

# Documentation to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2009–10

Revised File Version p-1b



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**September 2010**

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## **I. Introduction to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2009-10**

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. In an attempt, though, to balance between timeliness and data integrity, NCES now publishes preliminary files for the CCD nonfiscal agency and school surveys. For school year 2009-10, the main differences between the preliminary files and final released files are: 1) the preliminary files do not contain data from American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, 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 states by the time the files were created. It is anticipated that these data will be completed in the final files.

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 July 26, 2010. Table 1 lists the data items included in each file and the exact dates when the three files were extracted from EDEN.

In the 2009-10 CCD Local Education Agency Universe Survey Preliminary File, there are 18,222 records, one for each public elementary and secondary education agency in the 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Of the 18,222 records, 17,843 are coded as operating<sup>1</sup> and 379 are coded as non-operating agencies. Among the operating agencies, 13,745 are regular local districts, 1,452 are supervisory unions or regional educational centers, 263 are state-operated agencies, 2,226 are charter agencies, and 157 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.

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<sup>1</sup> The 17,843 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 379 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 2009-10

State name	Dir <sup>1</sup>	Staff <sup>2</sup>	Member <sup>3</sup>	State name	Dir <sup>1</sup>	Staff <sup>2</sup>	Member <sup>3</sup>
Alabama	05/10	07/20	08/30	Nebraska	06/30	06/30	08/30
Alaska	05/05	07/20	08/30	Nevada	06/30	06/30	08/30
Arizona	06/24	06/24	08/30	New Hampshire	04/29	07/20	08/30
Arkansas	05/05	07/20	08/30	New Jersey	07/20	07/20	08/30
California	06/10	N/A <sup>4</sup>	N/A <sup>4</sup>	New Mexico	05/04	07/20	08/30
Colorado	05/03	07/20	08/30	New York	06/30	06/30	08/30
Connecticut	06/24	06/24	08/30	North Carolina	04/29	07/20	08/30
Delaware	07/20	07/20	08/30	North Dakota	05/04	07/20	08/30
District of Columbia	05/03	07/20	08/30	Ohio	05/05	07/20	08/30
Florida	05/05	07/20	08/30	Oklahoma	04/29	07/20	08/30
Georgia	06/29	07/20	08/30	Oregon	05/04	07/20	08/30
Hawaii	05/03	07/20	08/30	Pennsylvania	04/29	07/20	08/30
Idaho	05/05	07/20	08/30	Rhode Island	06/10	07/20	08/30
Illinois	05/20	07/20	08/30	South Carolina	06/30	06/30	08/30
Indiana	06/30	07/20	08/30	South Dakota	05/04	07/20	08/30
Iowa	05/05	07/20	08/30	Tennessee	05/20	07/20	08/30
Kansas	07/20	07/20	08/30	Texas	06/30	06/30	08/30
Kentucky	05/26	07/20	08/30	Utah	05/04	07/20	08/30
Louisiana	05/13	07/20	08/30	Vermont	06/30	07/21	08/30
Maine	05/05	07/20	08/30	Virginia	06/30	06/30	08/30
Maryland	05/05	07/20	08/30	Washington	06/10	07/20	08/30
Massachusetts	05/05	07/20	08/30	West Virginia	06/30	07/21	08/30
Michigan	05/26	07/20	08/30	Wisconsin	05/04	07/21	08/30
Minnesota	05/26	07/20	08/30	Wyoming	06/21	07/20	08/30
Mississippi	06/30	06/30	08/30	Puerto Rico	04/29	07/20	08/30
Missouri	04/29	07/20	08/30	Virgin Island	07/12	07/12	08/30
Montana	06/30	06/30	08/30				

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

<sup>2</sup> Staff file contains the TOTTCH variable.

<sup>3</sup> Membership file contains PK12 and UG variables.

<sup>4</sup> N/A indicates that the data group has not been submitted to EDEN.

## 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 students are reported as being members.

#### *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.

(STID09) 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.

(NAME09) 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).

(PHONE09) Area code + Telephone Number. Telephone number of the education agency. Missing or bogus (e.g., “555-555-5555”) phone numbers were researched and replaced with valid phone numbers from school or district websites. If valid phone numbers cannot be found from the public website, NCES filled in prior year phone numbers or set the values to Missing.

(MSTREE09) 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.

(MCITY09) 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.

(MSTATE09) 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 20

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

(MZIP09, MZIP409) 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.

