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Programs Fact Template

**Target Table:** PROGRAMS\_FACT

**Data Submission Schedule:** K3P, 40D, 80D, 120D, EOY, and SUMMER

**Grain:** One record per district / location / school year / student / program

**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

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**Template Description**

Use this template to associate students to special programs. For example - Bilingual Education

Submit only for active students as of the reporting date; students must be participating in these program(s) at the time of submission.

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**FAQs**

Changes

Field 5 – PROGRAMS CODE –

The following codes have been **retired**:

* FAEA – (Fine Arts Education Act) Please note, the funds for FAEA will be based on membership in grades K-6.
* STC – (Save the Children)
* TIC – (Title I Part C, Migrant Education Program)
* TID – (Title I Part D, Delinquent Students)

Field 16 – PROGRAM COMMENT – No longer reported.

Field 18 –PARTICIPATION INFO CODE – Values 17 - 24 No longer reported. It is no longer necessary to report students whose parents have opted out of BEP but it is still required for ELL/Title III students.

Programs Fact Template

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **(K,M)** | **PED defined three character district code.** |  | **Example: 017** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R**  | **U,M** | **PED defined three character location codes. Use the following Location Codes for special education students not enrolled at an actual district location:****992 = Off-Site Early Childhood Program993 = Students who are hospitalized****997 = Students who are enrolled in a private school** **998 = Students who are homebound****999 = Students who are home schooled** |  | **Example: 408** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R**  | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.**  | **All dates must be entered in ISO format** | **Example:** **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.**  |  | **Example: 670586409** |
| **5** | **37** | **44** | **8** | **C** | **PROGRAMS CODE** | **R** | **K,M** | **Code identifying the program that the student is participating in. See list of valid values.****In School-wide Title I, Part A schools, all students are required to have a TIA in field 5.****In Targeted Title I, Part A schools, only students that receive T1A services have the T1A in field 5.** | **See list of valid values for Programs Codes that are required at each reporting period.****For PROGRAMS CODE = 3Y, 4Y, NMPREK, FACE, HEADST, or T1APK, the Student Snapshot CURRENT GRADE LEVEL (field # 10) must equal PK.** | **Valid Values:****See the** [**Programs Code Set**](#ProgramsCodeField5) **at the end of the document for a list of the valid values.** |
| **6** | **45** | **54** | **10** | **D** | **BEGINNING DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** |  | **Valid values:YYYY-10-01 = 40DYYYY-12-15 = 80DYYYY-03-01 = 120D****YYYY-04-20 = AccountabilityYYYY-06-01 = EOY****YYYY-09-01 = K3P****YYYY-06-29 = Summer Session****YYYY-07-15 = Open Year Round** |
| 7 – 8  | 55 | 224 |  | Not Collected |
| **9** | **85** | **104** | **20** | **C** | **PROGRAM INTENSITY** | **CR****Please see Business Rules for requirements** | **U** | **Number of program hours for the student participating in a State-approved Bilingual Multicultural Education Program.** | **Only complete this field when the PROGRAMS CODE (Field # 5) = BEP.** **The value used should be the code (e.g. 2) only.** **The descriptions are for reference only.** | **Valid Values:****1 = 1 program hour****2 = 2 program hours****3 = 3 program hours** |
| 10 -16 | 105 | 224 |  | Not Collected |
| **17** | **225** | **234** | **10** | **D** | **ORIGINAL** **PROGRAM START** **DATE** | **CR** | **U** | **Provide the actual start date within the current school year that the student began receiving any of the following:** **CEIS****Coordinated Early Intervening Services.** **3Y and 4Y****Provide the actual start date that the student enters 3Y or 4Y program within the current school year.** **FACE****Family and Children Education Program** | **This field is required when****the PROGRAMS CODE (Field #5) =** * **CEIS**
* **3Y/4Y**
* **FACE**

