

**Highly Qualified Teacher Collection  
through *EDFacts***

**Additional Information on Method of Collection  
from the State Education Agencies**

**March 2014**

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**ATTACHMENT C**

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## OVERVIEW

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This attachment contains information on how ED plans to collect the data described in Attachment B from the state education agencies (SEAs). This attachment is intended to assist SEAs in planning for this collection.

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

Table 1: Core Reporting Requirements

	SEA	LEA
Reporting Period	State determined date that represents SY 2013-14 and occurs prior to June 30, 2014	
Education units included	Include the SEA	LEAs that were operational and had teachers for elementary or secondary classes on the state determined date used for the teacher count.
Education units <u>not</u> reported		Closed or inactive LEAs. LEAs that do not have teachers for elementary or secondary classes.
Type of count	FTE	FTE
Zero counts	Required	Required

## RECORD LAYOUT

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This section describes the fixed file and delimited record layouts. An XML version will not be provided.

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

M - Mandatory, this field must always be populated

O - Optional, data in this field are optional

### HEADER RECORD DEFINITION

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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 2: Header Record**

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values
File Type	1	50	String	M	Identifies the type of file being submitted.	<b>SEA HQT</b> <b>LEA HQT</b>
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.	
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.	<b>2013-14</b> Or <b>2013 2014</b>
Filler	127	333	String	M	Leave filler field blank.	
Carriage Return / Line Feed (CRLF)	460	1		M		

### **DATA RECORD DEFINITION**

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide the statuses and other data for the education units.

**Table 3:** Data Records

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values
File Record Number	1	10	Number	M	A sequential number assigned by the State that is unique to each row entry within the file.	
<b>DG559</b> State Code	11	2	String	M	The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the possessions (outlying areas) and freely associated areas of the United States.	For a list of valid State Codes, refer to the EDFacts Workbook.
<b>DG570</b> State Agency Number	13	2	String	M	A number used to uniquely identify state agencies. This ID cannot be updated through this file.	<b>01</b> – State Education Agency
<b>DG4</b> State LEA Identifier	15	14	String	M	The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA ID. This data element cannot be updated through this file.	SEA level – Blank
Filler	29	20	String	M	Leave filler field blank.	
HQT	49	20	Decimal	M	Highly Qualified Teachers (HQT) teaching	
HQT in alter cert	69	20	Decimal	M	HQTs teaching who are currently enrolled in an alternative route to certification program	
Special education HQT	89	20	Decimal	M	Special education HQTs in the LEA, regardless of source of salaries	
Special education in alter cert		20	Decimal	M	Special education HQTs, regardless of source of salaries, who are currently enrolled in an alternative route to certification program	
Title III HQT		20	Decimal	M	Highly qualified teachers in Title III language instruction educational programs regardless of source of salaries	

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Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values
Title III HQT in alter cert		20	Decimal	M	Highly qualified teachers in Title III language instruction educational programs regardless of source of salaries who are currently enrolled in an alternative route to certification program	
Filler	109	20	String	M	Leave filler field blank.	
Explanation	129	200	String	O	Text field for state use.	
Carriage Return / Line Feed (CRLF)	329	1		M		