



Washington Office of Superintendent of
PUBLIC INSTRUCTION

*Student Data
Reporting
Expectations During
School Closures*

STUDENT DATA REPORTING EXPECTATIONS DURING SCHOOL CLOSURES

This document provides topic-specific information on reporting student data to OSPI for the 2019-2020 school year

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ABSENCES & TRUANCY REPORTING Q&A

Reporting Guidance Overview

The Unexcused Student Absences and Truancy EOY Report will not be available for school year 2019-20. Data submitted to CEDARS will be used to calculate regular attendance data for posting on report card and to fulfill state legislative required truancy action reporting. Data will be posted to the Tableau Dashboard in August 2020 and made available for district review.

What Do I Need to Do?

Student Absences

LEAs should submit the following elements in File N (Student Absence) to CEDARS for any student absences that occurred prior to March 17, 2020 during the 2019-20 reporting school year. As indicated in the Continuous Learning During School Closures information, found on the OSPI [COVID-19 Guidance & Resources](#) page, student absences are not to be submitted to CEDARS for any school days on or after March 17, 2020. Absence data submitted on or after March 17, 2020 will not be included in any publicly reported data:

Data Type	Elements	CEDARS Element	Notes	Location
Absence Data	1. Absence Date	N06		Student Information System (CEDARS File I)
	2. Absence Date	N07		

Truancy Actions

LEAs should submit the following elements in File I (Attributes and Programs) to CEDARS for any truancy actions filed on students in the reporting school year:

Data Type	Elements	CEDARS Element	Notes	Location
Program Enrollment All Data Student-Level*	22. Program Code	I06		Student Information System (CEDARS File I)
	23. Entrance Date	I07		
	24. Exit Date	I08	See Q&A A.1 below.	
	25. Exit Reason	I09		

Questions and Answers

A. Sending Student Data

A.1. Which exit date should I use for Truancy actions?

Truancy actions should be submitted with an exit date in Elements I08 – Exit Date that is the same date as the start date and an exit reason code of F – Other in Element I09 – Exit Reason Code when submitting information for Truancy Petitions. Providing an exit date and exit reason code allows for additional Truancy actions filed under the same valid value during the school year to be submitted to CEDARS.

A.2. How do I avoid errors in CEDARS when sending my enrollment data?

Student Absences

When creating the student absences record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record
- The valid value identifying the absence being submitted is accurate and valid for the reporting school year

Truancy Actions

When creating the truancy action record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record
- The attribute and program code identifying the truancy action provided is accurate and valid for the reporting school year

A.3. How do I verify absence or truancy action data was received in CEDARS?

Student Absences

Within CEDARS you can view absence data for students in one of two ways.

1. At the individual student level:
 - a. CEDARS>Students
 - i. Search for student in reporting school year
 - ii. Click on provided student record
 - iii. Click on Absences
 1. View absence records displayed for students

STUDENT INFORMATION	SCHEDULE	ASSESSMENTS	STUDENT GRADE HISTORY	ATTRIBUTES AND PROGRAMS	ABSENCES	STUDENT EXCLUSIONS
Student Absences						SY: 2019-2020
School	Absence Date		Absence Type			
Elementary Location id:	9/18/2019		Excused Full Day Absence			

2. At the summary level or list of all students served:
 - a. CEDARS>Reports>Absences and Discipline>Absences
 - a. Select school year
 - b. Select Organization – District or individual school
 - c. As of Date
 - d. Display, select Summary or Student
 - e. Absence Types – Excused, Unexcused or Both and Full Day, Part Day or Both

Home **Submissions** **SSID** **Reports** **Students** **Courses** **Staff** **Location** **Student Records Ex**

Enrollment **State/Federal** **CTE** **Bilingual** **Attributes and Programs** **Absence and Discipline**

Staff **Records Loaded**

Absence

Discipline

Absence And Discipline Reports

Please select your search criteria, then click "Search".

School Year: 2019-2020

Organization: School District

As of Date: 6/4/2020

Unduplicated Count: Yes No (If Yes is selected, only students in their school of primary

Display: Summary Counts Student Details

Absence Types: Excused Unexcused Both

Full Day Part Day Both

Truancy Actions

Within CEDARS you can view truancy action data submitted for students in one of two ways.

