



Documentation to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2008–09

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I. Introduction to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2008-09

The Common Core of Data (CCD) nonfiscal surveys consist of data submitted annually to NCES by state education agencies (SEAs) in the 50 states, the District of Columbia, Puerto Rico, the four outlying areas (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands), the Department of Defense (DoD) dependents schools (overseas and domestic), and the Bureau of Indian Education (BIE). In order to provide data comparable across states to the maximum extent feasible, NCES and representatives of the SEAs have worked since the 1950s to develop and accept common data items and definitions. The 50 states, the District of Columbia, Puerto Rico, Virgin Islands, and BIE report their school, agency, and state education data through the U.S. Department of Education's Education Data Exchange Network (EDEN), while DoD, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands submit their data through the CCD online collection maintained by the U.S. Census Bureau and Kforce Government Solutions. The purpose of the CCD nonfiscal surveys is to provide a listing of all open schools and agencies providing free public elementary and secondary education, along with basic descriptive statistical information on each school and agency listed, and the state as a whole. The CCD includes all settings in which free public education is provided to children. However, some SEAs do not provide information on education outside of the traditional public school system – such as schools in correctional facilities or hospitals – while others do provide this information.

To ensure accuracy of the CCD nonfiscal data, NCES works with contractors to screen, examine, and edit the original data that are submitted by the states through EDEN. The quality control process involves extensive cross year, file, and source data checks and iterative data reviews. It often takes several months to release the official dataset after the raw data are submitted. NCES has recognized the mounting interests in and needs for more timely CCD data. To balance between the needs for timeliness and data integrity, NCES will publish the preliminary files for the CCD nonfiscal agency and school surveys starting with school year 2008-09. The main differences between the preliminary files and final released files are that: 1) the preliminary files do not contain data from the four outlying areas, DoD (overseas and domestic), and BIE either because the data were not submitted through EDEN or because the data were not sufficiently complete; 2) the preliminary files contain a subset of variables that are in the final released files; and 3) the variables in the preliminary files have not been completely edited while all the variables in the final released files will be fully edited. Additionally, the preliminary files include instances of missing data that were not reported by the time the file was created. It is anticipated that these data will be filled in the final file.

The Local Education Agency Universe Survey Preliminary File includes data for the following variables: NCES agency ID number, state agency ID number, agency name, phone number, mailing address, physical location address, agency type code, operational status code, full-time-equivalent (FTE) classroom teacher counts, number of PK-12 students, and number of ungraded students. The numerical variables have not been reviewed and are given in the preliminary file as reported from the states. The categorical variables have been edited to the extent that they only contain valid values, but the accuracy of the variables has not been reviewed. For example, the agency type code only allows a valid code of '1', '2', '3', '4', '5', '6', '7', and '8'; therefore, a

value of ‘9’ in the file would be suppressed and shown as missing. However, whether the values for agency type were reported correctly has not been reviewed.

States report data to EDEN through multiple file groups that fall into four reporting schedules throughout the year. The data in the LEA preliminary file came from three different files and were extracted from EDEN before August 14, 2009. Table 1 lists the data items included in each file and the exact dates when the three files were extracted from EDEN.

In the 2008-09 CCD Local Education Agency Universe Survey Preliminary File, there are 18,130 records, one for each public elementary and secondary education agency in the 50 states, the District of Columbia, and Puerto Rico. Of the 18,130 records, 17,773 are coded as operating¹ and 357 are coded as non-operating agencies. Among the operating agencies, 13,943 are regular local districts, 1,325 are supervisory unions or regional educational centers, 259 are state-operated agencies, 2,072 are charter agencies, and 174 are federally operated or other agencies.

The remainder of this document contains a user’s guide and two appendixes. The user’s guide contains information on CCD methodology, including certain conditions that are unique to this data file, and limitations of the file.

