Comprehensive Education Data and Research System (CEDARS) Data Manual

Data Manual for the 2018–2019 School Year



Chris Reykdal
State Superintendent of
Public Instruction

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Comprehensive Education Data and Research System (CEDARS)

Data Manual for the 2018-19 School Year

Chris Reykdal Superintendent of Public Instruction

Katie Weaver-Randall
Director
Student Information

Revisions Made in Current Manual

Version	Authors	Date	Description
11.0	Lisa Ireland	February	Data Files and Descriptions
		2018	Data File Submission Format
			Data Element Summary
			<u>Validation IDs</u>
			Element B12 – Gender
			Element B38 – Preferred Middle Name(s)
			Element C14 – Confirmed Transfer In
			Element D07 – Course Designation Code
			Element E09 – ALE Course Type
			Element G10 – Teacher Indicator
			Element H13 – Course Designation Code
			Element H23 – Is the Student a CTE Dual Credit (Tech Prep)
			Completer
			Element H27 – ALE Course Type
			Element I10 – Qualification Code
			Element J06 – Instructional Model Code
			Element J22 – Placement Test Date
			Element L06 – Ethnicity Collection Method
			Element M06 – Race Collection Method
			Student Discipline File (P) (no longer an active data file)
			Element P01 – School Year (no longer an active data element)
			Element P02 – Serving County District Code (no longer an active
			data element)
			Element P03 – District Student ID (no longer an active data element)
			<u>Element P04</u> – State Student ID (SSID) (no longer an active data element)
			Element P05 – Location ID (no longer an active data element) Element P06 – Incident Date (no longer an active data element)
			Element P07 – Behavior Code (no longer an active data element) Element P08 – Corrective or Disciplinary Action Date (no longer
			an active data element)
			Element P09 – Corrective or Disciplinary Action Applied (no
			longer an active data element)
			Element P10 – Number of Corrective or Disciplinary Action Days
			(no longer an active data element)
			Element P11 – Incident ID (no longer an active data element)
			Element P12 – Weapon Type (no longer an active data element)
			Element P13 – Interim Alternative Education Setting (no longer
			an active data element)
			Element P14 – Emergency Expulsion (no longer an active data
			element)
			<u>Element P15</u> – Emergency Expulsion Days (no longer an active data element)
			Element P16 – Other Behaviors (no longer an active data
			element)
			Element P17 – Academic Services (no longer an active data
			element)
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Version	Authors	Date	Description		
			Element P18 – Behavior Services (no longer an active data		
			element)		
			Element P19 – Date Petition for Readmission Submitted (no		
			longer an active data element)		
			Element P20 – Date Petition for Readmission Granted (no longer		
			an active data element)		
			Element P21 – Petition for Extension of an Expulsion (no longer		
			an active data element)		
			<u>Element P22</u> – Date Reengagement Meeting Held (no longer an active data element)		
			Element P23 – Reengagement Plan (no longer an active data		
			element)		
			Element P24 – Appeal Code (no longer an active data element)		
			Element Q09 – Amount of Academic Growth		
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			<u>Validation IDs</u> – CEDARS Validations <i>inline</i>		
11.2	Kyla Vetter	January	Element H18 – Term End Date		
		2019	<u>Element E02</u> – Serving County District Code		
			<u>Element E03</u> – District Student ID		
			<u>Element E05</u> – Location ID		

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			<u>Element E07</u> – Section ID	
			Element E08 - Term combination must be distinct	
11.3	Kyla Vetter	April 2019	Element Q15 – Extended Learning Time Intervention Outside of	
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INTRODUCTION TO CEDARS

The Comprehensive Education Data and Research System (CEDARS) is a longitudinal data system that will allow Washington's Office of Superintendent of Public Instruction (OSPI) to collect, store and report data related to students, courses, and teachers in order to meet state and federal reporting requirements and to help educators and policy makers to make data driven decisions. CEDARS replaced the former data collection tool used by OSPI, the Core Student Record System (CSRS), in September 2009.

PUBLICATION PROCESS

CEDARS Data Manuals and supporting documents are published and changes put into the system at regular intervals. The following dates will be used for both publishing minor changes to the data manual (including all supporting documents) as well as updating the CEDARS system to accommodate those minor changes.

Version	Activity	Date	Publishing and System Changes Notes	
Version 1	Original	March	Data Manual, Appendices, and Reporting Guidance. Reporting Guidance may be posted for the first time at a later date.	
Version 2	1st Update	September	When CEDARS is rolled-over to the new school year.	
Version 3	2nd Update	January	At a minimum to accommodate new reengagement codes	
Version 4	3rd Update	April	Final version, at a minimum to accommodate new reengagement codes.	

SUCCESSFUL CEDARS SUBMISSION

It is expected that Washington State Public School Districts will continually strive to consistently report the highest quality and most complete data possible for Students, Staff and Courses to the CEDARS data collection system. However, a minimum submission expectation has been developed to establish accountability and enforcement. This minimum submission expectation is for the sole purpose of determining when and where OSPI may enforce WAC 392–117–038. At regularly published dates within each school year, specific program activities will utilize data from CEDARS which may require more rigorous submission expectations. It is possible for a District to satisfy this minimum expectation yet fail to provide the quantity or quality of data needed for program area reporting. If a district chooses to only meet this minimum submission expectation, they are accepting the risk of failing to meet other more specific expectations by program area reporting.

CEDARS minimum submission expectations:

No later than the 15th of each month between October and June every Washington State Public School District will successfully complete a CEDARS submission resulting in Student, Staff and Course data being fully loaded into CEDARS without errors. Each subsequent monthly

submission will demonstrate an effort to improve the quality and completeness of the District CEDARS submission data.

This minimum submission expectation purposefully does not set a standard for the initial quantity or quality of data, but focuses on the demonstration of willingness and ability to successfully load some data into CEDARS followed by continuous improvement. It is not the intent of this minimum submission expectation to penalize any district working towards full, complete and accurate CEDARS submission. It is the intent of this minimum submission to hold accountable any district unwilling or unable to successfully load into CEDARS by October 15th any Student, Staff and Course data.

Examples

- 1. District A1 having 1,000 enrolled students and 50 teachers offering 50 courses. On October 1st, District A1 submits a CEDARS file that results in 990 students, 49 teachers and 49 courses all failing validations and placing the submission into a 'Logical Delete' pending state.
 - a. Prior to October 15th District A1 submits a new CEDARS file that corrects the majority of validation errors and passes the 'Logical Delete' threshold. As a result 990 students, 49 teachers and 49 courses are loaded without errors into CEDARS. The minimum submission expectation is satisfied.
 - b. Prior to October 15th District A1 overrides the 'Logical Delete' hold and as a result, 10 students, 1 teacher and 1 course are loaded without errors into CEDARS. The minimum submission expectation is satisfied.
 - c. District A1 does nothing with this submission and does not make any other submission prior to October 15th. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.
- 2. District A1 from example 1 above having met the minimum submission expectations by override of 'Logical Delete' threshold (1a):
 - a. Submits a new CEDARS submission by November 15th that results in additional students, teachers and courses loading without errors into CEDARS. The minimum submission expectation is satisfied.
 - b. Does NOT submit a CEDARS submission by November 15th. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.
 - c. Submits a new CEDARS submission by November 15th that results in a 'Logical Delete' hold and no data is loaded to CEDARS. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.

CEDARS DATA FILES

There are sixteen (16) files that will be submitted each time a district submits data. Each file is made up of data elements pertaining to students, staff, courses and locations. In this document, we have attempted to simplify the naming convention for files and/or data elements by assigning each file a letter (A–Q) and each data element a number (1–99). As we refer to specific data elements throughout the document, we will provide this reference letter and number to better guide you to the element definitions. Below is a list and brief description of the sixteen files.

Data Files and Descriptions

1. Location File (A)

This file contains information about each district with an OSPI assigned County–District Code and each school within the district. Each of the District's schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between the sixteen (16) CEDARS files. Placeholder records that districts may use for programs or sub–sets of schools should not be reported in this file.

2. <u>District Student File (B)</u>

This file contains the record(s) for each served student's enrollment occurrences in the district during the current school year. Multiple records within one district, along with the basic demographic data associated with the student, will be necessary if the student enters, exits, and re–enters a district. These entry and exit dates may not overlap for an individual student.

Children aged birth through two receiving services through an Individualized Family Service plan (Early Childhood kids served in Special Education) <u>must</u> be included in CEDARS submissions.

3. School Student File (C)

This file consists of a record(s) for each student of the enrollment data associated with each entry and exit for every school that served the student within the current school year. A student should have a record for each enrollment. Multiple enrollment records within one school will be necessary if the student enters, exits, and re–enters a school. Entry and exit dates may not overlap for individual students.

4. Course Catalog File (D)

This file is a catalog of all courses for all grades in the current school year offered at each school in the district. There should be one record for each course offered at each school within the district. For example, if Eng101 is offered at two schools, there would be two records in this file for Eng101, one for each school in the district offering the course.

