (CP) under the category “Discipline Method (Non-Disabled)” for data group 194 (Children without Disabilities Discipline Tables) would be Not Applicable. For cases like this, where a code under a category is Not Applicable, the code is not used in the file.

## 4.3 Not Collected

*Not Collected* means the SEA does not collect the data group at all, does not collect the data group at a particular education unit level, or does not collect a particular category for that data group.

For non-table data groups (for example, status data groups), when Not Collected is an option, it is included in the Permitted Values column of the file specifications.

For table data groups, if the data group is Not Collected at all by the SEA or is Not Collected at a particular education unit level, the table is not submitted. Since table data groups are generally in a file by themselves, the SEA does not send a file in for the data groups that are Not Collected. The data group should be reported as Not Collected through the State’s Submission Plan. See Section 4.5, When Submissions Are Not Required, below.

For table data groups where a particular category is Not Collected, the SEA should use Not Collected for that category. For example, if Race/Ethnicity is not collected for student performance, it is expected that Race/Ethnicity is not collected for all grades within a school or LEA, and Race/Ethnicity should have a value of NOTCOLLECT. Submitting student performance data with Race/Ethnicity in some grades and not in others within the same education unit and the same category set results in an error.

If the data group contains more than one table (category set), Missing or Not Collected can be used for a category in one table and have other values in the second table. For example, if Children with Disabilities data are collected by Race/Ethnicity and Disability Category, but are not collected by Race/Ethnicity and Gender, it is now acceptable to

supply Race/Ethnicity in the first set of data and to use Not Collected for Race/Ethnicity in the second set. This is an enhancement in the ESS 2.0 release for 2005-06.

#### 4.4 Zeroes

In numeric fields, *Zero (0)* should be used when the education unit has no instances of a requested count, i.e., no student or staff to report within the scope of a specific data group. For instance, if a school has no Limited English Proficient (LEP) students, the correct response in the student performance files for those values is “0”.

#### 4.5 When Submissions Are Not Required

If the lack of students in a particular group would result in a submission with ALL zeroes, the submission does not need to be created. For example, if there are no LEP students in a school, no submission for the LEP Assessed in Native Languages Table file needs to be created for that school. If you have just one student who needs to be reported for an education unit, then the submission needs to be created for that education unit, and all values need to be valid, permitted values (a number, missing, or zero).

If an entire file for a particular file specification is Missing, Not Applicable, or Not Collected, then the file should NOT be sent in. For example, if an SEA does not collect information on teaching vacancies, the SEA would not submit files for the file specification “Teaching Vacancies” (data group # 489).

## 5.0 EDITS, ERRORS, AND WARNINGS

The chart in Appendix E (EDEN – From Transmittals to Published Data) summarizes the EDEN process. The initial stages are labeled “Review of the Data.” During these stages, SEA staff prepare and send the transmittals as well as respond to the results of the review of the data by ED. Also during this time, SEA staff can double-check their data. The objective of these stages is to get the data right. During this phase, access to the data is limited to SEA staff and EDEN staff. EDEN staff have “read only” access to the data. In the final stage, the SEA has an opportunity to “hold” the data (postpone the transfer into the Data Repository), in order to completely review the SEA’s data. When the data are transferred to the data repository they are moved by submission type. For example, all of the membership data at the school level transfer to the Data Repository together regardless of whether one or more transmittals were used to submit the membership data on schools. For a complete list of error messages and resolutions, please refer to Appendix A of the *EDEN Submission System Users Guide*.

The next stages are labeled “Review of Information.” During these stages, ED staff in Program Offices review the data in preparation for public dissemination. During these stages, access to the data is limited to the SEA and ED staff.

Several different classes of edits occur in the EDEN DRPS and DSD during the Review of the Data phase. The order in which they are encountered is Format, Validation, and Reasonability Edits. All errors and warnings require some action by the submitting SEA.

### 5.1 Format Edits and Format Errors

Format Edits take place while the file is in the DRPS. A Format Edit is a check that determines whether the data are in the correct file format. Format Errors are the most serious error type and prevent any further processing of the file. The SEA must resubmit the file for reprocessing to correct the error.