- **Appendix A – Record Layout** lists the variable names and labels of the data elements discussed throughout the documentation, as well as their location in the data file.
- **Appendix B – Value Distribution and Field Frequencies** indicates the minimum, maximum, and mean values for each continuous variable as well as the frequency, percentage, cumulative frequency, and cumulative percent of all categorical variables.

¹ The 17,773 operating agencies include those that are currently open, new, added, and reopened. Those agencies are coded as 1, 3, 4, 5, and 8 for operational status code, respectively. The 357 non-operating agencies are closed (2), temporarily inactive (6), and future (7).

Table 1. File extraction dates for Directory, Staff, and Membership Files: School year 2008-09

| State name | Dir ¹ | Staff ² | Member ³ | State name | Dir ¹ | Staff ² | Member ³ |
|----------------------|------------------|--------------------|---------------------|----------------|------------------|--------------------|---------------------|
| Alabama | 07/10 | 07/10 | 07/10 | Nebraska | 06/24 | 07/07 | 07/07 |
| Alaska | 07/31 | 07/31 | 07/31 | Nevada | 06/24 | 07/07 | 07/07 |
| Arizona | 06/23 | 07/07 | 07/07 | New Hampshire | 06/23 | 07/07 | 07/07 |
| Arkansas | 06/23 | 07/07 | 07/07 | New Jersey | 07/01 | 07/07 | 07/07 |
| California | 08/03 | 08/03 | 08/03 | New Mexico | 07/07 | 07/07 | 07/07 |
| Colorado | 06/23 | 07/07 | 07/07 | New York | 07/09 | 07/12 | 07/12 |
| Connecticut | 06/23 | 07/07 | 07/07 | North Carolina | 06/24 | 07/07 | 07/07 |
| Delaware | 06/30 | 07/07 | 07/07 | North Dakota | 06/24 | 07/07 | 07/07 |
| District of Columbia | 07/09 | 07/09 | 07/09 | Ohio | 06/24 | 07/07 | 07/07 |
| Florida | 06/23 | 07/07 | 07/07 | Oklahoma | 06/24 | 07/07 | 07/07 |
| Georgia | 06/23 | 07/07 | 07/07 | Oregon | 06/23 | 07/07 | 07/07 |
| Hawaii | 06/23 | 07/07 | 07/07 | Pennsylvania | 07/02 | 07/07 | 07/07 |
| Idaho | 06/23 | 07/07 | 07/07 | Rhode Island | 08/03 | 08/03 | 08/03 |
| Illinois | 06/23 | 07/07 | 07/07 | South Carolina | 06/24 | 07/07 | 07/07 |
| Indiana | 06/23 | 07/07 | 07/07 | South Dakota | 08/10 | 08/10 | 08/10 |
| Iowa | 06/23 | 07/07 | 07/07 | Tennessee | 06/30 | 07/07 | 07/07 |
| Kansas | 06/23 | 07/07 | 07/07 | Texas | 08/10 | 08/10 | 08/10 |
| Kentucky | 06/24 | 07/07 | 07/07 | Utah | 07/01 | 07/07 | 07/07 |
| Louisiana | 06/23 | 07/07 | 07/07 | Vermont | 06/24 | 07/07 | 07/07 |
| Maine | 08/05 | 08/05 | 08/05 | Virginia | 06/24 | 07/07 | 07/07 |
| Maryland | 06/23 | 07/07 | 07/07 | Washington | 06/11 | 07/07 | 07/07 |
| Massachusetts | 06/24 | 07/07 | 07/07 | West Virginia | 06/24 | 07/07 | 07/07 |
| Michigan | 06/24 | 07/07 | 07/07 | Wisconsin | 06/11 | 07/07 | 07/07 |
| Minnesota | 06/24 | 07/07 | 07/07 | Wyoming | 07/09 | 07/15 | 07/15 |
| Mississippi | 06/24 | 07/07 | 07/07 | Puerto Rico | 08/03 | 08/03 | 08/03 |
| Missouri | 06/24 | 07/07 | 07/07 | | | | |
| Montana | 06/24 | 07/07 | 07/07 | | | | |

¹ Directory file contains the following variables: LEAID, FIPST, STID, NAME, PHONE, MSTREE, MCITY, MSTATE, MZIP, MZIP4, LSTREE, LCITY, LSTATE, LZIP, LZIP4, TYPE, and BOUND.

