

Economically Disadvantaged Students Data Collection

As required by the federal *Every Student Succeeds Act of 2015 (ESSA)*, the North Carolina Department of Public Instruction (NCDPI) is required to disaggregate student data by subgroups for Accountability purposes. This data collection includes currently enrolled students with temporary, free, reduced or Identified Student Percentage (ISP) eligibility tags. For schools/districts participating in the Community Eligibility Program (CEP) or charter schools not participating in the National School Lunch Program, the ISP data includes data reported to the NCDPI through the School Nutrition Services Division.

Beginning with the 2021–22 school year the criteria for identifying Economically Disadvantaged Student (EDS) status has been updated by the United State Department of Education. The North Carolina Department of Public Instruction is defining Economically Disadvantaged status as:

Any student identified by a PSU, meeting the criteria of Directly Certified, Categorically Eligible, or a method consistent with state or federal guidance for financial assistance regardless of participation or eligibility in the National School Lunch Program (NSLP).

The process for reporting eligibility in the NSLP for all Non-CEP and NSLP participating schools the guidance for reporting NSLP Eligibility by student does not change.

The following guidance applies only to the following scenarios:

- 1) CEP Schools and LEAs
- 2) Non-participating NSLP schools.

Non-CEP and NSLP participating schools now have the ability to identify a student as Economically Disadvantage who may not be identified as part of the NSLP.

NCDPI will continue to use authoritative sources for Direct Certification and Categorically Eligible data to identify Economic Disadvantage status. In addition to these sources, PSUs may provide additional eligible students from a collection of information consistent with state or federal guidance for financial assistance.

For all schools, a local process may be developed to collect information and identify students meeting the criteria for Economically Disadvantaged status. For example, for schools participating in the National School Lunch Program, approved household applications is one method of assigning the Economically Disadvantaged status.

All identified students must be qualified using the state defined process. Each PSU will be required to maintain and produce the criteria and documentation for any Economically Disadvantaged determination made outside of Direct Certification and Categorically Eligible determinations upon request.

It is now possible for the EDS data collection and submission processes to contain both the eligible students for National School Lunch Program participation and those identified as Economically Disadvantage by the PSU using another method.

The Accountability Services Division has a signed Memorandum of Agreement (MOA) with the School Nutrition Services Division that restricts who has access to the EDS information. The MOA is posted on the ATEAM website at <https://www.rep.dpi.state.nc.us/> when finalized and is updated with access changes periodically.

The EDS files uploaded from public school unit test coordinators are checked on the 2022 Data Collection Status Viewer in the following locations. This table is automatically updated with the latest ACCDATA collection:

Monthly collections - *2022-LOC-EDS (September, October, November, January, February, March, May, June)*
 December collection - *2022-DEC-EDS*
 April collection - *2022-APR-EDS*

An EDS Head Count (EDSHC) report is available for all schools regardless of CEP/participating status in the status viewer at 2022-LOC-EDSHC for the monthly collections, 2022-DEC-EDSHC for the December 1 collection or 2022-APR-EDSHC for the April 1 collection.

For the 2021-22 school year, all schools, including CEP schools and non-participating charter schools, will submit an EDS file. If CEP and Non-NSLP schools do not collect the EDS data using an alternate method, they will submit a blank EDS file. EDS information for all schools can be viewed in EDSHC. EDS information submitted by schools will see eligibility information under the 123_Count for EDS tags in EDSHC. Directly certified and categorically eligible for free meals data as reported by the School Nutrition Division can also be viewed in EDSHC under DC_Count.

Public School Unit Type	Submit an EDS file?	EDS File Eligibility Tags	Summary Information Available in Status Viewer EDSHC?
100% National School Lunch Program (NSLP) Participating Non-CEP LEA's or Charters	Yes	1,2,3,7 or 9	Yes
100% CEP LEA's or Charters	Yes	7	Yes
Mixed CEP/Non-CEP	Yes	1,2,3,7,9	Yes
Non-NSLP Participating Charters	Yes	7	Yes

FERPA and the MOA with the NCDPI Student Nutrition Services Division prohibits the improper disclosure of personally identifiable information derived from education records as well as the requirement to provide certain privacy protections for those education records. As a result, these EDS files may not be placed anywhere except the ACCDATA folder for transfer to the NCDPI and not permanently stored on any electronic devices (smartphones, laptops, etc.) or other storage device that can be lost or stolen without encryption. Additionally, student EDS flags will not be available in any student level reports created by the Accountability Services Division of the NCDPI including but not limited to all student level audit files.

File specification for public school units

Description

This file is used by Accountability Services to identify which currently enrolled students within the LEA/charter/lab school are economically disadvantaged. See the supplemental guidance at the end of this document for the new monthly file submissions.

The EDS files are checked on the 2022 Data Collection Status Viewer at *2022-DEC-EDS or 2022-APR-EDS*.

- Include currently enrolled students with temporary (code 1), free (code 2), reduced (code 3) PSU identified (code 7).
- Include currently enrolled students who completed a household application but were denied (code 9) for PEBT purposes.
- Full pay or withdrawn students should not be included.

- Currently enrolled students not listed in this file will automatically be considered non-EDS.
- **IMPORTANT NOTE:** The data collection must include students at all grade levels Pre-K-13 (including XG). Charter schools should not submit Pre-K data.

Filename:

The filename is EDS###.TXT where ### is the PSU code. The file can be uploaded through NC Tools or manually. For the EDS file to be uploaded automatically using the backup function to SSH through NCTools, the file must be in the correct location:

Monthly – C:\ACCDATA\2022\LOC
 December - C:\ACCDATA\2022\DEC
 April - C:\ACCDATA\2022\APR

Note: Charter/Lab schools will manually upload the EDS file to the SSH server in the appropriate directory following the directions provided by the RAC office.