**All dates must be entered in ISO format.** | **YYYY-MM-DD** |
| **18** | **235** | **240** | **6** | **C** | **PARTICIPATION INFO CODE** | **CR** | **U** | **Indicator of additional information for designated programs.** | **REQUIRED WHEN:****PROGRAMS CODE (Field #5) is populated with any of the following codes:****BEP** (Bilingual Multicultural Education Program)**ELL** (English Language Learner)**T3** (Title III**POS** (Program of Study)**CEIS** (Coordinated Early Intervening Services)**NMPREK** (NM PreK PED Funded) | **Valid Values:****See** [**Participation Info Code Set**](#ProgramsInfoCode) **at the end of this document****for the valid values.** |

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| Programs Code (Programs Fact - Field # 5) |

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| **Code** | **Program Description** |
| T1A | Title I Part A (required at all reporting periods) |
| T1APR | Title I, Part A private school students that are receiving Title I services (required at all reporting periods) |
| T1AND | Title I, Part A students that are enrolled in Neglected and Delinquent programs supported by Title 1, Part A funds (required at all reporting periods) |
| T1APK | Title I, Part A funded preschool students (required at all reporting periods) |
| T3 | Title III (required at all reporting periods) District-level federal sub-grant to supplement EL programs and services. Required field for all districts receiving Title III funding for ELs. Must enter in "Valid Values 6-9 for EL and/or Title III Programs in [Participation Info Code](#ProgramsInfoCode) (Programs Fact - Field # 18) |
| T7 | Title VII (required at all reporting periods) |
| T8 | Title VIII (required at all reporting periods) |
| BEP | Bilingual Multicultural Education Program – (required at all reporting periods)  |
| BUS | Bus Services (required at 80D, 120D) |
| BUSA | Bus Services for Students with disabilities K-12 at 4/D maximum service level and 3Y/4Y DD who are receiving BUS/BSCE services and the student has an IEP requiring an accommodations or special service (required at 80D, 120D ) |
| BSCE | Bus Services Vocational Ed/Concurrent Enrollment (required at 80D, 120D ) |
| ELL | English Learner Program/Service (required at all reporting periods) All districts with identified ELs, must use this code. Formerly known as ELD or ELL. Must enter in "Valid Values 6-9 for EL and/or Title III Programs in Participation Info Code ([Programs Fact - Field # 18](#ProgramsInfoCode)) |
| CEIS | Coordinated Early Intervening Services (required at all reporting periods). For Regular Education Only. Must enter in "Valid Values 13 or 14 for CEIS in [Participation Info Code](#ProgramsInfoCode) (Programs Fact - Field # 18).  Prior authorization required. |
| 3Y | Child participating in the Early Childhood 3Y Program (required at all reporting periods) |
| 4Y | Child participating in the Early Childhood 4Y Program (required at all reporting periods) |
| CSDA | Charter School Students participating in a District Activity |
| HEADST | Head Start PreK |
| HSDA | Home School Students participating in a District Activity |
| K3P | Participating in K3 Plus program (required at K3P collection only) |
| FACE | Family and Children Education Program (for 3 and 4 year old only) |
| NMPREK | Student is participating in the NM PreK funded program. Required for ALL NMPREK PED funded students.  |
| ECHS | Early College High School – used by CCRB bureau - students who are enrolled in an early college high school program |
| WRP | Workforce Readiness Program – used by CCRB bureau - students who are enrolled in a workforce readiness program |
| POS | Program of Study - used by CCRB bureau – identifies that the student is a CTE concentrator. Identify the cluster or career pathway in which the student is concentrating in field #18 – [Participation Info Code](#ProgramsInfoCode).  |

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| Participation Info Code (Programs Fact - Field # 18) |

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| **Code** | **Participation Description** |
|  | **Valid Values for BEP:** |
| 1 | Dual Language Immersion |
| 2 | Developmental/Maintenance Bilingual |
| 3 | Enrichment |
| 4 | Transitional Bilingual |
| 5 | Heritage/Indigenous Language |
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|  | **Valid Values for EL/Title III:** |
| 6 | Parents Refusal - received in writing from parent (opt-out form)  |
| 7 | English Language Development (ELD) pull-out course and sheltered instruction in content areas - The student is pulled out for instruction in English Language Development based on the English language proficiency level of the student and provided sheltered instruction in content areas. |
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| 8 | English Language Development (ELD) block and sheltered instruction in content areas (elementary grades only) - The student receives instruction in English Language Development for a minimum of 45 minutes in a self-contained elementary setting based on the English language proficiency level of the student and provided sheltered instruction in content areas. |
| 9 | Integrated English Language Development (ELD) - English Language Arts (ELA) course and sheltered instruction in content areas (secondary grades only) - The student that is nearing proficiency in English receives instruction in an integrated ELD-ELA course at the middle school and high school level and sheltered instruction in content areas. |

