U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

FS112 - Special Education Paraprofessionals File Specifications

SY 2018-19

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U.S. Department of Education

Betsy DeVos

Secretary of Education

ED*Facts*

Ross Santy

System Owner

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	FS112 - Special Education Paraprofessionals File Specifications
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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 – 14.0		Versions 1.0 through 14.0 are used to build files for school years prior to SY 2018-19.
15.0	August 2018	Updated for SY 2018-19.

PREFACE

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

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

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

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

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

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

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2020). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

CONTENTS

1. PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 647: Special education paraprofessionals (FTE) table. The definition for this data group is:

> The number of full-time equivalent (FTE) paraprofessionals employed or contracted to work with children with disabilities (IDEA) who were ages 3 through 21.

The data using this file specification are collected under the authority of the Individuals with Disabilities Education Act (IDEA), Section 618. The data are also used for monitoring the programs and activities under IDEA. The appendix contains a crosswalk of this file and the applicable section of the OSEP legacy data collection Table 2 "Personnel (In Full-Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities."

The ED Data stewarding offices for this file: OSERS/OSEP

2. GUIDANCE FOR SUBMITTING THIS FILE

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

2.1. Changes from the SY 2017-18 File Specifications

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

2.2. Core Requirements for Submitting this File

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

Table 2.2-1 Core Reporting Requirements

	SEA	LEA	School
Reporting Period	Child Count Date - The date designated by the state that is between October 1 and December 1 for the IDEA child count.	Child Count Date - The date designated by the state that is between October 1 and December 1 for the IDEA child count.	

Education units reported	Include SEA	Operational LEAs that have responsibility for children with disabilities (IDEA) with IEPs.	
Education units not reported		Closed, inactive, or future LEAs LEAs that do not have responsibility for children with disabilities (IDEA) with IEPs.	
Type of count	Full-time equivalent (FTE), rounded to the hundredth decimal place	FTE rounded to the hundredth decimal place	
Zero counts	Required for all valid combinations, except as explained below	Not required; valid combinations for the state that are not included will be assumed to be zeros	
Zero Exceptions and Not Applicable		If any LEA has no students in one of the age ranges, that age range should be left out of the file.	
Missing	Use "-1" to report missing FTE count (ignore instructions on number format in record layouts) Use "MISSING" when a category is not available	Use "-1" to report missing FTE count (ignore instructions on number format in record layouts) Use "MISSING" when a category is not available	
Related metadata survey			

2.3. Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for the state and each LEA or school that should be included in the file.
- An "X" in the column indicates that the category value must be submitted when reporting that aggregation.

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

Table 2.3-1: Required Categories and Totals

Aggregation	Table Name	Age Group	Qualification Status (Paraprofessionals)	Total Indicator	Comments
Category Set A	SPEDPARAPROF	X	X	N	Staff (FTE) by Age Group by Qualification Status (Paraprofessionals)
Subtotal 1	SPEDPARAPROF		X	Y	Staff (FTE) by Qualification Status (Paraprofessionals)
Subtotal 2	SPEDPARAPROF	X		Y	Staff (FTE) by Age Group
Education Unit Total	SPEDPARAPROF			Y	Education Unit Total of Staff (FTE)

2.4. Guidance

This file specification is used to collect the full-time equivalency (FTE) of special education paraprofessionals who are employed or contracted to provide special education and related services to children with disabilities (IDEA) ages 3 through 21. This file specification reflects the requirements of the Individuals with Disabilities Education Act (IDEA '04). Other files collect data on special education teachers (FS070) and related services personnel (FS099).

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

Why did the name and description about the Reporting Period change?
In the OMB Information Collection Package (1850-0925) approved in February 2016, language was standardized across file specifications when possible. The change is editorial only and does not imply a change in practice.

Which paraprofessionals should be reported in this file?
Include the FTE of all paraprofessionals employed or contracted to provide special education and related services to children with disabilities (IDEA) ages 3 through 21

regardless of funding source (*i.e.,* Part B, State, and local), including personnel employed by private agencies.