5. Student Schedule File (E)

Schedules for each student in grade PK through grade 12 will be provided in this file. Include all courses attempted for the student during the current school year up to point of data submission.

All students reported in File (E) must have a corresponding enrollment record reported for them in School Student File (C) at the same school. Records will be rejected if there is no corresponding enrollment record in School Student File (C) for that school.

All courses reported in File (E) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course Catalog File (D).

6. Staff File (F)

This file contains information about district staff teaching a course or assigned to a homeroom for the current school year in grades PK–12. There should be one entry for each staff type for each staff member. If a staff member serves more than one school, then that information is captured in the Staff Schedule File G.

7. Staff Schedule File (G)

Schedules for each staff member in all grades PK–12 teaching a course or assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single assignment.

All staff reported in File (G) must have a corresponding staff record reported for them in Staff File (F). Records will be rejected if there is no corresponding staff record in Staff File (F). All courses reported in File (G) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course Catalog File (D).

8. Student Grade History File (H)

This file contains all high school credit courses where credit was attempted for every student served during the current school year, including those who exit the school. Final grade and credit information for each course must match what will appear on the student's transcript. Each student's entire grade history must be submitted. Grade history records for courses the student received from schools outside the serving district should be reported using a LocationID of 9999 within <u>Element H26</u> – School Code.

9. Student Attributes and Programs File (I)

This file contains information for students participating in/receiving services from specific programs, eligibility for Free/Reduced Meal participation and individual student attributes. A record must be submitted for each program, service or attribute the student participates in or is identified with.

All students reported in File (I) must have an enrollment record reported for them in School Student File (C). See the business rules for each code in Appendix F for exact business rules for each code.

10. English Learners File (J)

This file captures information unique to those students who tested but did not qualify or who are receiving State Transitional Bilingual Instruction Program (STBIP) services and Native American students receiving, under Title III, English Language Development services. There

should be one entry for each student identified for the current school year. For example, if a student enters, exits and re–enters the State Transitional Bilingual Instruction Program (STBIP), there should be two entries to reflect these two separate enrollments into the Program.

11. Student Special Education Programs File (K)

This file captures program information unique to the Special Education Program. There should be one entry for each student per enrollment into the program for the current school year per location. For example, if a student enters, exits and re—enters the Special Education Program, there should be two entries to reflect these two separate enrollments into the Program.

All students reported in File (K) must be reported with a disability in Student Attributes and Programs File (I). Records will be rejected if there is no corresponding enrollment record in Student Attributes and Programs File (I).

12. Ethnicity File (L)

This file captures ethnicity information unique to each student. There must be at least one record for each student. If Ethnicity Code equals '10' (Non–Hispanic), there cannot be other records in this file for the same student. If the student is Hispanic, there can be multiple records for the student identifying all sub–categories of Hispanic with which the student identifies.

13. Race File (M)

This file captures race information unique to each student. This file consists of at least one record for each student served in the district during the current school year along with race data associated with the student. For students who are multiracial, individual records will be submitted; one for each race.

14. Student Absence File (N)

This file captures daily absence information for each student. Absences from Alternative Learning and Online classes that don't require regular seat—time attendance do not have to be reported in this file. WAC 392-401-015(a)(b) provides the definition of 'absent' or 'absences' for student's: An absence is defined as when a student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for at least fifty percent of the student's scheduled school day.

This file consists of one record for each student served in the district during the current school year for each absence associated with the student for each school the student is enrolled. Even when a student leaves the school associated with these absence records, these records must continue to be reported through the remainder of the school year.

Absences must be reported for students in grades K–12. Students reported in this file must also be reported in District Student File (B) and School Student File (C). If attendance is tracked for pre–school students, those absences may also be reported in this file.

15. Student Discipline File (P) No longer an active data file

16. Student Growth File (Q)

This file captures information regarding academic growth for students participating in the Learning Assistance Program (LAP) and/or Washington Reading Corps (WRC). Districts are required to report to OSPI the amount of academic growth gained by students participating in

the LAP English Language Arts (program code 37), LAP Math (program code 6), LAP Academic Readiness (program code 7), LAP Behavior (program code 38), and Washington Reading Corps Literacy Support Program (program code 44). Districts are also required to report student entrance and exit assessment data as well as the services used to support students. There should be one record per student per program enrollment for the current school year. For example, if a student enters, exits, and re-enters a program, there will be two records reflecting two separate enrollments in the program. If a student is participating in or received services for more than one program, there should be a record for each program.

Students reported in this file must also be reported in District Student File (B), School Student File (C), and Student Attributes and Programs File (I).

Districts must submit File Q data for students submitted in <u>Element I06</u> – Attribute or Program Code with any of the valid values of 6, 7, 37, 38 or 44 by the end of the current school year. Prior to the end of the current school year submission of student level data to File Q is optional.

LAP data submitted to File Q will be used to populate the LAP Student Growth Report in EDS. The deadline for reviewing and validating the data in the LAP Student Growth Report will be July 1st of each year. Data in LAP File Q must be complete and accurate prior to this date. WRC data in File Q is also due on July 1st of each year.

17. Student Exclusionary Discipline File (R)

This file captures information regarding behavior and exclusionary discipline actions for students involved in incidents during school or school-related activities. All firearm incidents must be reported, regardless of the exclusionary action applied. This file is only intended to collect information related to the student being disciplined and is not to include information regarding any student(s) affected by the student being disciplined.

This file contains a record for each exclusionary action taken for each student involved in an incident during the current school year. If a student has multiple exclusionary actions for a single incident, each exclusionary action must be reported in a separate record. If multiple students are associated with the same incident, then one record must be submitted for each exclusionary action for each student being disciplined.

If a student is involved in an incident that results in more than one exclusionary action or if an exclusionary action is modified and/or converted to another exclusionary action, each exclusionary action must be reported as its own record. Each exclusionary action associated with a student for a single incident must be reported with identical incident information in Elements R01 through R10. Each exclusionary action associated with a student in an incident must be reported with information specific to that exclusionary action in Elements R11 through R23.

Students reported in this file must also be reported in District Student File (B) and School Student File (C).

Data File Submission Format

Sixteen (16) files are to be submitted at least monthly; weekly submissions are encouraged. Submissions will eventually be increased to more frequent intervals as the process of submitting and processing files is refined. All sixteen files are to be placed in a Zip File for transfer to the OSPI FTP Server.

Naming conventions for all files must include school year identifiers. This allows districts to submit files for multiple years to accommodate year end rollovers and to update records from the previous year. The naming convention for each file is as follows:

COUNTY-DISTRICT CODE_SCHOOL CODE_FileName_YYYYMMDD_FULLSCHOOLYR.TXT

County–District Code Five Digit county–district code. Include leading zeros where necessary.

School Code For district level submissions, this space should always be "0000". This section of

the file name is reserved for those special circumstances where an individual school may have to submit data separately from the district file. In those rare instances, the four digit OSPI school code would be reflected here. Contact OSPI Customer

Support at 1–800–725–4311 or CustomerSupport@k12.wa.us for assistance.

File Name File names as shown in the Data File Definitions Section

YYYYMMDD Date of the Extract. All files must have the same date of extract.

SCHOOLYR School Year data represents. All files in each submission must have the same school

year reported.

For example, each of the sixteen files submitted for September 2018 enrollments would appear as follows:

```
12345_0000_Location_20180906_20182019.txt
```

12345 0000 DistrictStudent 20180906 20182019.txt

12345_0000_SchoolStudent_20180906_20182019.txt

12345_0000_CourseCatalog_20180906_20182019.txt

12345 0000 StudentSchedule 20180906 20182019.txt

12345_0000_Staff_20180906_20182019.txt

12345_0000_StaffSchedule_20180906_20182019.txt

12345 0000 StudentGradeHistory 20180906 20182019.txt

12345_0000_StudentPrograms_20180906_20182019.txt

12345_0000_BilingualPrograms_20180906_20182019.txt

12345_0000_SpecEdPrograms_20180906_20182019.txt

12345_0000_StudentEthnicity_20180906_20182019.txt

12345_0000_StudentRace_20180906_20182019.txt

12345 0000 StudentAbsence 20180906 20182019.txt

12345_0000_StudentDiscipline_20180906_20182019.txt

12345 0000 StudentExclusionaryDiscipline 20180906 20182019.txt

12345_0000_LAPStudentGrowth_20180906_20182019.txt



County-District Code School Code File Name Date School Year File Type Extension

All files submitted are **text tab delimited** and include headers that are exactly as specified in the *Field Name* found in the Data File Definitions Section.

The naming convention for the Zip file containing the sixteen data files, for a 2018-19 school year submission is as follows:

12345_0000_CEDARS_20180906_20182019.zip

File Formats and Layouts

Code lookup files and descriptions are available at http://www.k12.wa.us/CEDARS/Manuals.aspx.

