

**U.S. DEPARTMENT OF EDUCATION**

**EDPass**

**CCD Grades Offered Metadata  
User Guide**

**March 2024**

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with AEM Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

March 2024

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: EDPass CCD Grades Offered Metadata User Guide V1.0 (SY 2023-24), U.S. Department of Education. Washington, D.C., *EDFacts*. Retrieved from the [EDFacts Initiative Home Page](#).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department's Alternate Format Center at (202) 260-0852 or (202) 260-0818.

## DOCUMENT CONTROL

### DOCUMENT INFORMATION

<b>Title:</b>	EDPass CCD Grades Offered Metadata User Guide
<b>Issue Date:</b>	March 2024

### DOCUMENT HISTORY

<b>Version Number</b>	<b>Date</b>	<b>Summary of Change</b>
1.0	March 2024	This is a new document.

---

## PREFACE

This document provides instructions for responding to a metadata collection submitted through EDPass, which is an electronic system that facilitates the efficient and timely transmission of data from state education agencies (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 EDPass; particularly useful to new users; contains multiple appendices
- EDPass User Guide – provides assistance to new users of EDPass; 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- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group 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 EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through EDFacts (OMB 1850-0925, expires 6/30/2025). EDFacts is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather collection and administrative data. Data are reported by SEAs and include data at the SEA, local education agency (LEA), and/or school level.

## CONTENTS

<b>1.0 Purpose</b> .....	<b>1</b>
1.1 Changes from Prior Year .....	1
1.2 Core Requirements .....	1
<b>2.0 Guidance</b> .....	<b>2</b>
<b>3.0 Completing a Collection</b> .....	<b>2</b>
3.1 Accessing the Metadata Submission List .....	2
3.2 Navigation on the Metadata Page.....	3
3.3 Metadata Submission List Status .....	4
3.4 Responding to 5017 – CCD Grades Offered Metadata .....	4
<b>4.0 Submitting the Metadata Collection</b> .....	<b>5</b>
4.1 Updating Submitted Metadata .....	5
<b>5.0 Downloading Data</b> .....	<b>6</b>
5.1 Accessing Prior Year’s State Reports.....	6
<b>6.0 Appendix</b> .....	<b>8</b>

## 1.0 Purpose

This document contains instructions for submitting the following CCD metadata collections:

- FS5017 – Grades Offered

The ED data stewarding office is NCES.

The [Appendix](#) includes a copy of each metadata collection from Attachment C of the Information Collection Request.

### 1.1 Changes from Prior Year

This metadata collection was changed in the Information Change Request (ICR) for the SY 2023-24 collection. This metadata collection was previously collected using *EMAPS*, and is now collected in EDPass.

- EDPass does not send automated notifications.
- The metadata collection should be completed *before* uploading the data file. Both the file specification and the metadata collection must be in *Ready to Submit* status as they are submitted together via data package.
- The metadata collection is submitted with the file specification (FS) listed in this document using the kebab menu from the Data Submission List for the FS listed or from the Metadata Submission List for the metadata collection itself.
- The metadata collection can be downloaded using the kebab menu for the metadata collection on the Metadata Submission List page.

### 1.2 Core Requirements

The following table explains key requirements for this collection.

Area	Requirement
Required to submit	Metadata will be collected for the 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, the outlying areas American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Marshall Islands, and Palau.
Reporting period	SY 2023-24
Missing responses	The form will not save unless there is a response to every question.
Prefill	This metadata collection will not be prefilled with the prior SY 2022-23 responses.
Submission	This metadata collection is submitted with the associated FS.
Who can respond	Any user with a role that includes the data area CCD Non-Fiscal and the function of metadata.

Area	Requirement
Who can submit	Any user with a role that includes the data area CCD Non-Fiscal and the function of submit.

## 2.0 Guidance

This section contains questions and answers about the metadata submitted.

### How are these metadata used in business rules?

For SY 2022-23, there are no data quality business rules in EDPass that compare the metadata responses to the data uploaded via data files. All business rules can be found in the Business Rules Single Inventory (BRSI) available on the [EDFacts Initiative](#) site.

For future years, a business rule will be implemented that compares the data uploaded in the FS039 – Grades Offered data file to the metadata.

## 3.0 Completing a Collection

To enter information and submit a metadata collection, access a collection data entry page from the Metadata Submission List, enter information, and submit the metadata along with the associated FS listed in Section 1.0. Updates can be made up to the due date. The metadata responses can be downloaded at any time.

### 3.1 Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** at the top menu bar.

The default view of the Submission List page is the Data Submission List tab. Select **Metadata Submission List** to access the list of metadata collections.

To return to the Data Submission List at any time, select the **Data Submission List** tab (see fig. 3.1).

