

U.S. DEPARTMENT OF EDUCATION

EDPass

Sex Collection Metadata User Guide

June 2024

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	EDPass Sex collection Metadata User Guide
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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	June 2024	This is a new document. <ul style="list-style-type: none">• <i>New!</i> This collection is a standalone collection to be submitted on its own

PREFACE

This user guide is for the EDPass application. EDPass is used to submit data for *EDFacts*.

EDFacts is a collaborative effort among the U.S. Department of Education (ED), state education agencies (SEAs), and industry partners to improve the quality and timeliness of education information. *EDFacts* is the foundation and primary collection system for elementary and secondary education data, and a centralized information management tool for ED and SEAs. By centralizing ED's data collection and business intelligence capabilities within one repository, *EDFacts* brings a critical level of coordination and efficiency among Program Offices within ED, and reduces the burden put upon states to report data to ED.

This guide will be updated when changes are made to EDPass.

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1.0 Introduction

This document contains instructions for submitting the following metadata collections:

- FS5001 – Sex Collection metadata

There are multiple ED data stewarding offices that use this information.

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

1.1 Changes from Prior Year

This metadata collection includes the following changes from the prior year:

- It is no longer combined with the IDEA Part B Child Count metadata. It is now a standalone collection to be submitted on its own.

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 be prefilled with the prior SY 2022-23 responses.
Submission	This metadata collection is not part of a data package.
Who can respond	Any user with a role that includes the data area Directory and the function of metadata.
Who can submit	Any user with a role that includes the data area Directory 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** – the metadata and/or data files must align to resolve the error

3.0 Completing Metadata Entry

To enter information and submit a metadata collection, access one of the collection data entry pages from the Metadata Submission List. Proceed with entering 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		Data in EDPass 02/23/2024 02:54:43 PM
Unlocked	07/31/2024 11:59:59 PM	2023- 2024	5001	Sex collection metadata		No Data in EDPass 02/09/2024 11:47:41 AM

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	5001	Sex collection metadata	No Data in EDPass	⋮ Enter/Edit Metadata
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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 (see fig. 3.3).

Figure 3.3 – Select EDIT button to display data entry cells

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 required 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** on the error pop-up to remain on the page to complete data entry and either save the information entered or select **Leave without saving** to continue navigating to the selected destination (such as the Submission List).

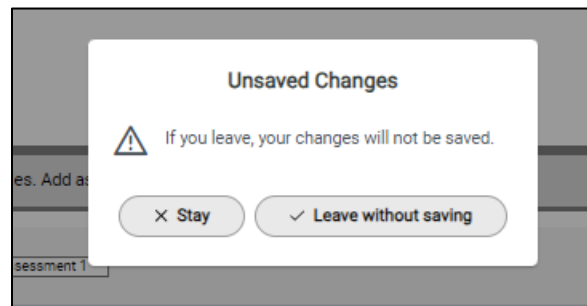


Figure 3.4 – Unsaved Changes error message

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 *Ready to Submit*.

3.4 **Revised!** Responding to FS5001 – Sex Collection Metadata

The FS5001 – Sex Collection metadata has been developed to collect data authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED Facts (OMB 1850-0925, expires 6/30/2025).

Respond **YES** or **NO** to the question: “***For sex, does your state collect more than two permitted values (male and female)?***”

The screenshot shows a survey question with two radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. Below the radio buttons is a text input field with a placeholder text: 'Beyond male and female, what permitted values does your state collect about students to represent sex, gender, and/or gender identity? Please provide state definitions if terms are defined.'

Figure 3.5 – Sex collection question

If Yes is selected, an additional question will appear: ***Beyond male and female, what permitted values does your state collect about students to represent sex, gender, and/or gender identity? Please provide state definitions if terms are defined.*** A comment box will appear for the state to enter supplemental information (see fig. 3.5).

NOTE! The comment box has a character limit of 4,000.

4.0 Submitting the Metadata

Once the metadata collection reflects *Ready to Submit* status, select **Submit** from the Metadata Submission List kebab menu.

The *Submit Data* pop-up will appear.

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

Select **Submit** to submit the Metadata.

Once the data successfully processes, the *Submitted* status will display.

After a due date, all data are delivered to ED.

5.0 Accessing State Reports

To download a copy of the entered or submitted metadata responses, select **Download Data** from the kebab menu on the Data 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 DSL

5.1 Accessing Prior Year’s State Reports

To obtain a copy of the prior year’s responses, please contact PSC.

6.0 Appendix

Sex Collection Metadata Form

State Submission Plan (SSP)		
Sex		
For sex, does your state collect more than two permitted values (male and female)?	Yes/No	
If yes, please respond to the following question: Beyond male and female, what permitted values does your state collect about students to represent sex, gender and/or gender identity? Please provide state definitions if terms are defined.	Text	Only required if the first response is "Yes"



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