Data Type Definitions

The following are definitions for the data types referenced in this document. Please see the Microsoft SQL Server web site at http://msdn2.microsoft.com/en-us/library/Aa258271(SQL.80).aspx for more information on a specific data type.

Integers

int

Integer (whole number) data from -2^31 (-2,147,483,648) through 2^31 - 1 (2,147,483,647).

Numeric

numeric

Fixed precision and scale numeric data from $-10^{38} + 1$ through $10^{38} - 1$.

- Numeric (3, 2) is a number with 3 total digits in the number (precision) and 2 of those digits must be to the right of the decimal point (scale).
- 1.00 is a valid number for Numeric (3, 2).

Decimal – no longer used

Date

date

Date and time data from January 1, 1753, through December 31, 9999, with an accuracy of three–hundredths of a second or 3.33 milliseconds.

Please note that the dates should be formatted to include slashes and that the time stamp is not necessary, and will be disregarded if provided.

Smalldatetime – no longer used

Character Strings

char

Fixed-length (non-Variable) non-Unicode character data.

varchar

Variable–length non–Unicode data with a maximum of 8,000 characters.

Null Values

A value of NULL indicates that the data is unknown, not applicable, or to be added at a later time.

Data elements which contain an empty string (blank), or a string composed entirely of spaces, will be converted to a NULL value during the CEDARS loading process. Please note: do not provide any alternative data to represent a NULL value. For instance, a value of "0", "12/31/9999", "NULL" or any other non–empty field will be interpreted exactly as provided, and may cause submission exceptions according to the business rules defined for that data element.

Leading and Trailing Spaces

All leading and trailing white–space will be removed when OSPI processes the CEDARS data submitted. The tab character will not be treated as whitespace.

Data Security

The data files are transmitted to OSPI securely via Secure File Transfer Protocol, SFTP. As part of the file transfer process data is sent in an encrypted format. Further details regarding data security and the SFTP process can be found in the OSPI Security Guidelines or by contacting OSPI Customer Support at 1–800–725–4311 or <u>CustomerSupport@k12.wa.us</u> for assistance.

DATA COLLECTION INFORMATION

Data Collection Changes Effective Date

The specifications in this data manual become effective for the 2018-19 school year.

Data Collection Due Date

The first submission for the 2018-19 school year is due no later than October 15, 2018. Districts may begin their 2018-19 submissions on or after August 1, 2018.

Submissions are required monthly, due no later than the 15th of each month. More frequent submissions are encouraged as corrections to prior submissions occur through resubmission.

State Student ID (SSID) Assignment

Each student is issued an SSID number upon initial enrollment in the state. It is important that only one SSID is issued to any student and that only one student is ever issued a particular SSID. There are several ways to find an existing SSID for a student or to generate a new SSID for a student who does not already have an SSID assigned. SSID is a required field for all CEDARS student records.

The simplest way to obtain an SSID for one student is to use the SSID Submission – Screen Entry feature in CEDARS. Once you enter a few data elements for the student, this information is compared to the state—wide database of students to locate students who are possible matches. Those matches will be returned to you to determine if they are truly matches or if a new SSID needs to be generated. This same procedure can be done for a group of students by using the SSID Submission – SSID File Upload feature in CEDARS. Upload a student data file for all students in your district for whom you need an SSID. The file is then compared to the state—wide database of students to locate students who are possible matches to the students in your file. Those matches will be returned to you to determine if they are truly matches or if new SSIDs need to be generated.

SSID's must be submitted for all student records in CEDARS. Any CEDARS student record without an SSID present in the submission file, will be rejected.

Reports and Processes Generated from CEDARS

Processes and State and Federal compliance reports generated from the CEDARS data submissions include, but are not limited to:

- Adjusted Cohort Graduation and Dropout annual Reporting (P210)
- Annual Behavior and Weapons reporting
- Annual CTE Student Enrollment Review (P210VOC)
- Annual Unexcused Student Absence reporting
- Assessment Test Pre-ID (MSP, HSPE, EOC, WELPA, DAPE, PORT, WAKids and SBA)
- Certificate of Academic Achievement/Certificate of Individual Achievement Status Listing
- Direct Certification Free Lunch
- Discipline Summary reporting
- Dual Credit annual reporting
- EdFacts Reporting (Federal)
- Eligibility for State–funded Full Day Kindergarten programs
- English Language Learners (ELL) Legislative Report
- Enrollment information used in the allocation of applicable Federal programs
- Gifted/Highly Capable Program End of Year reporting
- High Poverty School determination for National Board Certification salary bonus
- Educator Equity Data report (formerly Highly Qualified Teacher report)
- Homeless Children and Youth reports, including McKinney–Vento
- Homeless End of Year reporting
- K-3 High Poverty
- K-4 Literacy
- Key Performance Indicator Analytics
- LAP Funding Data
- LAP Program Student Growth and End of Year reporting
- Medicaid Eligibility Rate
- November Special Education Federal Child Count Report
- November Special Education Federal Least Restrictive Environment (LRE) Report
- October Public School Enrollment Count
- Online Provider Accountability Data and Reports
- Principal and Teacher Evaluations
- Safety Net Application
- Special Education Federal Allocations based on October Public School Enrollment Count
- State Board Accountability Index
- Title I Program End of Year reporting
- Title III Immigrant student eligibility for federal funding
- Transitional Bilingual reports
- Updating the MSIS database managed by MSDR for Migrant Reporting
- Washington State Report Card

DATA ELEMENT SUMMARY

Each box below represents one of the sixteen (16) files that make up a CEDARS submission. Within the box are the data elements that are to be submitted in the file. Data elements referred to as an ID are district assigned values; data elements referred to as Codes are OSPI assigned values.

The key elements for each file are noted in the left–hand column. The combination of key elements within each file creates the primary key which is used to uniquely identify each record.

Location File (A)

Key		Column Name	Data Type	Required?
Yes	A01	School Year	char(4)	Yes
Yes	A02	County District Code	char(5)	Yes
	A03	District Name	varchar(250)	No
Yes	A04	Location ID	varchar(4)	Yes
Yes	A05	School Code	char(4)	Yes
	A06	School Name	varchar(250)	No
	A07	Initial School Start Date	Date	Yes
	A08	Final School End Date	date	Yes

District Student File (B)

Key		Column Name	Data Type	Required?
Yes	B01	School Year	char(4)	Yes
		Serving County District		
Yes	B02	Code	char(5)	Yes
Yes	B03	Home County District Code	char(5)	Yes
	B04	District Student ID	varchar(50)	Yes
Yes	B05	SSID	char(10)	Yes
	B06	Last Name	varchar(60)	Yes
	B07	F: N	1 (60)	Conditional. May only be left blank if student has
	B07	First Name	varchar(60)	no first name.
	B08	Middle Name	varchar(60)	Conditional. May only be left blank if student has no middle name.
	B09	Birth Date	date	Yes
	B10	Birth Country	char(3)	Yes.
	B11	CSRS Ethnicity Code		Element is inactive.
	B12	Gender	char(1)	Yes
	B13	Grade Level	varchar(2)	Yes
Yes	B14	District Enrollment Date	date	Yes
	B15	District Exit Date	date	Conditional. Must match Element C08 from school that the student last attended.
	B16	Disability code		Element is inactive.
	B17	Primary Language Code	int	Yes

Key		Column Name	Data Type	Required?
	B18	Student Language Spoken at Home	int	Yes
	B19	SSN		Element is inactive.
	B20	Zip Code	varchar(9)	No
	B21	Is Homeless	char(1)	Yes
	B22	Is Approved Private School Student Attending Part Time	char(1)	Yes
	B23	Is Home Based Student Attending Part Time	char(1)	Yes
	B24	Student Exchange Status	char(1)	Yes
	B25	Is Student in Foster Care	char(1)	Element is inactive.
	B26	Grad Requirements Year	char(4)	Conditional. Data is required for students in grades 9 – 12.
	B27	Expected Grad Year	char(4)	Conditional. Data is required for students in grades 9 – 12.
	B28	GPA	numeric(4,3)	Conditional. Data is required for students in grades 9 – 12, if GPA has been earned.
	B29	Credits Attempted	numeric(6,2)	Conditional. Reported for all credits attempted by the student for courses earning high school credit.
	B30	Credits Earned	numeric(6,2)	Conditional. Reported for all credits earned by the student for courses earning high school credit.
	B31	Is Student Identified As Immigrant		Element is inactive.
	B31	Initial USA School Enrollment	date	Conditional. If Element B10 is not USA then data must be entered.
	B33	Number Months US Attendance in School		Element is inactive.
	B34	Number of Months Non US Attendance in School	int	No
	B35	Military Parent or Guardian	char(1)	Yes
	B36	Preferred Last Name	varchar(60)	Yes
	B37	Preferred First Name	varchar(60)	Conditional. May only be left blank if student has no first name .
	B38	Preferred Middle Name	Varchar(60)	Conditional. May only be left blank if student has no middle name.

