



U.S. DEPARTMENT OF EDUCATION

EDPass

**Gun-Free Schools Act Metadata
Collection**

User Guide

December 2023

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December 2023

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	December 2023	This is a new document for SY 2022-23

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 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
- *EDPass File Specifications* – a technical guide that contain instructions for building files that are submitted through EDPass.

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 6/30/2023). 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 metadata information and administrative data. Data are reported by state education agencies (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 Gun-Free Schools Act metadata collection (which has been assigned FS5010).

This metadata collection relates to the following files:

- FS086 (DG596) – Students Involved with Firearms
- FS163 (DG603) – Discipline Data

The ED data stewarding office is OESE/OSSS.

[Appendix A](#) explains how to access and navigate EDPass. [Appendix B](#) is a copy of the metadata collection from Attachment C of the Information Collection Request.

1.1 Changes from Prior Year

This metadata collection was previously collected using the *EMAPS*. EDPass will be different than *EMAPS*.

- The metadata collection is assigned a FS number.
- EDPass does not send automated notifications.
- The metadata collection should be completed before uploading corresponding data files.
- The metadata collection can be downloaded by selecting “Download Data” from the kebab menu on the Metadata Submission List page.
- For SY 2022-23 only, the previous submission of this metadata available through *EMAPS*. If you are a new Coordinator and require an *EMAPS* account to access prior submissions, please reach out to PSC for assistance. Going forward, the previous submission will be in EDPass and downloadable using the kebab menu.

1.2 Key dates

The following table has key dates for this metadata collection.

Important Collection Dates	Date
Open date for responding	Monday, December 18, 2023
First date for submitting	Monday, January 8, 2024
Due date	Wednesday, February 7, 2024, at 11:59 p.m. ET.

1.3 Core Requirements

The following table explains key requirements for this collection.

Area	Requirement
Required to submit	All 50 states, District of Columbia (DC) and Puerto Rico (PR).
Not required to submit	Bureau of Indian Education (BIE), U.S. Virgin Islands (VI), and the outlying areas and freely associated states (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, and Palau)
Reporting period	SY 2022-23
Missing responses	The form will not save unless there is a response for every question.
Prefill	This metadata survey will not be prefilled with the prior SY 2021-22 responses.
Submission	This metadata survey can be submitted separate from the associated FS.
Who can respond	Any user with a role that includes: <ul style="list-style-type: none"> GFSA data area and the function of metadata
Who can submit	Any user with a role that includes the data area GFSA and the function of submit.

2.0 Completing the Metadata 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.

For this SY 2022-23 only, the prior year responses are available in *EMAPS*, not *EDPass*.

2.1 Accessing the Metadata Submission List

From the *EDPass* Landing Page, select **Submission List** from the top menu bar (see fig. 2.1).

The default view on this page is the *Data Submission List*. 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. 2.1).

Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH	SSP
05/10/2023 11:59:59 PM	2022-2023	029	Directory	Errors 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM		
05/10/2023 11:59:59 PM	2022-2023	039	Grades Offered	Not Collected 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM		
05/10/2023 11:59:59 PM	2022-2023	190	Charter Authorizer Directory	Ready to Submit 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM		
05/10/2023 11:59:59 PM	2022-2023	196	Management Organization for Charter Schools Roster	Unknown 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM		
05/10/2023 11:59:59 PM	2022-2023	197	Crosswalk of Charter Schools to Management Organizations	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	Not Required to Submit 09/21/2023 02:53:23 PM		
05/10/2023 11:59:59 PM	2022-2023	198	Charter Contracts	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	No Data in EDPass 08/02/2023 07:50:16 AM		

Figure 2.1 – Submission List with Data Submission List and Metadata Submission List tabs

2.2 Accessing the Metadata Collection

To access the metadata collection to complete data entry, select **FS5010 Gun Free Schools Act (GFSA)** from the Metadata Submission List page (see fig 2.2).

Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
01/10/2024 11:59:59 PM	2022-2023	5005	Assessment metadata - General		Data in EDPass 06/29/2023 10:31:57 AM
01/10/2024 11:59:59 PM	2022-2023	5006	Assessment metadata - Math		Data in EDPass 10/17/2023 04:27:02 PM
01/10/2024 11:59:59 PM	2022-2023	5007	Assessment metadata - RLA		Data in EDPass 11/03/2023 11:17:10 AM
01/10/2024 11:59:59 PM	2022-2023	5008	Assessment metadata - Science		Data in EDPass 10/04/2023 11:40:13 AM
01/24/2024 11:59:59 PM	2022-2023	5009	Statewide English Language Proficiency Assessments metadata		Unknown 10/16/2023 02:25:18 PM
02/07/2024 11:59:59 PM	2022-2023	5010	Gun Free Schools Act (GFSA) Metadata		No Data in EDPass 11/17/2023 12:22:17 AM
02/21/2024 11:59:59 PM	2022-2023	5011	Extended-year ACGR Metadata		Ready to Submit 11/30/2023 01:09:38 PM

Figure 2.2 – GFSA collection on the Metadata Submission List

2.3 Responding to the Metadata Collection

There are three tabs for this metadata collection:

- **RESPONDENT INFORMATION**
- **LEA COMPLIANCE WITH GFSA**
- **STATE COMPLIANCE WITH GFSA**

All three tabs must be completed in order to submit the metadata collection.

Respondent Information

To enter the contact information for the individual completing the metadata collection, select the **EDIT** button.

The data entry fields will appear.

Note! There is a 50 character limit for the data entry fields on this page.

Figure 2.3 – Information of the individual responding to the metadata collection

When data entry is complete, select **SAVE**.

LEA Compliance with GFSA

To respond to the compliance questions 1, 2 and 3, select the **EDIT** button.

Figure 2.4 – LEA Compliance with GFSA Tab

Note! See fig 2.4 if one or more LEAs did not provide an assurance.

The questions on this tab are as follows:

1. List the name and address of each LEA that has not provided an assurance that it is in compliance with the State law that requires that a student who brings a firearm to school, or possesses a firearm at school, be expelled for one year. (If all LEAs have provided the necessary assurance, please indicate “none” in response to this item.)
 - None; or
 - One or more LEAs did not provide an assurance
 - Table 1.1 LEA(s) that did not provide assurance per State law (see fig. 2.5)
 - Up to 70 rows can be added. If there are more than 70, please contact PSC for assistance.
2. List the name and address of each LEA that has not provided an assurance that it is in compliance with the requirement in Section 4141(h) that an LEA receiving ESEA funds have in place a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school, or possesses a firearm at school. (If all LEAs have provided the necessary assurance, please indicate “none” in response to this item.)
 - None; or
 - One or more LEAs did not provide an assurance
 - 2.1 LEA(s) that did not provide assurance per 4141(h)
 - Up to 70 rows can be added. If there are more than 70, please contact PSC for assistance.
3. If applicable, please provide information that explains any circumstances affecting the quality of data submitted to us. What information can the State share with us that will help us to more accurately interpret the data submitted on this GFSA report form (e.g., fewer than 100% LEAs responded to the State; figures reported included all weapons, not only firearms)?
 - **Note!** The character limit for the response is 4,000.

LEA COMPLIANCE WITH GFSA

1. List the name and address of each LEA that has not provided an assurance that it is in compliance with the State law that requires that a student who brings a firearm to school, or possesses a firearm at school, be expelled for one year. (If all LEAs have provided the necessary assurance, please indicate "none" in response to this item.)

None One or more LEAs did not provide an assurance

1.1 LEA(s) that did not provide assurance per State law

LEA Name

LEA Address

LEA Name

LEA Address

Figure 2.5 – Adding or removing additional tables to list LEAs that did not provide assurances

If a response is missing for one or more of the questions, an on-screen error *Response Required* will appear in red font under the fields missing responses and the data entered on the page will not be able to be saved.

Resolve the on-screen errors and select **Save** to continue.

SEA Compliance with GFSA

To respond to compliance questions 4, 5 and 6, select the **EDIT** button.

STATE COMPLIANCE WITH GFSA

4. Please indicate whether your State law related to GFSA has changed in the past 12 months.

Yes No

5. How does your State law address the need for providing educational services in an alternative setting to students expelled from their regular school setting? Choose one option.

State law encourages LEAs to provide educational services to expelled students in an alternative setting.

State law requires LEAs to provide educational services to expelled students in an alternative setting.

State law does not address the need for educational services in an alternative setting.