² Staff file contains the TOTTCH variable.

³ Membership file contains PK12 and UG variables.

II. User's Guide

A. Methodology

Data collected at different levels of aggregation (school, agency, and state) are provided by officials in each SEA. Since it is understood that local education staff have already provided information to SEA officials in conjunction with established administrative records systems, U.S. Department of Education staff do not contact local agency personnel to verify data except in unusual circumstances. Edits are performed by survey staff and referred to the SEA respondent for resolution. It is CCD policy to accept the judgment of the respondent unless there is a clear conflict or unacceptable inconsistency.

Although every public school must be administered by an education agency, it is not true that every education agency must operate schools. Some agencies provide support to other agencies and do not have teachers or students permanently assigned to them. In the event that a student is served by more than one agency, there may be some question about where to count the student's membership. Because the CCD asks for a headcount and not an FTE student count, it is left up to the reporting officials to choose the agency in which the student is counted.

Comments about the Local Education Agency Universe Survey Preliminary File

Users of the data file need to be aware of certain characteristics of the file.

Undercoverage. Although CCD coverage of traditional public schools and school districts is virtually 100 percent, the same cannot be said for publicly funded education outside of traditional settings and organizations. The CCD asks states to report all free public education in their state regardless of who administers the schools or districts. However, there are states that do not report schools that are administered by state organizations other than SEAs (such as a health and human services or a corrections department).

Missing data. Not all states had reported all items by the time that the preliminary file was constructed. It is anticipated that these data items will be reported and included in the final file. These items are distinguished from cases in which states reported that data are missing.

Missing value options. All data elements are either completed by the state or have been filled with a "0," "-1," "-2," "-9," "M," "N," or "B."

- 0 – There are no occurrences of this data element. A value was expected and measured, but there were no cases in the category.
- B (or -9 for numeric values) – A value was not reported but is expected to be available for the final file. A value was expected and the cell was blank when the data were extracted from EDEN.
- M (or -1 for numeric values) – A value was expected and the state reported that the value was not measured. (For example, a regular school that should report at least one student but cannot count the number of students would report -1.)

- N (or -2 for numeric values) – Data are not applicable. A value was neither expected nor measured. (For example, a shared time school may report -2 for total student count.)

Suppressing data. Invalid values were suppressed as missing for the variables that have not been fully edited to avoid misuse or misinterpretation of the data. For example, an invalid code of “9” for agency type would be changed to “M” because there is no such agency type code.

Comments about the Variables

Data users should also take note of certain conditions regarding each variable in the file. The code in parentheses before the variable description indicates the variable name, which is also referenced in Appendix A.

(FIPST) FIPS State Code. A list of the Federal Information Processing Standards (FIPS) codes for each state and other jurisdiction. NCES assigned dummy codes for DoD (overseas and domestic) and BIE. See Table 2.

(LEAID) NCES Local Education Agency ID. Unique NCES local education agency ID number assigned to each record. The first two characters of this number are the FIPST code. An agency’s LEAID does not change over time.

(STID08) State Local Education Agency ID. Each record contains a State Local Education Agency ID. State Local Education Agency ID numbers are assigned by SEAs and may not be unique across states. An agency’s STID may change over time as new STIDs are assigned by a state.

(NAME08) Name of Education Agency. Each record contains an agency name. NCES reviewed any record filling the 60 characters assigned, and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(PHONE08) Area code + Telephone Number. Telephone number of the education agency. NCES did not correct missing or bogus (e.g., “555-555-5555”) telephone numbers in the preliminary file.

(MSTREE08) Mailing Street. Mailing address of the agency. This field may contain a street address or a P.O. Box number. Some mailing addresses consist solely of a city and state, indicated by an “N” in the street address field. NCES did not correct missing or bogus (e.g., “No Local Address”) addresses in the preliminary file.