Lock Status	Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH	SSP
Locked	05/10/2023 11:59:59 PM	2022- 2023	029	Directory	08/02/2023 07:50:16 AM	Errors	Errors	Errors	
Locked	02/07/2024 11:59:59 PM	2022- 2023	037	Title I Part A SWP/TAS Participation	08/08/2023 09:09:35 AM	No Data in EDPass	No Data in EDPass	Not Collected	
Locked	05/10/2023 11:59:59 PM	2022- 2023	039	Grades Offered	08/02/2023 07:50:16 AM	Not Collected	Errors	Errors	
Locked	01/24/2024 11:59:59 PM	2022- 2023	045	Immigrant	08/08/2023 09:09:35 AM	No Data in EDPass	No Data in EDPass	Not Collected	

Figure 3.1 - Submission List with Data Submission List and Metadata Submission List tabs

### 3.2 Navigation on the Metadata Page

To navigate to a metadata collection data entry page, from the Metadata Submission List tab, select **Enter/Edit Metadata** from the kebab menu on the right side of the screen (see fig. 3.2).

Lock Status	Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
Unlocked	07/31/2024 11:59:59 PM	2023- 2024	5024	CCD Membership Metadata	02/09/2024 11:47:41 AM	No Data in EDPass
Unlocked	07/31/2024 11:59:59 PM	2023- 2024	5018	CCD Staffing Metadata	02/09/2024 11:47:41 AM	No Data in EDPass
Unlocked	05/08/2024 11:59:59 PM	2023- 2024	5017	CCD Grades Offered Metadata		No Data in
Unlocked	02/19/2025 11:59:59 PM	2023- 2024	5016	CCD Graduates/Completers Metadata	02/09/2024 11:47:41 AM	No Data in EDPass

Figure 3.2 - Access the data entry page for metadata collections via kebab menu

To begin data entry on a page or make updates to already entered data, select **EDIT** and the data entry cells will appear.

Once all data are entered and are ready to be saved, select **SAVE** at the bottom of the screen. When the **SAVE** button is clicked, if no error messages are generated, the responses entered will be saved to the database.



**Note!** The **SAVE** button will not be enabled if responses are missing in any of the cells. Attempting to navigate away from the metadata form enabled for data entry to another page in EDPass (i.e., Data Submission List) will trigger the *Unsaved Changes* error message to appear (see fig. 3.3). Select **Stay** to remain on the page to complete data entry and save the information entered, or select **Leave without saving** to navigate to another section, which will result in lost data.

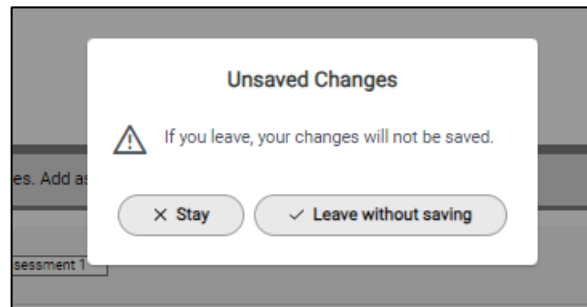


Figure 3.3 – Unsaved Changes error message

Closing the EDPass browser window without selecting **SAVE** will result in lost data. Data will be saved only when **SAVE** has been selected. If the screen is in exit data entry mode after **SAVE** is clicked, check the data entry page for missing responses.

### 3.3 Metadata Submission List Status

If a metadata collection does not have data entered and saved, the status on the metadata submission list will reflect *No Data in EDPass*. Once all questions have responses and have been saved, the status on the Metadata Submission List will reflect *Data in EDPass*.

Once the related file specification has been uploaded to EDPass, the status on the Metadata Submission List will reflect the same status as the data file on the Data Submission List.

Each metadata collection has questions that require a response using the radio buttons.

### 3.4 Responding to 5017 – CCD Grades Offered Metadata

The related file specification to this metadata collection is:

- FS039 (DG18) – Grades Offered

Report whether or not your state offers Ungraded, Grade 13 and/or Adult Education instruction in this metadata collection.

Respond to the following questions using the Yes or No radio buttons:

- Are any teachers identified as teachers for Ungraded classes?
- Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)?
- Does your state report Adult Education within its elementary and secondary structure?

**Note!** The comment field is optional and cannot exceed 4,000 characters.

Figure 3.4: Grades Offered metadata entry page

Select the BACK button to return to the Metadata Submission List.

## 4.0 Submitting the Metadata Collection

The metadata must be submitted with the related file specification. This means that the required data file and metadata for that package must be in a status of *Ready to Submit*, to submit in EDPass.

The data package includes FS039 (DG18) — Grades Offered data file, and 5017 – Grades Offered Metadata.

Once the metadata and the related file specification in the data package reflect the *Ready to Submit* status, select **Submit** from either the Metadata Submission List kebab menu or the related files in the data package kebab menu on the Data Submission List.

The *Submit Data* pop-up will appear.

Upon selecting **Submit**, a *Confirm Submission* pop-up will appear.

Select **Submit** to submit the data package.

**IMPORTANT!** Upon submitting the metadata collection, the status of the data may reflect *Data Submission in Progress*. The processing time of data files can take between 45 to 60 minutes. Shortening the processing time of data will continue to be a priority.

Once data are successfully processed, the *Submitted* status will display.

After a due date, all data (as applicable) are delivered to ED.

### 4.1 Updating Submitted Metadata

Updates can be made to the metadata collection after it has been submitted as long as the due date has not passed. Making updates will change the status on the Metadata Submission List. Follow the process of submitting the data again to complete the submission process.

