



U.S. DEPARTMENT OF EDUCATION

EDFacts Submission System

**EMAPS User Guide: Gun-Free
Schools Act (GFSA) Survey**

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This technical guide is available on the Department's [EDFacts Initiative Home Page](#) and on the [EDFacts Metadata and Process System \(EMAPS\) Website](#).

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0-11.0		Versions 1.0-11.0 of this document detail the process of completing the GFSA Survey in <i>EMAPS</i>
12.0	January 2023	Updated for Version 12.0 <ul style="list-style-type: none">Updated text references for SY 2021-22

PREFACE

The *EMAPS* GFSA Survey User Guide is intended to provide assistance to *EDFacts* Coordinators providing survey responses in *EMAPS*.

This guide will be updated if major system modifications affect user procedures and reviewed annually with each survey release.

Data entered into the *EMAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1850-0925, expires 6/30/2025). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

EDFacts 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. *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 Introduction

The *EDFacts* Metadata and Process System (*EMAPS*) is a Web-based tool to provide state education agencies (SEAs) with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected. This document is intended to help guide *EDFacts* Coordinators to enter data in the *EMAPS* Gun-Free Schools Act (GFSA) Survey.

1.1 Technical Requirements

EMAPS works in all browsers, but Chrome is recommended for the best performance.

NOTE! *EMAPS* is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.2 Overview

The GFSA Survey is used to complete the GFSA data collection for the Office of Safe and Supportive Students (OSSS).

2.0 Frequently Asked Questions

Below is a list of frequently asked questions regarding this *EMAPS* process. Additional questions about how the process works may be directed to the Partner Support Center (PSC) at EDFacts@ed.gov.

What is the purpose of this survey?

This survey was developed for SEAs to submit metadata for the GFSA Report that is not collected through the *EDFacts* Submission System (ESS).

Who in my state has access to the GFSA Survey?

State *EDFacts* Coordinators have been granted **read and edit** access to the *EMAPS* online survey as well as permissions to submit the survey.

Are all states required to submit the GFSA Survey?

If a state receives federal funds under the Elementary and Secondary Education Act (ESEA), they are required to submit the GFSA survey. The Gun-Free Schools Act requires each state receiving federal funds under *ESEA* to have a state law in effect requiring local education agencies (LEAs) to expel students from school who have brought or possessed a firearm. The expulsion must be no shorter than one year. The GFSA report shall be applicable to at least all 50 states, District of Columbia, American Samoa, Guam, Northern Marianas Islands, Puerto Rico, Virgin Islands, and Bureau of Indian Education.

Can someone other than the *EDFacts* Coordinator provide this data for my state? If so, how do I do that?

Yes. Some states may have other individuals who also respond to this survey. If you currently have **read only** access and would like to have greater privileges, ask your state *EDFacts* Coordinator to contact PSC who will modify account privileges.

EDFacts Partner Support Center Contact Information:

Phone: (877) 457-3336

Email: EDFacts@ed.gov

Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, except federal holidays.

NOTE! Please contact PSC for login issues or technical assistance.

I am a *read only* user. Where can I view the submitted version of my state's GFSA Survey?

The submitted version of the *EMAPS* GFSA Survey can be viewed on the *EMAPS Report* tab.

NOTE! The HTML survey report will be accessible in *EMAPS* only after the *EDFacts* Coordinator has saved the survey.

What reporting year will this data collection cover?

The Gun-Free Schools Act Survey will cover data for SY 2021-22.

What will the Department of Education do with this information?

The Department of Education (ED) collects this information to fulfil the annual legislative reporting requirements on gun-related incidents. In addition, ED compiles these data to analyze and report state data.

How can I send a HTML copy of the completed survey to people in my state?

Send additional recipients a copy of the completed survey using the field **Additional email address to receive HTML** within the survey. Each email must be separated by a semicolon (;). See section 5, figure 5.4, for reference.

I am unable to see all the email addresses I typed on the HTML output. What should I do?

To view all the email addresses, click on the text in the Email Addresses field. Scroll to the right to see all the addresses, using the right arrow.

NOTE! This is possible only with Adobe Acrobat version 8.0 and above.

Where can I print and download a HTML copy of the submitted survey?

To view, download and/or print a copy of the submitted survey, click on **EMAPS Reports** tab. Click on the **State Folder** drop-down menu to access the HTML reports. A record of this survey can be printed and filed or saved to your desktop as a soft copy.

NOTE! All submitted survey results will be accessible from the **EMAPS Reports** tab only after the **EDFacts** Coordinator has submitted the survey to the ESS database. Draft versions will not be visible to read.

