



**U.S. DEPARTMENT OF EDUCATION**

**ED*Facts* Submission System**

# **FS118 - Homeless Students Enrolled File Specifications**

**SY 2020-21**

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

<b>Title:</b>	FS118 - Homeless Students Enrolled File Specifications
<b>Security Level:</b>	Unclassified – For Official Use Only

### DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 – 16.0		Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21.
17.0	January 2021	Updated for SY 2020-21: <ul style="list-style-type: none"><li>• Section 2.5<ul style="list-style-type: none"><li>○ Renamed heading "Guidance" to "Data Reporting Guidelines"</li><li>○ Streamlined questions and answers to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance</li></ul></li></ul>

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## PREFACE

This document provides technical instructions for building files that are submitted through the *EDFacts* 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 [EDFacts Initiative Home Page](#) under *EDFacts* System Documentation, including:

- *EDFacts* Workbook – a reference guide to using the *EDFacts* 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 *EDFacts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
- *EDFacts* Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to *EDFacts* data throughout the pre- and post-submission lifecycle of that data. The inventory 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 *EDFacts* Coordinator on the [EDFacts Contact Page](#).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1850-0925, expires 8/31/2022). *EDFacts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. *EDFacts* 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.

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## 1.0 PURPOSE

This document contains instructions for building files to submit ED *Facts* Data Group 655: Homeless students enrolled table. The definition for this data group is:

The unduplicated number of homeless students enrolled in public schools at any time during the school year.

The data collected using this file specification are collected under the authority of the McKinney-Vento Homeless Assistance Act, as reauthorized by the Every Student Succeeds Act (2015).

The ED data stewarding office/s for this file: OESE/OSHS/Homeless.

## 2.0 GUIDANCE FOR SUBMITTING THIS FILE

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

### 2.1 Changes from the SY 2019-20 File Specifications

As noted in the document history on page ii, Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements. There have been no other changes to this file specification.

### 2.2 Core Requirements for Submitting this File

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

**Table 2.2-1: Core Reporting Requirements**

	SEA	LEA	School
Reporting Period	School Year (state) - Any 12-month period defined by the state. The state determines whether summer is	School Year (state) - Any 12-month period defined by the state. The state determines whether summer is	

	SEA	LEA	School
	included in the preceding or following school year	included in the preceding or following school year	
Education units included	Include SEA	Operational LEAs that had schools where students were enrolled. Include LEAs whether or not the LEA has a McKinney-Vento subgrant.	
Education units <u>not</u> reported		Closed, inactive, or future LEAs	
Type of count	Students should be reported once for the SEA. If the SEA is unable to eliminate duplicated counts, include in the explanation field a note such as "may include duplicate students."	Students should be reported for any LEA where the student was identified as homeless and enrolled in a school in the LEA. A student could be reported at more than one LEA if the student was enrolled in schools in more than one LEA and identified as homeless in those LEAs.	
Zero counts	Required for all valid combinations	Not required, valid combinations for the state not included will be assumed to be zeros	
Zero exceptions or Not applicable	Age/Grade (Basic) – If a state does not use the Grade 13 permitted value, the counts for Grade 13 should be left out of category set A.		
Missing	Use "-1" to report missing counts.  Use "MISSING" when a category is not available	Use "-1" to report missing counts.  Use "MISSING" when a category is not available	
Related metadata survey			

