

Documentation to the NCES
Common Core of Data Local
Education Agency Universe Survey
Preliminary Directory File: School
Year 2011-12

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**National Center for
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I. Introduction to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary Directory File: School Year 2011-12

The Common Core of Data (CCD) nonfiscal surveys consist of data submitted annually to the National Center for Education Statistics (NCES) by state education agencies (SEAs) in the 50 states, the District of Columbia, Puerto Rico, the four U.S. Island Areas (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands), the Department of Defense Education Activity (DoDEA), and the Bureau of Indian Education (BIE). In order to provide comparable data across states to the maximum extent feasible, NCES and SEAs have worked since the 1950s to develop and accept common data items and definitions. SEAs report school-, agency-, and state-level education data through the U.S. Department of Education's *EDFacts* data collection system.

The purpose of the CCD nonfiscal surveys is to provide a listing of all 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, CCD survey staff¹ works with contractors to screen, examine, and edit the original data that are submitted by the states through the *EDFacts* data collection system. 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 to balance between timeliness and data integrity, NCES now publishes preliminary directory files for the CCD nonfiscal agency and school surveys. At a later time, NCES will publish a full preliminary file for both school and agency that will include all of the available CCD nonfiscal variables.

The Local Education Agency Universe Survey Preliminary Directory 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, supervisory union number, county name, American National Standards Institute county code, combined statistical area, core based statistical area, district urban-centric local code, congressional district code, latitude, longitude, operational status code, low grade offered and high grade offered. 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. The geographic variables are assigned based on the LEA location address. The locale code is missing and will be updated in future SY 2011-12 files once updated school enrollment is available.

¹ CCD survey staff collectively refers to staff employed by NCES as well as staff who are employed by other organizations who perform collection, editing, processing tasks on behalf of NCES. For SY 2011-12 these organizations included staff at the U.S. Census Bureau and the American Institutes for Research.

In the 2011-12 CCD Local Education Agency Universe Survey Preliminary Directory File, there are 18,524 records, one for each public elementary and secondary education agency in the 50 states, the District of Columbia, Guam, the Commonwealth of the Northern Marianas, Puerto Rico, U.S. Virgin Islands, and BIE. Of the 18,524 records, there are 18,234 are operating² and 290 non-operating agencies. Among the operating agencies, 13,784 are regular local districts, 1,564 are supervisory unions or regional educational centers, 280 are state-operated agencies, 2,486 are charter agencies, and 120 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 frequency, percentage, cumulative frequency, and cumulative percent of all categorical variables.

² The 18,234 operating agencies include those currently open, new, added, and reopened. Those agencies are coded as 1, 3, 4, 5, and 8 for operational status code, respectively. The 290 non-operating agencies are closed (2), temporarily inactive (6), and future (7).

User's Guide

A. Methodology

The *EDFacts* data collection system is the primary collection tool for the CCD nonfiscal data. NCES works collaboratively with the Department of Education's Performance Information Management Service to develop the CCD collection procedures and data definitions. Coordinators from State Education Agencies (SEAs) submit the CCD data at different levels (school, agency, and state) to the *EDFacts* collection system. Prior to submitting CCD files to *EDFacts*, SEAs must collect and compile information from their respective Local Education Agencies (LEAs) via established administrative records systems within their state or jurisdiction. Once SEAs have completed their submissions, the CCD survey staff analyzes and verifies the CCD for quality assurance. CCD survey staff routinely verified data through SEA coordinators and did not contact LEAs or individual schools to verify data except in unusual circumstances. After performing edit and consistency checks, CCD survey staff referred discrepancies to SEA coordinators 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. When a student is served by more than one agency, there may be some question about where to count the student's membership. CCD asks states to report a headcount and not a full-time equivalent (FTE) student count, which means that a student should be counted in the LEA that is financially responsible for him or her.

States report data to the *EDFacts* data collection system through multiple file groups that are submitted on a reporting schedule at different dates throughout the year. The 2011-12 school year *EDFacts* collection of CCD submissions opened in January 2012. NCES extracted the preliminary data from *EDFacts* between January 2012 and September 2012. CCD survey staff processed these file groups on a flow basis, so the date of the extract for each file group and each state may vary depending on when SEAs completed their submission for each file group. Table 1 lists the data items included in each file and the exact dates when the data files were extracted from *EDFacts* (see footnote 1 for a list of variables included in the file group).