(MCITY08) Mailing City. Name of the mailing address city. There may be some valid cases in which a school may be located in one city and have a mailing address in another city.

(MSTATE08) Mailing State Abbreviation. Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located. Each record contains a mailing state. There are instances where a school that is part of one state’s education system reports a mailing address in another state; these situations have been confirmed by the reporting state. A list of the 19

agencies that have a mailing state code different from their FIPS state code is included in Table 3.

(MZIP08, MZIP408) Mailing ZIP Code +4. Mailing 5-digit ZIP Code and Mailing +4 ZIP Code for the mailing address. Each record contains a mailing ZIP Code in this field. The +4 may be left blank if it is unknown.

(LSTREE08) Location Street. Location address of the agency. If the location street, city, state, and ZIP Code fields were left blank, data from the corresponding mailing address fields were inserted.

(LCITY08) Location City. Location city of the agency. Each record contains a location city in this field.

(LSTATE08) Location State Abbreviation. Two-letter U.S. Postal Service abbreviation for the state where the agency is located. Each record contains a location state in this field.

(LZIP08, LZIP408) Location Zip Code +4. Location 5-digit ZIP Code and Location +4 ZIP Code of the agency. Each record contains a location ZIP Code in this field. The +4 may be left blank if it is unknown.

(TYPE08) Education Agency Type Code. NCES code for type of agency. Each record contains an education agency type code. Agencies classified as supervisory union administrative centers (TYPE08=3) generally do not report student membership, although Vermont and Virginia are exceptions and report students in membership for such agencies. The agency type codes are as follows:

- 1 = Local school district that is not a component of a supervisory union.
- 2 = Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.
- 3 = Supervisory union administrative center, or a county superintendent serving the same purpose.
- 4 = Regional education services agency, or a county superintendent serving the same purpose.
- 5 = State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.
- 6 = Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.
- 7 = All schools associated with the agency are charter schools
- 8 = Other education agencies that do not fit into the first seven categories.

(BOUND08) Operational Status Code. Classification of changes in an education agency's boundaries since the last report to NCES. Each record contains a status code to reflect the school's operational status for the 2008-09 school year. Valid responses include the following:

- 1 = No significant boundary change for this agency since the last report and agency is currently in operation.
- 2 = Education agency has closed with no effect on another agency's boundaries.
- 3 = New agency formed with no effect on another agency's boundaries.
- 4 = Agency was in existence, but not reported in previous year's CCD agency universe survey, and now being added.
- 5 = Agency has undergone a significant change in geographic boundaries or instructional responsibility.
- 6 = Agency is temporarily closed and may reopen within 3 years.
- 7 = Agency is scheduled to be operational within 2 years.
- 8 = Other education agencies that do not fit into the first seven categories.

(TOTTC08) Total FTE Teachers. This is a calculated total full-time-equivalent teacher count: the sum of the reported FTE counts for prekindergarten, kindergarten, elementary, secondary, and ungraded² teachers in the staff file. Total FTE teachers are calculated to the nearest hundredth. None of the FTE counts for the various teacher categories has been edited and the calculated total FTE teacher counts are given in the preliminary file based on the reported values for the five categories from the states.

(PK1208) Prekindergarten-Grade12 Membership. Total number of students in classes from prekindergarten through grade 12 that are part of the public school program. There are valid agency records that do not include number of students. For example, several school districts may send students to an agency that serves only students who are enrolled in these other 'sending' districts. In this case, the 'receiving agency' would report zero student membership. Student counts are also not generally attributed to supervisory union administrative centers or regional education services agencies. The values for this variable have not been fully edited and are given in the preliminary file as reported from the states.

(UG08) Ungraded Membership. Total number of students in classes or programs without standard grade designations. Ungraded student are reported as "-2" (non applicable) for states in which students are not assigned to this grade category. The values for this variable have not been fully edited and are given in the preliminary file as reported from the states.