Conditions that cause Format Errors include, but are not limited to:

- ▶ Absence of a Header Record.
- ▶ An improperly formatted Header Record.
- ▶ An invalid File Type specified in the Header Record.
- ▶ Absence of a CRLF at the end of a record.
- ▶ Invalid record length.
- ▶ An invalid file format or extension (.txt, .csv or .tab) specified in the File Name in the Header Record.
- ▶ A comma- or tab-delimited file that is improperly delimited (i.e., absence of a comma or tab between fields).
- ▶ Improperly formatted XML.
- ▶ Invalid XML Tags.
- ▶ XML Tags in a different order than specified in the schema.



- ▶ Using End-of-File (EOF) characters will cause the system to look for a new record/file and result in a validation error. Instead use End-of-Record characters.

## 5.2 Validation Edits and Validation Errors

Validation Edits take place while the file is still in the DRPS. A Validation Edit is performed against the values in each field. A Validation Error occurs if the value is not included in the Permitted Values column in the file specifications. A value that fails the edit check is always incorrect. The file will not be transferred to the DSD. The data values must be corrected and the SEA must resubmit the entire file before processing can continue. When a file passes all Validation Edits, the file is transferred to the DSD.

Examples of conditions that will cause Validation Errors include, but are not limited to:

- ▶ The file is missing one or more mandatory data groups (i.e., Agency Name or Address Line 1 in the Directory file).
- ▶ A post office box is specified in a Location Address line.
- ▶ A required count is blank or invalid.
- ▶ A numeric field contains non-numeric characters.
- ▶ An invalid Permitted Value is used.
- ▶ A required subtotal or total record is missing.
- ▶ A subtotal or total record is less than the sum of its parts.

## 5.3 Reasonability Edits and Reasonability Warnings

Reasonability Edits take place when the file is in the DSD. A Reasonability Edit (also known as a soft edit) is where a reasonability check is performed against the value entered in a field. If a discrepancy is found (i.e., a value falls outside of the normal range), a Reasonability Warning is issued. The SEA Submitter must then look at the value in the field and determine if it is correct or incorrect. The Submitter will need to respond in one of two ways. If the data are correct, the SEA Submitter must provide an explanation that clarifies the discrepancy provided on the EDEN Portal. If the data are incorrect, the data must be corrected, and the file must be resubmitted.

## 5.4 High Error Rates

If during the course of processing a file, 1,000 or more 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.

## 6.0 SUBMISSION REPORTS

A **Transmittal Status Report** is displayed on the EDEN Portal for each state and will be updated to reflect the “real time” status of every file submitted by the SEA. The **Submission Progress Report** indicates the last action taken by the SEA or ED with regard to a specific file. Detailed information about both of these reports is available in the *EDEN Submission System Users Guide*.

## APPENDIX A: EDEN PROGRAM GLOSSARY

**Table A-1: EDEN Program Glossary**

Term	Description
AMAO	Annual Measurable Achievement Objective
AYP	Adequate Yearly Progress
Category Set	A valid combination of Categories that can be reported for a Table. The Category Set defines the lowest level value of a table (a cell). For example, in the Membership Table, the category set is race/ethnicity, gender, and grade level. The lowest level value for the Membership Table is the number of students for an education unit belonging to one racial/ethnic group, of male or female gender, and in a specific grade (i.e., the number of third-grade Asian females).
Civil Rights	In the Data Framework, an indication that this data group is used by the U.S. Department of Education's Office for Civil Rights.
Civil Rights Comment	In the Data Framework, specific comments made by OCR concerning this data group.
Comment	In the Data Framework, specific business rules and other meaningful information related to the data group.
Data Collection	Process used by the U.S. Department of Education for collecting data from State Education Agencies (SEAs).
Data Dictionary	Collection of definitions/descriptions of data groups to be included in a file.
Data Record	Detailed information, in a specified order and format, for an education unit.
Data Repository	Location in the EDEN Submission System where cleaned and edited files are stored. Data become the responsibility of ED and become available for review by Subject Matter Experts, i.e., ED Program Office staff.
Data Topic	In the Data Framework, a categorization of data groups that describes what type of data are represented (i.e., student, staff, program, directory).
Data Staging Database	Located in the EDEN Submission System where files are received from the Data Submission System for Reasonability Edits and explanation review by ED.
Category	In the Data Framework, the breakouts or dimensions in data group tables (i.e., Gender, Grade Level). Formerly Disaggregation Categories.
EDEN Coordinator	Official SEA contact for ED. 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; serves as the SEA contact person for completing the data submission plan.
EDEN Data Element	One specific piece of data to be included in the submission (otherwise known as a variable or field in other types of data collections).
EDEN Data Group	Previously known as EDEN Data Element, an EDEN Data Group is a data element or a set of interrelated data elements that make up a logical or conceptual grouping used for analysis. A data group can be a single data element such as AYP Status or a table of data such as the Children with Disabilities Exiting Special Education tables. Both represent a conceptual piece of information.
Edit	Often referred to as a business rule. An indication of a problem in the format or contents of a file. EDEN includes Format, Validation, and Reasonability edits.
Education Unit	Education entity such as SEA, LEA, or School.

