

**U.S. DEPARTMENT OF EDUCATION**

**ED*Facts* Submission System (ESS)**

**EMAPS User Guide: State  
Submission Plan/LEAD Report**

**Release 16.0**

**December 2022**

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This technical guide is available on the Department's [ED\*Facts\* Initiative Home Page](#) and on the [ED\*Facts\* 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 - 15.0		Versions 1.0 - 15.0 of document introduce maintaining SY 2009-2023 submission plans in EMAPS.
16.0	December 2022	Updated for Version 16.0 <ul style="list-style-type: none"><li>• Removed references of SY 2019-20</li><li>• SSP for SY 2022-23 will be maintained in EDPass</li></ul>

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## PREFACE

The *EMAPS* User Guide is intended to provide assistance to users of the *EDFacts* Metadata and Process System (*EMAPS*). This guide addresses the basic mechanics of *EMAPS* system access and navigation for this process.

This guide will be updated if major system modifications affect user procedures.

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 8/31/2022). 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](mailto: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, 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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## CONTENTS

<b>DOCUMENT CONTROL</b> .....	<b>ii</b>
<b>PREFACE</b> .....	<b>iii</b>
<b>1.0 Introduction</b> .....	<b>5</b>
1.1 Technological Requirements .....	5
1.2 Overview .....	5
1.3 Changes from the SY 2021-22 State Submission Plan .....	6
<b>2.0 Frequently Asked Questions</b> .....	<b>7</b>
<b>3.0 Accessing the Submission Plan / LEAD Report Process</b> .....	<b>10</b>
<b>4.0 Accessing the State Submission Plan</b> .....	<b>11</b>
<b>5.0 Filtering Files</b> .....	<b>13</b>
5.1 Filtering Files by School Year.....	14
5.2 Select Files by File Spec Number .....	15
5.3 Select Files by Due Dates .....	16
5.4 Select Files by Files Submitted to ESS .....	17
5.5 Select Files by Files Not Submitted to ESS.....	18
5.6 Select Files Not Required to Submit/Not Collected in ESS .....	19
<b>6.0 Updating File Status</b> .....	<b>20</b>
6.1 Timely (File submission).....	21
6.2 Expected Late Submission Date .....	21
6.3 Status (File status) .....	22
6.4 Data Anomaly.....	23
6.5 Comment Fields .....	23
<b>7.0 Review, Confirm and Submit State Submission Plan</b> .....	<b>25</b>
<b>8.0 Accessing HTML State Submission Plan Reports</b> .....	<b>26</b>
<b>9.0 Accessing the LEAD Report</b> .....	<b>28</b>
9.1 Accessing the LEAD Report.....	28
9.2 Generating the LEAD Report.....	31
9.3 Viewing and Saving the LEAD Report.....	32
<b>10.0 Automated Emails From EMAPS</b> .....	<b>33</b>
10.1 Original ED <i>Facts</i> File Due Date Reminder Email .....	33
10.2 Files updated with an Expected Late Submission Date.....	33
10.3 File Due Date Reminder Email for <i>Expected Late Submission Date</i> .....	33
10.4 File Not Submitted by Expected Late Submission Date .....	33
10.5 File Not Submitted by Expected Late Submission Date and Expected Late Submission Date Not Updated .....	34

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## 1.0 Introduction

The ED*Facts* Metadata and Process System (EMAPS) is a Web-based tool used to provide State Lead Agencies with an easy method of reporting and maintaining (1) data to meet federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

This document is intended to guide State ED*Facts* Coordinators in submitting their State Submission Plan (SSP), understanding the File Status Process, and editing data submitted via EMAPS.

### 1.1 Technological Requirements

EMAPS will work 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

As part of the process for submitting files to the ED*Facts* Submission System (ESS), State ED*Facts* Coordinators prepare and maintain Submission Plans for each reporting year. The information state education agencies (SEAs) provide in submission plans is used to measure the progress of SEAs data submissions; data submitted through ESS is compared to the submission plan data.

The EMAPS SSP application also allows states to generate the LEAD report for their state. This report provides ED and SEAs with information on an individual state's ED*Facts* submission progress. The report provides both a high-level status overview of the state's submission progress by SEA, local education agency (LEA), and school level, as well as a detailed view of the state's actual file submissions. The report compares the state's current number of SEA, LEA, and school files submitted and marked as complete against the total number of files expected to be submitted over the school year as stated in the state's SSP, to measure completeness. The report also shows the timeliness of the state's file submissions as they come due, to measure timeliness. These reports can be run by the ED*Facts* Coordinators and Part

The EMAPS SSP and File Status process is used to measure the SEAs overall submission progress as reported in the Leadership (LEAD) reports. The following measures are used in determining overall submission progress:

**Timeliness:** In EMAPS, ED*Facts* Coordinators indicate whether a file will be submitted on time, or not.

**Completeness:** In EMAPS, ED Facts Coordinators confirm that a file submission is complete.

**File Status:** The file status feature provides SEAs with another tool to indicate the quality and completeness of the data.

There are five available status fields:

- **No Data in ESS** (ESS generated);
- **Data in ESS** (ESS generated);
- **Not Collected** (ESS generated);
- **Not Required to Submit** (Manually selected); and
- **Submission Complete** (Manually selected).

The first three statuses are automatically generated from ESS based on file submission by Education Unit (EU). If a file is not collected at a specific level, it is disabled and does not affect a state's completeness or timeliness. If a state is not required to submit a file, they will be able to change the **No Data in ESS** value to **Not Required to Submit**.

### 1.3 Changes from the SY 2021-22 State Submission Plan

There have been changes to the SSP. The changes include:

- SY 2019-20 files are no longer available for updating;
- All files for SY 2020-21 and SY 2021-22 are available for updating;
- SY 2022-23 SSP will be accessible in EDPass. A separate user guide will be available prior to the February 27, 2023 go-live.

**NOTE!** These changes can also be viewed on the **Summary** tab.

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## 2.0 Frequently Asked Questions

Below is a list of frequently asked questions regarding this EMAPS process. Additional questions about how the process works, or suggestions for enhancements to the process, should be directed to the Partner Support Center (PSC) at [EDFacts@ed.gov](mailto:EDFacts@ed.gov).

### **May the U.S. Department of Education use my SEA's data if I haven't set the file status flag as *Submissions Complete*?**

Yes. The due dates in ESS are determined by when ED plans to first use the data. Once the deadline has passed, ED may use the data in ESS regardless of its status. In this scenario, an SEA is strongly advised to leave the file status as ***Data in ESS***, change the ***Timely*** flag to ***No*** and provide an expected date of complete file submission. In addition, a comment is required to be entered into the ***Expected Late Submission Comments*** field to provide an explanation as to why the data are not yet considered final. The file status and comment information will be extremely valuable to ED for data quality analyses.

### **Which file status flag is appropriate to use if my SEA has submitted preliminary data, and we expect to submit revised versions later?**

If the data submitted to ESS are considered ***preliminary***, leave the file status as ***Data in ESS***. Provide an explanation explaining why the data are not considered final. The file status and comment information are extremely valuable to ED for data quality analyses.

### **If I made a file status *Submission Complete* but later realize some data are incorrect or missing, what do I do?**

The ***Submission Complete*** flag may only be used when, to the best of the state's knowledge, the data are considered final. If after setting data to this status, the state realizes that the data need to be revised, take the following steps to indicate the change in status.

- 1) Revert data status to ***Data in ESS*** in EMAPS
- 2) Submit the revised data to ESS
- 3) Finalize data
- 4) Change the file status to ***Submission Complete*** in EMAPS

### **The EDFacts Coordinator is currently the only person in my SEA with access to the Submission Plan and File Status process. Can more people in my state obtain user access to the process?**

Yes. Multiple SEA users are allowed access to the Submission Plan/LEAD Report process. If additional users need to be given permissions to the process, please contact the PSC.

Email: [EDFacts@ed.gov](mailto:EDFacts@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)

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



**Can I upload a data file to ESS and update the SSP at the same time?**

No. In order for the SSP to communicate efficiently with the ESS data warehouse after a data file is submitted, you must log into the EMAPS after the data file successfully transmits. If you are logged into both EMAPS and ESS at the same time and try to update the SSP, a data concurrency error will fire as the file status is unable to be updated in the SSP at that time (see 6.0 for more information).

**Some of my fields appear to be truncated, how do I correct this?**

First, ensure that the recommended browser configuration is set up and the window screen is maximized. If this does not resolve the issues, adjust the zoom out level to below 100% on the bottom of the browser page. If it still appears to be truncated, place the cursor inside the field and use the arrow keys to scroll through the text.

**Where is the Submission Plan for SY 2019-20?**

The Submission Plan has been retired for SY **2019-20**, and no further updates can be made. If you have more questions about the SY **2019-20** or a prior year's submission plans, contact PSC for assistance.

**Where is the Submission Plan for SY 2022-23?**

Beginning with SY 2022-23, the Submission Plan will be accessible in EDPass. Instructions and information for accessing and updating the SSP will be made available prior to EDPass being released in February 27, 2023.