Will I have access to previously submitted Survey results?

Yes. The history of all Gun-Free Schools Act Surveys submitted to **EMAPS** are viewable. Under the **EMAPS Reports tab**, click on **Gun-Free Schools Act (GFSA) State HTML Reports** and select the **State Folder** drop-down menu to view historical surveys from SY 2009-10 through SY 2020-21.

When does this survey collection close to states?

This survey must be completed by Wednesday, March 8, 2023 by 11:59 p.m. ET. The survey will reopen Monday, May 1, 2023 and remain open through 11:59 p.m. ET on Wednesday, May 10, 2023.

After starting the survey, can I save the existing entries and come back later to complete it?

Yes. The working non-finished copy of the survey can be saved as a draft and completed at a later time. The **Save As Draft** button is available at the bottom of the survey. When this button is selected, the data will be saved to **EMAPS** and the user will be directed back to the GFSA dashboard.

NOTE! Saving the survey of a draft will not generate a HTML report or email a copy to the recipient.

Can I make corrections to the submitted survey before the close date?

Yes. ED*Facts* Coordinators have access to make changes to the survey up until the survey is closed. Resubmissions of the survey will override previously submitted versions; there is no limit to the number of times the survey can be submitted.

NOTE! ED will use the latest submitted version of the survey for the collection.

Is there a character limit for the comment boxes provided in the survey?

Yes. The comment box field accepts a maximum of 4000 characters.

Will EMAPS send automated notifications about this survey?

EMAPS will automatically send up to four emails to state users during the GFSA Survey Submission process:

- 1) Notification of survey opening;
- 2) Confirmation of survey submission to all users designated in the GFSA Compliance Questionnaire;
- 3) Notification 11 business days before the survey closes to all users who have not submitted the survey; and
- 4) Notification of submission deadline 3 business days before the survey closes to all users who have not submitted the survey.

3.0 Accessing EMAPS

To access the EMAPS login screen, go to <https://emaps.ed.gov/suite>.

1. A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).



Figure 3.1 – EMAPS Warning Banner and Login Screen

NOTE! EMAPS will work in all browsers, but Chrome is recommended for the best performance. Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.1). Both the EMAPS username and password are case sensitive. If a user experiences issues logging into EMAPS, contact PSC (FAQ Section, 2.0).

To log out of EMAPS, select the profile icon in the top right-hand corner and select **Sign Out** (see fig. 3.2).

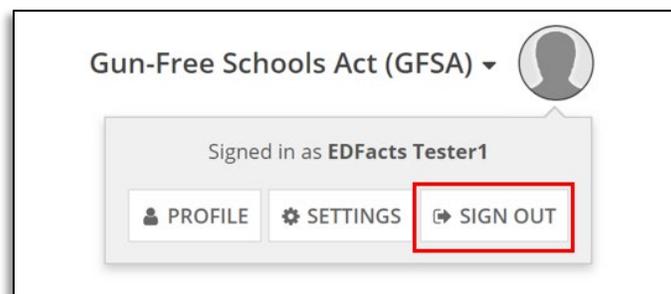


Figure 3.2 – EMAPS Logout Screen

4.0 Accessing the GFSA Survey

Once logged into EMAPS, the ED*Facts* Portal Landing page will display.

Click the **Gun-Free Schools Act (GFSA)** survey link under the ED*Facts* section (see fig 4.1), then click the state specific survey link to enter the survey (see fig 4.2).

