

Documentation to the NCES Common
Core of Data Local Education Agency
Universe Survey Preliminary Directory
File: School Year 2012-13

Documentation to the NCES Common Core of Data Public Elementary/Secondary Local Education Agency Universe Survey Preliminary Directory File: School Year 2012-13

July 2014

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**National Center for
Education Statistics**

NCES 2014-054

U.S. DEPARTMENT OF EDUCATION



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July 2014

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Suggested Citation

Keaton, P. (2014). *Documentation to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary Directory File: School Year 2012-13*(NCES 2014-054). U.S. Department of Education. Washington, DC: National Center for Education Statistics. Retrieved [date] from <http://nces.ed.gov/pubsearch>.

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I. Introduction to the NCES Common Core of Data Public Elementary/Secondary Local Education Agency Universe Survey Preliminary Directory File: School Year 2012-13

This documentation is for the preliminary directory file of the National Center for Education Statistics' (NCES) Common Core of Data (CCD) Public Elementary/Secondary Local Education Agency (LEA) Universe Survey. It contains a brief description of the data collection, along with information required to understand and access the data file.

The CCD is a national statistical program that collects and compiles administrative data from state education agencies (SEAs) covering the universe of all free, public elementary and secondary schools and school districts¹ in the United States. There are five annual surveys that comprise the CCD: the Public Elementary/Secondary School Universe Survey, Local Education Agency Universe Survey, the State Nonfiscal Survey of Public Elementary/Secondary Education, the National Public Education Finance Survey, and the School District Finance Survey. The Education Sciences Reform Act of 2002 (20 U.S.C. § 9543) requires NCES to collect, compile and disseminate information about elementary/secondary education, and the CCD provides essential components about public education in the United States through use of administrative data.

The scope of the CCD public LEA universe covers the 50 states, the District of Columbia, and five U.S. Island Areas (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands). Public education agencies and schools within the Department of Defense Education Activity (DoDEA) and the Bureau of Indian Education (BIE) are also included in the universe. SEAs report school-, agency-, and state-level education data for each school year through the U.S. Department of Education's ED Facts Submission System (ESS). While each SEA maintains its own public education data systems, NCES and SEAs work cooperatively to develop and accept common data items and definitions in the goal of producing consistent and comparable statistical data that are critical to NCES' mission to report complete statistics on the condition of education in the United States.

The LEA universe serves as a basis for all administrative data collections within *ED Facts* that collect data at the agency level. These include data that are used by NCES to produce official statistics and data that are used by other offices within the Department of Education to administer federal education programs. Additionally, the LEA directory data are frequently used for developing sampling frames for surveys such as NCES' National Assessment of Education Progress or the Schools and Staffing Survey. The LEA universe data are also useful to (1) chief officers of state education agencies, (2) policymakers in the executive and legislative branches of federal and state governments, (3) education policy and public policy researchers, (4) the press, and (5) citizens interested in information about public agencies.

The preliminary LEA universe directory file includes basic identifying information for each public LEA including the NCES LEA identification numbers, location and mailing address information, preliminary geographic codes and some limited attributes about the agency, such as type, operational status, the lowest grade offered, and the highest grade offered. The preliminary

¹ The term school district may be used interchangeably with the term local education agency, abbreviated as LEA.

LEA universe directory does not include aggregated demographic information such as student enrollment or teacher and staff counts. For the preliminary directory, NCES has only conducted a limited review of the file. It is meant to provide data users with a more timely release of basic information with the understanding that the file may be incomplete or contain some inaccuracies or inconsistencies. Once NCES completes a thorough review of the agency universe data, NCES will publish a complete, higher quality provisional universe file along with a First Look report containing descriptive statistics and pertinent selected findings.

The remainder of this document contains a methodology and technical notes section and two appendixes.

- **Appendix A—Record Layout** lists each variable on the data file, the position of the variable on the data file, a description of each variable and the permitted values for that variable, where applicable.
- **Appendix B—Value Distribution and Field Frequencies** indicates the number of missing, not applicable, and reported values for each variable, as well as the frequency, percentage, cumulative frequency, and cumulative percent of all categorical variables.

II. Methodology and Technical Notes

A. Data Collection and Editing Procedures

The ESS is the primary collection system for the CCD. Coordinators from SEAs submit the CCD data at the school, agency, and state levels. Prior to submitting CCD files into ESS, SEAs must collect and compile information from their respective LEAs via administrative records systems within their state or jurisdiction. SEAs then assemble the data files per the reporting requirements and guidance available via file specifications provided by the Department of Education. For more information on the file specifications, visit www.ed.gov/edfacts. Once SEAs complete their submissions, CCD survey analysts review and verify the CCD for quality assurance. CCD survey analysts routinely verify data through edit and consistency checks, as well as checking SEA or LEA public websites (if necessary), and then refer discrepancies to SEA coordinators for resolution. NCES does not contact LEAs to verify data, except in unusual circumstances. Editing procedures are described in more detail later in this section.