**I just submitted file FS035 – Federal Programs to ESS but cannot find the file in the submission plan or LEAD Report. How can I update the status for this file?**

FS035 is submitted to ESS two years after the reporting period, and therefore, is not included in the SSP / LEAD Report. This file does not affect Timeliness or Completeness indicators.

**Should I adjust the time zone setting in my EMAPS account settings?**

No. Do not adjust the time zone setting under the *Regional* tab located within the EMAPS account settings. Leave the default time zone as is, (UTC-05:00) Eastern Time (US/Eastern). Changing this setting will alter the file due dates uploaded into the SSP.

**How can I change the status of the SEA level of FS029 to *Submission Complete* if a resubmission is not required?**

The SEA level FS029 file is not required to be submitted annually unless an update is required to the SEA level data. ESS automatically rolls over each state's latest submission for the new school year. The SSP has been enhanced to automatically assign the SEA level FS029 file with a status of **Data in ESS** at the beginning of each school year. We recommend that your state mark the file as **Submission Complete** when the data submitted in the SEA level file are considered accurate and complete.

**Can I sort the list of returned file specifications on the File Selection Form?**

Yes. The column names (such as *School Year*, *File Name*) on the File Selection Form are individually sortable. By clicking a specific column header, the content will sort in

ascending or descending order (and the arrow will reflect either order; see [Fig. 5.2](#) as reference). Returned results can only be sorted one column at a time.

**What is the primary use of the LEAD reports?**

The LEAD Report provides ED and SEAs with information on an individual state's *EDFacts* submission progress, as well as a detailed overview of the state's actual data file submissions. The report compares the state's current number of SEA, LEA, and school files submitted and marked as complete against the total number of files expected to be submitted over the school year as stated in the state's SSP, to measure completeness. The report also displays the timeliness of the state's file submissions as they come due.

**What reporting year will the LEAD report cover?**

The LEAD Report can display school years for 2020-21 and 2021-22 data.

**What data are in the LEAD report?**

The data available in this report includes information on the state's *EDFacts* submission progress, a detailed overview of actual file submissions, a comparison of the number of files submitted versus the number of expected files and a measure of timeliness.

**Who has access to the LEAD report for my state?**

Each state's *EDFacts* Coordinator and Part B Data Manager have been granted access to generate and view the reports. Additionally, other *EMAPS* users in your state with access to *EDFacts* surveys and *EDFacts* Coordinator permissions (access to the SSP) have access to the reports.

**Can I make corrections to the information in the LEAD report?**

Yes. To update the information displayed in a generated report, resubmit associated data files in ESS and/or update responses in the SSP.

**Will the system send notifications for the LEAD report?**

No, automated email notifications will not be sent for the LEAD Report.

### 3.0 Accessing the Submission Plan / LEAD Report Process

To log in to EMAPS, go to <https://emaps.ed.gov/suite>. 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).

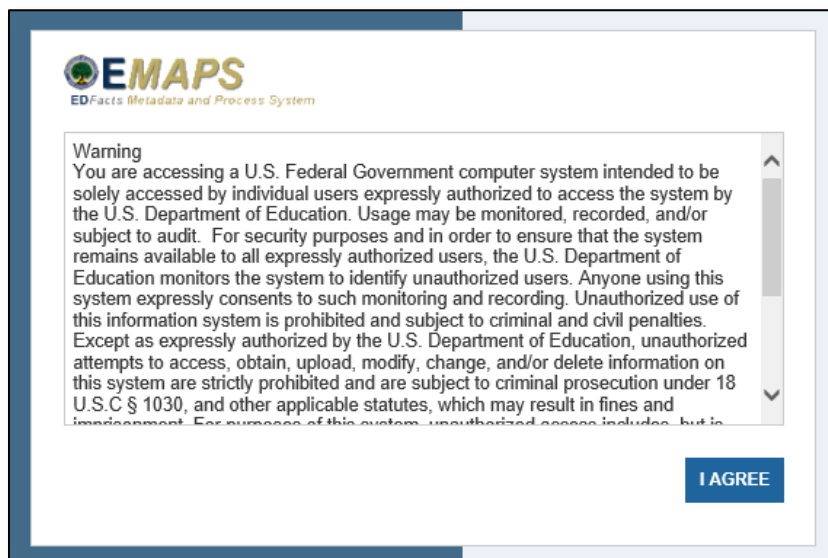


Figure 3.1 EMAPS Warning banner and Login Screen

**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. 3.2). If experiencing issues logging into EMAPS, please contact PSC (FAQ Section, 2.1). Both the EMAPS username and password are case sensitive.

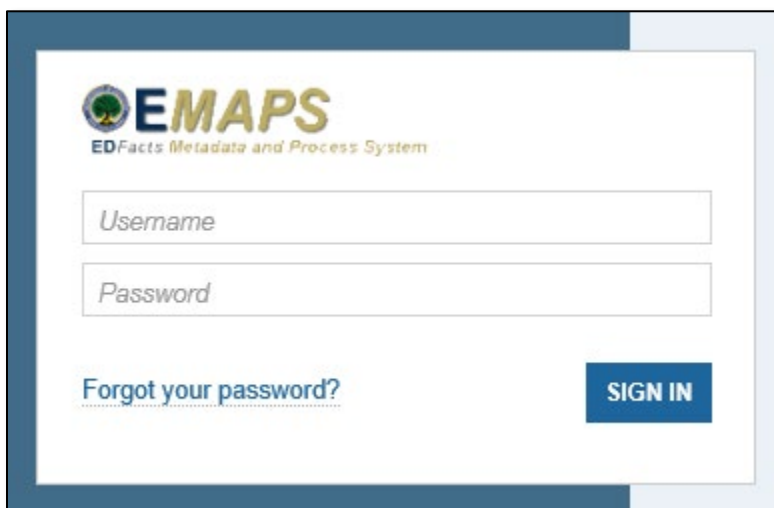


Figure 3.2 EMAPS Login Screen

## 4.0 Accessing the State Submission Plan

**NOTE!** Instructions on accessing the LEAD Report can be found in [Section 9](#).

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

Click the **State Submission Plan (SSP)** survey link under the ED Facts section (see fig. 4.1).

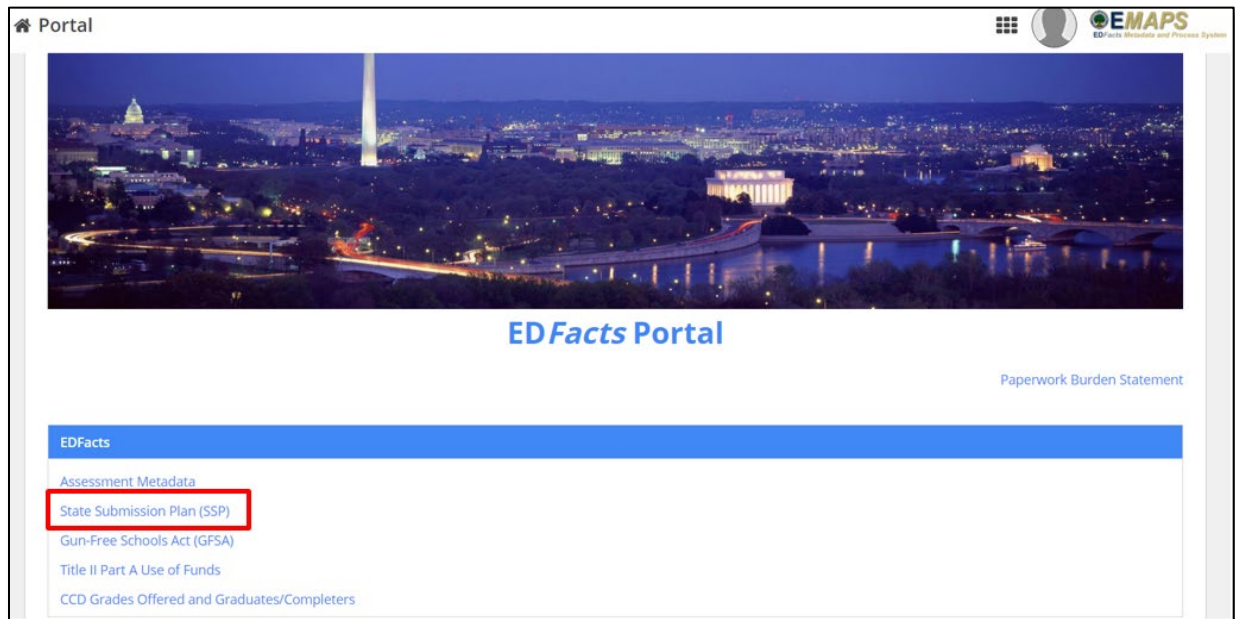


Figure 4.1 ED Facts Portal Landing Page

**NOTE!** Only the survey(s) that the user has access to will have a link displayed.

Select the **[state's name] Submission Plan** link to enter the process (see fig 4.2).



Figure 4.2 State-specific Link to State Submission Plan

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

- Link to the User Guide

- Current version Release Notes (enhancements)
- Prior version Release Notes

To update a file's status in the SSP, click the **UPDATE FILE STATUS** (see fig 4.3) button in the top right corner and the process will open in a new window.

