



Documentation to the NCES  
Common Core of Data Local  
Education Agency Universe Survey  
Preliminary File: School Year  
2010–11

# Documentation to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010–11

**July 2011**

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## Contents

	<b>Page</b>
I. Introduction to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010–11 .....	1
II. User’s Guide .....	3
A. Methodology .....	3
B. Limitations of the Local Education Agency Universe Data Preliminary File .....	12

## Appendixes

Appendix A—Record Layout for the Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010–11 .....	A-1
Appendix B—Value Distribution and Field Frequencies for the Common core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010–11 ....	B-1

## List of Tables

Table 1. Data file extraction dates for Directory, Staff, and Membership File: School year 2010-11 .....	4
Table 2. American National Standards Institute (ANSI) state codes and abbreviations used in CCD datasets.....	10
Table 3. List of local education agencies with mailing address in another state: School year 2010–11.....	11

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## **I. Introduction to the NCES Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010-11**

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 (DoD) dependents schools (overseas and domestic), and the Bureau of Indian Education (BIE). In order to provide data comparable across states to the maximum extent feasible, NCES and 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 staff<sup>1</sup> 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, though, to balance between timeliness and data integrity, NCES now publishes preliminary files for the CCD nonfiscal agency and school surveys. For school year 2010-11, the main differences between the preliminary files and final released files are: 1) the preliminary files do not contain data from American Samoa, Guam, DoD (overseas and domestic), because the data were not sufficiently complete; 2) the preliminary files contain a subset of variables that are in the final released files; and 3) the variables in the preliminary files have not been completely edited while all the variables in the final released files will be fully edited. Additionally, the preliminary files include instances of missing data that were not reported by states by the time the files were created. It is anticipated that these data will be completed in the final files.

The Local Education Agency Universe Survey Preliminary File includes data for the following variables: NCES agency ID number, state agency ID number, agency name, phone number, mailing address, physical location address, agency type code, operational status code, full-time-equivalent (FTE) classroom teacher count, and total student count. The numerical variables have not been reviewed and are given in the preliminary file as reported from the states. The categorical variables have been edited to the extent that they only contain valid values, but the accuracy of the variables has not been reviewed. For example, the agency type code only allows a valid code of '1', '2', '3', '4', '5', '6', '7', and '8'; therefore, a value of '9' in the file would be

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<sup>1</sup> CCD survey staff collectively refers to staff that are employed by NCES as well as staff who are employed by other organizations who perform collection, editing, processing tasks on behalf of NCES. For 2010-11 these organizations included staff at the U.S. Census Bureau and the American Institutes for Research.

suppressed and shown as missing. However, whether the values for agency type were reported correctly has not been reviewed.

In the 2010-11 CCD Local Education Agency Universe Survey Preliminary File, there are 18,417 records, one for each public elementary and secondary education agency in the 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, and BIE. Of the 18,417 records, 18,117 are coded as operating<sup>2</sup> and 300 are coded as non-operating agencies. Among the operating agencies, 13,777 are regular local districts, 1,566 are supervisory unions or regional educational centers, 285 are state-operated agencies, 2,360 are charter agencies, and 129 are federally operated or other agencies.

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

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

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<sup>2</sup> The 18,117 operating agencies include those that are currently open, new, added, and reopened. Those agencies are coded as 1, 3, 4, 5, and 8 for operational status code, respectively. The 300 non-operating agencies are closed (2), temporarily inactive (6), and future (7).

## II. User's Guide

### A. Methodology

The *EDFacts* data collection system is the primary collection tool for the CCD. 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 an 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 2010–11 school year *EDFacts* collection of CCD submissions opened in January 2011. NCES extracted the preliminary data from *EDFacts* between January, 2011 and June, 2011. 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*.