For the purposes of data submissions to *EDFacts/CCD*, an LEA is a governmental administrative unit at the local level which exists primarily to operate schools or to contract for educational services. LEAs may or may not be coterminous with county, city, or town boundaries. Not all LEAs operate schools; some provide support to other agencies and do not necessarily have teachers or students permanently assigned to them.

States report data to *EDFacts* on a reporting schedule throughout the year by submitting a series of data groups (or data files) through the ESS. The school year 2012-13 (SY 2012-13) *EDFacts* collection opened in January 2013, with the Directory file having a due date of January 31, 2013. NCES extracted the directory data from *EDFacts* between January 2013 and November 2013. CCD survey staff processed each state's submission on a flow basis, so the date of the extract for each state's file may vary depending on when SEAs completed their submission. Once a file was

edited and verified for a particular state, CCD survey staff did not continue to incorporate late submissions or updates unless these late submissions or updates resulted in a major change of the reported data. Late submissions or updates from SEAs may be included in subsequent file releases. Table 1 lists the exact dates when the files were last extracted from *EDFacts*.

Table 1. File Extraction Dates for Directory¹ Files: School Year 2012-13

State name	Date	State name	Date
Alabama	7/1/2013	New Jersey	6/25/2013
Alaska	5/6/2013	New Mexico	5/17/2013
Arizona	5/30/2013	New York	6/10/2013
Arkansas	6/27/2013	North Carolina	6/28/2013
California	7/1/2013	North Dakota	5/20/2013
Colorado	4/19/2013	Ohio	5/7/2013
Connecticut	5/6/2013	Oklahoma	6/26/2013
Delaware	6/4/2013	Oregon	11/15/2013
District of Columbia	4/19/2013	Pennsylvania	5/28/2013
Florida	4/19/2013	Rhode Island	5/7/2013
Georgia	11/22/2013	South Carolina	4/25/2013
Hawaii	4/30/2013	South Dakota	4/18/2013
Idaho	9/24/2013	Tennessee	5/20/2013
Illinois	6/26/2013	Texas	5/17/2013
Indiana	4/29/2013	Utah	4/19/2013
Iowa	6/24/2013	Vermont	4/19/2013
Kansas	5/15/2013	Virginia	6/25/2013
Kentucky	6/25/2013	Washington	6/28/2013
Louisiana	4/23/2013	West Virginia	4/19/2013
Maine	4/19/2013	Wisconsin	6/26/2013
Maryland	4/19/2013	Wyoming	6/20/2013
Massachusetts	6/25/2013	Bureau of Indian	
Michigan	5/15/2013	Education	4/16/2013
Minnesota	5/13/2013	Guam	4/16/2013
Mississippi	5/6/2013	Northern	
Missouri	8/12/2013	Marianas	6/27/2013
Montana	5/20/2013	Puerto Rico	5/7/2013
Nebraska	5/2/2013	Virgin Island	4/23/2013
Nevada	6/4/2013		
New Hampshire	5/7/2013		

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

B. Sources of Error and Technical Details about the SY 2012-13 File

Nonsampling error. Nonsampling error is the error in an estimate arising at any stage in the survey from sources exclusive of sampling error. Nonsampling error includes nonresponse error, data processing or data entry errors, or reporting error because respondents misinterpret survey questions, do not follow survey instructions, or do not follow the item definitions correctly. State education policies may differ in such a way that does not allow them to map their data exactly to the CCD definitions. Another source of nonsampling error may be variations in the reference period for the reported data. For example, CCD requests data for October 1 of each school year, but a state may report their information for another date because they were not able to capture the data for October 1.

NCES attempts to minimize nonsampling error through the use of annual training of SEA coordinators, extensive quality reviews, and survey editing procedures. For example NCES performs an extensive matching procedure on the directory of LEAs to the directory from the prior year to ensure that the coverage of LEAs included in the directory is complete and accurate. NCES reviews the categorical variables for LEAs and changes in operating statuses to ensure that these meet with the business rules and data definitions established for reporting LEA data.

At multiple points throughout the collection, CCD survey staff contact SEA coordinators and provide targeted feedback about their data submissions. NCES asks state coordinators to address any data that appear to be in error or are anomalies in the data. Most often SEAs will submit corrected data or explain why the data are accurate. If an SEA provides no correction or adequate explanations for data anomalies, NCES may provide a logical correction to a data value or suppress the data.

Once CCD survey staff complete the collection and review of the CCD directory data, they clean and standardize the reported physical location addresses for schools and LEAs and then assign geographic elements (latitude, longitude, congressional district, and county) based on the location address.