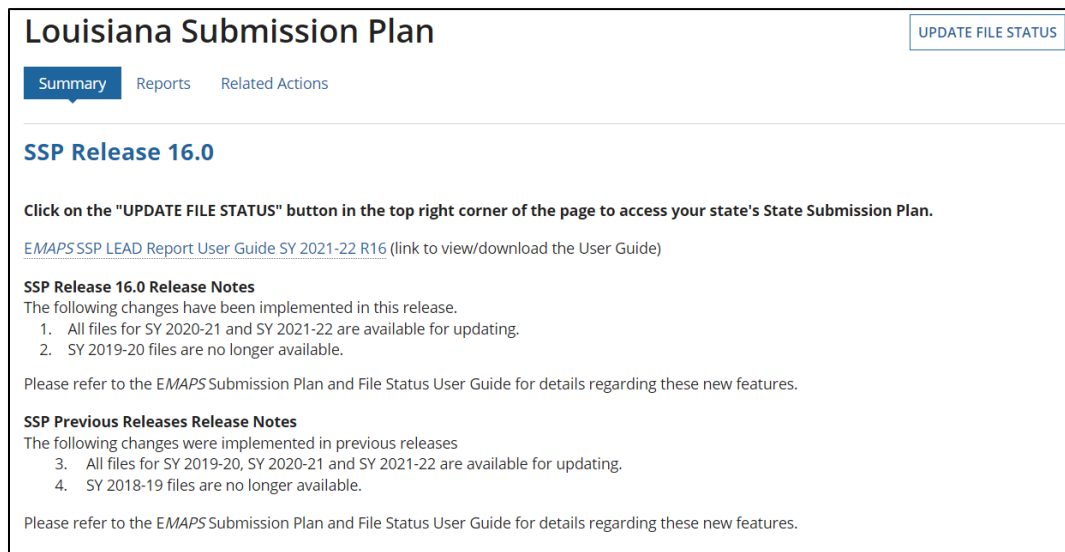


Figure 4.3 EMAPS State Submission Plan Summary Page

To return to the *EDFacts* Portal or to access another survey, use the drop-down menu in the right-hand corner of the screen (see fig. 4.4). Clicking *EDFacts* Portal or a different survey will open in a new tab.

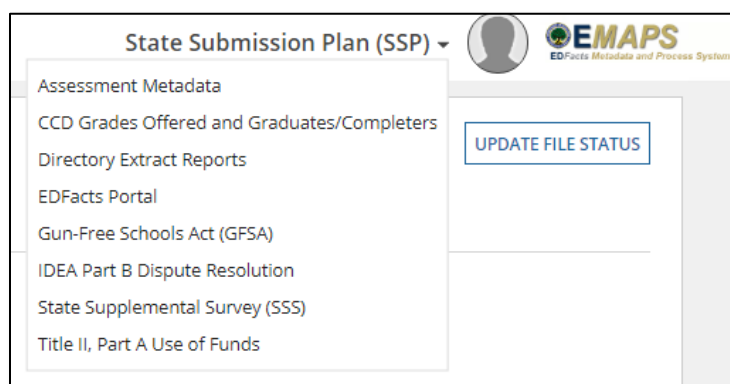


Figure 4.4 Drop Down Menu to Access *EDFacts* Portal or Other Surveys

**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 Filtering Files

Immediately upon accessing the status page, a **File Selection Form** becomes available (see fig. 5.1). All files available to submit in School Years 2020-21 and 2021-22, beginning with the most recent year and the lowest file spec number, are located below the form.

For example, FS002 for SY 2021-22 will be the first file to appear under the **File Selection Form**.

**NOTE!** Under the **Introduction and Purpose** section, there is a direct link to the Data Submission Organizer located on the [EDFacts Community of Practice Site](#).

When actively updating file statuses, the **Related Actions** tab will be highlighted (see fig. 5.1).

Alabama Submission Plan

Summary Reports **Related Actions**

Please complete the form below.

**Introduction and Purpose**

The SY 2021-22 State Submission Plan (SSP) online process through EMAPS replaces the Excel spreadsheets used in previous years to collect submission plan information from State EDFacts coordinators. Please click on the link below for a complete list of due dates for all SY 2021-22 EDFacts files and refer to this list as you complete the SSP process. States are required to submit all data collected through EDFacts.

[EDFacts Data Submission Organizer](#)

The table below will display all files for SY 2021-22, SY 2020-21 and SY 2019-20 until search criteria has been defined using the filters in the File Selection Form. Based on the selected search criteria, files will display in the table in descending order by school year then in ascending order by file specification number. The table will automatically update based on newly selected criteria. Select the CLEAR button to begin a new search.

**File Selection Form**

School Years: -- Select a Value --

File Spec Numbers: -- Select a Value --

Due Dates: -- Select a Value --

Files Submitted: -- Select a Value --

Files Not Submitted: -- Select a Value --

Files Not Required to Submit/Not Collected: -- Select a Value --

CLEAR

Figure 5.1 SSP File Selection Form

Available file status filter options:

- **School Years (SY 2020-21 and 2021-22)**
  - Select up to three school years
- **File Spec Numbers**
  - Select multiple files at once
- **Due Dates**
  - Select multiple due dates at once
- **Files Submitted**
  - Filtered by file level (SEA, LEA, School)
- **Files Not Submitted**

- Filtered by file level (SEA, LEA, School)
- **Files Not Required to Submit/Not Collected**
  - Filtered by file level (SEA, LEA, School)

**TIP!** More than one filter can be applied at a time. As filters are applied, the files will automatically update in the results box below the **File Selection Form**. Files appearing in the filter are automatically selected and can be manually deselected. Fifteen files will appear per page; move between pages to manually select or deselect file specs. Selecting the **Deselect All** check box only affects the files on the current page.

### 5.1 Filtering Files by School Year

To create a list of files using the school year filter, select a year from the **School Years** drop-down menu (see fig. 5.2). More than one school year can be chosen.

- a) If updating all EDFacts files for a specific school year is preferred, simply click **NEXT** to advance to the list of files.
- b) If filtering and identifying a smaller population of EDFacts files, follow the steps in one of the sections 5.2. through 5.7.

**TIP!** When reviewing the returned list of file specifications, the column names (such as *School Year*, *File Name*) are individually sortable. By clicking a specific column header, the content will filter in ascending or descending order (and the arrow will reflect either order).

<input checked="" type="checkbox"/>	School Year	File #	File Name	Due Date	SEA Status	LEA Status	SCH Status
<input checked="" type="checkbox"/>	2021-22	N002	Children with Disabilities (IDEA) School Age	04/06/2022	No Data in ESS	Data in ESS	No Data in ESS
<input checked="" type="checkbox"/>	2021-22	N009	Children with Disabilities (IDEA) Exiting Special Education	11/02/2022	No Data in ESS	No Data in ESS	Not Collected
<input checked="" type="checkbox"/>	2021-22	N032	Dropouts	02/08/2023	No Data in ESS	No Data in ESS	No Data in ESS
<input checked="" type="checkbox"/>	2021-22	N037	Title I Part A GED/ESL Re-education	02/08/2023	No Data in ESS	No Data in ESS	Not Collected

Figure 5.2 School Year Filter

**NOTE!** EMAPS will need to contact the ESS database to load state data into the appropriate submission sheet once the filters are selected; this may take a few seconds.

**TIP!** When reviewing the returned list of file specifications based on the filter options chosen, the column names (such as *School Year*, *File Name*) are individually sortable.

By clicking a specific column header, the content will sort in ascending or descending order (and the arrow will reflect either order as seen in Fig 5.2 next to *School Year*). Keep in mind that only one column can be sorted at a time.

## 5.2 Select Files by File Spec Number

To create a list of files to update by file specification number, select a file from the complete list of annually submitted ED $F$ acts files by clicking the drop-down menu under **File Spec Numbers** (see fig. 5.3).

1. All files are automatically populated, indicated by a gray check mark. To select specific files and begin filtering, select the file spec number which will highlight the file in blue (see fig. 5.3). The chosen file spec numbers will populate in the top bar of the drop-down menu as they are highlighted.

Due Date	SEA Status	LEA Status	SCH Status
11/02/2022	No Data in ESS	No Data in ESS	Not Collected
01/28/2022	No Data in ESS	No Data in ESS	No Data in ESS
02/08/2023	No Data in ESS	No Data in ESS	Not Collected
02/08/2023	No Data in ESS	No Data in ESS	No Data in ESS

Figure 5.3 File Spec Numbers Highlighted in Drop-down

2. After the desired files are selected, click outside of the drop-down menu and the results will update accordingly.
  - a. If the list of files to update is complete, click **NEXT** to advance to the list of files.
  - b. If the list of files to update is not complete, additional filters can be applied; then click **NEXT**.

In Figure 5.4, the **School Years** filter was *not* applied, and the file spec numbers were applied, producing three school years in the results.