Term	Description
Education Unit Level	An indication of the level at which the data group is supposed to be reported – school, LEA, or SEA level.
Element Definition	In a file specification, a detailed description of a data element.
Element Field Characteristic	In a file specification, the characteristic of the field containing the element (i.e., String, Numeric, Code, Dollar, Percentage).
Element ID	In a file specification, the reference number that links to the Data Framework.
Element Name	In a file specification, the descriptive name of the data element.
End Position	For the fixed-file format only, the ending position within the row of the element.
Error Type	Category of error (format or validation error) in the data file that prevents complete transmission of the file.
Field	Section of the submission that contains a specific data element value.
Field Characteristics	Specific attributes of a data element value: name, length, string vs. numeric, and permitted values.
Field Length	The specific number of characters for the data element in a fixed format or the maximum number of characters in non-fixed formats. In fixed files, string elements need to be left justified with trailing blanks.
File	See Transmittal File.
File Extension	Ending portion of a file name that denotes the format used for this file (.txt, .tab, .csv, or .xml). Although .zip files may be submitted, when the file is unzipped it must create a file with one of the four permitted file extensions.
File Format	One of four acceptable formats for submission of files to EDEN. They include fixed length, comma-delimited, tab-delimited, and XML.
File Identifier	A 32-character string, including any combination of standard characters that is used to further identify a transmittal file.
File Level	State = SEA, Local Education Agency (including School Districts and Supervisory Unions) = LEA, School = SCH
File Specification	A document that outlines the files, record layout, and data elements in the record layouts.
File Type	A specific file specification for a given education level. Within a file specification, there could be one file type for SEA, one for LEA, and one for school. For example, SEA Directory is one file type and LEA Directory is another.
FIPS	Federal Information Processing Standards; standards and guidelines developed by the National Institute of Standards and Technology (NIST) for federal computer systems. The list of FIPS State Codes is provided in Appendix C.
Format Error	A significant error in the format of the file requiring correction and resubmission by the SEA before the data are processed.
GFSA	<i>Gun-Free Schools Act</i>
Grand Total	An indication that a grand total is requested for the individuals or entities reported in this data group.
Header Record	Required for every file, the first record in every file. A header record provides file type, file name, file identifier, and file reporting period.
IDEA	<i>Individuals with Disabilities Education Act</i>

Term	Description
LEA	Local Education Agency
LEP	Limited English Proficient
MEP	Migrant Education Program
NCES	National Center for Education Statistics, an organizational group within the Department of Education.
NCLB	<i>No Child Left Behind Act of 2001</i>
NIST	National Institute of Standards and Technology, a non-regulatory federal agency within the U.S. Commerce Department's Technology Administration. NIST's mission is to develop and promote measurement, standards, and technology to enhance productivity, facilitate trade, and improve the quality of life.
OMB	U.S. Office of Management and Budget – the approval authority for all data collections; administers and enforces the <i>Paperwork Reduction Act of 1995</i> .
Password	Password assigned to SEA Submitter to log in to the EDEN Portal.
Permitted Values	The valid values for a data element.
Pre-populate	To pre-load information into a survey request based on the data in the EDEN repository.
Privacy	An indication that this data group must be reviewed for small cell size so that data about an individual will not be revealed.
REAP	Rural Education Achievement Program
Record	Row within a fixed, comma-delimited, or tab-delimited file. This term does not relate to XML files.
Record Layout	Description of the specific data elements and the order of elements per row within a flat file.
Reporting Period	The specific date or period of time for which data are reported.
Requirement Status	A data element characteristic. "M" is mandatory and "O" is optional. If an element is optional and does not exist, it is represented by blanks.
SEA	State Education Agency
SEA Submitter(s)	Person(s) the SEA has approved to submit files and access the secure part of the EDEN Portal. Each Submitter receives a personal USER ID and PASSWORD from ED.
Schema	A format specification for an XML file. Some schemas may be used for multiple transmittal files.
SME	Subject Matter Experts
Start Position	For the fixed-file format only, the starting position within the row of the element.
Steward	An indication of the Principal Office within ED that is the primary user of the data group.
Submission	A set of related data belonging to only one education unit (i.e., one school or one LEA), for one school year, and for one file. For example, Membership data for a single school for the school year 2003-04, or current year status data for an LEA for the school year 2004-05.
Subtotal	The total number of individuals or instances for a category or categories. Subtotals are collected when there is a chance that some individuals or instances