Coverage error. Coverage error is a source of nonsampling error that occurs when the measured universe of agencies varies from the actual target universe; for example, the same agency could be reported twice (i.e. overcoverage) or an agency could be omitted (i.e. undercoverage). To minimize coverage error CCD survey analysts conduct an extensive review of the LEAs submitted by SEAs by matching to the universe reported in the prior year and ensuring that, each LEA is only counted once and each LEA is accounted for with the appropriate operational status. Although longitudinal consistency is a key principle of the CCD, it is impossible for NCES to guarantee that state data coordinators follow CCD conventions regarding the deletion of closed agencies and the addition of new ones. Errors may be more likely when there are cases of redistricting where the district boundaries change or if local education agencies merge or split or re-organize because these types of change make it more difficult to compare information for a given agency over time.

The CCD asks states to report all entities providing free, elementary/secondary public education in their state regardless of who administers the districts. CCD coverage of traditional public LEAs is very complete (close to 100 percent). However, coverage of publicly funded education

outside of traditional school districts has varying levels of coverage within different states and jurisdictions. Some states do not report LEAs that are administered by state organizations other than SEAs. In recent years ED*FACTS* and CCD have increased efforts to work with other Department of Education offices and other federal agencies to use additional administrative data sources to identify schools and LEAs that may be underreported by SEAs.

Response. The DoDEA, BIE, and American Samoa did not report data for SY 2012-13; however, NCES used historical CCD information and more current information from public websites for these education agencies to minimally include the LEAs from these entities in the LEA universe directory. Item response is described in appendix B: Value Distribution and Field Frequencies.

Handling of missing data. The file should contain no blank variables. All data elements are either completed by the state or have been edited to an “M” or “N.” The exception to this rule is the ZIP+4 code; this is left blank where not reported.

- M - Data are missing. A value was expected and none was reported
- N - Data are not applicable. A value was neither expected nor reported.
- LEAs not processed for geographic location were assigned zeroes for longitude and latitude.

New York City. New York City is shown in NCES reports as a single school district. Similarly, finance data reported for New York City in the School District Finance Survey are reported as a single district. However, the single “New York City Public Schools” (LEAID=“3620580”) is reported in the school and agency directories as a supervisory union comprising multiple “geographic districts” and an additional “special schools” district. To aggregate NYC LEA data to the supervisory union, researchers must select schools with a state ANSI code equal to 36 and a supervisory union ID (UNION) equal to 300.

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.

(LEAID) NCES Local Education Agency ID. Each record contains a unique NCES Local Education Agency ID number. The first two characters of this number are the ANSI code.

(FIPST) ANSI² State Code. Each record contains an American National Standards Institute (ANSI) state code. This was formally known as the Federal Information Processing Standards

² American National Standards Institute (ANSI) codes replace the Federal Information Processing Standards (FIPS) codes previously issued by the National Institute of Standards and Technology (NIST) for the 50 states, the District of Columbia, and the U.S. Island Areas. ANSI state code values map directly to the retired FIPS code values.

(FIPS) state code and has retained the variable name of “FIPST” for longitudinal consistency with prior year files. A list of ANSI codes for each state and jurisdiction is presented in Table 2.

(STID) 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.

(NAME) Name of Education Agency. Each record contains the name of the local education agency. CCD survey staff reviewed any record filling the 60 characters assigned and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(PHONE) Area code + Telephone Number. If a valid phone number was not provided for the current school year, NCES researched prior year data files to determine if a valid phone number was reported for the LEA in a prior year. If a valid number was found in a prior year, this phone number was carried forward to the current data file.

(MSTREE) Mailing Street. This field may contain a street address or a P.O. Box number. Also, some mailing addresses consist solely of a city and state, indicated by an “N” in the street address field. If mailing street, city, state, and ZIP Code fields were left blank or missing, data from the corresponding location address fields were inserted.

(MCITY) Mailing City. There may be some valid cases in which a LEA may be located in one city and have a mailing address in another city.

(MSTATE) Mailing State (PO Abbreviation). Each record contains a mailing state. There are instances where a LEA 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 23 LEAs that have a mailing state code different from their ANSI state code is included in Table 3.

(MZIP, MZIP4) Mailing ZIP Code +4. Each record displays a mailing ZIP Code in this field. The +4 may be left blank if it is unknown.

(LSTREE) Location Street. The location address describes the physical location (e.g. where an overnight delivery can be made) of the education entity. If the location street, city, state, and ZIP Code fields were left blank, data from the corresponding mailing address fields may have been 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 an LEA. In order to determine the physical location (and latitude and longitude coordinates) of these LEAs, NCES researched prior year’s data files to determine if a valid location street address had ever been reported. If a valid location was found in a prior year, this value was carried forward to the current year’s file. If no valid location was found in prior years, the SEA, LEA, or school websites were researched to find the physical location. If this search results in no identifiable address, LSTREE is set to ‘M’.