Due Date:

Monthly data collections are due on the first of each month. Files must be uploaded to the SSH and accepted as complete no later than the seventh of the month. Data collected on or by December 1, 2021 must be uploaded to the SSH, viewed and accepted as complete in the Status Viewer by December 7, 2021. The data collected on April 1, 2022 must be uploaded to the SSH, viewed and accepted as complete in the Status Viewer by April 8, 2022.

File Format

- Tab delimited. Each value is separated by exactly one tab character.
- The first row must be the column header row, with each cell containing its column name.

Column Headers and Descriptions

school_code	The official 6-digit School code. For charters and lab schools, this will be an alphanumeric code such as "01A000".
student_id	This is the PowerSchool student ID.
first_name	The student's legal first name.
last_name	The student's legal surname.
eligibility_code	This tag should indicate the current Free/reduced lunch eligibility status of the student.
eligibility_date	This is the date the student's eligibility starts with format MM/DD/YYYY.

The accepted eligibility tag values are:

- 1 = Temporarily Free or Reduced (Treated as Free)
- 2 = Free
- 3 = Reduced
- 7 = PSU identified students

Code used for additional PEBT purposes:

- 9 = Denied (Household applications submitted for the SY 2021-2022 but did not qualify)

Sample Output on Status Viewer of the EDSHC File for ALL Schools

See the sample screen shot below from a PSU as of December 1 collection that has a combination of CEP schools and traditional EDS schools. Note: The Pct_EDS columns include the percent of students in grades PK-13 (including XG) for auditing purposes (Note – Pre-K students in charter schools are not to be included in the schools EDS files).

Common errors:

If a 0* is noted in the Pct_EDS column verify and/or correct (this list is not exhaustive, just the most common):

- There is a coding mis-match with CEP designation and student coding
- There are students not coded in the source file
- There are no students in the school who qualify as EDS – this should be a **RARE** occurrence (if this is the case, the warning can be ignored)

Control: ReportTitle: EDS HC for [redacted]
 EDS_HC: ProcessTime: [redacted] 11:44
 EDS_HC:
 EDS_HC:

EDS_HC: Info:	School	Span	Enrolled	123_Count	DC_Count	School_Type	Pct_EDS
EDS_HC: Info:	[redacted]	PK-05	500	-	391	CEP	78
EDS_HC: Info:	[redacted]	09-12	946	258	-	-	27
EDS_HC: Info:	[redacted]	PK-05	458	-	283	CEP	62
EDS_HC: Info:	[redacted]	PK-05	572	-	238	CEP	42
EDS_HC: Info:	[redacted]	PK-05	779	302	-	-	39
EDS_HC: Info:	[redacted]	09-12	661	-	430	CEP	65
EDS_HC: Info:	[redacted]	09-12	0	0	-	-	-
EDS_HC: Info:	[redacted]	PK-05	683	287	-	-	41
EDS_HC: Info:	[redacted]	09-12	186	-	55	CEP	30
EDS_HC: Info:	[redacted]	PK-05	61	41	-	-	38
EDS_HC: Info:	[redacted]	PK-05	794	181	-	-	23
EDS_HC: Info:	[redacted]	06-08	1126	521	-	-	46
EDS_HC: Info:	[redacted]	PK-05	245	-	199	CEP	81

Verifying and Correcting Errors and Warning Messages

1. 123_Count is zero. Check EDS file submission

The specified school in this warning is a NSLP participating school, but the EDS file does not contain any students identified as EDS. The TC should work with School Nutrition to identify why the school has no EDS students. A new file should be uploaded if the school does have EDS students. If the school has no EDS students, the TC should email an explanation of why to the RAC for documentation purposes.

2. CEP school ***** has codes 123

A school identified as a CEP school has submitted EDS eligibility codes of 1,2 or 3. CEP schools should only have the eligibility code of 7 in the EDS file if the optional data collection form was used. If the optional form was not used, no EDS data should be submitted for this school (non-district public school units would submit a blank EDS file in this situation).

3. No students tagged for EDS subgroup

The school appears to have no EDS students (no students were in the EDS file for this school or the EDS file was blank). If this is a National School Lunch Participating school, the TC should work with School Nutrition to verify this school has no EDS students. A new file should be uploaded if the school does have EDS students. If the school has no EDS students, the TC should email an explanation of why to the RAC for documentation purposes.

4. Non-NLP School *****: Has codes 123

The school is classified as a non-National School Lunch Participating school, but the EDS eligibility tags in the EDS file has the codes 1,2 or 3. Non-NSLP schools should only have the EDS eligibility tag of 7 in the files. If the optional collection was not used, a blank EDS file should be uploaded.

Supplemental guidance for the monthly EDS file submissions

To ensure an inclusive data collection, there will be monthly EDS file collections scheduled for 2021-22. The collection process will not change from the previous years, but the desire is to capture all changes during this school year. The additional collections will be archived on the 15th of each month to clear the folder for the next submission.

- EDS data are needed for some accountability calculations and for other NCDPI uses.
- Every public school unit must submit monthly data files.
- EDS data is submitted through the 2022/COLLECTLOC folder on SSH as directed in EDS process guidance above for those collections that are not December 1st and April 1st.
- The files must be submitted securely and safely. If you are experiencing trouble or issues doing this, please contact your RAC/RCC.
- To finalize the monthly files, check the status viewer for both EDS and EDSHC and resolve warnings within five days after the due date.