Term	Description
	may not be included in one of the categories (i.e., multiracial students).
SWP	School-wide project
Table Type	Table data groups such as Membership or Students Tested, often used to qualify a count or category.
TAS	Targeted Assistance Schools
Transmission Period	Targeted timeframe in which specific files are to be transmitted to EDEN.
Transmission Period Start Date	Month, day, and year when EDEN will begin accepting transmission of files from SEAs for a given set of data for a school year.
Transmission Period Target End Date	Month and day of a given year when files for a given set of data for a school year are due for most SEAs. Files will be accepted after the targeted end date to make corrections to the data.
Transmission	The process of transferring a file from the SEA to the EDEN System.
Transmittal File	A physical file of data to be transferred. A transmittal file may consist of one or many submissions for a given Education Unit Level (i.e., more than one school). Large files may be broken into subparts for transmittal, if preferred by the submitter.
Transmittal Status Report	"Real time" display of the status of every file sent to the EDEN Submission System from the Data Receipt and Processing System through to the Data Repository.
User ID	User name assigned to SEA Submitter to log in to the EDEN Portal.
Validation Error	Significant error in the data quality of the file requiring correction and resubmission by the SEA before the data are processed.
Warning	Possible error in data quality requiring an explanation and/or correction by the SEA before further processing.
XML	Extensible Markup Language, the universal format for preparing and posting documents and data to the Web, it allows users to be more flexible and accurate in describing information. It is also used for passing information between different computing systems, which would otherwise be unable to communicate.

## APPENDIX B: THE EDEN FILE GROUPS FOR THE 2005-06 SUBMISSION CYCLE

Table B-1:  
EDEN Early File Submissions – Timeframe: January 2006 Through March 2006

Subgroup	File #	Description	Included Data Groups	Reporting Period
<b>Directory</b>				
	N29/X29	Directory	See Table B-2 for a full list of data groups included in this file.	Any time
<b>General</b>				
	N39	Grades Offered	18	10/1
	N52/X52	Membership	39	10/1
	N10/X10	School Choice	544, 574, 577, 579	10/1
	N28/X28	School Computer	525	10/1
<b>Staffing</b>				
	N58/X58	Paraprofessionals	412	10/1
	N59/X59	Staff Full Time Equivalent (FTE)	528	10/1
	N60/X60	Teacher Credentials	400	10/1
	N61/X61	Teachers New to District This Year	410	10/1
	N62/X62	Teaching Vacancies	489	10/1
	N63/X63	Elementary Classes Taught by Teacher Qualification	381	10/1
	N64/X64	Secondary Classes in Core Academic Subjects Taught by Teacher Qualification	383	10/1
	N70/X70	Special Education Instructional Staff (New name)	486	12/1
	N67/X67	Staff - LEP	422	10/1
<b>NEW</b>	N99/X99	Special Education Personnel	609	12/1
<b>IDEA Students</b>				
	N02/X02	Children with Disabilities (IDEA)	74	12/1
<b>NEW</b>	N89/X89	Children with Disabilities (IDEA) Early Childhood	613	12/1
<b>NEW</b>	N90/X90	Children with Disabilities (IDEA) in Correctional Facilities	599	12/1
<b>NEW</b>	N91/X91	Children with Disabilities (IDEA) in Private Schools not Referred by Public Agencies	600	12/1
<b>Status Files</b>				
<b>NEW</b>	N101/X101	NCLB School Year Start Status	See Table B-3 for a full list of data groups included in this file.	