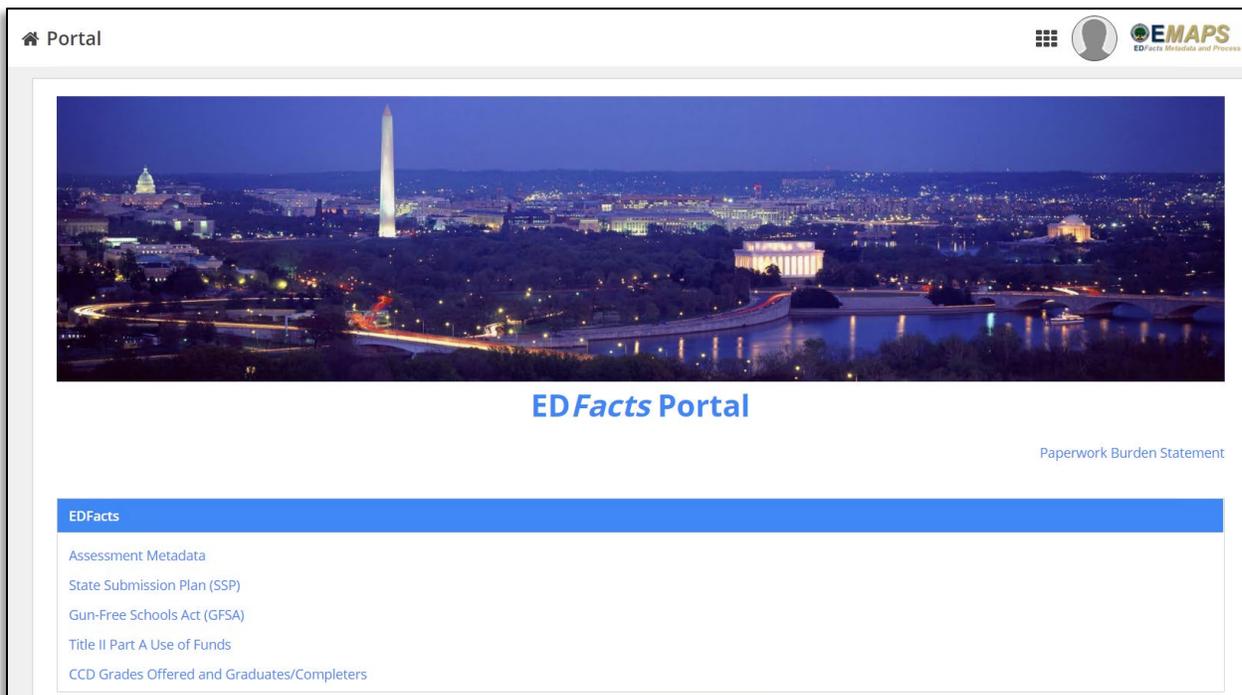


Figure 4.1 – ED*Facts* Portal Landing Page



Figure 4.2 – State-specific GFSA Survey Link

NOTE! The Paperwork Burden Statement is available on the ED*Facts* Portal Landing page.

The system will redirect to the **Summary** tab of the survey where the following will be available (see fig. 4.3):

- About the Survey
- Instructions
- Survey User Guide

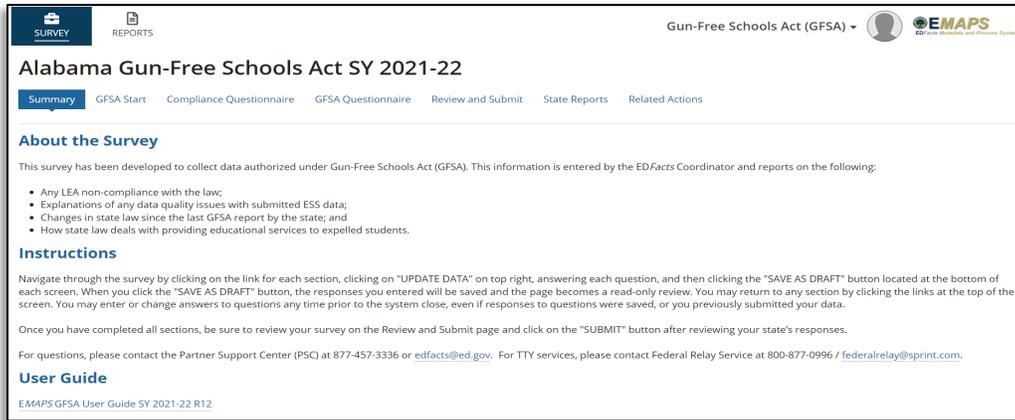


Figure 4.3 – GFSA Survey Summary tab

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the EMAPS survey form, or select **Continue** when the inactivity warning message is displayed.

5.0 Completing the GFSA Survey

The GFSA survey Dashboard contains quick links to each section of the survey (see fig. 5.1). To navigate to a specific section, select its corresponding link.



Figure 5.1 – Survey Dashboard

Summary: Provides a summary of the GFSA Survey with a link to the *EMAPS* Gun-Free Schools Act (GFSA) Survey User Guide.

GFSA Start: This section allows users to input the state’s contact information.

Compliance Questionnaire: States must answer a question about submitting all GFSA data into ESS. This includes files FS086 DG596 and FS163 DG603 for SY 2021-22.

GFSA Questionnaire: This section allows users to input data directly into the form and save a draft version of the survey.

Review and Submit: This form is where *EDFacts* Coordinators review and submit the survey to the database.

State Reports: States can review the HTML reports for each GFSA Survey submitted by the state for each year the survey has been in *EMAPS*.

