

FAQ - Career Launch Endorsed (CLE) Program Coding

- ***I am not sure of our reporting obligations. How do I even know what CLE programs exist in my region?***

Search the Career Launch Directory at [Career Connect Washington](#).

- ***Is the CLE Program code attached to a course?***

No, it is submitted as a student program record in Attributes and Program File I.

- ***What if our CLE approved program code isn't listed in CEDARS Appendices, Appendix AJ?***

*NEW-The system design to accommodate CLE program Qualification coding is being rebuilt for the remainder for the 2022-2023 school year. Once a CLE program code has been activated in CEDARS, a district's student information system (SIS) will add/activate the valid value for the district/school to use. If a code is not yet active for your program, please use valid value K-120 (new program).

- ***Can schools record enrollment if OSPI hasn't built the CLE program and attributed a K code yet?***

Students district/school enrollment and all other pertinent data, with the exception of the Career Launch program code, should be submitted as soon as the students begin enrollment. Until an assigned program code is activated in CEDARS, districts can submit the following to Student Attributes & Programs File I –

- Element I06 – Attribute or Program Code, valid value 69 – Career Launch
- Element I10 – Qualification Code, valid value **K120 – New Program**
 - When the Career Launch program code assigned to the district/school is activated the district would then need to update the program code and resubmit to CEDARS

- ***How would a district track if a student exits the CLE program during the reporting school year?***

In this instance, the district must also submit the following to CEDARS –

- Element I08 – Exit Date, the date the student ceased participation in CLE program
- Element I09 – Exit Reason Code, provides the reason the student exited the program

- ***Do Skills Centers need to have their own approved Career Launch program code?*** No.

- ***Are colleges assigned their own Career Launch reporting code?***

No, codes are assigned to the district.



- ***Which entity is responsible for reporting in the case of a skills center that services students from multiple other school districts: the skills center, the home district, or both?***

Districts partnering with a skills center to provide Career Launch courses will submit their data in one of two ways.

If the skills center is not within the serving district, the student's enrollment, program and course outcome data must be submitted as follows –

- Resident district/school
 - Enrolls and submits student as IsPrimary=yes
 - Submits all demographic and other attribute data
 - Submits Career Launch program data to Student Attributes & Programs File I –
 - Element I06 – Attribute or Program Code, valid value 69 – Career Launch
 - Element I10 – Qualification Code, valid value that identifies assigned program code or, if code is not yet active, valid value K120 – New Program
 - Obtains course outcome data from skills center.
 - Transcribes and submits course outcome data as transfer courses in CEDARS
- Skills Center
 - Enrolls and submits student as IsPrimary=no
 - Submits all demographic and other attribute data
 - Submits student schedule and outcome data to CEDARS

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 - Enrolls and submits student as IsPrimary=no
 - Submits all demographic and other attribute data
 - Submits student schedule and outcome data to CEDARS

- ***Currently, students participating in Career Launch programs through CTE dual credit courses are not counted in Career Launch enrollments. How should schools be reporting CTE articulated course enrollments as career launch enrollments?***

Career Launch data is not collected at the course level. CEDARS only collects information regarding students who are participating in these programs. OSPI can match courses taken and course outcome to these students. If a student is enrolled in a CTE Dual Credit (Tech Prep) course that is part of an articulation agreement between the providing school/skills center and a community/technical college, the course(s) would be submitted to CEDARS with a Course Designation Code of T – CTE Dual Credit (Tech Prep). Information regarding CTE Dual Credit and submitting this data can be found in multiple areas within the CEDARS Reporting Guidance, including in the sections - Course Designation Codes and Reporting Course Designation.

- ***The process for reporting worksite learning opportunities is new, and there are not yet best practices for districts to understand how to gather and report student participation clearly and consistently.***

Student Work-Based Learning activities are submitted in CEDARS Student Schedule File (E) and Student Grade History File (H). The 2022-23 CEDARS Reporting Guidelines has a section titled Student Work-Based Learning Activities, that begins on page 71.

- ***The process to report pre-apprenticeship/apprenticeship participation need clarification.***

This is under review. CEDARS does not collect data regarding apprenticeship programs. OSPI is looking at ways district can capture this information.

- ***What is the process to claim enhanced funding for K-12 CL enrollments?***

Please refer to [Guidance for Claiming Career Launch Endorsed Program Student Enrollment](#).

Please contact Becky McLean with questions at Becky.Mclean@k12.wa.us.

- ***Communication regarding coding reporting workflow is essential. Any best practices of this?***

As each districts SIS is unique, other than submitting data to CEDARS in the required format, how a district manages capturing program data in their SIS is determined by SIS configuration and local district policy.

- ***Do I need to go back and fix coding for past year enrollments?***

No, we are looking forward by asking districts to ensure enrollments are accurately reported beginning in 22-23.

- ***I am having challenges in accessing data, where do I start?***

Districts, depending on their student information system (SIS), can obtain assistance from either their local ESD Vendor Support team or from their SIS vendor in determining where in their SIS they are to enter data for students participating in a Career Launch program.

- ***I am from a district and cannot see the students who are participating in their CL program. Why not?***

The students participating in the program have not had a record created for them in their SIS and submitted to CEDARS. Or, a CLE Program Code has not yet been activated by OSPI. Please check with your CEDARS support staff.

- ***Are there specific reporting deadlines or cut off for annual reporting purposes?***

OSPI utilizes data submitted to CEDARS throughout the reporting school year to meet legislative and other reporting needs. It is expected that enrollment and program data for students be updated on an ongoing and timely basis. Submission expectations can be found in the [CEDARS Reporting Guidance](#). Career Launch program guidance begins on page 85.

If you have additional questions after reviewing the guidance, please contact us at AskSI@k12.wa.us.