[Source: EDEN file specifications]

**Table B-2:  
Data Groups Included in the Directory File (N29/X29)**

ID	Name		SEA	LEA	School
1	LEA Identifier (NCES)			X	X
4	LEA Identifier (State)			X	X
5	School Identifier (State)				X
7	Education Entity Name		X	X	X
8	Location Address		X	X	X
9	Education Entity Phone		X	X	X
10	Web Site Address		X	X	X
11	Operational Status		X	X	
16	LEA Identifier (NCES)			X	X
18	Grades Offered (XML only)			X	X
21	School Type				X
453	Education Agency Type			X	
458	Chief State School Officer Contact Information				
529	School Identifier (NCES)				X
551	Supervisory Union Identifier (NCES)			X	
559	FIPS State Code		X	X	X
570	State Agency Number		X	X	X
571	Effective Date		X	X	X

[Source: EDEN file specifications]



**Table B-3:  
Data Groups Included in the NCLB School Year Start Status File (N101/X101)**

ID	Name		SEA	LEA	School
27	Charter School Status				X
33	Distinguished School Status				X
34	Improvement Status			X	X
604	Operational Change			X	X
36	Persistently Dangerous Status				X
543	School Choice Transfer Received Status				X
542	School Choice Transfer Used Status				X
31	School Poverty Percentage				X
573	Shared Time Indicator	New			X
22	Title I School Status				X
460	District Totals		X		
524	Integrated Technology Status			X	
454	School Totals		X	X	
457	Schools Classified as Persistently Dangerous		X	X	
582	Title 1 District Status	New		X	

[Source: EDEN file specifications]

**Table B-4:  
EDEN Middle File Submissions – Timeframe: February 2006 through May 2006**

Subgroup	File #	Description	Included Data Groups	Reporting Period
<b>Poverty</b>				
	N33/X33	Free and Reduced Price Lunch	565	10/1
<b>LEP Students and Programs</b>				
	N46/X46	LEP Demographic	123	10/1
	N45/X45	Immigrant	519	10/1
<b>Technology Personnel</b>				
	N71/X71	Personnel Skilled in Technology	526	10/1

[Source: EDEN file specifications]

**Table B-5**  
**EDEN End File Submissions – Timeframe: June 2006 through September 2006**

Subgroup	File #	Description	Included Data Groups	Reporting Period
<b>Fed Program Participation</b>				
	N35/X35	Federal Programs	60, 470, 547, 616	SY
	N36/X36	Students Participating in Targeted Assistance Programs	549	SY
	N37/X37	Students Participating in Title I	548	SY
	N43/X43	Homeless Served	560	SY
	N44/X44	Homeless Educational Services and Activities	516	SY
	N56/X56	Neglected or Delinquent Student Participation	540	SY
<b>NEW</b>	N97/X97	Long Term Neglected or Delinquent Served	624	SY
<b>Migrant Students and Staff</b>				
	N53/X53	Migrant Students Eligible	110	SY
	N65/X65	MEP Personnel and TAS Staff Funded by Title I	515, 550	SY
	N54/X54	Migrant Students Served	102	SY
<b>IDEA Assessment</b>				
	N03/X03	Children with Disabilities (IDEA) Assessment Completed	447	SY
	N04/X04	Children with Disabilities (IDEA) Not Assessed	491	SY
<b>NEW</b>	N92/X92	Children with Disabilities (IDEA) Invalid Assessment	619	SY
<b>NEW</b>	N93/X93	Children with Disabilities (IDEA) Participation Assessment	618	SY
<b>IDEA Students</b>				
	N05/X05	Children with Disabilities (IDEA) Discipline	512	SY
	N06/X06	Children with Disabilities (IDEA) Multiple Suspensions/Expulsions	475	SY
	N07/X07	Children with Disabilities (IDEA) Removal	476	SY
<b>Discipline and Safety</b>				
	N30/X30	Students Disciplined	523	SY
<b>NEW</b>	N86/X86	Children Involved with Firearms	596	SY
<b>NEW</b>	N94/X94	Firearm Incidents	601	SY