Table 1. Data File Extraction Dates for the Directory¹ File: School Year 2011-12

State name	Date	State name	Date
Alabama	9/20/12	New Jersey	9/20/12
Alaska	9/20/12	New Mexico	9/20/12
Arizona	9/20/12	New York	9/21/12
Arkansas	9/20/12	North Carolina	9/20/12
California	9/20/12	North Dakota	9/21/12
Colorado	9/20/12	Ohio	9/20/12
Connecticut	9/20/12	Oklahoma	9/20/12
Delaware	9/20/12	Oregon	9/20/12
District of Columbia	9/20/12	Pennsylvania	9/20/12
Florida	9/24/12	Rhode Island	9/20/12
Georgia	9/20/12	South Carolina	9/20/12
Hawaii	9/20/12	South Dakota	9/20/12
Idaho	9/20/12	Tennessee	9/21/12
Illinois	9/20/12	Texas	9/21/12
Indiana	9/20/12	Utah	9/20/12
Iowa	9/20/12	Vermont	9/20/12
Kansas	9/20/12	Virginia	9/21/12
Kentucky	9/20/12	Washington	9/21/12
Louisiana	9/20/12	West Virginia	9/21/12
Maine	9/21/12	Wisconsin	9/21/12
Maryland	9/20/12	Wyoming	9/21/12
Massachusetts	9/20/12	Bureau of Indian Education	9/20/12
Michigan	9/20/12	Guam	3/26/12
Minnesota	9/20/12	Northern Marianas	3/29/12
Mississippi	9/20/12	Puerto Rico	9/20/12
Missouri	9/20/12	Virgin Island	9/20/12
Montana	9/21/12		
Nebraska	9/20/12		
Nevada	9/21/12		
New Hampshire	9/20/12		

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

Comments about the Local Education Agency Universe Survey Preliminary Directory File

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

Coverage. The coverage of the Local Education Agency Universe Survey includes all school districts and administrative units providing education services to prekindergarten, kindergarten, grade 1–12, and ungraded students. There are 57 responding units: the 50 states, the District of Columbia, Puerto Rico, the Bureau of Indian Education, and the four U.S. Island Areas. The DoDEA agencies and American Samoa are not included in the preliminary directory file.

Response. Item response is described in Appendix B -Value Distribution and Field Frequencies. This appendix lists the total number of units and the number of units with missing data. Appendix B also lists the frequency of responses by option for each of the categorical values.

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 or 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. For example, some states issue several kinds of high school credentials, while other states issue a regular diploma to every student who meets requirements (which may also vary). 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.

Coverage error. Coverage error is another source of nonsampling error that occurs when the measured universe of schools and agencies varies from the actual target universe; for example, the same agency or school could be reported twice (i.e. overcoverage) or an agency or school could be omitted (i.e. undercoverage). To minimize coverage error CCD Survey Staff conducts an extensive review of the schools submitted by SEAs by matching to the universe reported in the prior year and ensuring that each school is only counted once and that each school is accounted for with the appropriate operational status. Additionally, in the summer of 2012, additional effort was made to improve the coverage of charter schools in the school universe through comparison of the school universe to additional administrative data sources.

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 schools or agencies and the addition of new ones. Confusion is likely when local education agencies merge. Coverage issues (deletions of schools/agencies, merging of schools/agencies) can affect the ability to track a given school/agency over time.

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 elementary/secondary public education in

their state regardless of who administers the schools or districts. However, some 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). These schools include schools for the deaf and blind, university lab schools, and other schools not covered by the authority of the SEA.

Missing data. Not all states had reported all items by the time the preliminary directory 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,” “M,” or “N.”

- 0 – There are no occurrences of this data element. A value was expected and measured, but there were no cases in the category.
- M (or -1 for numeric values) – A value was expected and the state reported the value was not measured. (For example, a regular LEA 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 regular LEA that does not offer UG as a grade would report total Ungraded students as -2.)

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.

New York City Schools. New York City (NYC) is shown in NCES reports as a single school district. However, “New York City Public Schools” is reported in CCD as a supervisory union comprising 32 “geographic districts” and an additional “special schools” district. To aggregate NYC school data to the supervisory union, researchers must first merge the UNION variable from the agency file onto the school file (by LEAID), then select schools with a state ANSI code equal to 36 and a supervisory union ID 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. Counts exclude closed, inactive, or future agencies (BOUND = 2, 6, or 7), and do not match counts in Appendix B, which includes all agencies

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

(FIPST) ANSI³ State Code. Each record contains an American National Standards Institute (ANSI) state code. 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. This field contains the telephone number of the education agency. Phone number is missing (“M”) for 5 records.