School Student File (C)

Key		Column Name	Data Type	Required?
Yes	C01	School Year	char(4)	Yes
Yes	C02	Serving County District Code	char(5)	Yes

Key		Column Name	Data Type	Required?
	C03	District Student ID	varchar(50)	Yes
Yes	C04	SSID	char(10)	Yes
Yes	C05	Location ID	varchar(4)	Yes
Yes	C06	School Enrollment Date	date	Yes
	C07	School Entry Code		Element is inactive
	C08	School Exit Date	date	Conditional. Must be greater than or equal to the data in Element C06.
	C09	School Withdrawal Code	varchar(2)	Conditional. If date entered in Element C08, data must be entered.
	C10	Is Primary School	char(1)	Yes
	C11	School Choice Code	int	Yes
	C12	Cumulative Days Present	int	Yes
	C13	Num Unexcused Absence		Element is inactive.
	C14	Confirmed Transfer In	Char(1)	Yes

Course Catalog File (D)

			•	
Key		Column Name	Data Type	Required?
Yes	D01	School Year	char(4)	Yes
Yes	D02	Serving County District Code	char(5)	Yes
Yes	D03	Location ID	varchar(4)	Yes
Yes	D04	Course ID	varchar(20)	Yes
	D05	Course Title	varchar(50)	Yes
	D06	Content Area Code	varchar(3)	Conditional
	D07	Course Designation Code	varchar(10)	Conditional. Data is required for grades 7 – 12 for all courses that receive high school credit.
	D08	State Course Code	char(6)	Yes
	D09	AP/IB Course Code	numeric (4,2)	Conditional. If Element D07 valid value contains an A or an I, data must be provided.
	D10	CIP Code	char(6)	Conditional. If the course being reported is an approved CTE/Vocational course a CIP Code must be reported.
	D11	Is Direct Transcription Available		Element is inactive
	D12	CTE Course Equivalency Identification	char(1)	Conditional. If Element D10 contains a value then Element D12 may not be null.
	D13	CTE Equivalency	char(2)	Conditional

Student Schedule File (E)

14			D . T	
Key		Column Name	Data Type	Required?
Yes	E01	School Year	char(4)	Yes
		Serving County District		
Yes	E02	Code	char(5)	Yes
	E03	District Student ID	varchar(50)	Yes
Yes	E04	SSID	char(10)	Yes
Yes	E05	Location ID	varchar(4)	Yes
Yes	E06	Course ID	varchar(20)	Yes
Yes	E07	Section ID	varchar(20)	Yes
Yes	E08	Term	varchar(12)	Yes
	E09	ALE Course Type	char (1)	Yes

Staff File (F)

Key		Column Name	Data Type	Required?
Yes	F01	School Year	char(4)	Yes
		Serving County District		
Yes	F02	Code	char(5)	Yes
Yes	F03	Staff ID	varchar(20)	Yes
Yes	F04	Staff Type Code	varchar(8)	Yes
	F05	Certification Number	char(7)	Conditional. Data must be entered for all educators who teach classes in Washington State schools.
	F06	Last Name	varchar(60)	Yes
	F07	First Name	varchar(60)	Conditional. May only be left blank if staff member has no first name.
	F08	Middle Name	varchar(60)	Conditional. May only be left blank if staff member has no middle name.
	F09	Birth Date	date	Conditional. If Element F05 is not UNK, birth date must be reported.

Staff Schedule File (G)

Key		Column Name	Data Type	Required?
Yes	G01	School Year	char(4)	Yes
		Serving County District		
Yes	G02	Code	char(5)	Yes
Yes	G03	Location ID	varchar(4)	Yes
Yes	G04	Staff ID	varchar(20)	Yes
Yes	G05	Course ID	varchar(20)	Yes
Yes	G06	Section ID	varchar(20)	Yes
Yes	G07	Term	varchar(12)	Yes
Yes	G08	Instruction Start Date	date	Yes

G09	Instruction End Date	date	Conditional. If teacher ceases instructing the course, the end date must be provided.
G10	Teacher Indicator	char(1)	Yes
G11	Term Start Date	date	Yes
G12	Term End Date	date	Yes

Student Grade History File (H)

Key		Column Name	Data Type	Required?
Yes	H01	School Year	char(4)	Yes
		Serving County District		
Yes	H02	Code	char(5)	Yes
	H03	District Student ID	varchar(50)	Yes
Yes	H04	SSID	char(10)	Yes
	H05	Location ID		Element is inactive.
	H06	Staff ID		Element is inactive.
	H07	Course ID	varchar(20)	Yes
	H08	Course Title	varchar(50)	Yes
	H09	Grade Level Code	varchar(2)	Yes
	H10	Letter Grade	varchar(2)	Yes
	H11	Credits Attempted	numeric(4,2)	Yes
	H12	Credits Earned	numeric(4,2)	Yes
				Conditional. If the course falls under one of the
	H13	Course Designation Code	varchar(10)	listed values it must be reported.
				Conditional. Used to indicate block or non-
				instructional class for school years beginning
	1144		. (2)	2015-16 and on. For courses prior to 2015-16
	H14	Content Area Code	varchar(3)	indicate the primary content area of the course.
				Conditional. This element is not required when entering transfer or historical information, unless
	H15	State Course Code	char(6)	known.
	1113	State course code	criar (o)	Conditional. If Element H13 valid value contains an
	H16	AP/IB Course Code	numeric (4,2)	A or an I, data must be provided.
				Conditional. CIP code reported must currently be,
				or have been, an approved CTE course in your
	H17	CIP Code	char(6)	district.
	H18	Term End Date	char (7)	Yes
				Conditional. This is not required for transfer
	H19	Term	varchar(12)	credits.
				Conditional. If Element H13, valid value is T and
	H20	Is Vocational Completer	char(1)	Element A05 matches H26 then data must be entered.
	1120	13 Vocational Completel	Cital(1)	Conditional. If Element H17 is not NULL then data
	H21	HasIndustryCertification	char(1)	must be entered.
		Is Direct Transcription		
	H22	Available		Element is inactive.

Key		Column Name	Data Type	Required?
		Is CTE Dual Credit (Tech		Conditional. If Element H13, valid value is T then
	H23	Prep) Completer	char(1)	data must be entered.
				Conditional. If H17 is not NULL then data must be
	H24	CTE Assessment	char(1)	entered
	H25	Certification Number	char(7)	Conditional.
	H26	School Code	char(4)	Yes
				Conditional. This element is not required when
	H27	ALE Course Type	char (1)	entering transfer information
		CTE Course Equivalency		
	H28	Identification		Element is inactive.
	H29	CTE Credit Equivalency		Element is inactive.
	H30	Course School Year	char(4)	Yes

Student Attributes and Programs File (I)

Key		Column Name	Data Type	Required?
Yes	101	School Year	char(4)	Yes
Yes	102	Serving County District Code	char(5)	Yes
	103	District Student ID	varchar(50)	Yes
Yes	104	SSID	char(10)	Yes
Yes	105	Location ID	varchar(4)	Yes
Yes	106	Attribute or Program Code	int	Yes. If student is eligible for or being served by the program.
Yes	107	Start Date	date	Yes
	108	Exit Date	date	Conditional
	109	Exit Reason Code	char(1)	Conditional
	I10	Qualification Code	varchar(60)	Conditional

English Learners Student Limited English Proficiency File (J)

Key		Column Name	Data Type	Required?
Yes	J01	School Year	char(4)	Yes
Yes	J02	Serving County District Code	char(5)	Yes
	J03	District Student ID	varchar(50)	Yes
Yes	J04	SSID	char(10)	Yes
Yes	J05	Location ID	varchar(4)	Yes
	J06	Instructional Model Code	char(1)	Conditional
Yes	J07	Program Status Start Date	date	Yes
	J08	Exit Date	date	Conditional. An Exit Date must be entered if Element J09 is not NULL.
	J09	Exit Reason Code	char(1)	Conditional. If Element J08 is not NULL, then data must be entered.
	J10	Placement Test Scale Score		Element is inactive

Key		Column Name	Data Type	Required?
	J11	Placement Test Level Score		Element is inactive
	J12	Placement Test Date		Element is inactive
	J13	Initial WA Placement Test Date	date	Yes
	J14	Initial USA School Enrollment		Element is inactive
	J15	Number of Months US Attendance		Element is inactive
	J16	Number of Months Non US Formal Education		Element is inactive
	J17	Program Designation	int	Yes
	J18	Placement Test Code	int	Yes
	J19	Grade Level at Placement	varchar(2)	Yes
	J20	Placement Test Scale Score	numeric(4)	Conditional
	J21	Placement Status Test Level	char(2)	Conditional
	J22	Placement Test Date	date	Yes

Student Special Education Programs File (K)