**Table B-5 (continued):  
EDEN End File Submissions – Timeframe: June 2006 through September 2006**

Subgroup	File #	Description	Included Data Groups	Reporting Period
<b>Assessment</b>				
	N75/X75	Student Performance Math	583	SY
	N76/X76	Student Performance Language Arts	584	SY
	N77/X77	Student Performance Reading	584	SY
	N78/X78	Student Performance Reading/Language Arts	584	SY
	N79/X79	Student Performance Science	585	SY
	N80/X80	Student Performance Writing	586	SY
	N81/X81	Student Tested/Not Tested File	588, 589, 590, 591	SY
<b>LEP Students</b>				
	N50/X50	LEP Students English Language Proficiency Test	151	SY
	N49/X49	LEP Assessed in Native Languages	272	SY
<b>NEW</b>	N85/X85	All LEP Students	621	SY
<b>Performance</b>				
	N01/X01	Additional Indicator	341	SY
<b>Vocational</b>				
	N82/X82	Vocational Concentrators	521	SY
<b>Technology Personnel</b>				
	N72/X72	Technology Professional Development	527	SY
<b>Status Files</b>				
<b>NEW</b>	N102/X102	NCLB School Year End Status	See Table B-6 for a full list of data groups included in this file.	
<b>NEW</b>	N98/X98	RLIS Program	615	

[Source: EDEN file specifications]

**Table B-6:  
Data Groups Included in the NCLB School Year End Status File (N102/X102)**

ID	Name		SEA	LEA	School
38	Truancy Rate			X	X
56	Economically Disadvantaged				X
514	Combined MEP Funds Indicator				X
603	GFSA Reporting Status	New			X
614	REAP Alternative Funding Indicator	New		X	
545	Supplemental Services Provided Status				X
546	Students Who Received Supplemental Educational Services		X	X	X
575	Students Applied to Receive Supplemental Services	New	X	X	X
578	Students Eligible to Receive Supplemental Services	New	X	X	X
581	Teachers Receiving High Quality Professional Development	New	X		
595	Average Daily Attendance	New			X
612	Students Offered Supplemental Services	New	X	X	X

[Source: EDEN file specifications]

**Table B-7:**  
**EDEN Closeout File Submissions – Timeframe: September 2005 through December 2006**

Subgroup	File #	Description	Included Data Groups	Reporting Period
<b>IDEA Students</b>				
	N09/X09	Children with Disabilities (IDEA) Exiting Special Education	85	SY
<b>Dropouts/Graduates</b>				
	N31/X31	Dropout Rate	564	SY
	N32/X32	Dropout	326	SY
	N40/X40	Graduates/Completers	306	SY
	N41/X41	Graduation Rate	563	SY
<b>LEP Programs</b>				
	N51/X51	LEP Programs Terminated	494	SY
<b>NEW</b>	N96/X96	LEP Program Instruction	622	SY
<b>Vocational</b>				
	N83/X83	Vocational Concentrator Graduates	320	SY
<b>NEW</b>	N100/X100	Vocational Concentrator Dropout	620	SY
<b>Status</b>				
<b>NEW</b>	N103/X103	AYP Status	See Table B-8 for a full list of data groups included in this file.	SY
<b>NEW</b>	N106/X106	AYP Detail - Elem/Middle Additional Indicator	556	SY
<b>NEW</b>	N107/X107	AYP Detail - High School Graduation	557	SY
<b>NEW</b>	N108/X108	AYP Detail - Math Participation Status	555	SY
<b>NEW</b>	N109/X109	AYP Detail - Math Proficiency Target Status	554	SY
<b>NEW</b>	N110/X110	AYP Detail - Reading Participation Status	553	SY
<b>NEW</b>	N111/X111	AYP Detail - Reading Proficiency Target Status	552	SY

[Source: EDEN file specifications]

**Table B-8:  
Data Groups Included in the AYP Status File (N103/X103)**

ID	Name		SEA	LEA	School
617	Alternate Approach Status	<b>New</b>		X	X
518	AMAO Proficiency Attainment Status for LEP Students		X	X	X
569	AMAO Progress Attainment Status for LEP Students		X	X	X
32	AYP Status		X	X	X
461	Districts Meeting AYP		X		
534	Districts Not Meeting AYP		X		
455	Schools Meeting AYP		X	X	
532	Schools Not Meeting AYP		X	X	

[Source: EDEN file specifications]