Related Actions: This tab contains **Update Data** links to edit the survey. Once the survey has been **Saved as a Draft**, a **Verify Data** link will appear to review the edit checks and submit the survey to the database.

5.1 GFSA Start page

To enter the contact information for the individual completing the survey, select **GFSA Start**. To enter responses:

1. Select the **UPDATE DATA** button to manually enter the contact information (see fig. 5.2).



Figure 5.2 – Update Data button

2. Enter the contact information including the name, title and fax number; click **SAVE AS DRAFT** (see fig. 5.3).

Figure 5.3 – GFSA Start Page

NOTE! If other individuals need to receive a copy of the survey, enter their email address into the **Additional email addresses to receive HTML** field. Place a semicolon (;) between each email address. The user who completes the GFSA Survey will automatically receive an email upon submission and does not need to add their email address to this field (see fig 5.4).

Figure 5.4 – Save As Draft button

NOTE! Clicking **Save As Draft** does not submit the survey but instead saves the information and directs the user back to view only mode.

5.2 Compliance Questionnaire

After entering the state’s contact information, click on the **Compliance Questionnaire** tab. Select the **UPDATE DATA** button to manually enter the data (see fig. 5.5).

Figure 5.5 – Compliance Questionnaire tab

States must answer a question about submitting all GFSA data via the ESS. This includes FS086 (DG596) and FS163 (DG603) (see fig. 5.6).

EDFacts data files required to be submitted to ESS to meet this requirement:

File Spec #	File Spec Name	Level	Data Group #	Data Group Name
086	Students Involved with Firearms	SEA, LEA	596	Students Involved with Firearms Table
163	Discipline Data	LEA, SCH	603	GFSA Reporting Status



Figure 5.6 – Responding **Yes** to the Compliance Questionnaire

- A. If the required files have been submitted in ESS, choose the **Yes** radio button (see fig. 5.6).
- B. If the state has not submitted the required ESS files, choose the **No** radio button (see fig. 5.7). The GFSA Survey cannot be completed electronically until these files are submitted. Contact PSC at EDFacts@ed.gov for further assistance.

Click **Save As Draft** to continue completing the survey.

NOTE! If the state chooses **No** indicating the ESS files have not yet been submitted, an error will fire preventing completion of the survey (see fig. 5.7).



Figure 5.7 – Responding **No** to Compliance Questionnaire

5.3 GFSA Questionnaire

After answering the file submission question, click on the **GFSA Questionnaire** tab to continue the survey. Select the **UPDATE DATA** button to manually enter the data for the seven questions (see fig. 5.8).



Figure 5.8 – Screenshot of GFSA Questionnaire tab

The first two questions ask to report the names and addresses of LEAs that have not provided assurances. For each LEA listed, add a new item (see fig. 5.9).

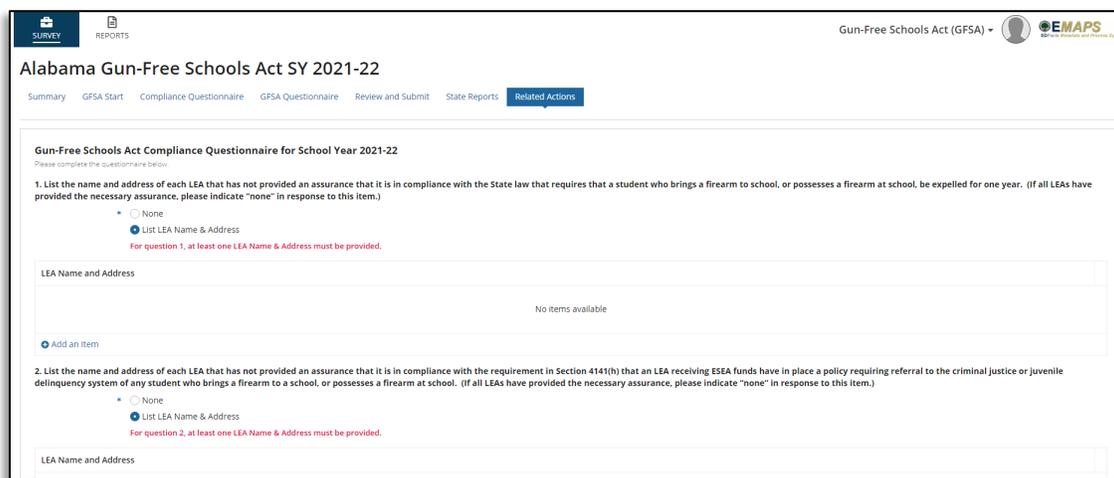


Figure 5.9 – GFSA Questionnaire, Questions 1 and 2

If any circumstances affected the quality of your state’s data, enter an explanation in the **Response** field for Question 3. If there are no issues with the quality of the state’s data, skip Question 3 (see fig. 5.10).