(MSTREE) Mailing Address. This field contains the mailing address of the agency. This field may contain a street address or a P.O. Box number. If the mailing street, city, state, and ZIP Code fields were left blank, data from the corresponding location address fields were inserted.

(MCITY) Mailing City. There may be some valid cases in which an agency may be located in one city and have a mailing address in another city. Each record contains a mailing city.

(MSTATE) Mailing State Abbreviation. Every record contains a two-letter U.S. Postal Service abbreviation for the state where the mailing address is located. Each record contains a mailing state. There are valid cases in which an agency may be located in one state and have a mailing address in another state. A list of the 16 agencies that have a mailing state code different from their ANSI state code is included at the end of this section in Table 3.

(MZIP, MZIP4) Mailing ZIP Code +4. Each record contains a mailing ZIP Code. The last four digits may be left blank if unknown.

(LSTREE) Location Address. This is the 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. Location street was reported as “M” for 8 records.

(LCITY) Location City. Each record contains a location city.

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

(LZIP, LZIP4) Location Zip Code +4. Each record contains a location ZIP Code. The last four digits may be left blank if 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

³ 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.

(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.
- 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.

(CONAME) County Name. This field contains the name of the county in which the agency is located. All records were reported with county name information based on the location of the district.

Data users should note that starting with 2006–07 CCD, a different methodology was used to assign local education agency counties. In 2006–07, the county assignment is based on the physical location address of the local education agency. In prior years, counties were assigned to local education agencies based on the counties of the schools associated with the local education agency, weighted by student enrollment.

(CONUM) ANSI County Code. This field contains the ANSI County Code for the county in which agency is located. All records were reported with county code information based on the location of the district.

Data users should note that starting in 2006–07 CCD, a different methodology was used to assign local education agency counties. In 2006–07, the county assignment is based on the physical location address of the local education agency. In prior years, counties were assigned to local education agencies based on the counties of the schools associated with the local education agency, weighted by student enrollment.

(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.

(ULOCAL) District Urban-Centric Locale Code. Locale code is a geographic indicator NCES applies for general description, sampling, and other statistical purposes. The school’s locale assignment is based on the location of school buildings and may not necessarily reflect the entire attendance area or the residences of all enrolled students. The designation of each school’s locale is primarily based on its geographic location and proximity to densely populated urban areas. Local education agency (LEA) locale codes are derived from the locale codes of their associated schools, weighted by the number of students in membership for each school. For this preliminary file, NCES set the agency’s ULOCAL to a value of “M” (missing) and will update it for the final file once updated school enrollment is available.

The Census Bureau first develops address geocodes (i.e., latitude/longitude coordinates representing address location) from school addresses reported in the CCD, and then uses a geographic information system (GIS) to evaluate the spatial relationship between the location of a school and the geographic criteria for each locale (derived from standard Census geographic concepts). Locale types (City, Suburb, Town, and Rural) and subtypes (Large, Midsize, and

Small for City and Suburb locales, and Fringe, Distant, and Remote for Town and Rural locales) were assigned to all schools in the 50 states, District of Columbia, Puerto Rico, Virgin Islands, Guam, and the Commonwealth of the Northern Marianas. Distance criteria for Town and Rural locales are assessed based on straight-line or Euclidean distance. Definitions of locale codes are contained in the “Comments About the Data Fields” section appearing earlier in this document.

The 12 urban-centric locale code categories are defined below. Locale codes are divided into four main locale types (city, suburb, town, and rural) and each of the four locale types has three subtypes (large, midsize, and small for city and suburb locale types and fringe, distant, and remote for town and rural locale types).

- 11 = City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.
- 12 = City, Midsize: Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000.
- 13 = City, Small: Territory inside an urbanized area and inside a principal city with population less than 100,000.
- 21 = Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.
- 22 = Suburb, Midsize: Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000.
- 23 = Suburb, Small: Territory outside a principal city and inside an urbanized area with population less than 100,000.
- 31 = Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.
- 32 = Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.
- 33 = Town, Remote: Territory inside an urban cluster that is more than 35 miles of an urbanized area.
- 41 = Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.
- 42 = Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.
- 43 = Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.

(CDCODE) Congressional District Code. Congressional District codes are 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 agency 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. If an agency serves multiple congressional districts, this field will contain the primary one.

(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 school 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.

(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 school 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.