2. At the individual student level:
 - a. CEDARS>Students
 - i. Search for student in reporting school year
 - ii. Click on provided student record
 - iii. Click on Attributes and Programs
 1. View absence records displayed for students

STUDENT INFORMATION	SCHEDULE	ASSESSMENTS	STUDENT GRADE HISTORY	ATTRIBUTES AND PROGRAMS	ABSENCES	STUDENT EXCLUSIONS
Student Programs						SY: 2019-2020
Truancy Programs						
School	Truancy Action Taken		Start Date	Exit Date		
Junior High <i>Location id:</i>	Truancy Petition Filed in Juvenile Court		11/26/2019	11/26/2019		

2. At the summary level or list of all students served:
 - b. CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Program Report
 - a. Select school year
 - b. Select Organization – District or individual school
 - c. Attribute or Program – select the valid value of the truancy action to view
 - d. Display, select Summary or Student

Information and Assistance

For questions related to Absences or Truancy actions, please contact Krissy Johnson 360-725-6045 or Krissy.Johnson@k12.wa.us.

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or askSI@k12.wa.us.

DISCIPLINE REPORTING Q&A

Reporting Guidance Overview

The Behavior and Weapons EOY report, All Students tabs, will not be available for school year 2019-20. The Special Education tab in the 2019-20 Behavior and Weapons application is open. The Tableau Dashboard will be populated with 2019-20 discipline data for districts to review in Fall 2020. A communication will be sent to the field when the data is available. Data submitted to CEDARS will be used to populate discipline data on report card and to fulfill federal reporting requirements.

What Do I Need to Do?

LEAs must submit discipline data to CEDARS File R (Student Exclusionary Discipline) for any exclusionary discipline actions during the reporting school year for the following elements:

Data Type	Elements	CEDARS Element	Notes	Location
Exclusionary Discipline Data	7. Header Data	R01-R05	R01-R10 Incident Data	Student Information System (CEDARS File R)
	8. Incident ID	R06		
	9. Incident Date	R07		
	10. Behavior Code	R08		
	11. Other Behaviors	R09		
	12. Weapon Type	R10	R1R11-R23 Exclusionary action data	
	13. Exclusionary Action Applied	R11		
	14. Exclusionary Action Date	R12		
	15. Duration of Exclusionary Action Days	R13		
	16. Total Amount of Exclusionary Time	R14		
17. Conditional Data	R15-R23			

If a student receives more than one exclusionary action in response to a single incident, each exclusionary action must be reported to include identical incident information (Elements R01–R10) and information specific to each exclusionary action (Elements R11–R23).

1. Which discipline incidents are required to be submitted to File R?

Any incidents assigned an exclusionary discipline action or any firearm incidents must be submitted. Elements R01 – R14 are required elements.

Refer to the Discipline Data tips documents, located under the Data tab on the [Student Discipline](#) page, for additional tips on reporting.

2. How do I avoid errors in CEDARS when sending my discipline data?

When creating the student disciplinary action record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record
- The incident id and date are accurate for the disciplinary incident being reported
- The valid value(s) identifying the behavior and other behaviors, if applicable, are accurate and valid for the reporting school year
- The valid value identifying the weapon type, if applicable, is accurate and valid for the reporting school year
- The valid value identifying the exclusionary action applied is accurate and valid for the reporting school year
- The number of days submitted for Duration of Exclusionary Action Days is the total number of consecutive school days the student is excluded, reported as a whole number under Element R13
- The Total Amount of Exclusionary Time submitted identifies the summative time the student was excluded from their regular educational setting, as reported in increments of 0.1—with 1.0 equaling that student's average school day of scheduled instructional time—under Element R14

3. How do I verify exclusionary discipline data was received in CEDARS?

Within CEDARS you can view discipline data for students in one of two ways.