		<u> </u>		
Key		Column Name	Data Type	Required?
Yes	K01	School Year	char(4)	Yes
Yes	K02	Serving County District Code	char(5)	Yes
	K03	District Student ID	varchar(50)	Yes
Yes	K04	SSID	char(10)	Yes
	K05	Location ID		Element is inactive.
				Yes. If Element K14 is not NULL, then data must be
	K06	LRE Code	numeric	entered.
		Initial Washington Service		
	K07	Date		Element is inactive.
	K08	Exit Date	date	Conditional. An Exit Date must be entered if data Element K09 is not NULL.
				Conditional. If Element K08 is not NULL, then data
	K09	Exit Reason Code	char(1)	must be entered.
	K10	Referral Date		Element is inactive.
	K11	Initial Eligibility Date		Element is inactive.
	K12	Last IEP Review Date		Element is inactive.
	K13	Last Evaluation Date		Element is inactive
Yes	K14	Program Start Date	date	Yes

Student Ethnicity File (L)

Key		Column Name	Data Type	Required?
Yes	L01	School Year	char(4)	Yes
Yes	L02	Serving County District Code	char(5)	Yes
	L03	District Student ID	varchar(50)	Yes

Key		Column Name	Data Type	Required?
Yes	L04	SSID	char(10)	Yes
	L05	Ethnicity Code	char(1)	Yes
	L06	Ethnicity Collection Method	Char(1)	Yes

Student Race File (M)

Key		Column Name	Data Type	Required?
Yes	M01	School Year	char(4)	Yes
Yes	M02	Serving County District Code	char(5)	Yes
	M03	District Student ID	varchar(50)	Yes
Yes	M04	SSID	char(10)	Yes
	M05	Race Code	char(3)	Yes
	M06	Race Collection Method	Char(1)	Yes

Student Absence File (N)

Key		Column Name	Data Type	Required?
Yes	N01	School Year	char(4)	Yes
Yes	N02	Serving County District Code	char(5)	Yes
	N03	District Student ID	varchar(50)	Yes
Yes	N04	SSID	char(10)	Yes
Yes	N05	Location ID	varchar(4)	Yes
Yes	N06	Absence Date	date	Yes
Yes	N07	Absence Code	varchar (2)	Yes

Student Discipline File (P)

Key		Column Name	Data Type	Required?
Yes	P01	School Year		Element is inactive.
Yes	P02	Serving County District Code		Element is inactive.
	P03	District Student ID		Element is inactive.
Yes	P04	SSID		Element is inactive.
Yes	P05	Location ID		Element is inactive.
Yes	P06	Incident Date		Element is inactive.
	P07	Behavior Code		Element is inactive.
		Corrective or Disciplinary		
	P08	Exclusionary Action Date		Element is inactive.
		Corrective or Disciplinary		
	P09	Exclusionary Action Applied		Element is inactive.
		Number of Corrective or		
		Disciplinary Exclusionary		
	P10	Action Days		Element is inactive.
Yes	P11	Incident ID		Element is inactive.
	P12	Weapon Type		Element is inactive.

Vov		Column Name	Data Tuna	Dominod?
Key			Data Type	Required?
		Interim Alternative Education		
	P13	Setting		Element is inactive.
	P14	Emergency Expulsion		Element is inactive.
		Emergency Expulsion Days to		
	P15	Conversion		Element is inactive.
	P16	Other Behaviors		Element is inactive.
	P17	Academic Services		Element is inactive.
	P18	Behavior Services		Element is inactive.
		Date Petition for		
	P19	Readmission Submitted		Element is inactive.
		Date Petition for		
	P20	Readmission Granted		Element is inactive.
		Petition for Extension of an		
	P21	Expulsion		Element is inactive.
		Date Reengagement Meeting		
	P22	Held		Element is inactive.
	P23	Reengagement Plan		Element is inactive.
	P24	Appeal Code		Element is inactive.

Student Growth Learning Assistance Program File (Q)

			_	
Key		Column Name	Data Type	Required?
Yes	Q01	School Year	char(4)	Yes
Yes	Q02	Serving County District Code	char(5)	Yes
	Q03	District Student ID	varchar(50)	Yes
Yes	Q04	SSID	char(10)	Yes
Yes	Q05	Location ID	varchar(4)	Yes
Yes	Q06	Program Code	int	Yes
Yes	Q07	Start Date	date	Yes
	Q08	Identification Assessment	int	Yes
				Conditional. May only be null if student should
				not be counted in the end of year LAP reporting
	Q09	Amount of Academic Growth	int	application.
		Progress Monitoring		Conditional. If Element Q09 is not null, then data
	Q10	Assessment	int	is required.
				Conditional. May only be null if Element Q09
				contains a value of 22, 23, 24, 25 26, or 27 or if
	Q11	Beginning Score	numeric(6,2)	Element Q09 is null.
				Conditional. May only be null if Element Q09
				contains a value of 22, 23, 24, 25 26, or 27 or if
	Q12	Date of Beginning Score	date	Element Q09 is null.
				Conditional. May only be null if Element Q09
				contains a value of 22, 23, 24, 25 26, or 27 or if
	Q13	End Score	numeric(6,2)	Element Q09 is null.
				Conditional. May only be null if Element Q09
				contains a value of 22, 23, 24, 25 26, or 27 or if
	Q14	Date of End Score	date	Element Q09 is null.

Key		Column Name	Data Type	Required?
	Q15	Extended Learning Time Intervention Outside of Regular School Day	char(2)	Conditional. If Element Q09 is not null, then data is required.
	Q16	Intervention During Regular School Day	char(4)	Conditional. If Element Q09 is not null, then data is required.
	Q17	At Grade Level	char(1)	Conditional. May only be null if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is null.

Student Exclusionary Discipline File (R)

Key		Column Name	Data Type	Required?
Yes	R01	School Year	char(4)	Yes
Yes	R02	Serving County District Code	char(5)	Yes
	R03	District Student ID	varchar(50)	Yes
Yes	R04	SSID	char(10)	Yes
Yes	R05	Location ID	varchar(4)	Yes
Yes	R06	Incident ID	varchar(20)	Yes
Yes	R07	Incident Date	date	Yes
	R08	Behavior Code	int	Yes
	R09	Other Behaviors	varchar(40)	No
				Conditional. If R08 valid value is 8, then data is
	R10	Weapon Type	varchar(2)	required.
Yes	R11	Exclusionary Action Applied	varchar(2)	Yes
Yes	R12	Exclusionary Action Date	date	Yes
		Duration of Exclusionary		Conditional. If R11 does not equal NA, then data
	R13	Action Days	numeric(4,1)	is required.
		Total Amount of Exclusionary		Conditional. If R11 does not equal NA, then data
	R14	Time	numeric(4,1)	is required.
		Interim Alternative Education		Conditional. If R11 equals NA, R15 must be NULL.
	R15	Setting	varchar(1)	If R15 equals Y, student must be reported in File K.
				Conditional. If R11 does not equal NA, then data
	R16	Academic Services	char(1)	is required.
				Conditional. If R11 does not equal NA, then data
	R17	Behavior Services	char(1)	is required.
		Date Petition for		
	R18	Readmission Submitted	date	No. If R11 equals NA, R18 must be NULL
		Date Petition for		
	R19	Readmission Granted	date	No. If R11 equals NA, R19 must be NULL
		Petition for Extension of an		Conditional. If R11 valid value is EX, then data is
	R20	Expulsion	char(1)	required.
				Conditional. If R11 valid value is LS or EX, then R21
	R21	Reengagement Plan	char(1)	may not be NULL.
		Date Reengagement		
	R22	Meeting Held	date	Yes.
				Conditional. If R11 valid value is LS, EX, or EE then
	R23	Appeal Code	char(1)	data is required.

Validation IDs

Beginning in the 2018-19 school year, the CEDARS data manual contains validation IDs which are located inline with the associated element . Refer to the current CEDARS Validation list located at http://www.k12.wa.us/CEDARS/Manuals.aspx

DATA FILE AND ELEMENT DEFINITIONS

Location File (A)

File Name: Location

Description: This file contains information about each district with an OSPI assigned County–

District Code and each school within the district. Each of the District's schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between the sixteen (16) CEDARS files. Placeholder records that districts may use for programs or sub–sets of schools should not

be reported in this file.

Sample File Name: 12345_0000_Location_20180906_20182019.txt

Element A01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4

Allow NULL? No. Data is required.(ID 62)

Description: The four digit year in which the school year ends. **Business Rules:** For the 2018-19 school year, report 2019. (ID 355)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element A02 – County District Code

Field Name: CountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required.(ID 63)

Description: The county district code for the district submitting the data.

Business Rules: Must be a valid value from the County District Codes in Appendix A. Use

leading zeros as necessary. Report the code representing the school district as

assigned by OSPI.(ID 68, 302)

Example: 12345

Valid Values: Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.

(ID 221,303)

Last Updated: January 2015

Element A03 - District Name

Field Name: DistrictName
Data Type: varchar
Size: 250

Allow NULL? Yes. This is an optional field.(ID 64)

Description: The school district name assigned to the county district code. Data provided in

this element is not stored in CEDARS.