**File Selection Form**

School Years: -- Select a Value --

File Spec Numbers: N002, N029

Due Dates: -- Select a Value --

Files Submitted: -- Select a Value --

Files Not Submitted: SEA

Files Not Required to Submit/Not Collected: -- Select a Value --

<input checked="" type="checkbox"/>	School Year	File #	File Name	Due Date	SEA Status	LEA Status	SCH Status
<input checked="" type="checkbox"/>	2021-22	N002	Children with Disabilities (IDEA) School Age	04/06/2022	No Data in ESS	Data in ESS	No Data in ESS
<input checked="" type="checkbox"/>	2020-21	N002	Children with Disabilities (IDEA) School Age	04/07/2021	No Data in ESS	No Data in ESS	No Data in ESS

Figure 5.4 File Spec Numbers Filter

**TIP!** When looking at the returned list of file specifications, the column names (such as *School Year*, *File Name*) are clickable and allow a user to sort that column ascending or descending.

### 5.3 Select Files by Due Dates

To create a list of files to update using the due date filter, choose a date from the drop-down menu (see fig. 5.5).

File due dates for all two school years are automatically populated in the drop-down menu. To choose a specific due date and begin filtering, click the desired date; a blue highlight indicates that the due date has been selected (see fig. 5.5).

**File Selection Form**

School Years: -- Select a Value --

File Spec Numbers: -- Select a Value --

Due Dates:
 

- January 28, 2022, December 21, 2022, December 15, 2022, November 3, 2021, December 15, 2021, February 10, 2021
- February 1, 2023
- February 9, 2022
- December 15, 2022**
- April 7, 2021
- November 3, 2021
- January 29, 2021
- March 31, 2021
- December 15, 2021
- June 1, 2021
- February 2, 2022
- February 10, 2021

Files Submitted: -- Select a Value --

Files Not Submitted: -- Select a Value --

Files Not Required to Submit/Not Collected: -- Select a Value --

Due Date	SEA Status	LEA Status	SCH Status
01/28/2022	No Data in ESS	No Data in ESS	No Data in ESS
01/28/2022	Not Collected	No Data in ESS	No Data in ESS
12/21/2022	No Data in ESS	No Data in ESS	Not Collected
12/21/2022	No Data in ESS	No Data in ESS	No Data in ESS
12/21/2022	No Data in ESS	Not Collected	Not Collected

Figure 5.5 Selecting due dates from the drop-down menu

After the desired due dates are selected, click outside of the drop-down menu and the results will update accordingly.

- a. If the list of files to update is complete, click **NEXT** to advance to the list of files.
- b. If the list of files to update is not complete, additional filters can be applied. Click **NEXT**.

### 5.4 Select Files by Files Submitted to ESS

To create a list of files to update that have been submitted to ESS, select a file level from the **Files Submitted** drop-down menu; a blue highlight indicates that the EU has been selected (see fig. 5.6).

The screenshot shows a 'File Selection Form' with several filter sections: 'School Years', 'File Spec Numbers', and 'Due Dates', each with a dropdown menu. A 'CLEAR' button is located below these filters. To the right, the 'Files Submitted' dropdown menu is open, showing three options: SEA, LEA, and SCH, with 'SEA' selected and highlighted in blue. Below the filters is a table with columns: School Year, File #, File Name, Due Date, SEA Status, LEA Status, and SCH Status. The table contains four rows of data, all with 'No Data in ESS' under the SEA Status column.

School Year	File #	File Name	Due Date	SEA Status	LEA Status	SCH Status
2021-22	N002	Children with Disabilities (IDEA) School Age	04/06/2022	No Data in ESS	No Data in ESS	No Data in ESS
2021-22	N005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/02/2022	No Data in ESS	No Data in ESS	Not Collected
2021-22	N006	Children with Disabilities (IDEA) Suspensions/Expulsions	11/02/2022	No Data in ESS	No Data in ESS	Not Collected
2021-22	N007	Children with Disabilities (IDEA) Reasons for Unilateral Removal	11/02/2022	No Data in ESS	No Data in ESS	Not Collected

Figure 5.6 Selecting Education Unit of Files Submitted and Files with Status of Data in ESS

**NOTE!** These files will reflect a status of **Data in ESS** in the SSP. After the desired EU levels are selected, click outside of the drop-down menu and the results will update accordingly.

- If the list of files to update is complete, click **NEXT** to advance to the list of files.
- If the list of files to update is not complete, additional filters can be applied; then click **NEXT**.

## 5.5 Select Files by Files Not Submitted to ESS

To create a list of files to update that have not been submitted to ESS, select an EU level from the **Files Not Submitted** drop-down menu; a blue highlight indicates that the EU has been selected (see fig. 5.7).

✓	School Year	File #	File Name	Due Date	SEA Status	LEA Status	SCH Status
✓	2020-21	N002	Children with Disabilities (IDEA) School Age	04/07/2021	No Data in ESS	No Data in ESS	No Data in ESS
✓	2020-21	N005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/03/2021	No Data in ESS	No Data in ESS	Not Collected
✓	2020-21	N006	Children with Disabilities (IDEA) Suspensions/Expulsions	11/03/2021	No Data in ESS	No Data in ESS	Not Collected

Figure 5.7 Selecting Education Unit of Files Submitted and Files with Status of No Data in ESS

**NOTE!** These files will reflect a status of **No Data in ESS** in the SSP. For example, the SEA level EU was selected from the drop-down menu (see fig. 5.7). If a file is not submitted at the SEA level, **No Data in ESS** will be displayed.

After the desired EU levels are selected, click outside of the drop-down menu and the results will update accordingly.

- If the list of files to update is complete, click **NEXT** to advance to the list of files.
- If the list of files to update is not complete, additional filters can be applied; then click **NEXT**.

In the example above, the SSP will filter only SEA level files that have not been submitted to ESS but the status of all three levels will be displayed.

**NOTE!** File due dates listed on the **File Selection Form** page and the Update File Status Form page will display in **red text** if any required education unit level of a file has not been submitted to ESS by the file due date (see fig. 5.8).

## 5.6 Select Files Not Required to Submit/Not Collected in ESS

The option of creating a list of EDFacts files to update and/or view that reflect a status of **Not Required to Submit** or **Not Collected in ESS** is also available.

Select the EU level(s) to view/update from the **Files Not Required to Submit/Not Collected** drop-down menu, indicated by a blue highlight; click outside of the drop-down menu and the results will update accordingly.

The results will display the complete list of files in numerical order by school year that have a status of **Not Required to Submit** or **Not Collected** in the SSP.

After the desired EU levels are selected, click outside of the drop-down menu and the results will update accordingly.

- If the list of files to update/view is complete, click **NEXT** to advance to the list of files.
- If the list of files to update is not complete, additional filters can be applied; then click **NEXT**.

**File Selection Form**

School Years: 2021-22

File Spec Numbers: -- Select a value --

Due Dates: -- Select a value --

CLEAR

Files Submitted: -- Select a value --

Files Not Submitted: -- Select a value --

Files Not Required to Submit/Not Collected: SCH

School Year	File #	File Name	Due Date	SEA Status	LEA Status	SCH Status
2021-22	N005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/02/2022	Data in ESS	No Data in ESS	Not Collected
2021-22	N006	Children with Disabilities (IDEA) Suspensions/Expulsions	11/02/2022	Data in ESS	No Data in ESS	Not Collected
2021-22	N007	Children with Disabilities (IDEA) Reasons for Unilateral Removal	11/02/2022	Data in ESS	No Data in ESS	Not Collected
2021-22	N009	Children with Disabilities (IDEA) Exiting Special Education	11/02/2022	No Data in ESS	No Data in ESS	Not Collected
2021-22	N037	Title I Part A SWYTAS Participation	03/08/2023	No Data in ESS	No Data in ESS	Not Collected
2021-22	N045	Immigrant	12/21/2022	No Data in ESS	No Data in ESS	Not Collected
2021-22	N054	MSP Students Served - 12 Months	12/21/2022	No Data in ESS	Not Collected	Not Collected
2021-22	N067	Title III Teachers	12/21/2022	No Data in ESS	No Data in ESS	Not Collected

Figure 5.8 List of Files with a status of Not Required to Submit or Not Collected

For example, the LEA level EU was selected from the drop-down menu. If a file was previously identified as **Not Collected** at the LEA level, the file will be displayed with a status of **Not Collected** in the LEA Status column (see fig. 5.8).

## 6.0 Updating File Status

After using the file selection form to apply filters, the list of files is created and displayed below the **File Selection Form** in numerical order by school year. All files will have a blue checkmark to the left of them.

- a) To update all files identified and advance to the list of files to update, click **NEXT**.
- b) To select specific files to update from the filtered files, uncheck the files that do not need a status update (see fig. 6.1).