1. At the individual student level:
 - b. CEDARS>Students
 - i. Search for student in reporting school year
 - ii. Click on provided student record
 - iii. Click on Student Exclusions
 1. View disciplinary actions records for students

STUDENT INFORMATION	SCHEDULE	ASSESSMENTS	STUDENT GRADE HISTORY	ATTRIBUTES AND PROGRAMS	ABSENCES	STUDENT EXCLUSIONS
Student Exclusions						
School	Incident	Incident Date	Behaviors	Weapon Type	Exclusionary Action Details	
Miller Junior High (2305) <i>Location id: 322</i>	22085	1/28/2020	Other behavior resulting in Intervention	Not provided	+	

2. At the summary level or list of all students served:
 - c. CEDARS>Reports>Records Loaded
 - a. Select school year
 - b. Select File: R – Student Exclusionary Discipline

Records Loaded

The reports on this page display the most recent records **submitted and loaded** into CEDARS, by CEDARS File. These reports do not include records that were not loaded into CEDARS, for example due to submission exceptions. The report displays all records reported in the selected file. Some file reports include student first name and last name, although student name is not reported in that specific CEDARS file.

Please select your search criteria, then click "Search".

School Year:

File:

Information and Assistance

For questions related to Student Exclusionary Discipline actions, please contact Joshua Lynch 360-725-4969 or Joshua.Lynch@k12.wa.us.

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or AskSI@k12.wa.us.

HIGHLY CAPABLE REPORTING Q&A

Reporting Guidance Overview

The Form Package 250 Highly Capable EOY Report will not be available for school year 2019-20. Instead, OSPI will gather Highly Capable data from CEDARS to meet some compliance requirements for state reporting.

What Do I Need to Do?

LEAs should submit the following elements in File I (Attributes and Programs) to CEDARS:

Data Type	Elements	CEDARS Element	Notes	Location
Program Enrollment All Data Student-Level*	22. Program Code	106		Student Information System (CEDARS File I)
	23. Entrance Date	107		
	24. Exit Date	108	See Q&A A.1 below.	
	25. Exit Reason	109		

Questions and Answers

A. Sending Student Data

A.1. Which exit date should I use for Highly Capable students?

It depends. Please read the scenarios below carefully to determine the most appropriate date for each student.

- Student exited services before closure.** If a student exited Highly Capable services before school facility closures, include the date and reason they exited those services. If the student no longer qualified for Highly Capable services the exit reason code provided should be valid value I – ‘Student no longer qualifies for gifted program services based upon multiple objective assessment results’. For students who exited services due to moving, the date they left the school is the date to use with the exit reason code valid value C – ‘No longer enrolled’.
- Student did not exit services before closure.** If a student did not exit Highly Capable services before school facility closures and was provided Highly Capable-funded supports or services, and your district policy is to exit students from services as part of your school year end rollover, provide an exit date as of the end of the school year with an exit reason code valid value of H – ‘End of school

year transition'. For this year only, if the district has ceased services as they were unable to continue offering Highly Capable services, they should provide the date the student was last served with an exit reason code valid value of F – 'Other'.

- A – Program no longer needed
- B – Graduated *(not to be used with Transitional Kindergarten or WA Reading Corps Literacy Support)*
- C – No longer enrolled
- D – Opted out of program *(students/parent/guardian withdrew from program)*
- F – Other
- G – Transferred to GED Program *(only for use with GRADS program students)*
- H – End of school year transition
- I – Student no longer qualifies for gifted program services based upon multiple objective assessment results *(only for use with Gifted Program)*
- K – Parent/Guardian/Student declined services for this year only *(only for use with Gifted Program)*

A.2. How do I avoid errors in CEDARS when sending my enrollment data?

When creating the Highly Capable services record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record.
- The attribute and program code identifying the Highly Capable service provided is accurate and valid for the reporting school year.
- If student has been withdrawn from school, the exit date submitted for the Highly Capable service is on or before the school/district exit date.

A.3. How do I verify my enrollment data was received in CEDARS?

Within CEDARS you can view Highly Capable program services for students in one of two ways.

3. At the individual student level:
 - a. CEDARS>Students
 - i. Search for student in reporting school year.
 - ii. Click on provided student record.
 - iii. Click on Attributes and Programs.
 1. View Program records displayed for students.

STUDENT INFORMATION	SCHEDULE	ASSESSMENTS	STUDENT GRADE HISTORY	ATTRIBUTES AND PROGRAMS	ABSENCES	STUDENT EXCLUSIONS
Student Programs						SY: 2019-2020
Other Program Participation						
School	Program	Start Date	Exit Date			
	Gifted - services or programs provided in the General Education Classroom	9/5/2018				

2. At the summary or list of all students served:
 - d. CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Program Report
 - a. Select school year.
 - b. Select Organization – District or individual school.

