

# ***STUDENTS OPTING TO REMAIN REMOTE***

***New and required data collection for SY 2020-21***

**Last Updated 09/27/2021**

**Questions:**

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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# TABLE OF CONTENTS

Background .....	3
Students Opting to Remain Remote Overview (SY 2021) .....	3
File Format .....	4
Remote Learning File (X) .....	5
Element X01 –School Year .....	5
Element X02 –District Code .....	5
Element X03 – School Code .....	6
Element X04 – State Student ID (SSID) .....	6
Element X05 – Snapshot Week .....	6

# BACKGROUND

The [ARP-ESSER State Plan](#) requires OSPI to report on available data on the operation status and modes of instruction of Washington schools during the 2020-21 and 2021-22 school years.

“The current status of data collection on operational status and mode of instruction of all schools in your State. This description must include...”

- A description of to what extent, and how frequently, the State collects now and will collect in the future data for all schools in your State on:
  - Mode of instruction: The number of schools in your State that are offering fully remote or online-only instruction; both remote/online and in-person instruction (hybrid model); and/or full-time in-person instruction;
  - Enrollment: Student enrollment for all students and disaggregated for each of the student groups described in A.3.i-viii for each mode of instruction; and,
  - Attendance: Student attendance for all students and disaggregated for each of the student groups described in A.3.i-viii for each mode of instruction....

--Pg. 6 [ARP-ESSER State Plan Template](#)

In order to meet these requirements, OSPI will be requiring LEAs to complete two separate data collections for the 2020-21 school year:

- 1) Submission of State Student IDs for students opting to remain remote during three separate time periods during the 2020-21 school year. This user guide is specific to this collection.
- 2) A survey collecting the number of hours offered in each instructional model during three separate time periods during the 2020-21 school year. Information on this collection will be sent to Superintendents or their designee tasked with responding to the OSPI's weekly reopening survey in spring 2021.

# Students Opting to Remain Remote Overview

## (SY 2021)

OSPI will collect a list of students who “opt to remain remote” separately for three time periods by asking CEDARS District Administrators to submit files to OSPI through the Students Opting to Remain Remote application in EDS. Opting to remain remote means the student was able to return to in-person learning but instead opted to continue with the LEA’s remote learning instructional model.

*Note: the following students should not be included in the file:*

- *Students learning in-person at any point during that week.*
- *Students with no option to participate in in-person learning during that week.*
- *Students absent due to illness or other reasons during that week.*
- *Students participating in ALE or online courses.*

## Timeline

**LEAs must complete an accurate submission prior to October 15, 2021.**

## File Format

The file will contain one record for each student/week combination who opted-in to remote learning AND their school offered in-person learning to them at that point in time.

*Students opting to remain remote in all three weeks will have three records in the file.*

## File Description

This process will be a ‘full replace’ with every submission, meaning all records will be deleted once a new submission is uploaded. Only submit another file to make corrections to a previous submission. Please submit corrected files as frequently as necessary to ensure all records are loaded and the data is accurate.

If no students in the LEA were opting to remain remote during any of the three weeks, send [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us) an email with the subject “No Students Opting to Remain Remote” to be excluded from this mandatory data collection.

Submissions will occur through the EDS application called “Students Opting to Remain Remote”; the District CEDARS Administrator user role provides access to this EDS application. LEAs will have access to a downloadable template for the file format and record layout within the EDS application. LEAs may create their own file adhering to the format and record layout described below, or may download the template and fill it with the required data. Files are required to be of the format Comma Separated Values (CSV) and must contain all data elements identified in the record layout below. There are no requirements for the name of the file.

Upon entering the application, CEDARS District Administrators will be prompted to select a file to upload. Once a file is uploaded, immediate feedback on the proper formatting of the file, the existence of all data elements and the validations (business rules) of each data element will be available. Files of an incorrect format or not containing all data elements will be rejected entirely.

Record Layout:

Primary Key	Field Name	Data Type	Length	Required
Yes	SchoolYear	Char	4	Yes
Yes	CountyDistrictCode	VarChar	5	Yes
Yes	SchoolCode	VarChar	4	Yes
Yes	SSID	Int		Yes
Yes	Snapshot Week	Int		Yes

**Remote Learning Submission File**

**Description:** This file contains a list of students who opted-in to remote learning AND their school offered in-person instruction to them during the snapshot week reported in X05. Only students who opted-in to remote learning during one of the three snapshot weeks should be included in the file. If a student opted-in to remote learning during all three snapshot weeks, they would have three records in this file.

**Sample File Name:** 12345\_RemoteLearning\_20210814.txt

**Element X01 –School Year**

**Field Name:** SchoolYear  
**Data Type:** char  
**Size:** 4  
**Allow NULL?** No. Data is required.  
**Description:** The four digit year in which the school year ends.  
**Business Rules:** For the 2020-21 school year, report 2021.  
**Example:** 2021  
**Valid Values:** 2021

**Element X02 –District Code**

**Field Name:** DistrictCode  
**Data Type:** char  
**Size:** 5  
**Allow NULL?** No. Data is required.  
**Description:** The district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.  
**Business Rules:** Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

**Example:** 12345  
**Valid Values:** Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.

### Element X03 – School Code

**Field Name:** SchoolCode  
**Data Type:** char  
**Size:** 4  
**Allow NULL?** No. Data is required.  
**Description:** This is a four-digit code assigned to the school by OSPI.  
**Business Rules:** The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS).  
**Example:** 1234  
**Valid Values:** Refer to EDS for valid values: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>

### Element X04 – State Student ID (SSID)

**Field Name:** SSID  
**Data Type:** char  
**Size:** 10  
**Allow NULL?** No.  
**Description:** Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.  
**Business Rules:** SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. The SSID reported in Element Y04 must have a corresponding school and district enrollment record in CEDARS for the school year reported in Element Y01.  
**Example:** 1234567890

### Element X05 – Snapshot Week

**Field Name:** Week  
**Data Type:** int  
**Size:** 1  
**Allow NULL?** No. Data is required.  
**Description:** Date that indicates which time period the record reflects.  
**Valid Values:** 1 - January 4 – 8<sup>th</sup>, 2021  
2 - April 19 – 23<sup>rd</sup>, 2021  
3 - May 10 – 14<sup>th</sup>, 2021  
**Example:** 1 - student was offered in-person instruction but opted-into remote instruction during the week of January 4-8  
**Allow NULL?** Yes. Conditional.  
**Business Rules:** Report a record in this file for every student, time period  
**Example:** 1