



**U.S. DEPARTMENT OF EDUCATION**

**EDPass**

# **CCD Membership and Staffing Metadata User Guide**

**June 2024**

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

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### DOCUMENT HISTORY

<b>Version Number</b>	<b>Date</b>	<b>Summary of Change</b>
1.0	June 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.

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## 1.0 Purpose

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

- FS5018 – CCD Staffing
- FS5024 – Membership

The ED data stewarding office is NCES.

[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 as follows:

This metadata collection was previously collected using *EMAPS*. EDPass is different than *EMAPS*.

- EDPass does not send automated notifications.
- The metadata collections 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 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 some 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 area American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Marshall Islands, and Palau.
Reporting period	SY 2023-24
Missing responses	The forms will not save unless there is a response to every question.
Prefill	This metadata collection will not be prefilled with the prior year responses.
Submission	These metadata collections are submitted with an associated FS.
Who can respond	Any user with a role that includes the data area CCD Non-Fiscal and the function of metadata.
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?

There are 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. The types of business rules that compare CCD metadata to the CCD file data are:

- **Rule Failure** – Review the uploaded data and if data are accurately reported, add a data note for the file specification by accessing the Data Quality Results page from the Data Submission List for the associated file specification.
  - **Expected:** All permitted value combinations used by the SEA where zero reporting is required are expected to be reported.
  - **Unexpected:** Permitted value combinations not used by the SEA are not expected to be reported
- **Data Error** – there are not data errors that compare data to metadata for these collections. However, a data error will display on the metadata page if the metadata is not entered but the related data file is uploaded (or vice versa).

## 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 #	Metadata Collection Name	Last Submission Date	SEA
Unlocked	05/08/2024 11:59:59 PM	2023-2024	5017	CCD Grades Offered Metadata	02/23/2024 02:34:40 PM	Data in EDPass
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5003	IDEA Environments - School Age	02/23/2024 07:04:07 AM	Inactive
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5004	IDEA Environments - Early Childhood	02/23/2024 07:04:07 AM	Inactive
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5018	CCD Staffing Metadata	02/06/2024 11:47:41 AM	No Data in EDPass
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5024	CCD Membership Metadata	02/06/2024 11:47:41 AM	No Data in EDPass
Unlocked	01/08/2025 11:59:59 PM	2023-2024	5005	Assessment metadata - General	02/06/2024 11:47:41 AM	No Data in EDPass

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).

Unlocked	07/31/2024 11:59:59 PM	2023-2024	5018	CCD Staffing Metadata	No Data in EDPass 02/06/2024 11:47:41 AM
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5024	CCD Membership Metadata	Enter/Edit Metadata

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 data 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 (DSL for example) 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.



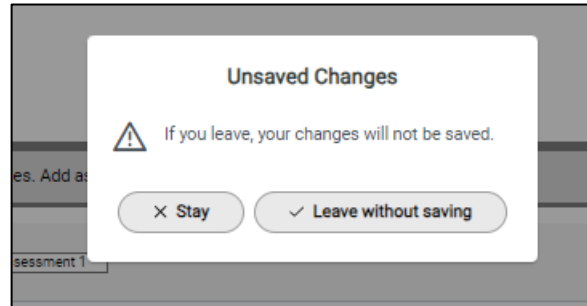


Figure 3.3 – Unsaved Changes error message

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 responses 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 specifications have been uploaded to EDPass, the status on the Metadata Submission List will reflect the same status as the data files on the Data Submission List.

Each metadata collection has questions and comment fields that require a response.

### 3.4 Responding to FS5018 – CCD Staff FTE

The related file specification to this metadata collection is:

- FS059 (DG528, DG644) – Staff FTE

Report whether or not teachers in your state are identified as teachers for ungraded classes in this metadata collection.

Respond to the question using the Yes or No radio buttons: *Are any teachers identified as teachers for ungraded classes?* (see fig. 3.4).

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

Figure 3.4 - Staff FTE metadata entry page

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

### 3.5 Responding to FS5024 – Membership

The related file specification to this metadata collection is:

- FS052 (DG39) – Membership

Report whether or not teachers in your state are identified as teachers for ungraded classes in this metadata collection.

Respond to the following questions (see fig. 3.5):

- *Can you differentiate between grades offered and grades enrolled at the school level?*
  - Respond with Yes or No radio buttons
- *Can you differentiate between grades offered and grades enrolled at the district level?*
  - Respond with Yes or No radio buttons
- *Please describe the student counts included in prekindergarten reporting for your state in the box below.*
  - Text response; 4,000 character limit
- *Do the counts include students enrolled in Head Start, children with disabilities, or State-funded preschool programs?*
  - Respond with Yes or No radio buttons
- *If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.*
  - Text response; 4,000 character limit

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

**Membership (FS052)**  
CCD Membership and Staffing Metadata User's Guide  
School Year: 2023-24

The associated file specifications -

- FS052 - Membership

**Membership**

Can you differentiate between grades offered and grades enrolled at the school level?  
 Yes  No

Can you differentiate between grades offered and grades enrolled at the district level?  
 Yes  No

Please describe the student counts included in prekindergarten reporting for your state in the box below.