- c. Attribute or Program – select the valid value of the Highly Capable Program service to view.
- d. Display, select Summary or Student.

B. Securing Funding for 2020-21

B.1. Since the Highly Capable End-of-Year Report is closed for 2019-20, how do I make sure we get our funds for 2020-21?

In order to release your 2020-21 Highly Capable funds, you will need to submit your Form Package 217 in iGrants.

C. Completing Form Packages

C.1. Will there be changes to Form Package 217 as a result of COVID-19?

Yes. Our office added one narrative question (provided below) to better understand your plan to move forward with Highly Capable services in 2020-21.

Briefly outline actions to identify students for Highly Capable services that were conducted or planned in 2019-20 school year, summer of 2020 or start of 2020-21 school year

Information and Assistance

For questions related to Highly Capable services and reporting requirements, please contact the Highly Capable team at HighlyCapable@k12.wa.us.

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or askSI@k12.wa.us.

LAP REPORTING Q&A

Reporting Guidance Overview

The LAP End-of-Year Report will not be available for school year 2019-20. Instead, our agency will gather LAP data from CEDARS to meet some compliance requirements for state reporting.

What Do I Need to Do?

LEAs should submit the following elements in File I (Attributes and Programs) to CEDARS:

Data Type	Elements	CEDARS Element	Notes	Location
Program Enrollment All Data Student-Level*	22. Program Code	I06/Q06		Student Information System (CEDARS File I)
	23. Entrance Date	I07/Q07		
	24. Identification Assessment	I08		
	25. Exit Reason	I09		

If your Student Information System automatically populates Q1-8, you should also submit these elements in File Q (Student Growth) to CEDARS. This will help you avoid errors. However, if your vendor will allow you to suppress File Q data, you will only need to submit File I.

Data Type	Elements	CEDARS Element	Notes	Location
Assessment & Academic Growth All Data Student-Level*	1. Program Code	Q06/Q06		Student Information System (CEDARS File Q)
	2. Entrance Date	Q07/Q07		
	3. Identification Assessment	Q08		

Elements Q09 – Q17 in File Q (Student Growth) are not required for the 2019-20 school year, but we will still accept these submissions.

Data Type	Elements	CEDARS Element	Notes	Location
Assessment & Academic Growth All Data Student-	1. Amount of Academic Growth	Q09	If no post-test data is available, use code 25: N/A – no-posttest.	Student Information System (CEDARS File Q)
	2. Progress Monitoring	Q10	Required response even if	

Data Type	Elements	CEDARS Element	Notes	Location
Level*	Assessment		code 25 is used.	
	3. Entrance Score	Q11	If code 25 is used, may be null.	
	4. Entrance Score Date	Q12	If code 25 is used, may be null.	
	5. Exit Score	Q13	If code 25 is used, may be null.	
	6. Exit Score Date	Q14	If code 25 is used, may be null.	
	7. Extended Learning Time Intervention	Q15	Required response even if code 25 is used.	
	8. Tutoring Intervention	Q16	Required response even if code 25 is used.	
	9. Student at Grade Level	Q17	If code 25 is used, may be null.	

Questions and Answers

A. Sending Student Data

A.1. Which exit date should I use for LAP-served students?

It depends. Please read the scenarios below carefully to determine the most appropriate date for each student.

- **Student exited services before closure.** If a student exited LAP services before school facility closures, include the date and reason they exited those services.
- **Student did not exit services before closure.** If a student did not exit LAP services before school facility closures and was offered LAP-funded supports, the LAP team recommends providing an exit date as of the end of the school year with an exit reason code of "End of school year transition." For students who exited services due to moving, the date they left the school is the date to use with the exit reason code of "No longer enrolled." For this year only, if the district has ceased services as they were unable to continue offering LAP supports, they should provide the date the student was last served with an exit reason of "Other."

A.2. How do I avoid errors in CEDARS when sending my enrollment data?

When creating the LAP services record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record.
- The attribute and program code identifying the LAP service provided is accurate and valid for the reporting school year.
- If student has been withdrawn from school, the exit date submitted for the LAP service is on or before the school/district exit date.