(LCITY) Location City. Each record displays a location city in this field.

(LSTATE) Location State (PO Abbreviation). Each record displays a location state in this field.

(LZIP, LZIP4) Location Zip Code +4. Each record displays a location Zip Code in this field. The +4 may be left blank if it is unknown.

(TYPE) 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 (TYPE=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 agency charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.
- 6 = Federally operated agency 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. This is often referred to as an “independent charter district.”
- 8 = Other education agencies that do not fit into the first seven categories.

The code “7” response option for the TYPE field was changed for the agency file starting in 2007–08, and the code “8” response option was added to the file. In prior years, “7” represented other education agencies, including charter school agencies; in 2007–08, this code was changed to represent charter school agencies only, which did not have their own response option in prior years. Code “8” now represents other education agencies, excluding charter school agencies.

(UNION) Supervisory Union Number. This field contains the ID number assigned by the state to the supervisory unit and component agencies.

(CONUM) ANSI County Code. This field was added to the LEA file starting in 2002–03. The values for this field are assigned based on the reported location address.

(CONAME) County Name. This field was added to the LEA file starting in 2002–03. This field includes the name of the county that corresponds to the assigned county code.

(CSA) CSA Code. A value in this field indicates that the agency’s schools are associated with a

recognized Combined Statistical Area (CSA). If the schools used to weight the agency's assignment are not within a CSA, the field is assigned a value of "N" (not applicable).

(CBSA) CBSA Code. This field contains the Core Based Statistical Area (CBSA) Code associated with the agency's address. A value in this field indicates that the agency's address is associated with a recognized population nucleus and adjacent communities that have a high degree of integration with that nucleus and is designated by the U.S. Government as a metropolitan or micropolitan statistical area. If the agency is not in any type of metropolitan/micropolitan statistical area, the field is zero filled. The assignment was made using a file of ANSI county codes matched to CBSA codes. In earlier years, for the New England states, the assignment was made using the New England City and Town Areas (NECTA) codes of the schools within the corresponding agency. This was discontinued in the 2006–07 CCD. The metropolitan area definitions used were those issued by the U.S. Office of Management and Budget as of June 2003.

(METMIC) Metropolitan/Micropolitan Type Code. This field indicates whether the CBSA is a metropolitan or micropolitan area.

0 = CBSA is equal to 70,300 or higher and does not have an associated type code. CBSA equal to 70,300 or higher is the NECTA and is not denoted as metropolitan or micropolitan.

1 = CBSA is a metropolitan area.

2 = CBSA is a micropolitan area.

For more information on the geographical classifications, please refer to Census's Geographic Terms and Concepts page: <http://www.census.gov/geo/reference/terms.html>.

(ULOCAL) Urban-centric Locale Code. Locale code is a geographic indicator NCES applies for general description, sampling, and other statistical purposes. LEA locale codes are derived from the locale codes of their associated schools, weighted by the number of students in membership for each school. Since membership was not available at the time the preliminary directory was created, the locale code for each district could not be calculated. Therefore, the locale code is not applicable ('N') for this file.

(CDCODE) 113th Congressional District Code. The Congressional District Code denotes legislatively defined subdivisions of a state for the purpose of electing representatives or delegates to the House of Representatives of the United States Congress. Starting in 2006–07, the Congressional Districts of the United States Code was added to the LEA file. The ANSI code provides the structure of numeric codes for representing congressional districts and similar areas defined for the various Congresses of the United States. When the Census Bureau updates Congressional District boundaries, CCD also updates the congressional codes to the most current version on the next published universe file. The SY 2011-12 LEA universe file included the congressional codes for both the 112th Congress and the 113th Congress, but the SY 2012-13 file will only include the congressional codes for the 113th Congress.

(LATCOD) Latitude. Latitude is the north or south angular distance from the equator, with positive values going north and negative values going south. When combined with longitude, it reflects an estimation of where the LEA is physically situated on the street segment to which it was coded. Coordinate degrees, minutes, and seconds have been converted to, and are displayed in terms of, their decimal equivalent. The digits to the left of the decimal point represent the number of degrees from the equator, and the digits to the right of the decimal point represent the fraction of the degree carried out to six decimal places. For example, if a building's latitude is 30 degrees, 30 minutes north, then it is shown as 30.500000. If SEAs reported an additional LEA or updated an LEA address after the preliminary geographic coding process was completed, the latitude for that LEA was set to a value of 0.000000.

(LONCOD) Longitude. Longitude is the east or west angular distance from the prime meridian, with positive values going east and negative values going west. When combined with latitude, it reflects an estimation of where the LEA is physically situated on the street segment to which it was coded. Coordinate degrees, minutes, and seconds have been converted to, and are displayed in terms of, their decimal equivalent. The digits to the left of the decimal point represent the number of degrees from the prime meridian. The digits to the right of the decimal point represent the fraction of the next degree carried out to six decimal places. For example, if a building's longitude is 90 degrees, 15 minutes west, then it is shown as -90.250000. If SEAs reported an additional LEA or updated an LEA address after the preliminary geographic coding process was completed, the longitude for that LEA was set to a value of 0.000000.