**Table B-9:  
Files That Will Not be Used for the 2005-06 Reporting Cycle**

File Specification Number	Description	Disposition
8	Single Suspensions/Expulsions Greater Than 10 Days	Data Group 513 was restructured to be combined with Data Group 475
34	Economically Disadvantaged	Data Group 56 is now collected in File Spec 102 Data Group 535 is no longer collected
42	Eligible Homeless Students Tables	ID 57 was deleted
47	LEP Eligible Tables	ID 116 was deleted
48	LEP Program Tables	ID 140 was deleted
55	Average Length of Neglected or Delinquent ...	ID 502 was deleted
57	Students in Neglected or Delinquent Program Tables	ID 504 was deleted
69	Certified Special Education Paraprofessionals	ID 488 was deleted
11	Advanced Placement Courses	Civil rights survey
12	Advanced Placement Program	Civil rights survey
13	Student Taking AP	Civil rights survey
14	Civil Rights - Children With Disabilities Single Counts	Civil rights survey
15	Civil Rights - Children With Disabilities	Civil rights survey
20	Civil Rights With All Disabilities Discipline	Civil rights survey
21	Civil Rights without Disabilities Discipline	Civil rights survey
22	Civil Rights - Gifted and Talented	Civil rights survey
23	Civil Rights Sports	Civil rights survey
26	Civil Rights Testing	Civil rights survey
87	Children with Disabilities (IDEA) Alternative Assessment	ID 597 suspended for 2005-06.
88	Children with Disabilities (IDEA) Disciplinary Actions	ID 598 suspended for 2005-06
95	LEP Accommodations Table	ID 623 suspended for 2005-06

[Source: EDEN file specifications]

## APPENDIX C: STATE ABBREVIATIONS AND FIPS CODES

This appendix defines the State abbreviations and FIPS codes.

**Table C-1: State Abbreviations and FIPS Codes**

State Name	FIPS <sup>4</sup>	State Abbreviation <sup>5</sup>
ALABAMA	01	AL
ALASKA	02	AK
ARIZONA	04	AZ
ARKANSAS	05	AR
CALIFORNIA	06	CA
COLORADO	08	CO
CONNECTICUT	09	CT
DELAWARE	10	DE
DISTRICT OF COLUMBIA	11	DC
FLORIDA	12	FL
GEORGIA	13	GA
HAWAII	15	HI
IDAHO	16	ID
ILLINOIS	17	IL
INDIANA	18	IN
IOWA	19	IA
KANSAS	20	KS
KENTUCKY	21	KY
LOUISIANA	22	LA
MAINE	23	ME
MARYLAND	24	MD
MASSACHUSETTS	25	MA
MICHIGAN	26	MI
MINNESOTA	27	MN
MISSISSIPPI	28	MS
MISSOURI	29	MO
MONTANA	30	MT
NEBRASKA	31	NE
NEVADA	32	NV
NEW HAMPSHIRE	33	NH
NEW JERSEY	34	NJ
NEW MEXICO	35	NM
NEW YORK	36	NY
NORTH CAROLINA	37	NC
NORTH DAKOTA	38	ND
OHIO	39	OH
OKLAHOMA	40	OK

<sup>4</sup> Federal Information Processing STD Codes (01-78).

<sup>5</sup> Postal State Abbreviation Codes



State Name	FIPS <sup>4</sup>	State Abbreviation <sup>5</sup>
OREGON	41	OR
PENNSYLVANIA	42	PA
RHODE ISLAND	44	RI
SOUTH CAROLINA	45	SC
SOUTH DAKOTA	46	SD
TENNESSEE	47	TN
TEXAS	48	TX
UTAH	49	UT
VERMONT	50	VT
VIRGINIA	51	VA
WASHINGTON	53	WA
WEST VIRGINIA	54	WV
WISCONSIN	55	WI
WYOMING	56	WY
AMERICAN SAMOA	60	AS
BUREAU OF INDIAN AFFAIRS	59	BI <sup>6</sup>
DOD DOMESTIC	61	DD <sup>6</sup>
DOD OVERSEAS	58	DO <sup>6</sup>
GUAM	66	GU
NORTHERN MARIANAS	69	MP
PUERTO RICO	72	PR
REPUBLIC OF PALAU	70	PW
VIRGIN ISLANDS	78	VI

<sup>6</sup> Not official U.S. Postal State Abbreviations. The state abbreviations for the Department of Defense (overseas) schools are AA, AE, and AP to indicate schools located in Asia, Europe, and the Pacific, respectively. For Department of Defense (domestic) schools and Bureau of Indian Affairs schools, state abbreviations correspond to the state in which the school resides.