A.3. How do I verify my enrollment data was received in CEDARS?

Within CEDARS you can view LAP program services for students in one of two ways.

4. At the individual student level:
 - a. CEDARS>Students
 - i. Search for student in reporting school year.
 - ii. Click on provided student record.
 - iii. Click on Attributes and Programs.
 1. View Program records displayed for students.

School	Program	Start Date	Exit Date	Student Growth Data
Elementary Location id:	LAP English Language Arts - Reading, Writing & Communication	8/28/2019	10/2/2019	+

2. At the summary or list of all students served:
 - e. CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Program Report
 - a. Select school year.
 - b. Select Organization – District or individual school.
 - c. Attribute or Program – select the valid value of the LAP Program service to view.
 - d. Display, select Summary or Student.

Dynamic Attribute and Program Report

Please select your search criteria, then click "Search".

School Year: 2019-2020

Organization: School District

Attribute or Program: 7 - LAP Academic Readiness

Unduplicated Count: Yes No (If Yes is selected, only students in their school of primary responsibility will be counted.)

Display: Summary Counts Student Details

Search

B. Securing Funding for 2020-21

B.1. Since the LAP End-of-Year Report is closed for 2019-20, how do I make sure we get our funds for 2020-21?

In order to release your 2020-21 LAP funds, you will need to submit your Form Package 218 in iGrants. The deadline for this form package is still **September 3rd**.

B.2. Will there be any flexibility in carry-over amounts from 2019-20 to 2020-21?

We do not anticipate changes to LAP carryover amounts. We recommend that LEAs plan for carryover to remain 10% for base funds and 10% high poverty funds.

C. Completing Form Packages

C.1. Will we be expected to complete Form Package 247 (LAP Summer School)?

No. Form Package 247 has been moved to a tab in the LAP End-of-Year Report in EDS. Since that report is not opening for 2019-20, you cannot complete the summer school portion of that report.

C.2. Will there be changes to Form Package 218 as a result of COVID-19?

Yes. Our office added two additional narrative questions (provided below) to better understand your plan to move forward with LAP services in 2020-21.

1. Briefly name the priorities identified for moving forward to meet the learning needs of LAP-served students in light of the school closures resulting from COVID-19.
2. Briefly describe the data/information used to arrive at the above-named priorities for meeting the learning needs of LAP-served students for SY2020-21.

Information and Assistance

For questions related to LAP services and reporting requirements, please contact the LAP team at 360-725-6100 or LAP@k12.wa.us.

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or askSI@k12.wa.us.

TITLE I PART A REPORTING Q&A

Reporting Guidance Overview

Form Package 244 Title I Part A EOY Report is open for school year 2019-20. Data submitted to CEDARS will be used to populate the application to meet some of the data requirements for federal reporting.

What Do I Need to Do?

LEAs should submit the following elements in File I (Attributes and Programs) to CEDARS. This information is required for students receiving Title I Part A Targeted Assistance Program services or Title I Part A Services Provided to Local Neglected School Students:

Data Type	Elements	CEDARS Element	Notes	Location
Program Enrollment All Data Student-Level*	22. Program Code	106		Student Information System System (CEDARS File I)
	23. Entrance Date	107		
	24. Exit Date	108	See Q&A A.1 below.	
	25. Exit Reason	109		

Questions and Answers

A. Sending Student Data

A.1. Which exit date should I use for Title I Part A students?

It depends. Please read the scenarios below carefully to determine the most appropriate date for each student.

- Student exited services before closure.** If a student exited from receiving Title I Part A Targeted services or Title I Part A – Services Provided to Local Neglected School Students before school facility closures, include the date and reason they exited those services. If the student no longer qualified for the Title I Part A services the exit reason code provided should be valid value A – ‘Program no longer needed’. For students who exited services due to moving, the date they left the school is the date to use with the exit reason code valid value C – ‘No longer enrolled’.
- Student did not exit services before closure.** If a student did not exit Title I Part A services before school facility closures and was provided Title I Part A -funded

supports or services, and your district policy is to exit students from services as part of your school year end rollover, provide an exit date as of the end of the school year with an exit reason code valid value of H – ‘End of school year transition’. For this year only, if the district has ceased services as they were unable to continue offering Title I Part A services, they should provide the date the student was last served with an exit reason code valid value of F – ‘Other’.