² Ungraded teachers are the teachers of classes or programs to which students are assigned without standard grade designation.

Table 2. State and other jurisdiction FIPS codes and abbreviations used in CCD datasets

| State name/jurisdiction | FIPS | Abbreviation | State name/jurisdiction | FIPS ¹ | Abbreviation ² |
|-------------------------|------|--------------|---|-------------------|---------------------------|
| Alabama | 01 | AL | Ohio | 39 | OH |
| Alaska | 02 | AK | Oklahoma | 40 | OK |
| Arizona | 04 | AZ | Oregon | 41 | OR |
| Arkansas | 05 | AR | Pennsylvania | 42 | PA |
| California | 06 | CA | Rhode Island | 44 | RI |
| Colorado | 08 | CO | South Carolina | 45 | SC |
| Connecticut | 09 | CT | South Dakota | 46 | SD |
| Delaware | 10 | DE | Tennessee | 47 | TN |
| District of Columbia | 11 | DC | Texas | 48 | TX |
| Florida | 12 | FL | Utah | 49 | UT |
| Georgia | 13 | GA | Vermont | 50 | VT |
| Hawaii | 15 | HI | Virginia | 51 | VA |
| Idaho | 16 | ID | Washington | 53 | WA |
| Illinois | 17 | IL | West Virginia | 54 | WV |
| Indiana | 18 | IN | Wisconsin | 55 | WI |
| Iowa | 19 | IA | Wyoming | 56 | WY |
| Kansas | 20 | KS | Department of Defense dependents schools (overseas) | 58 ³ | DO |
| Kentucky | 21 | KY | | | |
| Louisiana | 22 | LA | | | |
| Maine | 23 | ME | | | |
| Maryland | 24 | MD | Department of Defense dependents schools (domestic) | 61 ³ | DD |
| Massachusetts | 25 | MA | | | |
| Michigan | 26 | MI | | | |
| Minnesota | 27 | MN | | | |
| Mississippi | 28 | MS | Bureau of Indian Education | 59 ³ | BI |
| Missouri | 29 | MO | | | |
| Montana | 30 | MT | American Samoa | 60 | AS |
| Nebraska | 31 | NE | | | |
| Nevada | 32 | NV | Guam | 66 | GU |
| New Hampshire | 33 | NH | | | |
| New Jersey | 34 | NJ | Commonwealth of the Northern Mariana Islands | 69 | MP |
| New Mexico | 35 | NM | | | |
| New York | 36 | NY | Puerto Rico | 72 | PR |
| North Carolina | 37 | NC | | | |
| North Dakota | 38 | ND | U.S. Virgin Islands | 78 | VI |

¹ Federal Information Processing Standards codes (01–78).

² U.S. Postal Service state abbreviation codes.

³ Not official U.S. FIPS code. The state abbreviations for Department of Defense dependents schools (overseas) are AA, AE, and AP to indicate schools located in Asia, Europe, and the Pacific, respectively. For Department of Defense dependents schools (domestic) and Bureau of Indian Education schools, state abbreviations correspond to the state in which the school is located.

SOURCE: U.S. Department of Commerce, National Institute of Standards and Technology, Federal Information Processing Standards, (1987). "Codes for the Identification of the States, the District of Columbia and the Outlying Areas of the United States, and the Associated Areas" (FIPS pub 5-2).

Table 3. List of agencies with mailing address in another state: School year 2008-09