<input type="checkbox"/>	School Year	File #	File Name	Due Date	SEA Status	LEA Status	SCH Status
<input type="checkbox"/>	2021-22	N002	Children with Disabilities (IDEA) School Age	04/06/2022	No Data in ESS	Data in ESS	No Data in ESS
<input checked="" type="checkbox"/>	2021-22	N005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/02/2022	Data in ESS	No Data in ESS	Not Collected
<input type="checkbox"/>	2021-22	N006	Children with Disabilities (IDEA) Suspensions/Expulsions	11/02/2022	Data in ESS	No Data in ESS	Not Collected
<input type="checkbox"/>	2021-22	N007	Children with Disabilities (IDEA) Reasons for Unilateral Removal	11/02/2022	Data in ESS	No Data in ESS	Not Collected
<input type="checkbox"/>	2021-22	N009	Children with Disabilities (IDEA) Exiting Special Education	11/02/2022	No Data in ESS	No Data in ESS	Not Collected
<input type="checkbox"/>	2021-22	N029	Directory	02/25/2022	Data in ESS	Data in ESS	Data in ESS
<input checked="" type="checkbox"/>	2021-22	N032	Dropouts	02/08/2023	No Data in ESS	No Data in ESS	No Data in ESS
<input type="checkbox"/>	2021-22	N033	Free and Reduced Price Lunch	04/29/2022	Not Collected	Not Collected	No Data in ESS
<input type="checkbox"/>	2021-22	N037	Title I Part A SWP/TAS Participation	02/08/2023	No Data in ESS	No Data in ESS	Not Collected
<input type="checkbox"/>	2021-22	N039	Grades Offered	02/25/2022	Not Collected	Data in ESS	Data in ESS
<input checked="" type="checkbox"/>	2021-22	N040	Graduates/Completers	02/08/2023	No Data in ESS	No Data in ESS	No Data in ESS
<input type="checkbox"/>	2021-22	N045	Immigrant	12/21/2022	No Data in ESS	No Data in ESS	Not Collected
<input type="checkbox"/>	2021-22	N050	Title III English Language Proficiency Results	12/21/2022	No Data in ESS	No Data in ESS	No Data in ESS
<input checked="" type="checkbox"/>	2021-22	N052	Membership	04/29/2022	No Data in ESS	Data in ESS	Data in ESS
<input type="checkbox"/>	2021-22	N054	MEP Students Served - 12 Months	12/21/2022	No Data in ESS	Not Collected	Not Collected

Figure 6.1 Files Unchecked to Not Update

**NOTE!** Education Unit levels not collected by ED Facts appear as **Not Collected** in the SSP with the update fields grayed out.

A system error, “FSXXX could not be updated because there was a discrepancy between ESS and SSP. Please try again.” will display when there are concurrency issues between the SSP and ESS. The error will trigger at the top of the **File Selection Form** when a user is attempting to update a file(s) status in SSP while accessing ESS in a separate browser and uploading the same data file(s) in ESS (see fig. 6.2). This error will appear only for files affected by the SSP to ESS concurrency issue. Files that do not encounter this issue will have their updated status successfully processed to the EMAPS database.

**TIP!** Standard practice is to submit the data file to ESS and then log into the EMAPS SSP to update a file’s status. Following this process allows the databases to communicate and file statuses to reflect accurately within the SSP.

**FS130 could not be updated because there was a discrepancy between ESS and SSP. Please try again.**

Please complete the form below.

**Introduction and Purpose**

The SY 2021-22 State Submission Plan (SSP) online process through EMAPS replaces the Excel spreadsheets used in previous years to collect submission plan information from State ED Facts coordinators. Please click on the link below for a complete list of due dates for all SY 2021-22 ED Facts files and refer to this list as you complete the SSP process. States are required to submit all data collected through ED Facts.

[ED Facts Data Submission Organizer](#)

The table below will display all files for SY 2021-22, SY 2020-21 and SY 2019-20 until search criteria has been defined using the filters in the File Selection Form. Based on the selected search criteria, files will display in the table in descending order by school year then in ascending order by file specification number. The table will automatically update based on newly selected criteria. Select the CLEAR button to begin a new search.

**File Selection Form**

School Years: SY 2020-21

Files Submitted: -- Select a Value --

File Spec Numbers: N029

Files Not Submitted: -- Select a Value --

Figure 6.2 Concurrency System Error

### 6.1 Timely (File submission)

Timely is a **Yes/No** drop-down selection. The selection defaults to **Yes**.

N029 - Directory for SY 2020-21 ( This File is due by 01/29/2021 )

<b>Timely</b>	SEA: No	LEA: Yes	SCH: Yes	<b>Not Timely Comments *</b> - Timely has been selected no, please provide comment(s) explaining the reason why <b>Not Required to Submit Comments</b> Data Anomaly Comments General Comments (Optional)
<b>Expected Late Submission Date</b>	03/31/2022	mm/dd/yyyy	mm/dd/yyyy	
<b>Status</b>	Data in ESS	Data in ESS	Data in ESS	
<b>Data Anomaly</b>	No	No	No	
<b>Last Submission for this file (by Level)</b>	SEA: 11/16/2020 2:22 PM EST		SCH: 11/03/2020 10:22 PM EST	

Figure 6.3 Select File Status Indicator: Not Timely

### 6.2 Expected Late Submission Date

If a SEA will not be able to submit complete files by the original file due date, a comment is required to be entered in the **Not Timely Comments** box. To choose a date, click the calendar icon and a calendar will appear, allowing the user to choose the month, year, and specific day that the file is expected to be submitted; the date will automatically populate into the field. If **No** is selected, an explanation is required to be entered in the **Not Timely Comments** box. If a comment is not entered, a red error message will appear (see fig. 6.3).

**NOTE!** If the file is not received by the date entered in the **Expected Late Submission Date** field, an automated email alert will be sent one day after the date entered. An email alert will be sent one week prior to the identified **Expected Late Submission Date** as a reminder that the late submission date is approaching.

N029 - Directory for SY 2020-21 ( This File is due by 01/29/2021 )				
	SEA	LEA	SCH	Not Timely Comments *
Timely	No	Yes	Yes	N029 will not be timely
Expected Late Submission Date	11/02/2020 <small>- Expected Late Submission Date must be greater than current date - Expected Late Submission Date must be later than the due date</small>	mm/dd/yyyy	mm/dd/yyyy	Not Required to Submit Comments
Status	Data in ESS	Data in ESS	Data in ESS	Data Anomaly Comments
Data Anomaly	No	No	No	General Comments (Optional)
Last Submission for this file (by Level)				
	SEA	LEA	SCH	

Figure 6.4 Select File Status Indicator: Expected Late Submission Date

The **Expected Late Submission Date** must be greater than the original file due date. If the current date or a prior date is chosen, an error message will appear in red (see fig. 6.4).

### 6.3 Status (File status)

There are four file statuses to choose from:

- **No Data in ESS** (ESS generated);
- **Data in ESS** (ESS generated);
  - This status will be reflected when a data file is submitted to ESS.
  - Additionally, when a file that has previously been submitted to ESS and identified as **Submission Complete** requires a resubmission, the status in the SSP will automatically revert back to **Data in ESS** upon the resubmission of the data file to ESS. After the file is successfully resubmitted, the file's status should be manually changed to **Submission Complete** once data are considered final. (see fig. 6.5)
- **Not Required to Submit** (Manually selected)
  - ESS automatically generates the **No Data in ESS** status and the **Data in ESS** status. SEA users can select **Not Required to Submit** by manually clicking on **No Data in ESS** to indicate instances where SEAs will not be submitting a file. A detailed comment is required in the **Not Required to Submit Comments** field explaining the justification for not submitting the file.
- **Submission Complete** (Manually selected)
  - When ESS has set the status for a file to **Data in ESS**, the SEA can manually select **Submission Complete** to indicate no further revisions to the file for a given level are expected.

The SSP will automatically update a file’s status to **Data in ESS** for file submissions and resubmissions in ESS. This will allow the state to easily mark their submission as **Submission Complete**.

The screenshot shows a form for file status management. At the top, it reads "N005 - Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting for SY 2021-22 ( This File is due by 11/02/2022 )". Below this, there are three columns for SEA, LEA, and SCH. The 'Status' row shows dropdown menus for each level. For SEA, the dropdown is open, showing options: "Data in ESS" (selected), "Submission Complete", and "No Data in ESS". For LEA and SCH, the dropdowns are set to "No Data in ESS" and "Not Collected" respectively. To the right of these dropdowns are four comment fields: "Not Timely Comments", "Not Required to Submit Comments", "Data Anomaly Comments", and "General Comments (Optional)".

Figure 6.5 Select File Status Indicator: Status

### 6.4 Data Anomaly

This is a **Yes/No** selection, and the default is **No**.

SEA users may indicate if there is an existing data anomaly in the data submitted for a file. If **Yes** is chosen, a comment is requested to be entered in the **Data Anomaly Comments** field to continue (see fig. 6.6).

This screenshot is similar to Figure 6.5 but with the 'Data Anomaly' dropdown for SEA set to 'Yes'. A red rectangular box highlights the 'Data Anomaly' dropdown menu and the 'Data Anomaly Comments' field below it. The 'Data Anomaly Comments' field is currently empty. Below this field, a red text prompt reads: "- Data Anomaly has been selected yes, please provide comment(s) explaining the reason why". The other elements of the form, including the SEA, LEA, and SCH status dropdowns and the 'General Comments (Optional)' field, remain the same as in Figure 6.5.