6. Are any State funds used to support the implementation of educational services in alternative settings as it relates to students who have been expelled under the GFSA? Choose one option.

Yes, State funds are provided No, State funds are not provided

Figure 2.6 – SEA Compliance with GFSA Tab

The questions on this tab are as follows:

-
4. Please indicate whether your State law related to GFSA has changed in the past 12 months.
 - Yes
 - If selected, a data entry box titled, *4a. Summary of New/Revised Statute*. Provide a summary of the changes made to these laws.
 - No
 5. How does your State law address the need for providing educational services in an alternative setting to students expelled from their regular school setting? Choose one option.
 - State law encourages LEAs to provide educational services to expelled students in an alternative setting.
 - State law requires LEAs to provide educational services to expelled students in an alternative setting.
 - State law does not address the need for educational services in an alternative setting.
 6. Are any State funds used to support the implementation of educational services in alternative settings as it relates to students who have been expelled under the GFSA? Choose one option.
 - Yes, State funds are provided
 - No, State funds are not provided

If a response is missing for one or more of the questions, an on-screen error *Response Required* will appear in red font under the fields missing responses and the data entered on the page will not be able to be saved.

Resolve the on-screen errors and select **Save** to continue.

2.4 Submitting the Metadata Collection

Once the metadata and all related file specifications listed in section 1.0 reflect a status of *Ready to Submit*, select **Submit** from the kebab menu for either one of the file specifications from the Data Submission List or the metadata collection from the Metadata Submission List.

The *Submit Data* pop-up will appear.

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

Select **Submit** to submit the metadata.

IMPORTANT! Upon submitting the data package, the status of the data files and metadata may reflect *Data Submission in Progress* on the Submission Lists. The processing time of data 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 status of *Submitted* will display on both the Data Submission List (data files) and Metadata Submission List.

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

2.5 Making updates to 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.

2.6 Downloading the Responses to the Metadata Collection

To download a copy of the saved or submitted responses to the metadata form, select **Download Metadata** from the kebab menu on the Metadata Submission List.

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

2.7 Accessing Prior Year's Responses

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 **Gun-Free Schools Act (GFSA)** under EDFacts (see fig 2.7).