A.2. How do I avoid errors in CEDARS when sending my enrollment data?

When creating the Title I Part A services record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record
- The attribute and program code identifying the Title I Part A service provided is accurate and valid for the reporting school year
- If student has been withdrawn from school, the exit date submitted for the Title I Part A services is on or before the school/district exit date

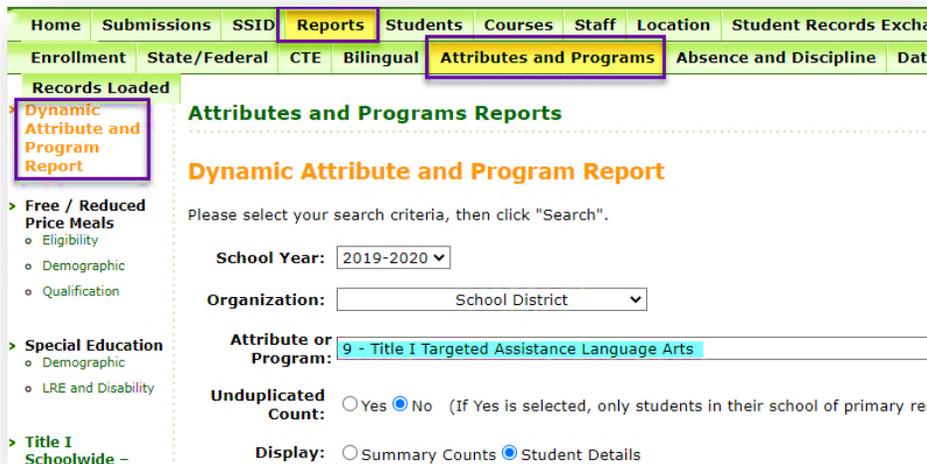
A.3. How do I verify my enrollment data was received in CEDARS?

Within CEDARS you can view Title I Part A services for students in one of two ways.

5. At the individual student level:
 - a. CEDARS>Students
 - i. Search for student in reporting school year
 - ii. Click on provided student record
 - iii. Click on Attributes and Programs
 1. View Program records displayed for students

STUDENT INFORMATION	SCHEDULE	ASSESSMENTS	STUDENT GRADE HISTORY	ATTRIBUTES AND PROGRAMS	ABSENCES	STUDENT EXCLUSIONS
Student Programs						SY: 2019-2020
Other Program Participation						
School	Eligibility	Start Date	Exit Date			
	Title I Targeted Assistance Language Arts	9/30/2019				

2. At the summary level or list of all students served:
 - f. CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Program Report
 - a. Select school year
 - b. Select Organization – District or individual school
 - c. Attribute or Program – select the valid value of the Title I Part A program service to view
 - d. Display, select Summary or Student



B. Securing Funding for 2020-21

B.1. How do I make sure we get our Title I Part A funds for 2020-21?

In order to release your 2020-21 Title I Part A funds, you will need to submit your Form Package 201 in iGrants. The deadline for this form package is still **September 3rd**.

B.2. Will there be any flexibility in carry-over amounts from 2019-20 to 2020-21?

LEAs that requested the COVID-19 Waiver can carryover 100% of their 2019-20 funds. Without the COVID-19 Waiver, LEAs can only carryover more than 15% once every three years.

C. Completing Form Packages

C.1. Will we be expected to complete Form Package 246 (Title I Part A Summer School)?

Yes.

Information and Assistance

For questions related to Title I Part A services and reporting requirements, please contact the Title I Part A team at 360-725-6100 or TitleIa@k12.wa.us.

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or askSI@k12.wa.us.

YOUTH REENGAGEMENT REPORTING Q&A

Reporting Guidance Overview

The Youth Reengagement EOY Report will be open for school year 2019-20 in summer 2020, a communication will be posted to the field once the application is open. Data submitted to CEDARS will be used to meet some of the data requirements for state reporting.

What Do I Need to Do?