File Status File Status Indicator: Data Anomaly Figure 6.6 File Status File Status Indicator: Data Anomaly

### 6.5 Comment Fields

Four comment fields appear for each file status box. Comment fields are to be used to explain different situations.

- **Not Timely Comments** are required if a file’s Timely status is marked as **No**;
- **Not Required to Submit Comments** are required if a file’s status is marked as **Not Required to Submit**;



- **Data Anomaly Comments** are required if a file’s Data Anomaly status is marked as **Yes**; and
- **General Comments** are optional and not required but available to allow states to provide ED with general comments related to their file submission.

**NOTE!** Comments must not exceed 4000 characters.

**NOTE!** If a comment is not required by the system based on an element, a comment cannot be provided. If a comment is entered without the corresponding element being indicated, an error preventing the user from saving the updates will display in red (see fig 6.7).

The screenshot shows a web form titled "N029 - Directory for SY 2020-21 ( This File is due by 01/29/2021 )". It is organized into several sections:

- Timely:** Three dropdown menus for SEA, LEA, and SCH, all set to "Yes".
- Expected Late Submission Date:** Three input fields for SEA, LEA, and SCH, each with a placeholder "mm/dd/yyyy".
- Status:** Three dropdown menus for SEA, LEA, and SCH, all set to "Data in ESS".
- Data Anomaly:** Three dropdown menus for SEA, LEA, and SCH, all set to "No".
- Last Submission for this file (by Level):** A table with columns for SEA, LEA, and SCH, showing submission dates and times.
 

SEA	LEA	SCH
	11/16/2020 2:22 PM EST	11/03/2020 10:22 PM EST
- Comments Section:**
  - Not Timely Comments:** A text input field with a red border and a message "029 will be submitted on time."
  - Timely Comment must be blank:** A red error message.
  - Not Required to Submit Comments:** A text input field.
  - Data Anomaly Comments:** A text input field.
  - General Comments (Optional):** A text input field.

At the bottom, there are three buttons: "CANCEL" (red border), "PREVIOUS" (blue), and "CONFIRM" (blue).

Figure 6.7 File Status Information Screen

After completing the **Update Form** fields, choose **CONFIRM** to advance to the Submission Review Page (see fig. 6.7).

## 7.0 Review, Confirm and Submit State Submission Plan

After data have been entered and **CONFIRM** has been selected, a confirmation screen will display (see fig. 7.1). This screen is read-only and summarizes the information entered on the previous screen. There are three buttons at the bottom of the **Review** screen:

- **CANCEL** – Will exit the application. **No changes** will be saved.
- **PREVIOUS** – If any errors are identified, selecting the **Previous** button will return to the previous screen to edit the information.
- **SAVE SUBMISSION PLAN** – If the data look accurate as entered and no further review is needed, select **SAVE SUBMISSION PLAN**. Selecting this button will redirect back to the homepage and end the session in the **EMAPS State Submission and File Status** process.

Alabama Review Form

Please review your changes in the table below.

File #	Due Dates	SEA Status	LEA Status	SCH Status	SEA Timely	LEA Timely	SCH Timely	SEA Expected Late Submission Date	LEA Expected Late Submission Date	SCH Expected Late Submission Date	SEA Data Anomaly	LEA Data Anomaly	SCH Data Anomaly	Not Timely Comments	Not Required to Submit Comments	Data Anomaly Comments	Comments (optional)
N029	01/29/2021	Data In ESS	Data In ESS	Data In ESS	yes	yes	yes				no	no	no				

If you need to make additional changes to this file group, select the "Previous" button to return to the update form.  
 If no additional changes are needed to this file group, select the "Save Submission Plan" button to save your changes.

CANCEL PREVIOUS SAVE SUBMISSION PLAN

Figure 7.1 State Submission Plan Review Form

**NOTE!** Complete comments will not be shown on the review screen. Review comments in their entirety before clicking **SAVE SUBMISSION PLAN**. To view the full comment, click in the comment field and scroll through comments using right and left arrow keys.

**TIP!** If the headers are truncated, either make the window full screen or decrease the screen's resolution.

Once all necessary edits have been made and **SAVE SUBMISSION PLAN** is selected, EMAPS will redirect to the **Summary** page of the State Submission Plan. An HTML report will be generated with the updates made in that session.

## 8.0 Accessing HTML State Submission Plan Reports

An HTML version of the **State Submission Plan and File Status** process can be accessed from the **Reports** tab while in the **State Submission Plan** process and from the **Reports** tab on the main EMAPS homepage. Reports are generated when an SSP update is saved.

**NOTE!** When multiple school years are updated in the same session, an HTML report will generate for *each school year* and will only contain updates for that particular school year.

To download a **State Submission Plan** HTML report, click the **Reports** tab within the SSP and choose the school year from the drop-down menu (see fig. 8.1).

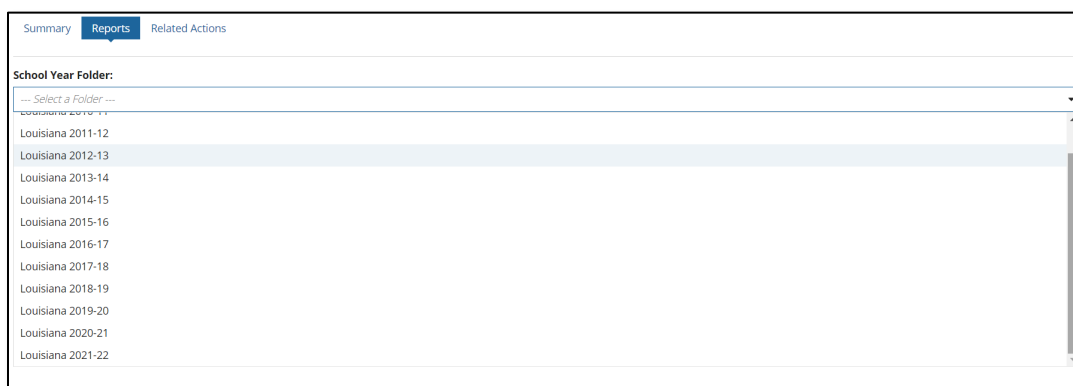


Figure 8.1 Report Tab and School Year Drop-down

After choosing a school year, the system will display a link(s) to the HTML report for the selected year. Click the blue hyperlink to access the HTML version of the report (see figs. 8.2 and 8.3).

Alabama Submission Plan				
Summary <b>Reports</b> Related Actions				
State Folder: Alabama 2021-22				
File Name	File Type	Creation Date	Submitter Name	Email
Alabama SSP SY 2021-22 Updated on Oct 27, 2021	HTML	10/27/2021 9:31 AM EDT		

Figure 8.2 Hyperlink to HTML SSP Report

**Alabama**  
**Submission Plan**  
 This report shows your states current submission plan. Thank you for updating your Submission Plan.

File			File Status			Submission Plan									Comments			
File	Due Date	SEA Status	LEA Status	School Status	SEA Timely	LEA Timely	School Timely	SEA Expected Late Submission Date	LEA Expected Late Submission Date	SCH Expected Late Submission Date	SEA Data Anomaly	LEA Data Anomaly	SCH Data Anomaly	Not Timely Comments	Not Required to Submit Comments	Data Anomaly Comments	General Comments	
N0322	8/2023	Not Required to Submit	Not Required to Submit	Not Required to Submit	yes	yes	yes				no	no	no		Test			

These data reflect the current status of Submission Plan in the ED Facts Metadata and Process System (EMAPS) as of 10/27/2021 9:31 AM EDT.

Figure 8.3 HTML Version of the SSP Report

**NOTE!** The HTML Report will be identical whether it is accessed from the **Reports** tab within the SSP process or from the **Reports** tab on the EMAPS homepage.

To access the HTML report without going into the SSP process, click the **Reports** tab after clicking the **State Submission Plan (SSP)** link from the ED Facts Portal (see fig. 4.4, Section 4).

## 9.0 Accessing the LEAD Report

Once logged into EMAPS, the system displays the *EDFacts* Portal Page which contains a list of all available surveys (see fig 9.1). The link to the LEAD Report is accessible via the State Submission Plan (SSP) which is under the **EDFacts** heading.

To navigate to the LEAD Report, click the **State Submission Plan (SSP)** link.