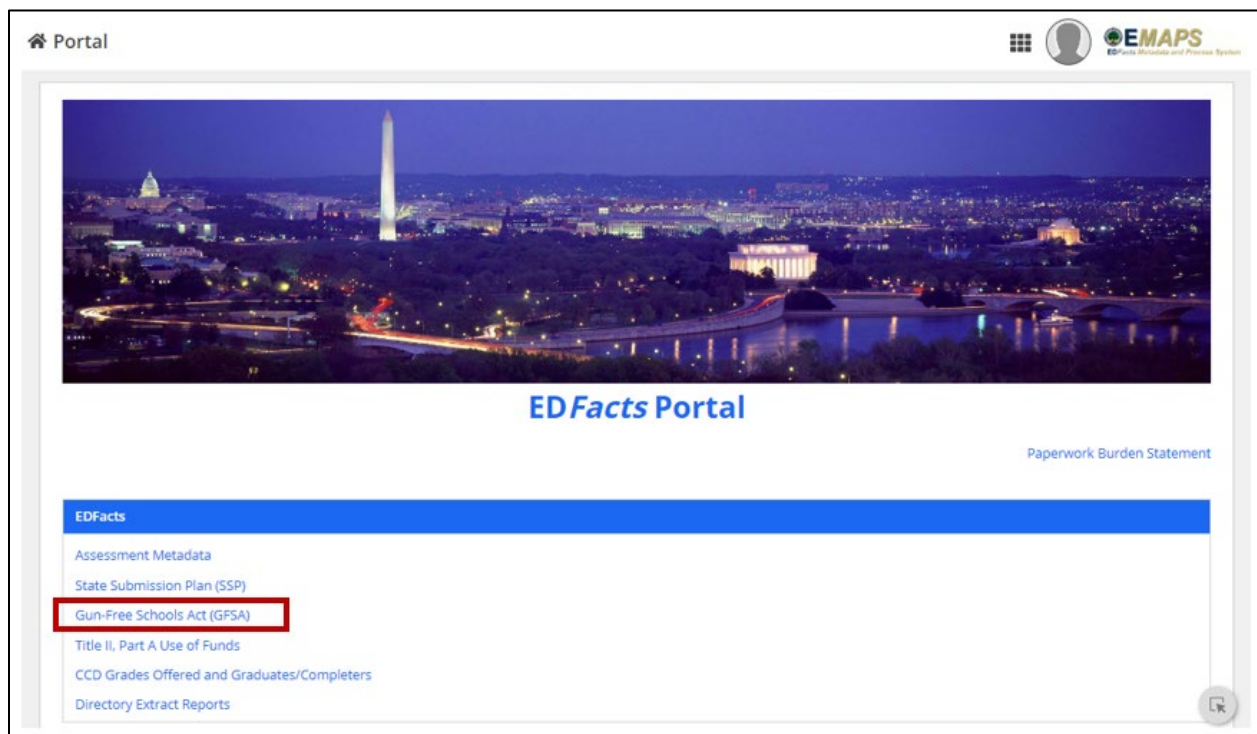


Figure 2.7 – Accessing prior survey reports in EMAPS

Select **REPORTS** from the top menu bar (see fig. 2.8) and choose the following:

1. State Folder: Choose **<State> GFSA**
 - a. The list of all previously submitted HTML reports will appear
2. Select the report of the school year you wish to view/download.



Figure 2.8 – 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.

3.0 Appendix A – Access to and Navigation in EDPass

This appendix explains how to access and navigate in EDPass. For additional information about EDPass see the EDPass User Guide.

3.1 Technological Requirements

EDPass works on internet browsers Google Chrome and Microsoft Edge, versions released 2022 and later.

3.2 Availability

EDPass is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

After a due date, EDPass will be unavailable for uploading, adding and/or editing data notes and submitting data that were due. SEA EDPass Managers may still make changes and additions to users and role management. Authorized users can still make changes to the SSP.

3.3 Concurrency

EDPass is designed to allow multiple users within the SEA to access the application. For instance, one user can upload data files while another is resolving data quality errors by adding data notes. However, if two users work on the same screen (or page) simultaneously, there is a risk that one of the users' inputs will be omitted; the data saved last will be the data written into the database. To avoid confusion and omission of data, assign responsibilities to try and avoid two users working on the same pages at the same time.

3.4 Signing into EDPass

Upon accessing the EDPass website, accept the *Terms of Service* agreement by selecting the checkbox next to "I agree."

Click **SIGN IN WITH LOGIN.GOV** and the system will direct you to enter your Login.gov credentials. Enter one form of multi-factor authentication (previously set up). Once accepted, the system will redirect to the EDPass landing page.

3.5 Signing out of EDPass

To minimize security risks, sign out of EDPass when the application is not being used. To sign out, click the user icon on the top right-hand corner of the screen and select **Logout** from the drop down. Before signing out, be sure to save changes to avoid losing work.

After 2 minutes of inactivity, a timer in red font will appear in the upper right-hand corner counting down to when EDPass will automatically sign out the user (see fig. 3.1). Users are automatically signed out after 20 minutes of inactivity. Simply moving the computer mouse resets the timer.

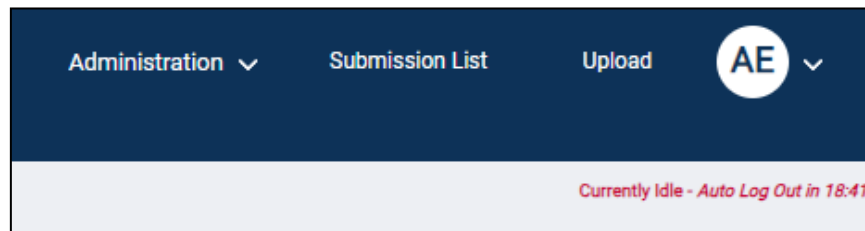


Figure 3.1 - Inactivity timer appears in the top right corner and counts down

3.6 EDPass Landing Page

After successfully logging in, the landing page will display (see fig 3.2).

The top of the landing page contains links to:

- Administration (if an SEA EDPass Manager)
- Submission List
- Upload
- Your EDPass Account

The middle of the page contains:

- **Quick Links**
 - Links to ED*Facts* reporting documentation
 - Links to EDPass-related documentation
- **We are here to help**
 - ED*Facts* PSC contact information

The bottom of the page provides the Paperwork Burden Statement (see fig 3.2).