## 2.3 Required Categories and Totals

The table below lists the combinations of the categories 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/Grade (Basic)	Homeless Primary Nighttime Residence	Disability Status (Only)	English Learner Status (Only)	Migratory Status	Homeless Unaccompanied Youth Status	Racial Ethnic	Total Indicator	Comments
Category Set A	HOMLESENROLCNT	X							N	Student Count by Age/Grade (Basic)
Category Set B	HOMLESENROLCNT		X						N	Student Count by Homeless Primary Nighttime Residence
Category Set C	HOMLESENROLCNT			X					N	Student Count by Disability Status (Only)
Category Set D	HOMLESENROLCNT				X				N	Student Count by English Learner Status (Only)
Category Set E	HOMLESENROLCNT					X			N	Student Count by Migratory Status
Category Set F	HOMLESENROLCNT						X		N	Student Count by Homeless Unaccompanied Youth Status
Category Set G	HOMLESENROLCNT		X				X		N	Student Count by Homeless Unaccompanied Youth Status by Homeless Primary Nighttime Residence
Category Set H	HOMLESENROLCNT							X	N	Student Count by Racial Ethnic
Education Unit Total	HOMLESENROLCNT								Y	Education Unit Total of Student Count



## 2.4 Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

### DG655 - Homeless students enrolled table:

#### Age/Grade (Basic)

The discrete age or grade level (primary instructional level) of students (children).

Permitted Value Abbreviation	Permitted Value Description	Comments
3TO5NOTK	Age 3 through 5 (not Kindergarten)	
KG	Kindergarten	
01	Grade 1	
02	Grade 2	
03	Grade 3	
04	Grade 4	
05	Grade 5	
06	Grade 6	
07	Grade 7	
08	Grade 8	
09	Grade 9	
10	Grade 10	
11	Grade 11	
12	Grade 12	
13	Grade 13	
UG	Ungraded	Students assigned to a class or program that does not have standard grade designations.
MISSING	Missing	Use when data are not available by this category.

#### Homeless Primary Nighttime Residence

The primary nighttime residence of the students at the time the students are identified as homeless.

Permitted Value Abbreviation	Permitted Value Description	Comments
STH	Shelters and transitional housing	
D	Doubled-up	That is, living with another family
U	Unsheltered	For example, cars, parks, campgrounds, temporary trailers or abandoned buildings
HM	Hotels/motels	

MISSING	Missing	Use when data are not available by this category.
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**Disability Status (Only)**

An indication that children (students) are children with disabilities (IDEA).

Permitted Value Abbreviation	Permitted Value Description	Comments
WDIS	Children with one or more disabilities (IDEA)	
MISSING	Missing	Use when data are not available by this category.

**English Learner Status (Only)**

An indication that students met the definition of an English learner.

Permitted Value Abbreviation	Permitted Value Description	Comments
LEP	English learner	
MISSING	Missing	Use when data are not available by this category.

**Migratory Status**

An indication that students are eligible migratory children.

Permitted Value Abbreviation	Permitted Value Description	Comments
MS	Migratory students	
MISSING	Missing	Use when data are not available by this category.

**Homeless Unaccompanied Youth Status**

An indication that homeless youths were unaccompanied by parents or legal guardians.

Permitted Value Abbreviation	Permitted Value Description	Comments
UY	Unaccompanied youth	
MISSING	Missing	Use when data are not available by this category.

## Racial Ethnic

The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.

Permitted Value Abbreviation	Permitted Value Description	Comments
AM7	American Indian or Alaska Native	
AS7	Asian	
BL7	Black or African American	
HI7	Hispanic/Latino	
PI7	Native Hawaiian or Other Pacific Islander	
MU7	Two or more races	
WH7	White	
MISSING	Missing	Use when data are not available by this category.

## 2.5 *Revised!* Data Reporting Guidelines

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

### *Revised!* How do I report ages and grades if my LEA does not offer the full range of grades in this file?

Records for LEAs need only include those grade levels offered at the LEA. For example, if the highest grade of an LEA is 6<sup>th</sup> Grade, the record for that LEA does not need to include Grades 7 through 13.