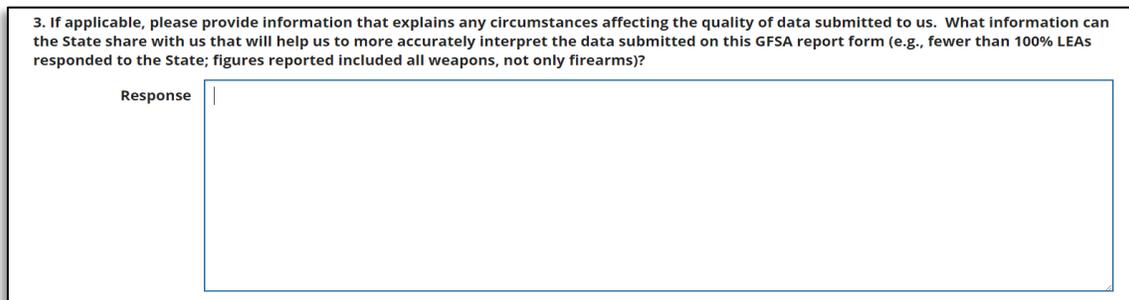


Figure 5.10 – GFSA Questionnaire, Question 3

If your state has changed any laws related to the GFSA, answer **Yes** to Question 4 and provide a summary of the changes made to these laws (see fig. 5.11).

Figure 5.11 – GFSA Questionnaire, Question 4

Continue answering questions 5 through 7 and then select **Save As Draft** (see fig. 5.12).

Figure 5.12 – GFSA Questionnaire, Question 5, 6, and 7

5.4 Submitting Data to Database

Once all data entry sections have been completed, select the **Review and Submit** tab to review responses and submit the survey.

Select the **VERIFY DATA** button in the top right corner of the **Review and Submit** screen (see fig. 5.13).

NOTE! The **VERIFY DATA** button only appears once a draft of each section has successfully been saved.

Figure 5.13 – GFSA Review and Submit tab

When the **VERIFY DATA** button has been selected, the **SUBMIT** button will appear at the bottom, right corner of the page. When the **SUBMIT** button is selected, the system will save all survey responses to the database. (see fig. 5.14)



Figure 5.14 – Submit button

After submitting the survey, the data will populate into ESS. An email confirmation will be sent to the submitter's email account confirming this survey is complete and that ED has received it. A HTML copy of the completed survey will also be attached to this email.

6.0 Accessing HTML Reports

An HTML version of the submitted GFSA survey can be accessed from the **State Reports** tab while in the GFSA Survey and from the **Reports** tab from the main EMAPS homepage. HTML versions are generated each time the survey is submitted to the database.

To download an HTML version of a submitted GFSA Survey, click the blue hyperlink under *File Name*. The HTML version can be opened, saved, and/or printed following the browsers prompts.

File Name	File Type	Creation Date	Submitter Name	Email
Alabama SY 2021-22 GFSA Compliance Questions completed on 12-22-2022	HTML	12/22/2022 10:24 AM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2021-22 GFSA Compliance Questions completed on 12-21-2022	HTML	12/21/2022 12:40 PM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2021-22 GFSA Compliance Questions completed on 12-19-2022	HTML	12/19/2022 11:25 AM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2020-21 GFSA Compliance Questions completed on 12-21-2021	HTML	12/20/2021 7:04 PM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2018-19 GFSA Compliance Questions completed on 12-3-2019	PDF	12/3/2019 9:08 AM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2018-19 GFSA Compliance Questions completed on 12-2-2019	PDF	12/2/2019 1:10 PM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2018-19 GFSA Compliance Questions completed on 11-27-2019	PDF	11/26/2019 8:31 PM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2018-19 GFSA Compliance Questions completed on 11-27-2019	PDF	11/26/2019 8:30 PM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2018-19 GFSA Compliance Questions completed on 11-27-2019	PDF	11/26/2019 8:03 PM EST	Tester1, ED Facts	shahar@zeniuscorp.com
Alabama SY 2018-19 GFSA Compliance Questions completed on 11-20-2019	PDF	11/20/2019 11:42 AM EST	Tester1, ED Facts	shahar@zeniuscorp.com

Figure 6.1 – State Reports tab

NOTE! If multiple surveys are submitted, reference the time/date stamp to identify the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.



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