(BOUND) Operational Status Code. This field contains a classification of changes in an education agency's boundaries since the last report to NCES. All agencies are coded to reflect their status as reported for the reference school year. The valid responses include the following:

- 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 = New agency formed with no effect on another agency's boundaries.
- 4 = Agency was in existence, but not reported in a 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 a previous year's file but has reopened.

Agencies with an operational status code of "2" remain in the file for one year for historical purposes. Code "6" and "7" response options for the BOUND field were added to the agency file starting in 2002–03. Code "8" response option for the BOUND field was added to the agency file starting in 2005–06.

(GSLO, GSHI) Low/High Grade Span Offered. The lowest and highest grades offered in each agency were calculated by NCES using two types of information reported by states: (1) binary 'grade offered' flags that indicate whether a given grade (e.g., prekindergarten, kindergarten, grade 1) was offered by the agency; and (2) reports of enrollment by grade. The values for this variable have not been edited and are missing for schools in which enrollment is not finalized.

Table 2. American National Standards Institute (ANSI) State Codes and Abbreviations Used in CCD Datasets

State name/jurisdiction	ANSI ¹	Abbreviation ²	State name/jurisdiction	ANSI	Abbreviation
Alabama	01	AL	New Mexico	35	NM
Alaska	02	AK	New York	36	NY
Arizona	04	AZ	North Carolina	37	NC
Arkansas	05	AR	North Dakota	38	ND
California	06	CA	Ohio	39	OH
Colorado	08	CO	Oklahoma	40	OK
Connecticut	09	CT	Oregon	41	OR
Delaware	10	DE	Pennsylvania	42	PA
District of Columbia	11	DC	Rhode Island	44	RI
Florida	12	FL	South Carolina	45	SC
Georgia	13	GA	South Dakota	46	SD
Hawaii	15	HI	Tennessee	47	TN
Idaho	16	ID	Texas	48	TX
Illinois	17	IL	Utah	49	UT
Indiana	18	IN	Vermont	50	VT
Iowa	19	IA	Virginia	51	VA
Kansas	20	KS	Washington	53	WA
Kentucky	21	KY	West Virginia	54	WV
Louisiana	22	LA	Wisconsin	55	WI
Maine	23	ME	Wyoming	56	WY
Maryland	24	MD	Department of Defense		
Massachusetts	25	MA	Education Activity	63 ³	-
Michigan	26	MI	Bureau of Indian		
Minnesota	27	MN	Education	59 ³	-
Mississippi	28	MS	American Samoa	60	AS
Missouri	29	MO	Guam	66	GU
Montana	30	MT	Commonwealth of the		
Nebraska	31	NE	Northern Mariana	69	MP
Nevada	32	NV	Puerto Rico	72	PR
New Hampshire	33	NH	U.S. Virgin Islands	78	VI
New Jersey	34	NJ			

¹ American National Standards Institute state codes (01–78).

² U.S. Postal Service state abbreviation codes.

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

SOURCE: U.S. Geography Division, Geographic Standards and Criteria Branch. (2010). "Codes for the Identification of the States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States (INCITS 38:2009)." Washington, DC: U.S. Census Bureau.

Table 3. List of Agencies with Mailing Address in Another State: School Year 2012-13

Administration State	LEAID	Agency Name	City	State
Arizona	0400103	OMBUDSMAN EDUCATIONAL SERVICES LTD. A SUBSIDIARY OF EDUCATI	LIBERTYVILLE	IL
	0400188	ADVANCED EDUCATION SERVICES INC.	COLTON	CA
	0400234	ACADEMY OF ARIZONA	OAK PARK	MI
	0400324	ARIZONA SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES IN	OCEANSIDE	CA
	0400427	ARIZONA CONNECTIONS ACADEMY CHARTER SCHOOL INC.	BALTIMORE	MD
	0400854	GRAYSMARK SCHOOLS CORPORATION	DULUTH	MN
	0400876	GEORGE GERVIN YOUTH CENTER INC.	SAN ANTONIO	TX
District of Columbia	1100051	HOPE COMMUNITY ACADEMY PCS	LAUREL	MD
	1100074	IMAGINE SOUTHEAST PCS	LAUREL	MD
Idaho	1602610	PLEASANT VALLEY ELEM DIST	JORDAN VALLEY	OR
Indiana	1800112	CSUSA MANUAL	FORT LAUDERDALE	FL
	1800124	THE GEORGE & VERONICA PHALEN ACAD	QUINCY	MA
	1800126	CSUSA HOWE	FORT LAUDERDALE	FL
	1800127	CSUSA DONNAN	FORT LAUDERDALE	FL
North Dakota	3805670	EARL 18	SIDNEY	MT
	3820340	YELLOWSTONE 14	FAIRVIEW	MT
Ohio	3901497	URBAN PATHWAYS YOUNGSTOWN	PITTSBURGH	PA