### When should Grade 13 be used?

The grade 13 designation is intended for students who have completed grade 12 and who stay in high school for more than four years to participate in a program that bridges the high school and college degree earning experience, such as an early or middle college program. The grade 13 designation is not to be used for students who are repeating courses to meet high school requirements and are not enrolled in college courses. Note that a student who has “completed grade 12” means a student who has successfully completed his or her grade 12 school year, and does not necessarily mean a student who has completed his or her academic requirements for graduation. The grade 13 designation is not dependent on where classes are taken. What is essential is that the student is still enrolled in high school, beyond grade 12, and taking courses for college and high school credit. Other students earning dual credits or AP credits should be designated in the grade to which they are assigned. For more information on the use of this permitted value, see the guidance in FS052 Membership and FS039 Grades Offered.

**Revised! What does the permitted value “Ungraded” mean?**

See Section 2.4. “Ungraded” includes both regular and special classes that have no grade designations. Such a class may contain students of different ages who are identified according to level of performance in one or more areas of instruction, rather than according to grade level or age level. The definition of “Ungraded” does not include out-of-school youth, preschoolers, or children who are not yet school age.

**Revised! How are student counts reported by Homeless Unaccompanied Youth Status?**

A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless ([McKinney-Vento section 725\(6\)](#)). Students must be both unaccompanied and homeless to be included as an unaccompanied homeless youth.

There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education. The upper age range for students in special education may extend to 22 years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.

**What should a state do if they have a known data quality issue?**

As with all files, if a state is able to submit data but the data include known quality issues:

- Send a ticket to PSC and they will escalate a ticket to notify the program office
- Update the State Submission Plan so that all data users have access to the information in the database.

Data quality issues may include examples such as: duplicate counts where unduplicated counts are required; data does not include children in specific LEAs.

The state should be aware that data quality reports will be generated immediately after the file due date and the state may receive data quality comments from ED about the files. If the state includes comments at or before the due date, ED will use those comments when developing follow up questions. ED anticipates publishing the data submitted by states in these files. Known data quality issues that are reported by the state (or identified by ED) will be noted when data are made available in public use files.

## 2.6 Definitions

The following definitions support this file:

**Homeless Students**

Homeless students are defined by Section 725 of the McKinney-Vento Act as children/youth who lack a fixed, regular, and adequate nighttime residence, and includes:

- (1) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- (2) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- (3) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (4) migratory children and youth who qualify as homeless for the purposes of this subtitle because they are living in circumstances described in (1) through (3) above.

**Homeless Unaccompanied Youth**

A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless. Students must be both unaccompanied and homeless to be included as an unaccompanied homeless youth.

There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education. The upper age range for students in special education may extend to 22 years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.

See the [EDFacts Workbook](#) for the standard definitions.

### 3.0 FILE NAMING CONVENTION

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

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

The following is the naming convention for file submissions:

sslevfilenamevvvvvvv.ext

**Table 3.0-1: File Naming Convention**

Where	Means	Limit in characters
ss	USPS State Abbreviation	2
lev	Abbreviation for level: <ul style="list-style-type: none"> <li>• SEA for a State Education Agency level</li> <li>• LEA for a Local Education Agency level</li> </ul>	3
filename	<b>HLSTDENCT</b>	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: <ul style="list-style-type: none"> <li>.txt – fixed</li> <li>.csv – comma delimited</li> <li>.tab – tab delimited</li> </ul>	4

## 4.0 FIXED OR DELIMITED FILES

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

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

- M - Mandatory, this field must always be populated
- A - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”
- O - Optional, data in this field 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 HOMELESS STUDENTS ENROLLED SY COUNT  LEA HOMELESS STUDENTS ENROLLED SY COUNT
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.	2020-2021  OR  2020 2021
Filler	127	243	String	M	Leave filler field blank.	
Carriage Return / Line Feed (CRLF)	370	1		M		

Below is an example of a header record.