(LSTREE09) 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. In some instances, SEAs did not report physical locations for the location street field, but rather reported Post Office boxes and other addresses that did not represent the location of a school district. Missing or non-location addresses (e.g., Post Office box numbers) were resolved through several means, including telephone calls to individual districts. In addition to this research, if a valid location street was not provided for a school district for the 2009–10 school year, NCES researched the school district website for a valid location address. If valid location streets cannot be found from the public website, NCES filled in prior year location address or set the values to Missing.

(LCITY09) Location City. Location city of the agency. Each record contains a location city in this field.

(LSTATE09) 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.

(LZIP09, LZIP409) 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.

(TYPE09) 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 (TYPE09=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.

(BOUND09) 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 2009-10 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.

(TOTTC09) Total FTE Teachers. This is a calculated total full-time-equivalent teacher count: the sum of the reported FTE counts for 1) prekindergarten, 2) kindergarten, 3) elementary, 4) secondary, and 5) ungraded<sup>2</sup> 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.

(PK1209) 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 are calculated by summing up the grade detail memberships (from prekindergarten through grade 12) reported by the states. The values for this variable have not been fully edited.

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

(UG09) Ungraded Membership. Total number of students in classes or programs without standard grade designations. Ungraded students 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.

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

State name/jurisdiction	FIPS	Abbreviation	State name/jurisdiction	FIPS <sup>1</sup>	Abbreviation <sup>2</sup>
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 <sup>3</sup>	DO
Kentucky	21	KY			
Louisiana	22	LA			
Maine	23	ME			
Maryland	24	MD	Department of Defense dependents schools (domestic)	61 <sup>3</sup>	DD
Massachusetts	25	MA			
Michigan	26	MI			
Minnesota	27	MN			
Mississippi	28	MS	Bureau of Indian Education	59 <sup>3</sup>	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

<sup>1</sup> Federal Information Processing Standards codes (01–78).

<sup>2</sup> U.S. Postal Service state abbreviation codes.

<sup>3</sup> 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 2009-10

Administration State	LEAID	Agency Name	City	State
Arizona	0400103	OMBUDSMAN EDUCATIONAL SERVICES LTD. A SUBSIDIARY OF EDUCATION	LIBERTYVILLE	IL
	0400188	ADVANCED EDUCATION SERVICES INC.	COLTON	CA
	0400234	ACADEMY OF ARIZONA	OAK PARK	MI
	0400286	ADVANCED EDUCATION SERVICES	COLTON	CA
	0400324	ARIZONA SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES	VISTA	CA
	0400443	ADVENTURE ACADEMIES OF AMERICA	ALPINE	UT
	0400811	OMBUDSMAN EDUCATIONAL SERVICES LTD A SUBSIDIARY OF EDUCATION	LIBERTYVILLE	IL
Idaho	1602610	PLEASANT VALLEY ELEM DIST	JORDAN VALLEY	OR
New Jersey	3400739	EXCELLENCE CS	PHILADELPHIA	PA
New York	3611100	FISHERS ISLAND UNION FREE SCHOOL DISTRICT	NEW LONDON	CT
North Dakota	3805670	EARL 18	SIDNEY	MT
	3820340	YELLOWSTONE 14	FAIRVIEW	MT
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	OAK PARK	MI
	4800090	ACADEMY OF DALLAS	OAK PARK	MI
	4800137	ACADEMY OF BEAUMONT	OAK PARK	MI
	4842540	TEXHOMA ISD	TEXHOMA	OK
Vermont	5000024	RIVENDELL INTERSTATE SCHOOL DISTRICT	ORFORD	NH
	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 2009-10".

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

As mentioned in the introduction section, this preliminary file was created to provide users with data for purposes that may have a greater need for timeliness than for 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.

## **C. Revisions to the Local Education Agency Universe Data Preliminary Files**

The values for the PK12 variable were calculated incorrectly in EDEN by including the student counts in ungraded, adult education, and G13 (postgraduate). The 791 cases affected by the miscalculation were corrected on this revised data file. This revised preliminary data file and all accompanying documents are labeled as p-1b.

**Appendix A – Record Layout for the Common Core of Data  
Local Education Agency Universe Survey Preliminary File:  
School Year 2009-10**

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**Appendix A – Record Layout for the Common Core of Data Local Education Agency Universe Survey  
Preliminary File: School Year 2009-10**

(\*) Fields have two explicit decimal places

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

The file contains data for the school year 2009-10 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.