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|  | **Valid Values for CEIS (Coordinated Early Intervening Services):** |
| 13 | Voluntary CEIS – up to 15% of funds used for CEIS |
| 14 | Mandatory CEIS – 15% CEIS is required if district had significant disproportionality. |
|  | **Valid Values for POS (CTE Program of Study Clusters)** |
| 25 | Agriculture, Food and Natural Resources |
|  26 | Architecture & Construction |
| 27 | Arts, Audio/Video Technology & Communications |
| 28 | Business Management & Administration |
| 29 | Education & Training |
| 30 | Finance |
| 31 | Government & Public Administration |
| 32 | Health Science |
| 33 | Hospitality & Tourism |
| 34 | Human Services |
| 35 | Information Technology |
| 36 | Law, Public Safety, Corrections & Security |
| 37 | Manufacturing |
| 38 | Marketing |
| 39 | Science, Technology, Engineering & Mathematics |
| 40 | Transportation, Distribution & Logistics |
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|  | **Valid Values for NMPREK:** |
| 450HR | NMPREK ½ day student – funding based on 450 hours |
| 900HR | NMPREK Full-Day day student – funding based on 900 hours |

FAQS

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**Which students should be counted as eligible for bus transportation?**

The following items determine whether a student is eligible for bus transportation:

* Transportation boundary;
* Students must reside outside of the statutory walking distance to their assigned school unless an individualized education program (IEP) for Special Education determines that the transportation is necessary or an approval for hazardous walking exists;
* Students must be considered “qualified” students as specified in 22-8-2 (M) NMSA 1978;
* Students must meet the membership requirements of 22-8-2 (B) NMSA 1978.

Report only those students who are both eligible for bus transportation and ride the bus on the reporting date.

For more information, please contact Antonio Ortiz, Student Transportation Director at (505) 827-3863.

**Coordinated Early Intervening Services (CEIS):**

Enter the Start date within the current school year that the student began. CEIS is provided to regular education students in grades K - 12 with a particular emphasis on students in grades K - 3. Early Intervening applies to regular education students who are at risk of referral for special education services, grades K through 12. Federal IDEA funds can be used for regular education coordinated early intervening services.

*School districts must have their plan approved prior to the initiation of CEIS. Special education students cannot be entered into CEIS.*

* **Mandatory CEIS -** Enter those students identified particularly, but not exclusively in those groups that were significantly over-identified. Those students must be monitored for a two year period after being identified.
* **Voluntary CEIS -** School districts may set aside up to 15% of IDEA funds for voluntary CEIS.

**How should I report a 5 year old receiving early childhood services?**

If the IDEA eligible student turns 5 years of age after 12:01 a.m. on September 1st of the school year the student may continue to be placed in the 4Y program through the IEP process.

**Program of Study - POS**

PED uses course enrollments to determine when a student reaches formal concentrator status for federal reporting, and has an algorithm for assigning students to a cluster based upon the classes a student has taken.

The program fact field POS does NOT require students to have enrolled in 3 or more classes within a cluster.  Instead, this field is for the declared pathway. The declared pathway is part of the student’s next step plan. It is used when a student intends to be a concentrator and the valid values for the field are the same as the cluster choices indicated on the next step plan.

Students may not have yet taken 3 or more classes in a cluster area, but they intend to concentrate in that cluster.  The base of information is what is indicated on the next step plan and it may change from year to year.  The CCR bureau will compare the declared CTE concentrator with the actual enrollments as students move through their program of study.

**Charter School Students Participating in a District Activity or Home School Students Participating in a District Activity**

If a student is participating in “Charter School Students participating in a District Activity” or “Home School Students participating in a District Activity”, and the district that is counting their participation is not their home district, you must enter that student in your student template in order to submit their participation via the Programs Fact template. Use district and location codes where the district activity occurred.