Administration State	LEAID	Agency Name	City	State
Texas	4800077	BEXAR COUNTY ACADEMY	OAK PARK	MI
	4800090	ACADEMY OF DALLAS	OAK PARK	MI
	4842540	TEXHOMA ISD	TEXHOMA	OK
Vermont	5000024	RIVENDELL INTERSTATE SCHOOL DISTRICT	ORFORD	NH
	5000384	RIVENDELL INTERSTATE SUPERVISORY DISTRICT	ORFORD	NH
	5099955	SCHOOL ADMINISTRATIVE UNIT #70	HANOVER	NH

SOURCE: U.S. Department of Education, National Center for Education Statistics, Common Core of Data, "Local Education Agency Universe Survey: School Year 2012-13 Preliminary Directory".

C. Limitations of the Public Elementary/Secondary Local Education Agency Universe Data Preliminary Directory File

As mentioned in the Introduction Section, this preliminary directory file is created to provide users with a universe of LEAs 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 yet been resolved and thus may not be representative of the characteristics for a particular LEA. Second, because states may revise their reported data after the preliminary directory file is published, the preliminary directory file may not reflect the final data states submit.

**Appendix A – Record Layout for the Common Core of Data
Public Elementary/Secondary Local Education Agency Universe Survey Preliminary Directory File:
School Year 2012-13**

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

The file contains data for the SY 2012-13 sorted by the NCES assigned local education identification code (LEAID).

Character fields “M” for a value was expected but was not reported, and “N” for not applicable. “AN” and “N” are alphanumeric and numeric data, respectively.

Variable Name	Order	Data Type	Description
SURVYEAR	1	AN	Year corresponding to survey record.
LEAID	2	AN	NCES Local Education Agency ID. The first two positions of this field are also the American National Standards Institute (ANSI) state code.
FIPST	3	AN +	American National Standards Institute (ANSI) state code.
STID	4	AN	State’s own ID for the education agency.
NAME	5	AN	Name of the education agency.
PHONE	6	AN	Telephone number of education agency.
MSTREE	7	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.”
MCITY	8	AN	Name of the agency mailing address city.
MSTATE	9	AN	Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located.
MZIP	10	AN	Five-digit U.S. Postal Service ZIP code for the mailing address.
MZIP4	11	AN	Four-digit ZIP+4, if assigned; if none, field is blank.
LSTREE	12	AN	Location address of agency.
LCITY	13	AN	Location city of agency.
LSTATE	14	AN	Location state (two-letter postal abbreviation)
LZIP	15	AN	Location 5-digit ZIP Code.
LZIP4	16	AN	Location +4 ZIP Code.

Variable Name	Order	Data Type	Description
TYPE	17	AN	<p>Agency type code:</p> <p>1 = Regular local school district. Locally governed agency responsible for providing free public elementary or secondary education; includes independent school districts and those that are a dependent segment of a local government such as a city or county.</p> <p>2 = Local school district that is a component of a supervisory union. Regular local school district that shares its superintendent and administrative services with other school districts participating in the supervisory union.</p> <p>3 = Supervisory Union. An education agency that performs administrative services for more than one school district, providing a common superintendent for participating districts.</p> <p>4 = Regional Education Service Agency. Agency providing specialized education services to a variety of local education agencies, or a county superintendent serving the same purposes.</p> <p>5 = State-Operated Agency. Agency that is charged, at least in part, with providing elementary and/or secondary instruction or support services. Includes the State Education Agency if this agency operates schools. Examples include elementary/secondary schools operated by the state for the deaf or blind; and programs operated by state correctional facilities.</p> <p>6 = Federally-Operated Agency. A federal agency that is charged, at least in part, with providing elementary or secondary instruction or support services.</p> <p>7 = Independent Charter Agency. All schools associated with the agency are charter schools.</p> <p>8 = Other Education Agency. Agency providing elementary or secondary instruction or support services that does not fall within the definitions of agency types 1–7.</p>
UNION	18	AN	Supervisory union number. For supervisory union administrative centers and component agencies, this is a number assigned by the state to the union. Additionally, if the agency is a county superintendent, this is the ANSI county number. If no number was reported, the field will contain "000."
CONUM	19	AN	ANSI county number (two digit ANSI state numeric code + three digits ANSI county code) based on the location of the administrative office. ANSI county number.
CONAME	20	AN	County name based on the location of the administrative office.
CSA	21	AN	<p>Combined Statistical Area (CSA). The CSA assignment is based on the CSA assignments of schools associated with the agency, weighted by the number of students in each school. A CSA may comprise two or more metropolitan statistical areas, a metropolitan statistical area and a micropolitan statistical area, two or more micropolitan statistical areas, or multiple metropolitan and micropolitan statistical areas. If the school(s) used to weight the assignment are not within a CSA, the field will be assigned an "N" (not applicable).</p> <p>NOTE: Starting in 2006–07, this field contains the CSA code for all areas. Prior to 2006–07, this field contained the New England City and Town Areas (NECTA) codes for agencies in the New England States.</p>