| Administration State | LEAID | Agency Name | City | State |
|----------------------|---------|---|---------------|-------|
| Arizona | 400103 | OMBUDSMAN EDUCATIONAL SERVICES LTD. A SUBSIDIARY OF EDUCATI | LIBERTYVILLE | IL |
| | 400188 | ADVANCED EDUCATION SERVICES INC. | COLTON | CA |
| | 400234 | ACADEMY OF ARIZONA | SOUTHFIELD | MI |
| | 400286 | ADVANCED EDUCATION SERVICES | COLTON | CA |
| | 400324 | ARIZONA SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES IN | VISTA | CA |
| | 400443 | ADVENTURE ACADEMIES OF AMERICA | ALPINE | UT |
| Idaho | 1602610 | PLEASANT VALLEY ELEM DIST | JORDAN VALLEY | OR |
| New York | 3611100 | FISHERS ISLAND UNION FREE SCHOOL DISTRICT | NEW LONDON | CT |
| North Dakota | 3805670 | EARL 18 | SIDNEY | MT |
| | 3820340 | YELLOWSTONE 14 | FAIRVIEW | MT |
| Ohio | 3901300 | HECTOR GARCIA ACADEMY | EAST | MI |
| | 3901316 | STAR ACADEMY OF COLUMBUS | AUBURN | IN |
| | 3901328 | HILLCREST SCIENCE ACADEMY | EAST LANSING | MI |
| South Dakota | 4635010 | GREATER HOYT SCHOOL DISTRICT 61-4 | AKRON | IA |
| | 4665250 | GREATER SCOTT SCHOOL DISTRICT 61-5 | HAWARDEN | IA |
| Texas | 4800077 | BEXAR COUNTY ACADEMY | SOUTHFIELD | MI |
| | 4842540 | TEXHOMA ISD | TEXHOMA | OK |
| Vermont | 5000024 | RIVENDELL INTERSTATE SCHOOL DISTRICT | ORFORD | NH |
| Vermont | 5099955 | SAU 70 | HANOVER | NH |

SOURCE: U.S. Department of Education, National Center for Education Statistics, Common Core of Data, "Local Education Agency Universe Survey Preliminary File: School Year 2008-09".

B. Limitations of the Local Education Agency Universe Data Preliminary Files

As mentioned in the introduction section, this preliminary file is created to provide users with data for purposes that may require timeliness more than verified accuracy. Although most of the variables in the file have been examined and edited, some variables are still being screened and checked. Two caveats should be noted. First, due to the incomplete data editing process, the file may contain errors that have not been detected and thus may not be representative of the characteristics for a particular school. Secondly, because states may revise their reported data after the preliminary file is published, the preliminary file may not reflect the final data that states submit.

**Appendix A – Record Layout for the Common Core of Data
Local Education Agency Universe Survey Preliminary File:
School Year 2008-09**

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Appendix A – Record Layout for the Common Core of Data Local Education Agency Universe Survey
Preliminary File: School Year 2008-09

(*) Fields have two explicit decimal places

(+) Fields represent subfields of the fields immediately preceding them.

The file contains data for the school year 2008-09 sorted by the NCES assigned local education identification code (LEAID).

Note that all numeric fields contain a -9 to indicate a value was not reported but is expected to be available for the final file, a -1 to indicate a value was expected and the state reported that the value was not measured, and a -2 to indicate not applicable. Character fields use “B” for a value was not reported but is expected to be available for the final file, “M” for a value was expected and the state reported that the value was not measured, and “N” for not applicable. “AN” and “N” are alphanumeric and numeric data, respectively.