Table 1. File extraction dates for Directory, Staff, and Membership Files: School year 2010-11

State name	Dir <sup>1</sup>	Staff <sup>2</sup>	Member <sup>3</sup>	State name	Dir <sup>1</sup>	Staff <sup>2</sup>	Member <sup>3</sup>
Alabama	2/14	6/07	6/07	Nebraska	2/18	6/07	6/07
Alaska	1/21	6/07	6/07	Nevada	2/04	6/10	6/10
Arizona	3/02	6/07	6/07	New Hampshire	3/01	6/07	6/07
Arkansas	2/09	6/07	6/07	New Jersey	2/18	6/07	6/07
California	5/11	6/09	6/09	New Mexico	3/22	6/07	6/07
Colorado	3/08	6/07	6/07	New York	3/21	6/07	6/07
Connecticut	3/14	6/07	6/07	North Carolina	2/28	6/07	6/07
Delaware	2/14	6/07	6/07	North Dakota	2/02	6/07	6/07
District of Columbia	2/14	6/07	6/07	Ohio	2/03	6/07	6/07
Florida	2/10	6/07	6/07	Oklahoma	3/01	6/07	6/07
Georgia	2/14	6/07	6/07	Oregon	2/02	6/07	6/07
Hawaii	2/14	5/04	5/04	Pennsylvania	3/22	6/07	6/07
Idaho	2/08	6/07	6/07	Rhode Island	2/14	6/07	6/07
Illinois	3/02	6/09	6/09	South Carolina	2/25	6/07	6/07
Indiana	2/17	6/07	6/07	South Dakota	2/14	6/07	6/07
Iowa	2/09	6/07	6/07	Tennessee	3/01	6/07	6/07
Kansas	2/16	6/07	6/07	Texas	3/15	6/07	6/07
Kentucky	2/23	6/07	6/07	Utah	1/21	6/07	6/07
Louisiana	2/25	6/07	6/07	Vermont	2/21	6/07	6/07
Maine	2/03	6/07	6/07	Virginia	3/16	6/07	6/07
Maryland	2/17	6/10	6/10	Washington	3/01	6/07	6/07
Massachusetts	2/02	6/09	6/09	West Virginia	2/21	6/07	6/07
Michigan	3/11	6/07	6/07	Wisconsin	2/02	6/07	6/07
Minnesota	2/17	6/07	6/07	Wyoming	3/02	6/07	6/07
Mississippi	1/27	6/07	6/07	Puerto Rico	2/14	6/07	6/07
Missouri	3/22	6/07	6/07	Virgin Island	3/15	6/10	6/10
Montana	3/03	6/07	6/07				

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

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

<sup>3</sup> Membership file contains MEMBER variables.

## ***Comments about the Local Education Agency Universe Survey Preliminary File***

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

*Coverage.* The coverage of the Public Elementary/Secondary School Universe Survey includes all public schools providing education services to prekindergarten, kindergarten, grade 1–12, and ungraded students. There are 59 responding units: the 50 states, the District of Columbia, Puerto Rico, the Bureau of Indian Education, and the four U.S. Island Areas. The DoD dependent schools (overseas and domestic), American Samoa, and Guam are not included in the preliminary school file.

*Response.* Item response is described in Appendix B -Value Distribution and Field Frequencies. This appendix lists the minimum, maximum, and mean value of each numeric variable as well as 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 and vertical consistency.* Coverage error is another source of nonsampling error; for example, the same agency or school could be reported twice (overcoverage) or an agency or school could be omitted (undercoverage). Although CCD coverage of traditional (i.e., regular; see glossary in appendix C for definition) 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. Conversely, when these institutions are correctly reported on the CCD school and agency universe files, the students and teachers may not be included in the count of persons for whom the state assumes responsibility in its official report.

*Longitudinal consistency.* 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 particularly 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.

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

*Missing value options.* All data elements are either completed by the state or have been filled with a “0,” “-1,” “-2,” “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 that the value was not measured. (For example, a regular school that should report at least one student but cannot count the number of students would report -1.)
- N (or -2 for numeric values) – Data are not applicable. A value was neither expected nor measured. (For example, a shared time school may report -2 for total student count.)

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

### ***Comments about the Variables***

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

(FIPST) ANSI<sup>3</sup> State Code. A list of the Federal Information Processing Standards (FIPS) codes for each state and other jurisdiction. NCES assigned dummy codes for DoD (overseas and domestic) and BIE. A list of ANSI codes for each state and jurisdiction is presented in Table 2.