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## APPENDIX D: HELPFUL HINTS

The following are helpful hints common to all file specifications and formats:

- ▶ In fixed-format files, string fields should be left justified and filled with trailing blanks.
- ▶ Numeric fields should not include commas.
- ▶ Percentage fields should be reported as decimals in the format 5,4; meaning there are five total digits with four digits after the decimal point. Ninety-five percent is then represented as “0.9500”.
- ▶ The file name in the Header Record should be the same as the external file name. The Transmission Status Report displays the file name from the Header Record, not the external file name. Using the same name in both locations ensures that the file can be readily and correctly identified when technical support is needed.
- ▶ FIPS codes and SEA, LEA, and school IDs are string fields, not numeric fields. Therefore, leading zeros should be used if they are part of the ID.
- ▶ FIPS State codes must include the leading zero for states with FIPS codes from 1 through 9. Please see Appendix C for a complete list of State Abbreviations and FIPS codes.
- ▶ NCES LEA and school IDs must include leading zeroes. An error will occur if IDs do not match exactly, i.e., an NCES ID number submitted as 749 but the NCES ID is 00749. Where leading zeroes are meaningful, such as in NCES IDs, include the leading zeroes and fill with blanks in string fields.
- ▶ Subtotals and grand totals must be equal to or greater than the sum of their parts. If the subtotal or grand total is less than the sum of its parts, an error is identified.
- ▶ Files do not need to contain all the schools and LEAs, but each file must contain all of the data for a specific education unit.
- ▶ Report all data groups in a file specification for any single education unit (SEA, LEA, or SCH) in one transmittal file. **Subsequent submissions for a single education unit over-write previous submissions of that file type for that education unit.** For example, submitting Grade Level Membership counts for an LEA in one transmittal file followed by the Third Grade Membership counts for the **same** LEA in another transmittal file will result in the Grade Level counts in transmittal #1 being over-written by the Grade Level counts in transmittal #2 for that LEA, resulting in only third grade membership data in the DSD.<sup>7</sup>
- ▶ A transmittal file may contain one or many education units at either the LEA or school level. You may choose to submit one school’s or one LEA’s data on a file, or submit all of the schools for a single LEA on a file. If there is more than one

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<sup>7</sup> The EDEN System does not include the ability to “delete” data. Resubmitting the file enables the user to effectively delete data.

education unit on a file, each education unit's data must be grouped together on that file, including subtotals and totals.

- ▶ For numeric fields, use a "-1" in the count field if the count cannot be reported (i.e., the count is missing) at the time of submission for the particular category.
- ▶ In delimited files (either comma or tab), a delimiter indicating the end of the last data field in the Header Record or Data Record is not needed but can be used.

## APPENDIX E: EDEN – FROM TRANSMITTALS TO PUBLISHED DATA

Table E-1: EDEN Data Collection Lifecycle

	Review of the Data					Review of Information		Public	Oops!
Stage	Transmittal Received By EDEN	Format Check	Validation Edit (hard edits)	Reasonability Edit (soft edits)	Final Review	Transfer to Data Repository	Review By SME	Published	Corrections After Publication
Location	Submission System	Submission System	Submission System	Staging	Staging	Data Repository	Data Repository	Data Repository	Data Repository
Association	Transmittal	Transmittal	Transmittal	Transmittal	Transmittal	Entity	Entity	Nation & State	Nation & State
Owner	SEA	SEA	SEA	SEA	SEA	ED	ED	ED	ED
Access	EDEN Staff SEA Specific	EDEN Staff SEA Specific	EDEN Staff SEA Specific	EDEN Staff SEA Specific	EDEN Staff SEA Specific	EDEN Staff SEA Specific PO SME	EDEN Staff SEA Specific PO SME	ALL Subject to Cell Size Issues	ALL Subject to Cell Size Issues
ED Processes	Automatic	Automatic	Automatic	EDEN Staff Review Explanations	EDEN Staff Review data and contact state if necessary	EDEN Staff Action	PO SME Review Explanations	EDEN Staff Action	EDEN Staff Action
Statuses	Received or Duplicate	Format Errors or No Format Errors	1 or More Validation Errors or No Errors	1 or More Warnings or No Warnings	1 or More Issues or No Issues	SEA Certify or Transferred	1 or More Issues or No Issues or Approved	Published	Corrected
SEA Processes	Prepare and Send Transmittals			Provide Explanations Or Retransmit	Provide Explanations Or Retransmit	Certifying	Provide Explanations	Using Data	Using Data

[Source: EDEN Data Framework]



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