 Example: ABC School District

Valid Values: Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.

Last Updated: February 2016

Element A04 – Location ID

Field Name: LocationId
Data Type: varchar

Size: 4

Allow NULL? No. Data is required.(ID 65)

Description: The Location ID for the school as generated by the District's Student

Information System (SIS).

Business Rules: This is an internal number generated by the district and is required. If you do

not have an ID assigned to this field, report the OSPI school code reported in

Element A05 – School Code. (ID 303)

Example: 1234

Last Updated: September 2007

Element A05 - School Code

Field Name: SchoolCode

Data Type: char Size: 4 (ID 66)

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). (ID 409)

Example: 1234

Valid Values: Refer to EDS for valid values: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx (ID

222)

Last Updated: January 2013

Element A06 - School Name

Field Name: SchoolName

Data Type: varchar (ID 67)

Size: 250

Allow Null? Yes. This is an optional field. **Description:** The name of the school.

Business Rules: Include the school name as maintained by the district. Data provided in this

element is not stored in CEDARS. (ID 669)

Example: ABC Elementary School

Last Updated: February 2016

Element A07 – Initial School Start Date

Field Name: InitialSchoolStartDate

Data Type: date (ID 576)

Allow NULL? No. Data is required.

Description: The date on which instruction for this school year first begins for students.

Business Rules: This date must be the first instructional date of the regular school year (not

including summer school) that classes are offered for students at this school. Year of this date must be one year earlier than the year reported in Element A01 - School Year. If multiple location Id's that belong to the same school contain different dates for Initial School Start Date, then OSPI will use the

earliest date for reporting purposes. (ID 620, 736)

Example: 08/01/2017 **Last Updated:** February 2017

Element A08 – Last School End Date

Field Name: LastSchoolEndDate

Data Type: date (ID 577)

Allow NULL? No. Data is required.

Description: The final instructional date on which classes for students are scheduled to end.

This date result he the final instructional date of the granular ash as I year (not

Business Rules: This date must be the final instructional date of the regular school year (not

including summer school) that classes are scheduled to be offered for students at this school. Date must be after the date reported in <u>Element A07</u> – Initial School Start Date but not by more than 365 days. If multiple location Id's that belong to the same school contain different dates for Last School End Date, then OSPI will use the latest date for reporting purposes. (ID 599, 628, 737)

Example: 07/31/2018 **Last Updated:** February 2017

District Student File (B)

File Name: DistrictStudent

Description: This file contains the record(s) for each served student's enrollment occurrences

in the district during the current school year. Multiple records within one

district, along with the basic demographic data associated with the student, will be necessary if the student enters, exits, and re-enters a district. These entry

and exit dates may not overlap for an individual student.

Children aged birth through two receiving services through an Individualized Family Service Plan (Early Childhood kids served in Special Education) <u>must</u> be

included in CEDARS submissions.

Sample File Name: 12345_0000_DistrictStudent_20180906_20182019.txt

Element B01 - School Year

Field Name: SchoolYear

Data Type: char (ID 31, 343)

Size: 4

Allow NULL? No. Data is required.

Description: The four digit year in which the current school year ends.

Business Rules: For the 2018-19 school year, report 2019. (ID 354)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element B02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char (ID 32)

Size: 5

Allow NULL? No. Data is required.

Description: The serving county 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. (ID 346)

Example: 12345

Valid Values: Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.

(ID 191)

Last Updated: January 2015

Element B03 – Home County District Code

Field Name: ResidentCountyDistrictCode

Data Type: char (ID 33)

Size: 5

Allow NULL? No. Data is required.

Description: The county district code where the student physically resides. This is the unique

> 5-digit number that combines the 2-digit county code and the 3-digit district code. Students enrolled in a district due to residence in a non-high district, or through school choice, must have the county district code in which they reside

reported in this element.

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 where the student physically resides

as assigned by OSPI in EDS.

02345 **Example:**

Valid Values: Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.

(ID 192)

January 2015 **Last Updated:**

Element B04 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar Size: 50 (ID 34)

Allow Null? No. Data is required.

This is the student identifier assigned by the district to the student. This data **Description:**

element is used in the matching of district data with records in CEDARS.

The value is unique within the school district. (ID 193) The value can be any **Business Rules:**

> combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district

and should not be reassigned to another student. (ID 364, 366)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element B05 – State Student ID (SSID)

Field Name: SSID **Data Type:** char Size: 10 (ID 35) 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. (ID

194)

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values.

SSID numbers must not begin with a zero. (ID 195)

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error.

Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS. (ID 342, 364, 366)

Example: 1234567890 **Last Updated:** January 2015

Element B06 – Legal Last Name

Field Name: LastName

Data Type: varchar

Size: 60 (ID 36)

Allow Null? No. Data is required.

Description: The legal last name of the student.

Business Rules: Every effort should be made to obtain the student's legal last name. When this

is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card,

Passport, F-1 Visa, Birth Certificate or previously verified school records.

Example: Smith

Last Updated: February 2016

Element B07 – Legal First Name

Field Name: FirstName

Data Type: varchar

Size: 60 (ID 37)

Allow Null? Yes. Conditional.

Description: The legal first name of the student.

Business Rules: May be left blank only when student has no first name. Every effort should be

made to obtain the student's legal first name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F–1

Visa, Birth Certificate or previously verified school records.

Example: John

Last Updated: February 2016

Element B08 – Legal Middle Name(s)

Field Name: MiddleName
Data Type: varchar
Size: 60 (ID 38)

Allow Null? Yes. Conditional.

Description: The legal middle name(s) of the student.

Business Rules: May be left blank only when student has no middle name. Every effort should

be made to obtain the student's legal middle name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F–1

Visa, Birth Certificate or previously verified school records.

Example: Ray

Last Updated: February 2016

Element B09 - Birth Date

Field Name: BirthDate Data Type: date

Allow Null? No. Data is required. (ID 39)

Description: The student's birthday.

Business Rules: Students who have obtained age 21 on or before August 31 of the reporting

school year are not eligible to be served for the current school year. <u>WAC 392–121–31</u> defines school year as "the annual period commencing on the first day of September". Students who obtain age 21 on or after September 1 of the

reporting school year are eligible to be served.

Date should be formatted as MM/DD/YYYY (ID 196)

Example: 01/02/2003 **Last Updated:** September 2017

Element B10 – Birth Country

Field Name: BirthCountry

Data Type: char

Size: 3 (ID 40, 61)

Allow Null? No. Data is required.(ID 399)

Description: The country where the student was born. This element is intended to collect the

physical location of the student's birth, it is not intended to collect information

related to citizenship.

Business Rules: Birth Country must be reported for all students.

Must be a valid national origin country code.

Example: Student born on military base in Germany would be reported with Birth Country

of DEU.

Valid Values: Refer to the valid values table in Appendix C, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 487)

Last Updated: January 2014

Element B11 - No Longer An Active Data Element

Field Name: CSRSEthnicityCode

Description: This data element is no longer used in CEDARS; see expanded collection in Files

L and M.

Last Updated: September 2010

Element B12 – Gender

Field Name: Gender
Data Type: char
Size: 1 (ID 42)

Allow Null? No. Data is required. **Description:** The student's gender.

Business Rules: All students must have a gender assigned. Valid value X is added based on

<u>WAC 246-490-075</u> as issued by Washington State Department of Health. and is for the sole purpose to allow districts the ability to submit a value of X when that is the specific value presented on a Washington State Birth Certificate.

CEDARS does not require the presentation of birth certificate as part of the collection or reporting of gender information. For any student record submitted to CEDARS for which a student does not identify as male or female, that submission record may report X - gender not exclusively male or female.

Example: M

Valid Values: F – Female

M – Male

X – Gender not exclusively Male or Female (ID 201)

Last Updated: September 2018

Element B13 – Grade Level

Field Name: GradeLevel
Data Type: varchar
Size: 2 (ID 43)

Allow NULL? No. Data is required.

Description: The grade level in which the student is enrolled.

Business Rules: All students must have a grade level assigned based on district policy and

consistent with the Grade Level Codes defined in Appendix E.

Example: 1 or 01

Valid Values: Refer to the valid values table in Appendix E, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 202) A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the

CEDARS Appendices.

Last Updated: September 2007

Element B14 – Date Enrolled in District

Field Name: DistrictEnrollmentDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date on which the student began school in the district.

Business Rules: This date must be the same as, or earlier than, the date contained in

Element C06 – Date Student Enrolled in School.

If the student has been enrolled in the district for many years, but the district's Student Information System is not able to track historical data because it reenrolls students each year, you may use the date in <u>Element C06</u> – Date Student

Enrolled in School, which is the date enrolled for the current school year.

If, during the current school year, the student exits the district and then returns, the date the student returned to the district and resumed participation in class becomes the district enrollment date. The district enrollment date shall be reported in the current school year in which the enrollment occurred.

If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple records for the

student).