(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 2010-11 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. These fields indicate the lowest grade and highest grade offered by the agency. These grades were calculated by NCES using two types of information reported by states: (a) binary 'grade offered' flags that indicate whether a given grade (e.g., prekindergarten, kindergarten, grade 1, etc.) was offered by the schools associated with the district; and (b) reports of enrollment by grade for schools associated with the districts. The values for this variable have not been edited and are given in the preliminary file as reported from the states.

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	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		
Kentucky	21	KY	Education Activity	63 ³	DD
Louisiana	22	LA	Bureau of Indian		
Maine	23	ME	Education	59 ³	BI
Maryland	24	MD	American Samoa	60	AS
Massachusetts	25	MA	Guam	66	GU
Michigan	26	MI	Commonwealth of the		
Minnesota	27	MN	Northern Mariana	69	MP
Mississippi	28	MS	Puerto Rico	72	PR
Missouri	29	MO	U.S. Virgin Islands	78	VI
Montana	30	MT			
Nebraska	31	NE			
Nevada	32	NV			
New Hampshire	33	NH			
New Jersey	34	NJ			
New Mexico	35	NM			
New York	36	NY			
North Carolina	37	NC			
North Dakota	38	ND			

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 2011-12

Administration State	LEAID	Agency Name	City	State
Arizona	0400103	OMBUDSMAN EDUCATIONAL SERVICES LTD. A SUBSIDIARY OF EDUCAT	LIBERTYVILLE	IL
	0400188	ADVANCED EDUCATION SERVICES INC.	COLTON	CA
	0400234	ACADEMY OF ARIZONA	OAK PARK	MI
	0400324	ARIZONA SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES	OCEANSIDE	CA
	0400427	ARIZONA CONNECTIONS ACADEMY CHARTER SCHOOL INC.	BALTIMORE	MD
	0400854	GRAYSMARK SCHOOLS CORPORATION	DULUTH	MN
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
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
	5099955	SCHOOL ADMINISTRATIVE UINT # 70	HANOVER	NH

SOURCE: U.S. Department of Education, National Center for Education Statistics, Common Core of Data, "Local Education Agency Universe Survey Preliminary Directory File: School Year 2011-12".

B. Limitations of the Local Education Agency Universe Data Preliminary Directory File

As mentioned in the Introduction Section, this preliminary directory 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 yet been resolved and thus may not be representative of the characteristics for a particular school. 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
Local Education Agency Universe Survey Preliminary Directory File:
School Year 2011-12**

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**Appendix A – Record Layout for the Common Core of Data Local Education Agency Universe Survey
Preliminary Directory File: School Year 2011-12**

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

The file contains data for the school year 2011-12 sorted by the NCES assigned local education identification code (LEAID).

Note that all numeric fields contain 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 “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	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 = 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	<p>NCES urban-centric locale code.</p> <p>NOTE: Starting in 2006–07, CCD data files contain a new locale code system that is based on the urbanicity of the agency location. In prior years, the locale was assigned based on an agency's metro status.</p> <p>11 = City, Large Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12 = City, Mid-size Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13 = City, Small Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21 = Suburb, Large Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22 = Suburb, Mid-size Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23 = Suburb, Small Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31 = Town, Fringe Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32 = Town, Distant Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33 = Town, Remote Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p>

Variable Name	Order	Data Type	Description
			41 = Rural, Fringe Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.
			42 = Rural, Distant Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.
			43 = Rural, Remote Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.
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 value of LATCOD ranges from 13 to 71. 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.
LONCOD	27	N	Longitude. Based on the location of the administrative office, the value of LONCOD ranges from -170 to 145. 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.
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>

Variable Name	Order	Data Type	Description
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 2011-12**

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**Appendix B – Value Distribution and Field Frequencies for the Common Core of Data
Local Education Agency Universe Survey Preliminary Directory File: School
Year 2011-12**

Variable	Label	M¹	N¹	Other
FIPST	ANSI State Number	0	0	18,524
LEAID	NCES Agency Identification Number	0	0	18,524
STID	State Local Education Number	0	0	18,524
NAME	Education Agency Name	0	0	18,524
PHONE	Phone Number	5	2	18,517
MSTREE	Mailing Address	0	0	18,524
MCITY	Mailing City	0	0	18,524
MSTATE	Mailing USPS State Abbreviation	0	0	18,524
MZIP	Mailing Zip	0	0	18,524
MZIP4	Mailing Zip Plus 4	3,431	0	15,093
LSTREE	Location Address	10	0	18,514
LCITY	Location City	0	0	18,524
LSTATE	Location USPS State Abbreviation	0	0	18,524
LZIP	Location Zip	1	0	18,523
LZIP4	Location Zip Plus 4	3,526	0	14,998
UNION	Supervisory Union Identification Number	2	290	18,232
CONUM	ANSI County Code	47	0	18,477
CONAME	County Name	47	0	18,477
CSA	Combined Statistical Area	47	10,141	8,336
CBSA	Core Based Statistical Area	47	4,226	14,251
ULOCAL	Urban-centric Locale Code	18,524 ²	0	0
CDCODE	Congressional District Code	47	0	18,477
LATCOD	Latitude	47 ³	0	18,477
LONCOD	Longitude	47 ³	0	18,477