EDFacts EDPass
US Department of Education

Administration ▾ Submission List Upload AE ▾

Hello, Alaska. Your last login was 07/05/2023 11:45:10 AM

Alaska Home

Quick Links

- EDFacts Reporting Documentation
- EDFacts Business Rules Single Inventory and Guide
- EDFacts File Specifications
- Acronym List
- Data Submission Organizer
- EDPass Documentation
- EDPass User Guide
- Technical Assistance Documentation

We are here to help

EDFacts Partner Support Center

Hours: Monday - Friday, 8:00 AM to 6:00 PM ET
Phone: (877) 457-3336
Email: EDFacts@ed.gov

Paperwork Burden Statement

The National Center for Education Statistics (NCES), within the Institute of Education Sciences (IES), a part of the U.S. Department of Education (ED), has received OMB approval for its annual EDFacts data collection. Subject to the requirements of the Paperwork Reduction Act, a federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 1850-0925 (expiration 06/30/2025). Public reporting for this collection of information is estimated to be approximately 2,000 hours, annually, per respondent.

Figure 3.2 - EDPass Landing Page

3.7 Your EDPass Account

In the upper right corner of the page header is a circle with your initials. Hover on the circle and a drop down with options to view your user account or to log out of EDPass will appear. To review your information, select **View User Account**. If there are errors in your user information, contact your SEA EDPass Manager.

Your EDPass permissions are set by your SEA EDPass Manager. Permissions are assigned via a role defined by data areas and by functions. You will only be able to work on data areas and perform functions that your SEA EDPass Manager has granted to you. Only your SEA EDPass Manager can change your permissions.

4.0 Appendix B – Metadata Collection

GUN FREE SCHOOLS ACT (GFSA) SURVEY

This metadata collection relates to the Gun Free Schools Act data collection. This information along with the data collected is used for the legislative required reporting on gun related incidents.

This metadata collection relates to the following *EDFacts* Submission System (ESS) file specifications:

- FS086 - Students Involved with Firearms
- FS163 - Discipline Data

Question	Permitted Values	Skip Logic
RESPONDENT INFORMATION		
Name of Individual Completing this Report:	text	
Title of Individual Completing this Report:	text	
Fax:	text xxx-xxx-xxxx	
Email Address:	text	
Did your state submit all GFSA data via ESS (files # C086 and C163) for SY 2016-17	Yes/No	
LEA COMPLIANCE WITH GFSA		
List the name and address of each LEA that has not provided an assurance that it is in compliance with the State law that requires that a student who brings a firearm to school, or possesses a firearm at school, be expelled for one year. (If all LEAs have provided the necessary assurance, please indicate “none” in response to this item.)	None, One or more LEA Names and Addresses (text)	
2. List the name and address of each LEA that has not provided an assurance that it is in compliance with the requirement in Section 4141(h) that an LEA receiving ESEA funds have in place a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school, or possesses a firearm at school.	None, One or more LEA Names and Addresses (text)	

Question	Permitted Values	Skip Logic
(If all LEAs have provided the necessary assurance, please indicate “none” in response to this item.)		
3. If applicable, please provide information that explains any circumstances affecting the quality of data submitted to us. What information can the State share with us that will help us to more accurately interpret the data submitted on this GFSA report form (e.g., fewer than 100% LEAs responded to the State; figures reported included all weapons, not only firearms)?	text	
STATE COMPLIANCE WITH GFSA		
4. Please indicate whether your State law related to GFSA has changed in the past 12 months.	<ul style="list-style-type: none"> • Yes, our state law has changed in the past 12 months • No, our state law has not changed in the past 12 months 	
Summary of New/Revised Statute	text	Only required if 4 is Yes
5. How does your State law address the need for providing educational services in an alternative setting to students expelled from their regular school setting? Choose one option.	<ul style="list-style-type: none"> • State law encourages LEAs to provide educational services to expelled students in an alternative setting. • State law requires LEAs to provide educational 	

Question	Permitted Values	Skip Logic
	services to expelled students in an alternative setting. • State law does not address the need for educational services in an alternative setting.	
6. Are any State funds used to support the implementation of educational services in alternative settings as it relates to students who have been expelled under the GFSA? Choose one option.	• Yes, State funds are provided. • No, State funds are not provided	



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