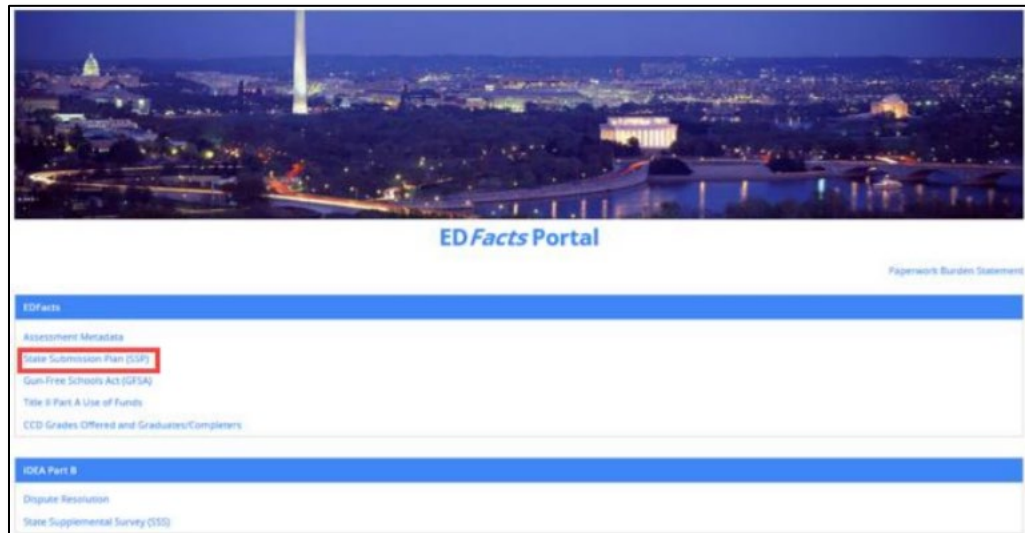


Figure 9.1 – EMAPS EDFacts Portal Page

**NOTE!** EMAPS will open the SSP landing page in a new tab in the browser. The *EDFacts* Portal Page remains available in its own tab within the browser.

### 9.1 Accessing the LEAD Report

On the SSP landing page, navigate to the **LEAD REPORT** tab on the top menu bar. (see fig. 9.2).

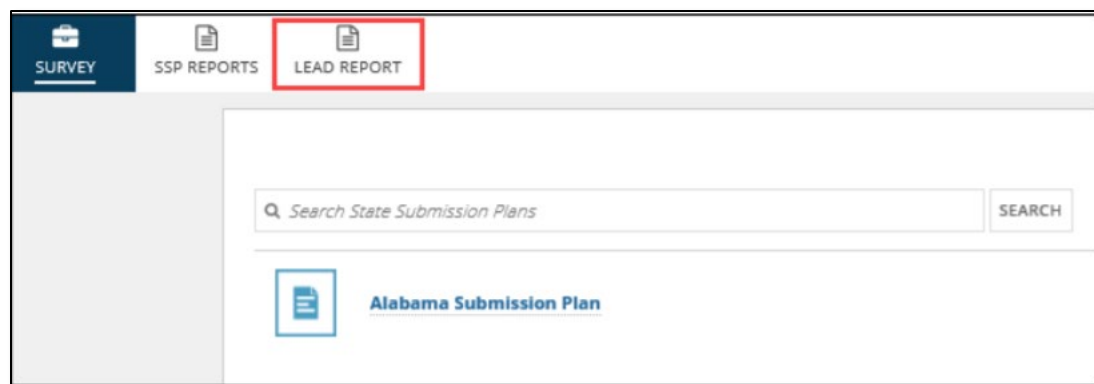


Figure 9.2 – LEAD Report Tab on SSP Landing Page

When the **LEAD REPORT** tab is clicked, the **LEAD Report** page is displayed. (see fig. 9.3).

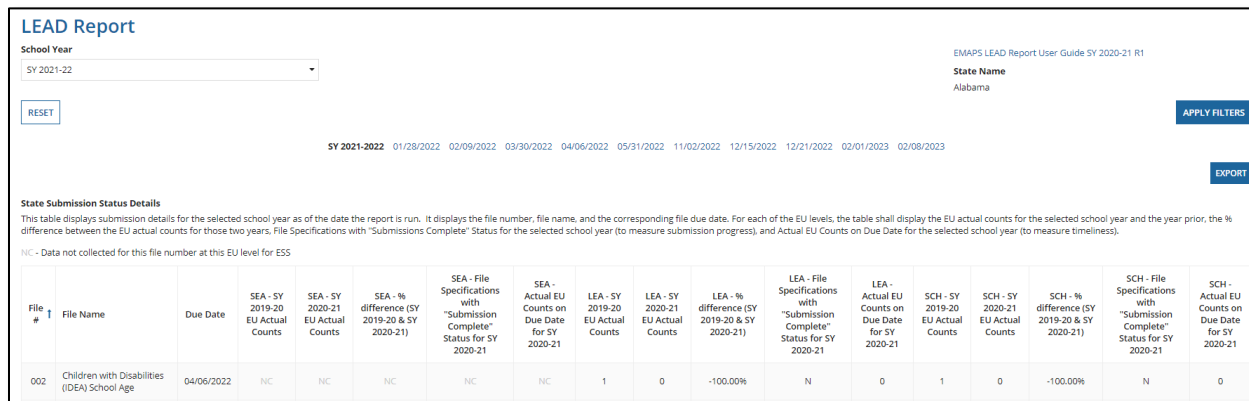


Figure 9.3 – Submission Progress Status Details on LEAD Report Tab

The following columns are displayed on the LEAD Report:

- File Number
  - This is a sortable field in ascending or descending order.
- File Name
- Due Date
  - This is a sortable field in ascending or descending order.
- For SEA, LEA, and school levels:
  - Prior Year Actual Counts
    - The number of EUs reported in the file by the due date in prior year
  - Current Year Counts
  - The number of EUs reported in the file by the due date in current year<Level> % Diff. – CY & PY
    - Percentage difference of EUs reported between current year and prior year
  - <Level> Is Submission Complete
    - Y = Yes: Submission Complete field in State Submission Plan was updated to “Yes”
    - N = No: Submission Complete field in State Submission Plan has not been updated
  - <Level> - CY Actual Counts at Due Date
    - Displays the number of EUs reported in the file by the due date for selected year
    - A red zero indicates the file was not submitted by the file due date (see fig. 9.4)

File #	File Name	Due Date	SEA - SY 2019-20 EU Actual Counts	SEA - SY 2020-21 EU Actual Counts	SEA - % difference (SY 2019-20 & SY 2020-21)	SEA - File Specifications with "Submission Complete" Status for SY 2020-21	SEA - Actual EU Counts on Due Date for SY 2020-21	LEA - SY 2019-20 EU Actual Counts	LEA - SY 2020-21 EU Actual Counts	LEA - % difference (SY 2019-20 & SY 2020-21)	LEA - File Specifications with "Submission Complete" Status for SY 2020-21	LEA - Actual EU Counts on Due Date for SY 2020-21	SCH - SY 2019-20 EU Actual Counts	SCH - SY 2020-21 EU Actual Counts
002	Children with Disabilities (IDEA) School Age	04/07/2021	1	0	-100.00%	N	1	1	1	0.00%	N	1	0	1
005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational	11/03/2021	0	0	0.00%	N	0	0	0	0.00%	N	0	NC	NC

Figure 9.4 – Red Zeros on LEAD Report

**NOTE!** When a file is marked as **Not Collected** in the state’s SSP, a gray **NC** will display for the file in the state’s LEAD Report (see fig. 9.5).

File #	File Name	Due Date	SEA - SY 2019-20 EU Actual Counts	SEA - SY 2020-21 EU Actual Counts	SEA - % difference (SY 2019-20 & SY 2020-21)	SEA - File Specifications with "Submission Complete" Status for SY 2020-21	SEA - Actual EU Counts on Due Date for SY 2020-21	LEA - SY 2019-20 EU Actual Counts	LEA - SY 2020-21 EU Actual Counts	LEA - % difference (SY 2019-20 & SY 2020-21)	LEA - File Specifications with "Submission Complete" Status for SY 2020-21	LEA - Actual EU Counts on Due Date for SY 2020-21	SCH - SY 2019-20 EU Actual Counts	SCH - SY 2020-21 EU Actual Counts	SCH - % difference (SY 2019-20 & SY 2020-21)	SCH - File Specifications with "Submission Complete" Status for SY 2020-21	SCH - Actual EU Counts on Due Date for SY 2020-21
002	Children with Disabilities (IDEA) School Age	04/06/2022	NC	NC	NC	NC	NC	1	0	-100.00%	N	0	1	0	-100.00%	N	0
005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/02/2022	0	0	0.00%	N	0	0	0	0.00%	N	0	NC	NC	NC	NC	NC

Figure 9.5 – ‘NC’ or Not Collected displayed on LEAD Report

There are two ways to view the data on the LEAD Report:

1. School Year - the default view is the current year
  - The school year can be changed by using the School Year drop-down menu
2. File Due Date - By clicking a specific file due date, the LEAD Report displays the submission status details for all files due on that date (see fig. 9.6).

**LEAD Report**

School Year:

EMAPS LEAD Report User Guide SY 2020-21 R1  
State Name: Alabama

SY 2021-2022 01/28/2022 02/09/2022 03/30/2022 04/06/2022 05/31/2022 11/02/2022 12/15/2022 12/21/2022 02/01/2023 02/08/2023

Figure 9.6 Due Date Table

**NOTE!** File specifications identified as **Not Required to Submit** by a state in the SSP (by level) will be grayed out across the entire row in the LEAD Report. If a file specification is not collected at a particular level via ED Facts reporting requirements, the columns relevant to only that EU level will be grayed out.