If a student has multiple records the Date Enrolled in District may not overlap

with another record for the student.

If the student enrolls during the summer when school is not in session, use the date the student will begin classes (the first day of the current school year) as the district enrollment date. (ID 203)

The enrollment date must be on or after <u>Element B09</u> – Birth Date, and can be no more than six months greater than the date in which the file is being submitted. (ID 204) Continuously enrolled status for the district will be calculated for AYP purposes based on this element and <u>Element B15</u> – Date Exited from District. Date should be formatted as MM/DD/YYYY (ID 44)

Example: 01/01/2000 **Last Updated:** July 2011

Element B15 – Date Exited from District

Field Name: DistrictExitDate
Data Type: date (ID 45)
Allow NULL? Yes. Conditional.

Description: The date on which the student withdraws from the school district. The last day

the student attended or received services from the district. This date will

change each time a student leaves the district.

Business Rules: If a date is entered, then <u>Element C08</u> – Date Student Exited from School should

have a matching exit date for the school within the district that was last

attended by the student.

If the student enters and exits on the same date, the same date is used in Elements <u>B14</u> – District Enrollment Date, <u>B15</u> – District Exit Date, <u>C06</u> – School

Enrollment Date and C08 – School Exit Date.

If the student exits and returns within a current school year all of the entry/exit

dates shall be reported (requires multiple records for the student).

If the student leaves the district during the summer, use the actual date the

student left the district as the district exit date.

Continuously enrolled status for the district will be calculated for AYP purposes

based on this element and <u>Element B14</u> – Date Enrolled District. (ID 345)

Example: 01/01/2000 **Last Updated:** February 2011

Element B16 – Disability Code

Field Name: DisabilityCode

Business Rules: Beginning with the 2014–15 school year Disability Code will be reported in

Student Programs and Attributes File (I)

Last Updated: January 2014

Element B17 – Student Primary Language Code

Field Name: PrimaryLanguageCode

Data Type: int (ID 47)

Allow NULL? No. Data is required.

Description: The first learned language spoken by the student.

Business Rules: This language will always be the student's native or first language spoken. Must

be a valid value from the Language Codes listed in Appendix K.

Students receiving State Transitional Bilingual Instruction Program (STBIP) services, reported in English Learners File (J), must have a valid value other than 639 (English) reported in either Element B17 or Element B18 – Student

Language Spoken at Home.

Native American student's receiving, under Title III, English Language

Development Services, reported in English Learners File (J), must have a valid value of either 639 (English) or 640 (American Sign Language). (ID 2019)
Upon exiting the State Transitional Bilingual Instruction Program, this element

should remain the student's native or first language spoken.

Example: 015

Valid Values: Refer to valid values table in Appendix K, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 208)

Last Updated: February 2017

Element B18 – Student Language Spoken at Home

Field Name: LanguageSpokenAtHome

Data Type: int (ID 48)

Allow NULL? No. Data is required. (ID 479)

Description: The primary language the student speaks at home.

Business Rules: Must be a valid value from the Language Codes listed in Appendix K. If a

student speaks multiple languages, indicate the language the student uses to

communicate at home.

Students receiving State Transitional Bilingual Instruction Program (STBIP) services, reported in English Learners Student Limited English Proficiency File (J), must have a valid value other than 639 (English) reported in either Element

B18 or Element B17 – Student Primary Language Code.

This data element became mandatory beginning with the 2012–13 school year.

Example: 15

Valid Values: Refer to valid values table in Appendix K found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 210)

Last Updated: February 2017

Element B19 - No Longer An Active Data Element

Field Name: SSN

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element B20 - Residential Zip Code + 4

Field Name: ZipCode
Data Type: varchar
Size: 9

Allow Null? Yes. This is an optional field.

Description: The zip code of the student's residential address.

Business Rules: This should be the five digit postal code, and the four digit extension (no

hyphen), if available. Valid value must be five or nine numeric digits (ID 50)

Example: 985040001 or 98504

Last Updated: January 2007

Element B21 – Is Student Homeless?

Field Name: IsHomeless

Data Type: char Size: 1 (ID 51)

Allow NULL? No. Data is required.

Description: Indicates whether or not the student was homeless at any time during the

current school year as defined in McKinney-Vento Act, Section 725(2).

Business Rules: Section 725 of the McKinney–Vento Act defines the terms used within the valid

values. If the students housing situation changes during the year, the valid value should not be updated. If the student finds permanent housing during the year, the initial reported homeless situation/status should be reported for the remainder of the school year, i.e., do not update to a Valid Value of N until

the next school year.

Example: A

Valid Values: N – Student has not been identified as homeless during this school year.

- A Shelters: Defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. Examples include (but are not limited to) children and youth who are living in homeless shelters, domestic violence shelters or transitional housing.
- B Doubled–Up: Defined as children and youth (including runaway and unaccompanied youth) who are "sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason" [725(2)(B)]. This classification particularly requires a case–by–case determination, keeping in mind the determining factor is whether the accommodation is a "fixed, regular and adequate nighttime residence". (The term "similar" is not defined in law, but is generally understood to include (but not be limited to) such circumstances as family turmoil, domestic violence, incarceration, hospitalization, drug/alcohol treatment, etc.)
- C Unsheltered: Examples include (but are not limited to) children and youth who live in abandoned buildings, campgrounds, vehicles, trailer parks, FEMA shelters, bus/train stations, abandoned in the hospital, living in substandard or inadequate housing, or on the "streets".
- D Hotels/Motels: Children and youth residing in hotels/motels due to lack of alternative housing. (ID 211)

Last Updated: February 2017

Element B22 - Is Student an Approved Private-School Student Attending Class Part Time?

Field Name: IsApprovedPrivateSchoolStudentAttendingPartTime

Data Type: char Size: 1 (ID 52)

Allow NULL? No. Data is required.

Description: Indicates whether or not the student is enrolled in an approved private school

and is attending class(es) part time. Per WAC 392-121-182, private-school students attending class part time in Alternative Learning Experience (ALE)

funded courses must be reported according to their claimed FTE.

Per WAC 392-121-182 'any student whose alternative learning experience enrollment is claimed as greater than 0.8 full–time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to

existing state and federal accountability rules and procedures'.

Business Rules: A student is defined as Approved Private School Attending Class Part Time

when they are attending a private school but are also enrolled in a public

school for the purpose of taking any course or courses.

Example: 3 **Valid Values:** 0 – No

1 – Yes, student is/was a private–school student participating in public school courses and has not claimed any ALE funding in any month through the

January count date.

2 – Yes, student is/was a private–school student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE.

3 – Yes, student is/was a private–school student participating in public school courses and in at least one month through the January count date the students ALE Enrollment was claimed as greater than 0.8 FTE. (ID 212)

Last Updated: February 2013

Element B23 – Is Student a Home-Schooled Student Attending Class Part Time?

Field Name: IsHomeBasedStudentAttendingPartTime

Data Type: char Size: 1(ID 53)

Allow NULL? No. Data is required.

Description: Indicates whether or not the student is a home–schooled student attending

class(es) part time. Per WAC 392-121-182, home–schooled students attending class part time in Alternative Learning Experience (ALE) funded courses must be

reported according to their claimed FTE.

Per WAC 392-121-182 'any student whose alternative learning experience enrollment is claimed as greater than 0.8 full–time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to

existing state and federal accountability rules and procedures'.

Business Rules: A student is defined as Home–Schooled Attending Class Part Time when they

are participating in home-based instruction and also are enrolled in a public

school for the purpose of taking any course or courses.

Example: 2

Valid Values: 0 – No

- 1 Yes, student is/was a home–schooled student participating in public school courses and has not claimed any ALE funding in any month through the January count date.
- 2 Yes, student is/was a home–schooled student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE.
- 3 Yes, student is/was a home–schooled student participating in public school courses and in at least one month through the January count date the students ALE Enrollment was claimed as greater than 0.8 FTE. (ID 213)

Last Updated: February 2013

Element B24 – Student Exchange Status

Field Name: IsF1VisaForeignExchangeStudent

Data Type: char Size: 1 (ID 54)

Allow NULL? No. Data is required.

Description: Indicates whether a student is enrolled in your school as a J-1 Foreign Exchange

student or is enrolled with an F-1 Visa.

Business Rules: J-1 VISA students are in a program that 'exchanges' a student from our country

with a student from another country. As a result, foreign exchange students are regarded as 'regular' students in the district and generate apportionment for

the district like any other resident student.

Students on F-1 Visas do not generate apportionment because someone is

paying tuition to the district to enable their enrollment.

Example: N

Valid Values: N – No

J – J-1 VISA Foreign Exchange Student F – F-1 VISA Student (ID 214, 621)

Last Updated: January 2014

Element B25 - No Longer An Active Data Element

Field Name: IsStudentInFosterCare

Description: This data element is no longer collected through CEDARS

Last Updated: January 2013

Element B26 – Graduation Requirements Year

Field Name: GradRequirementsYear

Data Type: char (ID 56)

Size: 4

Allow NULL? Yes. Conditional.