Do the counts include students enrolled in Headstart, children with disabilities, or State-funded preschool programs?  
 Yes  No

If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.

Membership Comment (optional):

BACK CANCEL SAVE

Figure 3.5 – Membership metadata entry page

## 4.0 Submitting the Metadata Collection

The metadata must be submitted with the related file specifications. 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 packages are:

- FS052 (DG39) – Membership data file and FS5024 – Membership metadata
- FS059 (DG528, DG644) – Staff FTE data file and FS5018 – CCD Staff FTE metadata

Once the metadata and the related file specification in the data package reflect *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 the data successfully processes, 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 Accessing State Reports

To download a copy of the saved or submitted metadata responses, select **Download Data** 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.

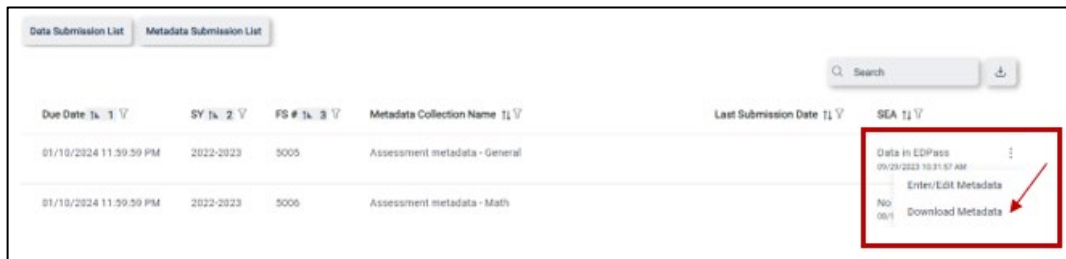


Figure 5.1 Selecting Download Data from the kebab menu on the MSL

### 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).

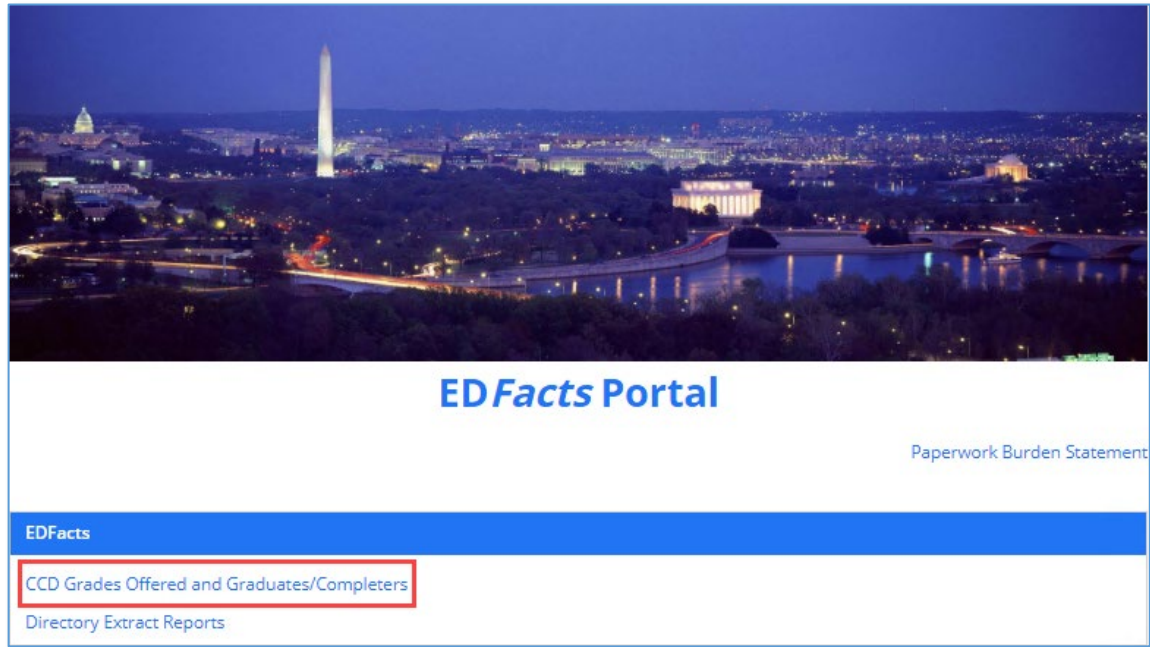


Figure 5.2 – Accessing prior reports in EMAPS

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

Question	Permitted Values
<b>FS052 (DG39) – Membership</b>	
Can you differentiate between grades offered and grades enrolled at the school level?	Yes/No
Can you differentiate between grades offered and grades enrolled at the district level?	Yes/No
Please describe the student counts included in prekindergarten reporting for your state in the box below.	
Do the counts include students enrolled in Head Start, children with disabilities, or State-funded preschool programs?	Yes/No
If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.	text
Membership Comment:	text

Question	Permitted Values
<b>FS059 (DG528, DG644) – Staff FTE</b>	
Are any teachers identified as teachers for ungraded classes?	Yes/No
Staff FTE Comment:	text



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