Variable Name	Order	Data Type	Description
CBSA	22	AN	<p>Core Based Statistical Area (CBSA). A value in this field indicates that the agency's address is associated with a recognized population nucleus and adjacent communities that have a high degree of integration with that nucleus, and designated by the U.S. Government as a metropolitan or micropolitan statistical area. The integration of adjacent communities is determined by the CBSAs of schools associated with the agency, weighted by the number of students in each school. If the agency is not in any type of metropolitan/micropolitan statistical area the field contains an "N" (not applicable).</p> <p>NOTE: Starting in 2006–07, this field contains the CBSA code for all areas. Prior to 2006–07, this field contained the NECTA codes for agencies in the New England States. This assignment was made using a file of ANSI county codes matched to CBSA codes.</p>
METMIC	23	AN	<p>Indicates whether the CBSA is a metropolitan or micropolitan area.</p> <p>0 = CBSA is equal to 70,300 or higher and does not have an associated type code. CBSA equal to 70,300 or higher is NECTA and is not denoted as metropolitan or micropolitan.</p> <p>1 = CBSA is a metropolitan area.</p> <p>2 = CBSA is a micropolitan area.</p>
ULOCAL	24	AN	NCES urban-centric locale code.
CDCODE	25	AN	Congressional district code based on location of administrative office. ANSI numeric code for the congressional districts that are legislatively defined subdivision of the state for the purpose of electing representatives to the House of Representative of the United States Congress. The first two digits are the ANSI state numeric code, which makes the congressional district code unique across states. If an agency serves more than one congressional district, the code represents the primary one.
LATCOD	26	N	Latitude. Based on the location of the administrative office. The digits to the left of the decimal represent the number of degrees from the equator; the digits to the right of the decimal represent the fraction of the next degree carried out to six decimal places. A zero indicates that no value was derived for this school.
LONCOD	27	N	Longitude. Based on the location of the administrative office. The minus sign (-) indicates west of the prime meridian. It contains an explicit decimal point. The digits to the left of the decimal point represent the number of degrees from the prime meridian; the digits to the right of the decimal point represent the fraction of the next degree carried out to six decimal places. A zero indicates that no value was derived for this school.

Variable Name	Order	Data Type	Description
BOUND	28	AN	<p>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:</p> <p>1 = No significant boundary change for this agency since the last report. Currently in operation.</p> <p>2 = Education agency has closed with no effect on another agency's boundaries.</p> <p>3 = This is a new education agency formed with no effect on another agency's boundaries.</p> <p>4 = Agency was in existence, but not reported in a previous year's CCD agency universe survey, and is now being added.</p> <p>5 = Agency has undergone a significant change in geographic boundaries or instructional responsibility.</p> <p>6 = Agency is temporarily closed and may reopen within 3 years.</p> <p>7 = Agency is scheduled to be operational within 2 years.</p> <p>8 = Agency was closed on a previous year's file but has reopened.</p>
GSLO	29	AN	Agency low grade offered. If grade span data were not reported, this field was calculated from the low grade spans of the associated schools in the CCD school universe file.
GSHI	30	AN	Agency high grade offered. If grade span data were not reported, this field was calculated from the high grade spans of the associated schools in the CCD school universe file. When combined, GSLO and GSHI are the grade span of the school.

Appendix B – Value Distribution and Field Frequencies for the Common Core of Data Local Education Agency Universe Survey Preliminary Directory File: School Year 2012-13

Variable	Label	M¹	N¹	Other
FIPST	ANSI State Number	0	0	18,638
LEAID	NCES Agency Identification Number	0	0	18,638
STID	State Local Education Number	0	0	18,638
NAME	Education Agency Name	0	0	18,638
PHONE	Phone Number	3	2	18,633
MSTREE	Mailing Address	0	0	18,638
MCITY	Mailing City	0	0	18,638
MSTATE	Mailing USPS State Abbreviation	0	0	18,638
MZIP	Mailing Zip	0	0	18,638
MZIP4	Mailing Zip Plus 4	3,467	0	15,171
LSTREE	Location Address	14	0	18,624
LCITY	Location City	1	0	18,637
LSTATE	Location USPS State Abbreviation	1	0	18,637
LZIP	Location Zip	1	0	18,637
LZIP4	Location Zip Plus 4	3,595	0	15,043
UNION	Supervisory Union Identification Number	2	294	18,342
CONUM	ANSI County Code	0	22	18,616
CONAME	County Name	0	22	18,616
CSA	Combined Statistical Area	0	8,199	10,439
CBSA	Core Based Statistical Area	0	4,195	14,443
ULOCAL ²	Urban-centric Locale Code	0	18,638	0
CDCODE	Congressional District Code	0	20	18,618
LATCOD	Latitude	20	0	18,618
LONCOD	Longitude	20	0	18,618