If updates to data need to be made after a due date has passed, please contact PSC.

## 5.0 Downloading Data

To download a copy of the saved or submitted metadata responses, select **Download Metadata** from the kebab menu on the Metadata Submission List (see fig 5.1).

Select **DOWNLOAD** from the pop-up menu and follow the browser’s prompts to view and/or save a copy of the excel spreadsheet.

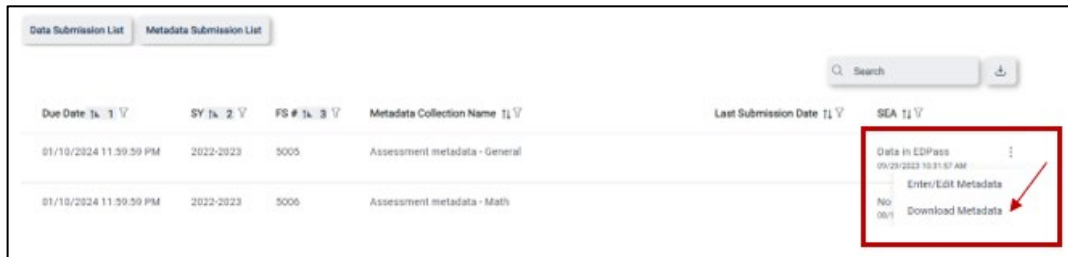


Figure 5.1 Selecting Download Metadata from the kebab menu on the MSL

## 5.1 Accessing Prior Year’s State Reports

Prior year’s HTML and Year-to-Year Comparison reports can be accessed in the [EDFacts Metadata and Process System \(EMAPS\)](#). Once logged into EMAPS, select **CCD Grades Offered and Graduates/Completers under EDFacts** (see fig 5.2).

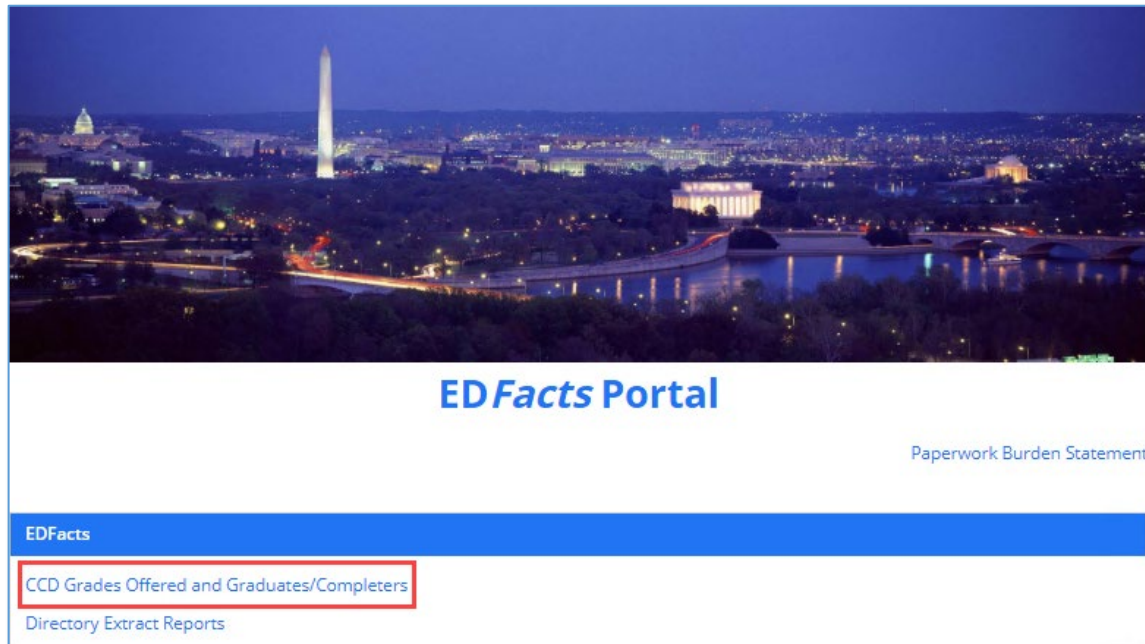


Figure 5.2 – Accessing prior reports in EMAPS

Select **REPORTS** from the top menu bar (see fig. 5.3) and choose the following:

1. State Folder: Choose **<State> CCD**
  - a) The list of all previously submitted HTML reports will appear

2. Select the previously submitted report titled *CCD – SY 2022-23 <Date>* to view last year’s responses.



Figure 5.3 – State Reports in top menu bar

After selecting the report from the list, it can be opened, saved, and/or printed following the browser’s prompts.

---

## 6.0 Appendix

<b>Question</b>	<b>Permitted Values</b>
<b>Grades Offered (FS039)</b>	
Does your state offer ungraded instruction? (Optional)	Yes/No
Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)?	Yes/No
Does your state report Adult Education within its elementary and secondary structure?	Yes/No
Grades Offered Comment:	Text



The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. [www.ed.gov](http://www.ed.gov)