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

(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. An agency’s STID may change over time as new STIDs are assigned by a state.

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

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<sup>3</sup> 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.

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

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

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

(MSTATE) Mailing State Abbreviation. Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located. Each record contains a mailing state. There are instances where a school that is part of one state’s education system reports a mailing address in another state; these situations have been confirmed by the reporting state. A list of the 19 agencies that have a mailing state code different from their FIPS state code is included in Table 3.

(MZIP, MZIP4) Mailing ZIP Code +4. Mailing 5-digit ZIP Code and Mailing +4 ZIP Code for the mailing address. Each record contains a mailing ZIP Code in this field. The +4 may be left blank if it is unknown.

(LSTREE) Location Street. Location address of the agency. If the location street, city, state, and ZIP Code fields were left blank, data from the corresponding mailing address fields were inserted. In some instances, SEAs did not report physical locations for the location street field, but rather reported Post Office boxes and other addresses that did not represent the location of a school district. Missing or non-location addresses (e.g., Post Office box numbers) were resolved through several means, including telephone calls to individual districts. In addition to this research, if a valid location street was not provided for a school district for the 2010–11 school year, NCES researched the school district website for a valid location address. If valid location streets cannot be found from the public website, NCES filled in prior year location address or set the values to Missing.

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

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

(LZIP, LZIP4) Location Zip Code +4. Location 5-digit ZIP Code and Location +4 ZIP Code of the agency. Each record contains a location ZIP Code in this field. The +4 may be left blank if it is unknown.

(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 institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.
- 6 = Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.
- 7 = All schools associated with the agency are charter schools
- 8 = Other education agencies that do not fit into the first seven categories.

(BOUND) Operational Status Code. Classification of changes in an education agency's boundaries since the last report to NCES. Each record contains a status code to reflect the school's operational status for the 2010-11 school year. Valid responses include the following:

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

(TOTTECH) Total FTE Teachers. This is a calculated total full-time-equivalent teacher count: the sum of the reported FTE counts for 1) prekindergarten, 2) kindergarten, 3) elementary, 4)

secondary, and 5) ungraded<sup>4</sup> teachers in the staff file. Total FTE teachers are calculated to the nearest hundredth. None of the FTE counts for the various teacher categories has been edited and the calculated total FTE teacher counts are given in the preliminary file based on the reported values for the five categories from the states.

(MEMBER) Total Membership. This is the reported total membership of the LEA. Membership is the total student enrollment on October 1, or the school day closest to October 1, for a school year. CCD collects membership counts at three levels: school, agency, and state. The total student membership reported by states at one level may often be different than what was reported at one or both of the other levels. In general, the total student membership on lower level file should be less than or equal to the total membership on higher level files. A common reason for these differences is that SEAs report a student membership in the school the student attends, but report a student's membership in the LEA that is financially responsible for the student. For example, a regular school district may not be able to provide services to students with special needs and may instead pay tuition for students to attend private schools that provide services to students with special needs. These students are then counted in the regular school district, but not in any of the schools in CCD school file. The values for this variable have not been edited and are given in the preliminary file as reported from the states.

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<sup>4</sup> Ungraded teachers are the teachers of classes or programs to which students are assigned without standard grade designation.

Table 2. American National Standards Institute (ANSI) state codes and abbreviations used in CCD datasets

State name/jurisdiction	ANSI <sup>1</sup>	Abbreviation <sup>2</sup>	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 dependents schools (overseas)	58 <sup>3</sup>	DO
Kentucky	21	KY			
Louisiana	22	LA			
Maine	23	ME			
Maryland	24	MD	Department of Defense dependents schools (domestic)	61 <sup>3</sup>	DD
Massachusetts	25	MA			
Michigan	26	MI			
Minnesota	27	MN			
Mississippi	28	MS	Bureau of Indian Education	59 <sup>3</sup>	BI
Missouri	29	MO			
Montana	30	MT	American Samoa	60	AS
Nebraska	31	NE			
Nevada	32	NV	Guam	66	GU
New Hampshire	33	NH			
			Commonwealth of the Northern Mariana Islands	69	MP
New Jersey	34	NJ			
New Mexico	35	NM			
New York	36	NY	Puerto Rico	72	PR
North Carolina	37	NC			
North Dakota	38	ND	U.S. Virgin Islands	78	VI

<sup>1</sup> American National Standards Institute state codes (01–78).