LEAs should submit students in LEA managed and consortium programs as follows:

LEA Managed Program. LEA directly provides, or contracts for, Youth Reengagement program services for students enrolled in their LEA

- Students are submitted to CEDARS School Student File (C), Element C10 – ‘Is this the School that is Primarily Responsible for the Student?’ with a valid value of Y – Yes

LEA Consortium program. Students from multiple LEAs enroll in and receive Youth Reengagement services in the LEA operating the Youth Reengagement program. While students are enrolled in the program both the sending and serving LEA submit students to CEDARS.

- The serving LEA submits students to CEDARS School Student File (C), Element C10 – ‘Is this the School that is Primarily Responsible for the Student?’ with a valid value of Y – Yes
- The home/sending LEA submits students to CEDARS School Student File (C), Element C10 – ‘Is this the School that is Primarily Responsible for the Student?’ with a valid value of N – No

LEAs should submit the following elements in File I (Attributes and Programs) to CEDARS. If a student is participating in a Consortium model Youth Reengagement program both the home/sending LEA and the serving LEA must submit this data:

Data Type	Elements	CEDARS Element	Notes	Location
Program Enrollment All Data Student-Level*	22. Program Code	106		Student Information System System (CEDARS File I)
	23. Entrance Date	107		
	24. Exit Date	108	See Q&A A.1 below.	
	25. Exit Reason	109		
	26. Qualification Code	110		

Questions and Answers

A. Sending Student Data

A.1. Which exit date should I use for Youth Reengagement students?

It depends. Please read the scenarios below carefully to determine the most appropriate date for each student.

- **Student exited program before closure.** If a student exited the Youth Reengagement program before school facility closures, include the date and reason they exited those services. For students who exited the program due to moving, the date they left the school is the date to use with the exit reason code valid value C – ‘No longer enrolled’.
- **Student did not exit program before closure.** If a student did not exit the Youth Reengagement program before school facility closures and continued to participate in Youth Reengagement program services, and your LEA policy is to exit students from services as part of your school year end rollover, provide an exit date as of the end of the school year with an exit reason code valid value of H – ‘End of school year transition’. If the student did not exit the Youth Reengagement program before school facility closures and has become eligible to graduate, provide the exit date as of the last date of services during the school year and provide an exit reason code valid value of B – ‘Graduated’.

A.2. How do I avoid errors in CEDARS when sending my enrollment data?

When creating the Youth Reengagement program record in your Student Information System (SIS), please ensure:

- The location/school code of where the program is being reported is the same as the student's school enrollment record.
- The attribute and program code identifying the Youth Reengagement program the student is participating in is accurate and valid for the reporting school year.
- If student has been withdrawn from school, the exit date submitted for the Youth Reengagement program is on or before the school/LEA exit date.

A.3. How do I verify my enrollment data was received in CEDARS?

Within CEDARS you can view Youth Reengagement program services for students in one of two ways.

6. At the individual student level:
 - a. CEDARS>Students
 - i. Search for student in reporting school year.

- ii. Click on provided student record.
- iii. Click on Attributes and Programs.
 - 1. View Program records displayed for students.

School	Resident District	Provider/Program	Start Date	Exit Date and Reason
Location id: Open Doors	School District	Provider: Open Doors	5/20/2019	

- 2. At the summary or list of all students served:
 - g. CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Program Report
 - a. Select school year.
 - b. Select Organization – District or individual school.
 - c. Attribute or Program – select the valid value 40 – Reengagement.
 - d. Display, select Summary or Student.

Dynamic Attribute and Program Report

Please select your search criteria, then click "Search".

School Year:

Organization:

Attribute or Program:

Unduplicated Count: Yes No (If Yes is selected, only students in their school of primary responsibility are counted.)

Display: Summary Counts Student Details

B. Submitting Program Outcomes for 2019-20

B.1. Who is responsible for providing and report program outcome data for Youth Reengagement program providers we contract with during the school year?

A students home/sending LEA is tasked with obtaining all program outcomes for any and all programs and activities the student participated in during the 2019-20 school year. If the student participated in a Consortium program, the Consortium LEA is tasked with gathering all outcome data and providing this data back to the students home/sending LEA.

Final outcome data will be entered, or uploaded, into the Youth Reengagement EOY report which will be available in summer 2020.

Information and Assistance

For questions related to the Youth Reengagement program and reporting requirements, please contact the Laurie Shannon at 360-725-4472 or Laurie.Shannon@k12.wa.us.

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or askSI@k12.wa.us.

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