**Table 4.1–2: Header Record Example**

Format	File Type, Total Records in File, File Name, File Identifier, File Reporting Period, Filler, Carriage Return / Line Feed (CRLF)
Example	LEA HOMELESS STUDENTS ENROLLED SY COUNT, 15, euleaHLSTDENCTv000001.csv, characters to identify file, 2020-2021, ¶

## 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.	
<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 outlying areas and freely associated areas of the United States.	For a list of valid State Codes, refer to the ED Facts 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> 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.	
Table Name	49	20	String	M	See table 2.3-1 Required Categories and Totals	<b>HOMLESENROLCNT</b>
Age/Grade (Basic)	69	15	String	A	The discrete age or grade level (primary instructional level) of students (children).	<b>3TO5NOTK</b> – Age 3 through 5 (not Kindergarten) <b>KG</b> – Kindergarten <b>01</b> – Grade 1 <b>02</b> – Grade 2 <b>03</b> – Grade 3 <b>04</b> – Grade 4 <b>05</b> – Grade 5 <b>06</b> – Grade 6 <b>07</b> – Grade 7 <b>08</b> – Grade 8



Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
						<b>09</b> – Grade 9 <b>10</b> – Grade 10 <b>11</b> – Grade 11 <b>12</b> – Grade 12 <b>13</b> – Grade 13 <b>UG</b> – Ungraded <b>MISSING</b>
Homeless Primary Nighttime Residence	84	15	String	A	The primary nighttime residence of the students at the time the students are identified as homeless.	<b>STH</b> – Shelters and transitional housing <b>D</b> – Doubled-up <b>U</b> – Unsheltered <b>HM</b> – Hotels/motels <b>MISSING</b>
Disability Status (Only)	99	15	String	A	An indication that children (students) are children with disabilities (IDEA).	<b>WDIS</b> – Children with one or more disabilities (IDEA) <b>MISSING</b>
English Learner Status (Only)	114	15	String	A	An indication that students met the definition of an English learner.	<b>LEP</b> – English learner <b>MISSING</b>
Migratory Status	129	15	String	A	An indication that students are eligible migratory children.	<b>MS</b> – Migratory students <b>MISSING</b>
Homeless Unaccompanied Youth Status	144	15	String	A	An indication that homeless youths were unaccompanied by parents or legal guardians.	<b>UY</b> – Unaccompanied youth <b>MISSING</b>
Racial Ethnic	159	15	String	A	The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.	<b>AM7</b> – American Indian or Alaska Native <b>AS7</b> – Asian <b>BL7</b> – Black or African American <b>HI7</b> – Hispanic/Latino <b>PI7</b> – Native Hawaiian or Other Pacific Islander <b>MU7</b> – Two or more races <b>WH7</b> – White <b>MISSING</b>
Total Indicator	174	1	String	M	An indicator that defines the count level – see table 2.3-1 Required Categories and Totals	<b>N</b> – Specifies category set <b>Y</b> – Specifies subtotal or total of the education unit
Explanation	175	200	String	O	Text field for state use.	
Student Count	375	10	Number	M		
Carriage Return / Line Feed (CRLF)	385	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,Age/Grade (Basic),Homeless Primary Nighttime Residence,Disability Status (Only),English Learner Status (Only),Migratory Status,Homeless Unaccompanied Youth Status,Racial Ethnic,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF)
Category Set A	1,80,01,00613EUPHORIA,,HOMLESENROLCNT,3TO5NOTK,,,,,N,,10¶
Category Set B	8,80,01,00613EUPHORIA,,HOMLESENROLCNT,,STH,,,,,N,,10¶
Category Set C	11,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,WDIS,,,,,N,,20
Category Set D	17,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,LEP,,,,,N,,17
Category Set E	23,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,MS,,,N,,47
Category Set F	29,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,UY,,N,,1
Category Set G	30,80,01,00613EUPHORIA,,HOMLESENROLCNT,,STH,,,UY,,N,,2
Category Set H	31,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,,AM7,N,,5
Total of education unit	32,80,01,00613EUPHORIA,,HOMLESENROLCNT,,,,,,Y,,120



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