<b>Variable Name</b>	<b>Order</b>	<b>Data Type</b>	<b>Description</b>
LEAID	1	AN	NCES Local Education Agency ID. The first two positions of this field are also the FIPS state code.
+FIPST	2	AN	Federal Information Processing Standards (FIPS) state code.
STID09	3	AN	State’s own ID for the education agency.
NAME09	4	AN	Name of the education agency.
<p>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.</p> <p>M: when alphanumeric data are missing; that is, a value is expected but none was measured.</p> <p>-1: when numeric data are missing; that is, a value is expected but none was measured.</p> <p>N: when alphanumeric data are not applicable; that is, a value is neither expected nor measured.</p> <p>-2: when numeric data are not applicable; that is, a value is neither expected nor measured.</p>			
PHONE09	5	AN	Telephone number of education agency.
MSTREE09	6	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.”
MCITY09	7	AN	Name of the mailing address city.
MSTATE09	8	AN	Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located.
MZIP09	9	AN	Five-digit U.S. Postal Service ZIP code for the mailing address.
MZIP409	10	AN	Four-digit ZIP+4, if assigned; if none, field is blank.
LSTREE09	11	AN	Location address.
LCITY09	12	AN	Location city.

<b>Variable Name</b>	<b>Order</b>	<b>Data Type</b>	<b>Description</b>
LSTATE09	13	AN	Location state (two-letter postal abbreviation).
LZIP09	14	AN	Location 5-digit ZIP Code.
LZIP409	15	AN	Location +4 ZIP Code.
TYPE09	16	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.
BOUND09	17	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.
PK1209	18	N	Total number of students in classes from prekindergarten through 12th grade that are part of the public school program.

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<b>Variable Name</b>	<b>Order</b>	<b>Data Type</b>	<b>Description</b>
UG09	19	N	Total number of students in classes or programs without standard grade designations.
*TOTTCH09	20	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 2009-10**

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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 2009-10

Variable	Label	M <sup>1</sup>	N <sup>1</sup>	Other
FIPST	FIPST State Number	0	0	18,222
LEAID	NCES Agency Identification Number	0	0	18,222
STID09	State Local Education Number	0	0	18,222
NAME09	Education Agency Name	0	0	18,222
PHONE09	Phone Number	15	9	18,222
MSTREE09	Mailing Address	0	0	18,222
MCITY09	Mailing City	0	0	18,222
MSTATE09	Mailing USPS State Abbreviation	0	0	18,222
MZIP09	Mailing Zip	0	0	18,222
MZIP409	Mailing Zip Plus 4	0	0	15,202 <sup>2</sup>
LSTREE09	Location Address	83	0	18,139
LCITY09	Location City	4	0	18,222
LSTATE09	Location USPS State Abbreviation	0	0	18,222
LZIP09	Location Zip	0	0	18,222
LZIP409	Location Zip Plus 4	0	0	9,044 <sup>2</sup>

<sup>1</sup> 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.

<sup>2</sup> There are 3,020 and 9,178 agencies with blank cell for the MZIP408 and LZIP408 variables, respectively.

Variable	Label	Minimum	Maximum	Mean	-1 <sup>1</sup>	-2 <sup>1</sup>	-9 <sup>1</sup>
PK1209	Pk-12 Students	0	478,484	2,650.02	559	114	1,194
UG09	Ungraded Students	0	21,158	93.99	433	14,281	1,194
TOTTCH09	Total Teachers	0	39,102	178.43	1,457	114	1,194

<sup>1</sup> -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

TYPE09	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Local school district that is not a component of a supervisory union.	13,447	73.8	13,447	73.8
2 Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.	543	2.98	13,990	76.78
3 Supervisory union administrative center, or a county superintendent serving the same purpose.	220	1.21	14,210	77.98
4 Regional education services agency, or a county superintendent serving the same purpose.	1,241	6.81	15,451	84.79
5 State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.	268	1.47	15,719	86.26
6 Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.	0	0.00	15,719	86.26
7 Charter Agency; all schools associated with the agency are charter schools.	2,342	12.85	18,061	99.12
8 Other education agencies that do not fit into the first six categories.	161	0.88	18,222	100.00

Agency Operational Status

BOUND09	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 No significant boundary change for this agency since the last report. Currently in operation.	17,459	95.81	17,459	95.81
2 Education agency has closed with no effect on another agency's boundaries.	296	1.62	17,755	97.44
3 This is a new education agency formed with no effect on another agency's boundaries.	221	1.21	17,976	98.65
4 Agency was in existence, but not reported in previous year's CCD agency universe survey, and is now being added.	75	0.41	18,051	99.06
5 Agency has undergone a significant change in geographic boundaries or instructional responsibility.	19	0.1	18,070	99.17
6 Agency is temporarily closed and may reopen within 3 years.	50	0.27	18,120	99.44
7 Agency is scheduled to be operational within 2 years.	33	0.18	18,153	99.62
8 Agency was closed on previous year's file but has reopened.	69	0.38	18,222	100.00