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

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

SOURCE: U.S. 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 2010-11

Administration State	LEAID	Agency Name	City	State
Arizona	0400103	OMBUDSMAN EDUCATIONAL SERVICES LTD. A SUBSIDIARY OF EDUCATION	LIBERTYVILLE	IL
	0400188	ADVANCED EDUCATION SERVICES INC.	COLTON	CA
	0400234	ACADEMY OF ARIZONA	OAK PARK	MI
	0400286	ADVANCED EDUCATION SERVICES	COLTON	CA
	0400324	ARIZONA SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES	VISTA	CA
	0400427	ARIZONA CONNECTIONS ACADEMY CHARTER SCHOL INC.	BALTIMORE	MD
	0400443	ADVENTURE ACADEMIES OF AMERICA	ALPINE	UT
Idaho	1602610	PLEASANT VALLEY ELEM DIST	JORDAN VALLEY	OR
New Jersey	3400739	EXCELLENCE CS	PHILADELPHIA	PA
New York	3611100	FISHERS ISLAND UNION FREE SCHOOL DISTRICT	NEW LONDON	CT
North Dakota	3805670	EARL 18	SIDNEY	MT
	3820340	YELLOWSTONE 14	FAIRVIEW	MT
South Dakota	4635010	GREATER HOYT SCHOOL DISTRICT 61-4	AKRON	IA
	4665250	GREATER SCOTT SCHOOL DISTRICT 61-5	HAWARDEN	IA
Texas	4800077	BEXAR COUNTY ACADEMY	OAK PARK	MI
	4800090	ACADEMY OF DALLAS	OAK PARK	MI
	4842540	TEXHOMA ISD	TEXHOMA	OK
Vermont	5000024	RIVENDELL INTERSTATE SCHOOL DISTRICT	ORFORD	NH
	5099955	SAU 70	HANOVER	NH

SOURCE: U.S. Department of Education, National Center for Education Statistics, Common Core of Data, "Local Education Agency Universe Survey Preliminary File: School Year 2010-11".

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

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

Although most of the variables in the file have been examined and edited, some variables are still being screened and checked. Two caveats should be noted. First, due to the incomplete data editing process, the file may contain errors that have not been detected and thus may not be representative of the characteristics for a particular school. Secondly, because states may revise their reported data after the preliminary file is published, the preliminary file may not reflect the final data that states submit.

**Appendix A – Record Layout for the Common Core of Data  
Local Education Agency Universe Survey Preliminary File:  
School Year 2010-11**

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## Appendix A – Record Layout for the Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010-11

(\*) Fields have two explicit decimal places

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

The file contains data for the school year 2010-11 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.

<b>Variable Name</b>	<b>Order</b>	<b>Data Type</b>	<b>Description</b>
LEAID	1	AN	NCES Local Education Agency ID. The first two positions of this field are also the FIPS state code.
+FIPST	2	AN	American National Standards Institute (ANSI) state code.
STID	3	AN	State’s own ID for the education agency.
NAME	4	AN	Name of the education agency.
PHONE	5	AN	Telephone number of education agency.
MSTREE	6	AN	Mailing address of the agency—may be a street address, a P.O. Box number, or, if there is no address beyond CITY, STATE, and ZIP, the character “N.”
MCITY	7	AN	Name of the mailing address city.
MSTATE	8	AN	Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located.
MZIP	9	AN	Five-digit U.S. Postal Service ZIP code for the mailing address.
MZIP4	10	AN	Four-digit ZIP+4, if assigned; if none, field is blank.
LSTREE	11	AN	Location address.
LCITY	12	AN	Location city.
LSTATE	13	AN	Location state (two-letter postal abbreviation).
LZIP	14	AN	Location 5-digit ZIP Code.
LZIP4	15	AN	Location +4 ZIP Code.