## 9.2 Generating the LEAD Report

To generate the LEAD Report, select the desired school year from the drop-down menu, click **APPLY FILTERS**, and click **EXPORT** (see fig. 9.7).

**NOTE!** If the **RESET** button is clicked, the system will reset the filters to their default values.



Figure 9.7 – LEAD Report Page

Once the report has been successfully generated, the word **DOWNLOAD** will appear as a blue link. Select that link to download the Excel LEAD Report (see fig. 9.8).



Figure 9.8 – Download LEAD Report Link

When filters are applied based on a selected school year, the following page will display (see fig. 9.9).

SY 2021-22 01/28/2022 02/09/2022 03/30/2022 04/06/2022 05/31/2022 11/02/2022 12/15/2022 12/21/2022 02/01/2023 02/08/2023

DOWNLOAD EXPORT

**State Submission Status Details**  
 This table displays submission details for the selected school year as of the date the report is run. It displays the file number, file name, and the corresponding file due date. For each of the EU levels, the table shall display the EU actual counts for the selected school year and the year prior, the % difference between the EU actual counts for those two years. File Specifications with "Submissions Complete" Status for the selected school year (to measure submission progress), and Actual EU Counts on Due Date for the selected school year (to measure timeliness).  
 NC - Data not collected for this file number at this EU level for ESS

File #	File Name	Due Date	SEA - SY 2020-21 EU Actual Counts	SEA - SY 2021-22 EU Actual Counts	SEA - % difference (SY 2020-21 & SY 2021-22)	SEA - File Specifications with "Submission Complete" Status for SY 2021-22	SEA - Actual EU Counts on Due Date for SY 2021-22	LEA - SY 2020-21 EU Actual Counts	LEA - SY 2021-22 EU Actual Counts	LEA - % difference (SY 2020-21 & SY 2021-22)	LEA - File Specifications with "Submission Complete" Status for SY 2021-22	LEA - Actual EU Counts on Due Date for SY 2021-22	SCH - SY 2020-21 EU Actual Counts	SCH - SY 2021-22 EU Actual Counts	SCH - % difference (SY 2020-21 & SY 2021-22)	SCH - File Specifications with "Submission Complete" Status for SY 2021-22	SCH - Actual EU Counts on Due Date for SY 2021-22
002	Children with Disabilities (IDEA) School Age	04/06/2022	NC	NC	NC	NC	NC	1	0	-100.00%	N	0	1	0	-100.00%	N	0
005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/02/2022	0	0	0.00%	N	0	0	0	0.00%	N	0	NC	NC	NC	NC	NC

Figure 9.9 – School Year LEAD Report Link

When filters are applied based on a selected due date, the following page will display (see fig. 9.10).



SY 2021-2022 **01/28/2022** 02/09/2022 03/30/2022 04/06/2022 05/31/2022 11/02/2022 12/15/2022 12/21/2022 02/01/2023 02/08/2023

DOWNLOAD EXPORT

**State Submission Status Details**  
 This table displays submission details for the selected school year as of the date the report is run. It displays the file number, file name, and the corresponding file due date. For each of the EU levels, the table shall display the EU actual counts for the selected school year and the year prior, the % difference between the EU actual counts for those two years, File Specifications with "Submissions Complete" Status for the selected school year (to measure submission progress), and Actual EU Counts on Due Date for the selected school year (to measure timeliness).  
 NC - Data not collected for this file number at this EU level for ESS

File #	File Name	Due Date	SEA - SY 2020-21 EU Actual Counts	SEA - SY 2021-22 EU Actual Counts	SEA - % difference (SY 2020-21 & SY 2021-22)	SEA - File Specifications with "Submission Complete" Status for SY 2021-22	SEA - Actual EU Counts on Due Date for SY 2021-22	LEA - SY 2020-21 EU Actual Counts	LEA - SY 2021-22 EU Actual Counts	LEA - % difference (SY 2020-21 & SY 2021-22)	LEA - File Specifications with "Submission Complete" Status for SY 2021-22	LEA - Actual EU Counts on Due Date for SY 2021-22	SCH - SY 2020-21 EU Actual Counts	SCH - SY 2021-22 EU Actual Counts	SCH - % difference (SY 2020-21 & SY 2021-22)	SCH - File Specifications with "Submission Complete" Status for SY 2021-22	SCH - Actual EU Counts on Due Date for SY 2021-22
029	Directory	01/28/2022	1	2	100.00%	N	2	4	0	-100.00%	N	0	9	0	-100.00%	N	0
039	Grades Offered	01/28/2022	NC	NC	NC	NC	NC	0	0	0.00%	N	0	0	0	0.00%	N	0
190	Charter Authorizer Directory	01/28/2022	3	0	-100.00%	N	0	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC

Figure 9.10 – Due Date LEAD Report Page

### 9.3 Viewing and Saving the LEAD Report

After the **DOWNLOAD** link is clicked, follow your browser’s prompts to save or open the report to view on your desktop (see fig. 9.11). The report will be titled **State Submission Status Timeliness and Submission Progress Report**.

A	B	C	D	E	F	G
1	State Submission Status Timeliness and Submission Progress Report					
2	This report provides the U.S. Department of Education (ED) and state education agencies (SEAs) with information on an individual state's ED Facts submission progress. The report compares the state's current number of SEA, LEA, and school files submitted to the ED Facts system.					
3	School Year: SY 2021-22					
4	State Agency: Alabama					
5	State Submission Status Details					
6	This table displays submission details for the selected school year as of the date the report is run. It displays the file number, file name, and the corresponding file due date. For each of the EU levels, the table shall display the EU actual counts for the selected school year and the year prior, the % difference between the EU actual counts for those two years, File Specifications with "Submissions Complete" Status for the selected school year (to measure submission progress), and Actual EU Counts on Due Date for the selected school year (to measure timeliness).					
7	NC - Data not collected for this file number at this EU level for ESS					
8	File #	File Name	Due Date	SEA - SY 2020-21 EU Actual Counts	SEA - SY 2021-22 EU Actual Counts	SEA - % difference (SY 2020-21 & SY 2021-22)
9	002	Children with Disabilities (IDEA) Scl	4/6/2022	NC	NC	NC
10	005	Children with Disabilities (IDEA) Re	11/2/2022	0	0	0.00%
11	006	Children with Disabilities (IDEA) Su	11/2/2022	1	0	(100.00%)
12	007	Children with Disabilities (IDEA) Re	11/2/2022	1	0	(100.00%)

Figure 9.11 – Generated LEAD Report

**NOTE!** The exported version of the LEAD Report will always contain all the file specification information for the selected school year.

## 10.0 Automated Emails From EMAPS

Emails automatically generated and sent from EMAPS will come from the [EDFacts@ed.gov](mailto:EDFacts@ed.gov) email address.

All auto-generated emails related to the SSP are sent to the EDFacts Coordinator. If someone else in the SEA should receive the notification emails, please contact PSC for assistance.

### 10.1 Original EDFacts File Due Date Reminder Email

A reminder email will be sent one week prior to a file's original due date (for all EDFacts files). If there are numerous files due on the same date that have not yet been submitted one week prior to the due date, one email will be sent listing each file due on the upcoming due date by EU level.

- PSC is copied on this email.

### 10.2 Files updated with an Expected Late Submission Date

An email will be sent to the EDFacts Coordinator if the SEA indicates that a file is expected to be submitted late and a date is entered into the **Expected Late Submission Date** field. One email will be sent listing all files identified by EU level.

- PSC and the Department of Education are copied on this email.

### 10.3 File Due Date Reminder Email for Expected Late Submission Date

A reminder email will be sent one week prior or less to the date identified as a file's **Expected Late Submission Date**. One email will be sent listing all files identified by EU level. Additionally, automated emails will be re-sent to the EDFacts Coordinator if the SEA updates the **Expected Late Submission Date** value and the file is still not received by ESS one week or less prior to the updated late submission date.

- PSC is copied on this email.

### 10.4 File Not Submitted by Expected Late Submission Date

If the SEA marked a file to be submitted later than the original due date and that file is not submitted to ESS by the indicated **Expected Late Submission Date** in the SSP, an email will be automatically generated the following day and sent to the EDFacts Coordinator as a reminder. Additionally, automated emails will be re-sent to the EDFacts Coordinator if the SEA updates the **Expected Late Submission Date** value multiple times into the future, and the file is still not received by ESS by the indicated date.

- PSC and the Department of Education are copied on this email.

## 10.5 File Not Submitted by Expected Late Submission Date and Expected Late Submission Date Not Updated

If the SEA marked a file to be submitted later than the original due date, *Timely = No*, and the file is not submitted to ESS by the indicated **Expected Late Submission Date** in the SSP, and a new **Expected Late Submission Date** has not been provided, an email will automatically generate the following day and be sent to the ED*Facts* Coordinator as a reminder. Additionally, any time the **Expected Late Submission Date** is updated, and a file is not submitted by that date, an automated email will be sent to the ED*Facts* Coordinator.

- PSC and the Department of Education are copied on this email.



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