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

² Local education agency locale codes are derived from the locale codes of their associated schools, weighted by the number of students in membership for each school. On this file, the locale code is not applicable for every district because the school level enrollment has not been finalized. This variable will be included in the frequency tables once the locale codes have been updated.

³ The Longitude and Latitude missing cells are displayed as 0.000000. The data are missing because the agencies were added after the geographical data was applied to the file. These agencies will be coded on the final file.

Metropolitan or Micropolitan Area

METMIC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0 CBSA is equal to 70,300 or higher and does not have an associated type code.	4,179	22.42	4,179	22.42
1 CBSA is a metropolitan area.	11,040	59.23	15,219	81.66
2 CBSA is a micropolitan area.	3,403	18.26	18,622	99.91
N Not applicable	16	0.09	18,638	100.00

Agency Type

TYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Local school district that is not a component of a supervisory union.	13,124	70.42	13,124	70.42
2 Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.	701	3.76	13,825	74.18
3 Supervisory union administrative center, or a county superintendent serving the same purpose.	219	1.18	14,044	75.35
4 Regional education services agency, or a county superintendent serving the same purpose.	1,354	7.26	15,398	82.62
5 State operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special needs population.	282	1.51	15,680	84.13
6 Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special needs population.	19	0.10	15,699	84.23
7 Independent Charter Agency; all schools associated with the agency are charter schools.	2,789	14.96	18,488	99.20
8 Other education agencies that do not fit into the first six categories.	150	0.80	18,638	100.00

Agency Operational Status

BOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 No significant boundary change for this agency since the last report. Currently in operation.	18,075	96.98	18,075	96.98
2 Education agency has closed with no effect on another agency's boundaries.	174	0.93	18,249	97.91
3 This is a new education agency formed with no effect on another agency's boundaries.	243	1.30	18,492	99.22
4 Agency was in existence, but not reported in a previous year's CCD agency universe survey, and is now being added.	11	0.06	18,503	99.28
5 Agency has undergone a significant change in geographic boundaries or instructional responsibility.	10	0.05	18,513	99.33
6 Agency is temporarily closed and may reopen within 3 years.	36	0.19	18,549	99.52
7 Agency is scheduled to be operational within 2 years.	84	0.45	18,633	99.97
8 Agency was closed on a previous year's file but has reopened.	5	0.03	18,638	100.00

Agency Low Grade Offered

GSLO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01—1 st grade students	79	0.42	79	0.42
02—2 nd grade students	25	0.13	104	0.56
03—3 rd grade students	34	0.18	138	0.74
04—4 th grade students	36	0.19	174	0.93
05—5 th grade students	136	0.73	310	1.66
06—6 th grade students	290	1.56	600	3.22
07—7 th grade students	226	1.21	826	4.43
08—8 th grade students	37	0.20	863	4.63
09—9 th grade students	1,080	5.79	1,943	10.42
10—10 th grade students	90	0.48	2,033	10.91
11—11 th grade students	62	0.33	2,095	11.24
12—12 th grade students	7	0.04	2,102	11.28
KG—Kindergarten students	5,023	26.95	7,125	38.23
N—Not applicable	991	5.32	8,116	43.55
PK—Prekindergarten students	10,492	56.29	18,608	99.84
UG—Students in ungraded classes	30	0.16	18,638	100.00

Agency High Grade Offered

GSHI	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01—1 st grade students	21	0.11	21	0.11
02—2 nd grade students	26	0.14	47	0.25
03—3 rd grade students	57	0.31	104	0.56
04—4 th grade students	68	0.36	172	0.92
05—5 th grade students	214	1.15	386	2.07
06—6 th grade students	530	2.84	916	4.91
07—7 th grade students	66	0.35	982	5.27
08—8 th grade students	2,596	13.93	3,578	19.20
09—9 th grade students	104	0.56	3,682	19.76
10—10 th grade students	48	0.26	3,730	20.01
11—11 th grade students	62	0.33	3,792	20.35
12—12 th grade students	13,754	73.80	17,546	94.14
KG—Kindergarten students	7	0.04	17,553	94.18
N—Not applicable	991	5.32	18,544	99.50
PK—Prekindergarten students	64	0.34	18,608	99.84
UG—Students in ungraded classes	30	0.16	18,638	100.00