What paraprofessionals should not be reported in this file?
Exclude the FTE of special education paraprofessionals who provide special education and related services exclusively to children with disabilities (IDEA) from birth through age 2.

How are data reported by FTE?
Report the FTE on only the percentage of time the special education paraprofessionals work specifically with children with disabilities (IDEA) receiving special education and related services. When reporting the SEA or LEA data, the data are rounded to the hundredth decimal place. For example, a paraprofessional who works 3 hours per day of a 6-hour school day is counted as 0.50 FTE. A paraprofessional works 4 hours per day of a 6-hour school day, is counted as 0.67 FTE. As another example, if an LEA has two paraprofessionals who <u>each</u> work 4 hours per day of a 6-hour school day, the LEA would report 1.33 FTE (rounding the 1.334 to the nearest hundredth decimal place).

How are FTE of paraprofessional reported by qualification status?
FTE is reported as either qualified or not qualified. Qualification status depends on whether paraprofessionals are included in the state's definition of qualified based on the criteria identified in 20 U.S.C. 1412(14)(B).
- If paraprofessionals are included, then paraprofessionals must meet the State standard for qualified based on the definition.
- If paraprofessionals are not included in the definition, then paraprofessionals are considered qualified for the FTE if they either:
    - Hold the appropriate State certification or licensure for the position held, or
    - Hold a position for which no State requirements exist (*i.e.* certification or licensure requirements).

Paraprofessionals who do not meet the standards listed above for qualified are reported as not qualified.

What if paraprofessionals serve both children with disabilities (IDEA) and students without disabilities under IDEA?
If paraprofessionals work part of their time with children with disabilities (IDEA) and part of their time with children without disabilities under IDEA, report only the proportion of their FTE the paraprofessional works specifically with children with disabilities (IDEA) receiving special education and related services

How are missing data reported?
If your state does not have the data available by required disaggregation, report that as missing in ED*Facts*.

Where can I find more information on this topic?
Additional information about special education paraprofessionals can be found at: [IDEA Data Center Resource Library](#) website

How does ED*Facts* data map to OSEP's legacy Table 2?

A crosswalk for legacy Table 2 can be found in the Appendix.

2.5. Definitions

Who are paraprofessionals?
Paraprofessionals are employees who provide instructional support, including those who:

     (1) provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher

     (2) assist with classroom management, such as organizing instructional and other materials

     (3) provide instructional assistance in a computer laboratory

     (4) conduct parental involvement activities

     (5) provide support in a library or media center

     (6) act as a translator

     (7) provide instructional support services under the direct supervision of a teacher.[1]

Also see the ED*Facts* Workbook for the standard definitions.

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[1] Definition adapted from 20 U.S.C § 6319(g)(2)

3.   FILE NAMING CONVENTION

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

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

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

Table 3.0-1: File Naming Convention

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

4. FIXED OR DELIMITED FILES

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

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

> M - Mandatory, this field must always be populated
> A - This field is populated in accordance with table 2.3-1 "Required Categories and Totals"
> O - Optional, data in this field are optional

4.1. Header Record Definition

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

Table 4.1–1: Header Record

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Type	1	50	String	M	Identifies the type of file being submitted.	**SEA SPECIAL ED PARAPROFESSIONALS** **LEA SPECIAL ED PARAPROFESSIONALS**
Total Records In File	51	10	Number	M	The total number of data records contained in the file. The header record is NOT included in this count.	
File Name	61	25	String	M	The file name including extension, the same as the external file name.	See section 3.0
File Identifier	86	32	String	M	Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person's name, and version number).	
File Reporting Period	118	9	String	M	The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years.	**2018-2019** OR **2018 2019**
Filler	127	333	String	M	Leave filler field blank.	

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
Carriage Return / Line Feed (CRLF)	460	1		M		

Below is an example of a header record.