| Variable Name | Start Position | End Position | Field Length | Data Type | Description |
|--|----------------|--------------|--------------|-----------|--|
| LEAID | 0001 | 0007 | 7 | AN | NCES Local Education Agency ID. The first two positions of this field are also the FIPS state code. |
| +FIPST | 0001 | 0002 | 2 | AN | Federal Information Processing Standards (FIPS) state code. |
| STID08 | 0008 | 0021 | 14 | AN | State’s own ID for the education agency. |
| NAME08 | 0022 | 0081 | 60 | AN | Name of the education agency. |
| NOTE: Throughout the remainder of this file, the following codes may appear as representing missing values whenever they are present in the data or the documentation. | | | | | |
| M: when alphanumeric data are missing; that is, a value is expected but none was measured. | | | | | |
| -1: when numeric data are missing; that is, a value is expected but none was measured. | | | | | |
| N: when alphanumeric data are not applicable; that is, a value is neither expected nor measured. | | | | | |
| -2: when numeric data are not applicable; that is, a value is neither expected nor measured. | | | | | |
| PHONE08 | 0082 | 0091 | 10 | AN | Telephone number of education agency. NOTE: Position #0082–0084 is the area code, and position #0085–0091 is the exchange and number. |
| MSTREE08 | 0092 | 0121 | 30 | AN | Mailing address of the agency—may be a street address, a P.O. Box number, or, if there is no address beyond CITY, STATE, and ZIP, the character “N.” |
| MCITY08 | 0122 | 0151 | 30 | AN | Name of the mailing address city. |
| MSTATE08 | 0152 | 0153 | 2 | AN | Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located. |
| MZIP08 | 0154 | 0158 | 5 | AN | Five-digit U.S. Postal Service ZIP code for the mailing address. |
| MZIP408 | 0159 | 0162 | 4 | AN | Four-digit ZIP+4, if assigned; if none, field is blank. |
| LSTREE08 | 0163 | 0192 | 30 | AN | Location address. |
| LCITY08 | 0193 | 0222 | 30 | AN | Location city. |

| Variable Name | Start Position | End Position | Field Length | Data Type | Description |
|----------------------|-----------------------|---------------------|---------------------|------------------|---|
| LSTATE08 | 0223 | 0224 | 2 | AN | Location state (two-letter postal abbreviation). |
| LZIP08 | 0225 | 0229 | 5 | AN | Location 5-digit ZIP Code. |
| LZIP408 | 0230 | 0233 | 4 | AN | Location +4 ZIP Code. |
| TYPE08 | 0234 | 0234 | 1 | AN | NCES code for type of agency: 1 = Local school district that is not a component of a supervisory union. 2 = Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts. 3 = Supervisory union administrative center, or a county superintendent serving the same purpose. 4 = Regional education services agency, or a county superintendent serving the same purpose. 5 = State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population. 6 = Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population. 7 = Charter Agency; all schools associated with the agency are charter schools. 8 = Other education agencies that do not fit into the first seven categories. |
| BOUND08 | 0235 | 0235 | 1 | AN | The boundary change indicator is a classification of changes in an education agency's boundaries since the last report to NCES. The options are as follows: 1 = No significant boundary change for this agency since the last report. Currently in operation. 2 = Education agency has closed with no effect on another agency's boundaries. 3 = This is a new education agency formed with no effect on another agency's boundaries. 4 = Agency was in existence, but not reported in previous year's CCD agency universe survey, and is now being added. 5 = Agency has undergone a significant change in geographic boundaries or instructional responsibility. 6 = Agency is temporarily closed and may reopen within 3 years. 7 = Agency is scheduled to be operational within 2 years. 8 = Agency was closed on previous year's file but has reopened. |
| PK1208 | 0236 | 0243 | 8 | N | Total number of students in classes from prekindergarten through 12th grade that are part of the public school program. |

| Variable Name | Start Position | End Position | Field Length | Data Type | Description |
|----------------------|-----------------------|---------------------|---------------------|------------------|--|
| UG08 | 0244 | 0251 | 8 | N | Total number of students in classes or programs without standard grade designations. |
| TOTTCH08 | 0252 | 0259 | 8* | N | Total teachers. Full-time equivalency reported to the nearest hundredth; field included two explicit decimals. |

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**Appendix B – Value Distribution and Field Frequencies for the Common Core of Data
Local Education Agency Universe Survey Preliminary File:
School Year 2008-09**