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

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 missing 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.	4,226	22.81	4,226	22.81
1 CBSA is a metropolitan area.	10,661	57.55	14,887	80.37
2 CBSA is a micropolitan area.	3,590	19.39	18,477	99.75
M Missing	47	0.25	18,524	100.00

Agency Type

TYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Local school district that is not a component of a supervisory union.	13,071	70.56	13,071	70.56
2 Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.	770	4.15	13,841	74.72
3 Supervisory union administrative center, or a county superintendent serving the same purpose.	230	1.24	14,071	75.96
4 Regional education services agency, or a county superintendent serving the same purpose.	1,357	7.33	15,428	83.29
5 State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.	287	1.55	15,715	84.84
6 Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.	1	0.01	15,716	84.84
7 Charter Agency; all schools associated with the agency are charter schools.	2,687	14.51	18,403	99.35
8 Other education agencies that do not fit into the first six categories.	121	0.65	18,524	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.	17,976	97.04	17,976	97.04
2 Education agency has closed with no effect on another agency's boundaries.	160	0.86	18,136	97.91
3 This is a new education agency formed with no effect on another agency's boundaries.	211	1.14	18,347	99.04
4 Agency was in existence, but not reported in a previous year's CCD agency universe survey, and is now being added.	22	0.12	18,369	99.16
5 Agency has undergone a significant change in geographic boundaries or instructional responsibility.	18	0.10	18,387	99.26
6 Agency is temporarily closed and may reopen within 3 years.	31	0.17	18,418	99.43
7 Agency is scheduled to be operational within 2 years.	99	0.53	18,517	99.96
8 Agency was closed on a previous year's file but has reopened.	7	0.04	18,524	100.00

Agency Low Grade Offered

GSLO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01 – 1 st grade students	60	0.32	60	0.32
02 – 2 nd grade students	15	0.08	75	0.40
03 – 3 rd grade students	41	0.22	116	0.63
04 – 4 th grade students	26	0.14	142	0.77
05 – 5 th grade students	106	0.57	248	1.34
06 – 6 th grade students	212	1.14	460	2.48
07 – 7 th grade students	192	1.04	652	3.52
08 – 8 th grade students	40	0.22	692	3.74
09 – 9 th grade students	792	4.28	1,484	8.01
10 – 10 th grade students	63	0.34	1,547	8.35
11 – 11 th grade students	46	0.25	1,593	8.60
12 – 12 th grade students	6	0.03	1,599	8.63
KG – Kindergarten students	3,650	19.70	5,249	28.34
N – Not applicable	644	3.48	5,893	31.81
PK – Prekindergarten students	9,946	53.69	15,839	85.51
UG – Students in ungraded classes	59	0.32	15,898	85.82
M – Missing	2,626	14.18	18524	100.00

Agency High Grade Offered

GSHI	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01 – 1 st grade students	9	0.05	9	0.05
02 – 2 nd grade students	25	0.13	34	0.18
03 – 3 rd grade students	31	0.17	65	0.35
04 – 4 th grade students	57	0.31	122	0.66
05 – 5 th grade students	155	0.84	277	1.50
06 – 6 th grade students	351	1.89	628	3.39
07 – 7 th grade students	57	0.31	685	3.70
08 – 8 th grade students	1,829	9.87	2,514	13.57
09 – 9 th grade students	90	0.49	2,604	14.06
10 – 10 th grade students	50	0.27	2,654	14.33
11 – 11 th grade students	93	0.50	2,747	14.83
12 – 12 th grade students	12,333	66.58	15,080	81.41
KG – Kindergarten students	15	0.08	15,095	81.49
N – Not applicable	644	3.48	15,739	84.97
PK – Prekindergarten students	100	0.54	15,839	85.51
UG – Students in ungraded classes	59	0.32	15,898	85.82
M – Missing	2,626	14.18	18,524	100.00