Table 4.1–2: Header Record Example

Format	File Type,Total Records in File,File Name,File Identifier,File Reporting Period Filler, Carriage Return / Line Feed
Example	LEA SPECIAL ED PARAPROFESSIONALS,15,euleaSPEDPPROFv000001.csv,characters to identify file,2018-2019,¶

4.2. Data Record Definition

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

Table 4.2–1: Data Records

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Record Number	1	10	Number	M	A sequential number assigned by the State that is unique to each row entry within the file.	
DG559 State Code	11	2	String	M	The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States.	For a list of valid State Codes, refer to the ED*Facts* Workbook.
DG570 State Agency Number	13	2	String	M	A number used to uniquely identify state agencies. This ID cannot be updated through this file.	**01** – State Education Agency
DG4 LEA Identifier (State)	15	14	String	M	The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file.	SEA level – Blank
Filler	29	20	String	M	Leave filler field blank.	

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
Table Name	49	20	String	M	See table 2.3-1 Required Categories and Totals	**SPEDPARAPROF**
Filler	69	15	String	A	Leave filler field blank.	
Age Group	84	15	String	A	The age range of students (children).	**3TO5** – 3 through 5 **6TO21** – 6 through 21 **MISSING**
Qualification Status (Paraprofessionals)	99	15	String	A	An indication of whether paraprofessionals are classified as qualified for their assignment according to state definition.	**Q** – Qualified **NQ** – Not qualified **MISSING**
Filler	114	15	String	M	Leave filler field blank.	
Total Indicator	129	1	String	M	An indicator that defines the count level – see table 2.3-1 Required Categories and Totals	**N** – Specifies category set **Y** – Specifies subtotal or total of the education unit
Explanation	130	200	String	O	Text field for state use.	
Paraprofessional FTE	330	10	Decimal Number	M	Report decimal numbers down to one- hundredth FTE	
Carriage Return / Line Feed (CRLF)	340	1		M		

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

Table 4.2–2: Data Record Example – LEA level

Aggregation	Example
Format	File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Filler,Age Group,Qualification Status (Paraprofessionals),Filler,Total Indicator,Explanation,Paraprofessional FTE¶
Category Set A	1,80,01,00605EUPHORIA,,SPEDPARAPROF,,3TO5,Q,,N,,2.50¶
Subtotal 1	8,80,01,00605EUPHORIA,,SPEDPARAPROF,,,NQ,,Y,,2.80¶
Subtotal 2	6,80,01,00605EUPHORIA,,SPEDPARAPROF,,6TO21,,,Y,,5.80¶
Total of education unit	9,80,01,00605EUPHORIA,,SPEDPARAPROF,,,,,Y,,9.8¶

APPENDIX: IDEA CROSSWALK

This appendix contains the crosswalk for OSEP legacy Table 2 "Personnel (In Full–Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities."

The following file specifications are relevant to OSEP legacy Table 2:

- FS070 (DG486) is used to submit data for section A
- FS112 (DG647) is used to submit data for section B
- FS099 (DG609) is used to submit data for section C

IDEA (Personnel – Table 2) Crosswalk

IDEA Data Collection Description	Table Section	EDFacts File Spec	EDFacts Data Group	Category Set
Special Education Teachers Serving CwDs	A			
Highly Qualified	A.1	FS070	486	A
Not Highly Qualified	A.2	FS070	486	A
Total by age range	A.3	FS070	486	Subtotal 2
Total by qualification status	A1,2,3	FS070	486	Subtotal 1
Total column, Total row*		FS070	486	Total of Education Unit
Special Education Paraprofessionals Serving CwDs	B			
Qualified	B.1	FS112	647	A
Not Qualified	B.2	FS112	647	A
Total by age range	B.3	FS112	647	Subtotal 2
Total by qualification status	B1,2,3	FS112	647	Subtotal 1
Total column, Total row*		FS112	647	Total of Education Unit
Related Services Personnel Serving CwDs	C			

IDEA Data Collection Description	Table Section	ED*Facts* File Spec	ED*Facts* Data Group	Category Set
Fully Certified	C.1	FS099	609	A
Not Fully Certified	C.2	FS099	609	A
Total	C.3.	FS099	609	Subtotal 1

*Total of the Education Unit is the same as the cell in the total column and total row.

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