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Appendix B – Value Distribution and Field Frequencies for the Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2008-09

| Variable | Label | M ¹ | N ¹ | Other |
|----------|-----------------------------------|----------------|----------------|---------------------|
| FIPST | FIPST State Number | 0 | 0 | 18,130 |
| LEAID | NCES Agency Identification Number | 0 | 0 | 18,130 |
| STID08 | State Local Education Number | 0 | 0 | 18,130 |
| NAME08 | Education Agency Name | 0 | 0 | 18,130 |
| PHONE08 | Phone Number | 0 | 0 | 18,130 |
| MSTREE08 | Mailing Address | 0 | 0 | 18,130 |
| MCITY08 | Mailing City | 0 | 0 | 18,130 |
| MSTATE08 | Mailing USPS State Abbreviation | 0 | 0 | 18,130 |
| MZIP08 | Mailing Zip | 0 | 0 | 18,130 |
| MZIP408 | Mailing Zip Plus 4 | 0 | 0 | 14,958 ² |
| LSTREE08 | Location Address | 0 | 0 | 18,130 |
| LCITY08 | Location City | 0 | 0 | 18,130 |
| LSTATE08 | Location USPS State Abbreviation | 0 | 0 | 18,130 |
| LZIP08 | Location Zip | 0 | 0 | 18,130 |
| LZIP408 | Location Zip Plus 4 | 0 | 0 | 14,919 ² |

¹ M indicates that the data are missing; a value was expected, but no value was measured. N indicates that the data are not applicable; a value was neither expected nor measured.

² There are 3,172 and 3,211 agencies with blank cell for the MZIP408 and LZIP408 variables, respectively.

| Variable | Label | Minimum | Maximum | Mean | -1 ¹ | -2 ¹ | -9 ¹ |
|-----------|-------------------|---------|---------|----------|-----------------|-----------------|-----------------|
| PK1208 | Pk-12 Students | 0 | 687,917 | 3,029.44 | 628 | 1,163 | 8 |
| UG08 | Ungraded Students | 0 | 20,406 | 54.02 | 1,417 | 12,638 | 0 |
| TOTTECH08 | Total Teachers | 0 | 39,356 | 192.12 | 1,977 | 5 | 0 |

¹ -1 = the data were expected and the state reported that the value was not measured;

-2 = the data are not applicable;

-9 = the data were not reported but are expected to be filled in the final file.

Agency Type

| TYPE08 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|-----------|---------|-------------------------|-----------------------|
| 1 Local school district that is not a component of a supervisory union. | 13,515 | 74.54 | 13,515 | 74.54 |
| 2 Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts. | 518 | 2.86 | 14,033 | 77.40 |
| 3 Supervisory union administrative center, or a county superintendent serving the same purpose. | 212 | 1.17 | 14,245 | 78.57 |
| 4 Regional education services agency, or a county superintendent serving the same purpose. | 1,203 | 6.64 | 15,448 | 85.21 |
| 5 State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population. | 280 | 1.54 | 15,728 | 86.75 |
| 6 Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population. | 3 | 0.02 | 15,731 | 86.77 |
| 7 Charter Agency; all schools associated with the agency are charter schools. | 2,207 | 12.17 | 17,938 | 98.94 |
| 8 Other education agencies that do not fit into the first six categories. | 192 | 1.06 | 18,130 | 100 |

Agency Operational Status

| BOUND08 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| 1 No significant boundary change for this agency since the last report. Currently in operation. | 17,564 | 96.88 | 17,564 | 96.88 |
| 2 Education agency has closed with no effect on another agency's boundaries. | 240 | 1.32 | 17,804 | 98.20 |
| 3 This is a new education agency formed with no effect on another agency's boundaries. | 180 | 0.99 | 17,984 | 99.19 |
| 4 Agency was in existence, but not reported in previous year's CCD agency universe survey, and is now being added. | 17 | 0.09 | 18,001 | 99.29 |
| 5 Agency has undergone a significant change in geographic boundaries or instructional responsibility. | 11 | 0.06 | 18,012 | 99.35 |
| 6 Agency is temporarily closed and may reopen within 3 years. | 45 | 0.25 | 18,057 | 99.60 |
| 7 Agency is scheduled to be operational within 2 years. | 72 | 0.40 | 18,129 | 99.99 |
| 8 Agency was closed on previous year's file but has reopened. | 1 | 0.01 | 18,130 | 100 |