<b>Variable Name</b>	<b>Order</b>	<b>Data Type</b>	<b>Description</b>
TYPE	16	AN	<p>NCES code for type of agency:</p> <p>1 = Local school district that is not a component of a supervisory union.</p> <p>2 = Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.</p> <p>3 = Supervisory union administrative center, or a county superintendent serving the same purpose.</p> <p>4 = Regional education services agency, or a county superintendent serving the same purpose.</p> <p>5 = State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.</p> <p>6 = Federally operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.</p> <p>7 = Charter Agency; all schools associated with the agency are charter schools.</p> <p>8 = Other education agencies that do not fit into the first seven categories.</p>
BOUND	17	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 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 previous year's file but has reopened.</p>
MEMBER	18	N	Total number of students of the Local Education Agency
*TOTTCH	19	N	Total teachers. Full-time equivalency reported to the nearest hundredth; field included two explicit decimals.

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**Appendix B – Value Distribution and Field Frequencies for the Common Core of Data  
Local Education Agency Universe Survey Preliminary File:  
School Year 2010-11**

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Appendix B – Value Distribution and Field Frequencies for the Common Core of Data Local Education Agency Universe Survey Preliminary File: School Year 2010-11

Variable	Label	M <sup>1</sup>	N <sup>1</sup>	Other
FIPST	ANSI State Number	0	0	18,417
LEAID	NCES Agency Identification Number	0	0	18,417
STID	State Local Education Number	0	0	18,417
NAME	Education Agency Name	0	0	18,417
PHONE	Phone Number	4	7	18,406
MSTREE	Mailing Address	0	0	18,417
MCITY	Mailing City	0	0	18,417
MSTATE	Mailing USPS State Abbreviation	0	0	18,417
MZIP	Mailing Zip	0	0	18,417
MZIP4	Mailing Zip Plus 4	0	0	15,107 <sup>2</sup>
LSTREE	Location Address	28	0	18,389
LCITY	Location City	0	0	18,417
LSTATE	Location USPS State Abbreviation	0	0	18,417
LZIP	Location Zip	0	0	18,417
LZIP4	Location Zip Plus 4	0	0	14,999 <sup>2</sup>

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

<sup>2</sup> There are 3,310 and 3,418 agencies with blank cell for the MZIP4 and LZIP4 variables, respectively.

Variable	Label	Minimum	Maximum	Mean	-1 <sup>1</sup>	-2 <sup>1</sup>
MEMBER	Total Students	0	667,273.00	2636.02	4	9
TOTTCH	Total Teachers	0	36505.93	182.28	6,431	9

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

-2 = the data are not applicable;

### 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.	17,836	96.85	17,836	96.85
2 Education agency has closed with no effect on another agency's boundaries.	219	1.19	18,055	98.03
3 This is a new education agency formed with no effect on another agency's boundaries.	218	1.18	18,273	99.22
4 Agency was in existence, but not reported in previous year's CCD agency universe survey, and is now being added.	17	0.09	18,290	99.31
5 Agency has undergone a significant change in geographic boundaries or instructional responsibility.	14	0.08	18,304	99.39
6 Agency is temporarily closed and may reopen within 3 years.	30	0.16	18,334	99.55
7 Agency is scheduled to be operational within 2 years.	51	0.28	18,385	99.83
8 Agency was closed on previous year's file but has reopened.	32	0.17	18,417	100

### Agency Type

TYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Local school district that is not a component of a supervisory union.	13,086	71.05	13,086	71.05
2 Local school district component of a supervisory union sharing a superintendent and administrative services with other local school districts.	765	4.15	13,851	75.21
3 Supervisory union administrative center, or a county superintendent serving the same purpose.	225	1.22	14,076	76.43
4 Regional education services agency, or a county superintendent serving the same purpose.	1,360	7.38	15,436	83.81
5 State-operated institution charged, at least in part, with providing elementary and/or secondary instruction or services to a special-needs population.	289	1.57	15,725	85.38
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	15,726	85.39
7 Charter Agency; all schools associated with the agency are charter schools.	2,525	13.71	18,251	99.1
8 Other education agencies that do not fit into the first six categories.	166	0.9	18,417	100