Description: The year for which the student is held accountable for meeting the

requirements of graduation. (ID 406)

Business Rules: Data is required if the student is in grades 9–12. (ID 404)

The year to be assigned is four years after the year the student enters 9th grade. (HD 216) This year is not to be changed due to IEP or State Transitional Bilingual

Instruction plans. If an IEP or State Transitional Bilingual Instruction plan

indicates the student may have additional years to meet the requirements of graduation, then <u>Element B27</u> – Expected Year of Graduation will reflect this extension. Regardless of the information reported within <u>Element B27</u>, the student is still held to the graduation requirements that are defined for the year recorded within this element.

Example: For the school year 2012–2013, you would enter 2016

Student Graduation Requirements:

- Students must meet the minimum graduation requirements in place for their assigned graduation requirements year. Students entering 9th grade in the 2012–13 school year are assigned a graduation requirements year of 2016 (four years). (ID 405)
- The requirements for the graduation requirements year stay with the students throughout their high school experience regardless of the length of time it takes to graduate. (ID 217)
- If special education, transitional bilingual, or migrant students have an adjusted **expected graduation year**, they must meet the requirements of their unadjusted **graduation requirements year** (9th grade entry plus 4 years).
- Students who take more time or less time to graduate still must meet the graduation requirements for their assigned graduation requirements year, not the year of actual graduation.

Last Updated: February 2011

Element B27 – Expected Year of Graduation

Field Name: ExpectedGradYear

Data Type: char Size: 4 (ID 57)

Allow NULL? Yes. Conditional.

Description: The year in which the student is expected to graduate. **Business Rules:** Data is required if the student is in grades 9–12. (ID 378)

Students shall be assigned an expected graduation year that is four school years greater than the year they begin 9th grade, or for transfer students (out–of–district or out–of–state), based on a transcript evaluation. (ID 218, 219)

- Special Education students may be assigned an expected graduation year beyond the standard four—year period, up to a maximum of seven years, and their expected year of graduation can be changed during or prior to the school year in which the student turns 16, if determined by their IEP team. If a student is determined eligible for services after the student turns 16, the IEP team reviews the information and assigns an expected graduation date at the IEP meeting following the eligibility requirement.
- Students in transitional bilingual education programs may be assigned an expected graduation year beyond the standard four-year period, up to a maximum of seven years.
- Migrant students may be assigned an expected graduation year beyond the standard four—year period, up to a maximum of five years,

If a mistake was made in the original assignment of Expected Graduation Year, please update in your next CEDARS submission.

Example: 2015

Last Updated: February 2011

Element B28 - Cumulative Grade Point Average

Field Name: GPA

Data Type: numeric (ID 58)

Size: 4,3 (Five characters including the decimal point)

Allow NULL? Yes. Conditional

Description: This is the student's cumulative grade point average (GPA) as reported on the

state standardized transcript.

Business Rules: This data element is reported for students in grades 9–12.

Data is required if the student has earned a GPA. Report using a numerical range from 0.000 to 4.000

If a student has a zero grade point average because of failure in all classes, the

GPA would be reported as 0.000. The GPA must be a "positive" number.

Pass/Fail courses (passed or failed) do not generate a GPA. If only Pass/Fail courses are taken, the data element should be left blank since no numerical

GPA has been earned.

Incoming freshmen might not have GPAs until the end of the first

semester/grading period. If GPA is not assigned, the GPA may be left blank. For GPAs stored in other formats, make the appropriate transformation (WAC

180-57-050, WAC 180-57-055).

Example: 3.256

Valid Values: 0.000 to 4.000 (ID 220)

Last Updated: April 2010

Element B29 - Credits Attempted

Field Name: CreditsAttempted

Data Type: numeric

Size: 6,2 (Seven characters including the decimal point) (ID 52)

Allow NULL? Yes. Conditional. (ID 374)

Description: The total cumulative number of credits the student has attempted for courses

earning high school credit.

Business Rules: This data element is reported for all credits attempted by the student for

courses earning high school credit.

The Credits Attempted reported within Element B29 must be equal to or greater than the Credits Earned reported within <u>Element B30</u> – Credits Earned.

(ID 377)

Example: 1234.56

Valid Values: 0.00 to 9999.99 Last Updated: February 2011

Element B30 – Credits Earned

Field Name: CreditsEarned

Data Type: numeric

Size: 6,2 (Seven characters including the decimal point) (ID 60)

Allow NULL? Yes. Conditional. (ID 374)

Description: The total cumulative number of credits the student has earned for high school

credit courses.

Business Rules: This data element is reported for all credits earned by the student for courses

earning high school credit.

If a student has zero credits earned because of failure in all classes, the credits

earned would be reported as 0.00.

Incoming freshmen may have high school credits for courses taken in an earlier

grade level.

The Credits Earned reported within Element B30 must be less than or equal to the Credits Attempted reported within <u>Element B29</u> – Credits Attempted. (ID

377)

Example: 1234.56

Valid Values: 0.00 to 9999.99 Last Updated: February 2011

Element B31 – Is Student Identified as Immigrant?

Field Name: IsStudentImmigrant

Description: This data element is no longer collected through CEDARS

Last Updated: January 2014

Element B32 – Initial USA School Enrollment

Field Name: InitialUSAPlacementDate

Data Type: date (ID 494, 590)

Allow NULL? Yes. Conditional. (ID 408)

Description: The date the student first enrolled in education anywhere in the United States

in grade K or higher, excluding education in Department of Defense or Embassy

schools.

Business Rules: If <u>Element B10</u> – Birth Country is other than USA, information is required. (ID

591) Date should be formatted as MM/DD/YYYY. (ID 396)

Example: 09/25/2001 **Last Updated:** February 2016

Element B33 – Not An Active Data Element

Field Name: NumMonthsUSAttendance

Description: This data element is no longer collected through CEDARS

Last Updated: January 2014

Element B34 - Number of Months Non US Attendance in School

Field Name: NumMonthsNonUSFormalEducation

Data Type: int (ID 398, 525)
Allow NULL?
Yes. (ID 592)

Description: Number of months the student received formal education outside the US in

his/her native language (equivalent to grades K-12) prior to enrolling in this

district.

Business Rules: Report the number of months. This number should reflect the school months in

a year and exclude summer months.

Example: 24

Last Updated: October 2014

Element B35 – Military Parent or Guardian

Field Name: MilitaryFamilyIndicator

Data Type: Char Size: 1 (ID 671)

Allow NULL? No. Data is required

Description: Indicates whether or not the students parent or guardian is currently in the

military as required by RCW 28A.300.505(2)(b) and further defined in Substitute

Senate Bill 5163.

Business Rules: If the student's family military status changes during the school year, the valid

value first reported should only be updated if the student/family reports a parent or guardian has entered military service or if it becomes apparent a reporting error has occurred; in which case, the valid value should be corrected

as appropriate.

Example: A

Valid Values: N – Student/family reported no parent or guardian is currently serving as a

member of the active duty U.S. Armed Forces, Reserves of the U.S. Armed

Forces or the National Guard of Washington or other State

A – Student/family reported having a parent or guardian who is a current

member of the active duty U.S. Armed Forces

R – Student/family reported having a parent or guardian who is a current

member of the reserves of the U.S. Armed Forces

G – Student/family reported having a parent or guardian who is a current member of the National Guard of Washington or other State

M – Student/family reported having more than one parent or guardian who is currently either a member of the active duty U.S. Armed Forces, Reserves of the U.S. Armed Forces or the National Guard of Washington or other

State

Examples include students who have been identified as having one parent or guardian who is a member of the active duty U.S. Armed Forces or Reserves or the National Guard of Washington or other State and the other parent or guardian is also a member of the active duty U.S. Armed Forces or Reserves or the National Guard of Washington or other State

Z – No Response/Refused to State

X – Data Not Available

(ID 694)

Last Updated: June 2016

Element B36 – Preferred Last Name

Field Name: PreferredLastName

Data Type: varchar Size: 60 (ID 739)

Allow Null? No. Data is Required.

Description: The preferred last name of the student. If the student's preferred last name is

their legal last name, Element B36 and Element B06 – Legal Last Name should

contain the same last name.

Business Rules: Students who attend Washington public schools have the right to be addressed

by their preferred name. Schools cannot require a legal name change for staff

to use the student's preferred last name.

Example: Smith

Last Updated: February 2017

Element B37 – Preferred First Name

Field Name: PreferredFirstName

Data Type: varchar
Size: 60 (ID 740)
Allow Null? Yes. Conditional.

Description: May be left blank only when student has no first name. The preferred first name

of the student. If the student's preferred first name is their legal first name, Element B37 and <u>Element B07</u> – Legal First Name should contain the same first

name.

Business Rules: Students who attend Washington public schools have the right to be addressed

by their preferred name. Schools cannot require a legal name change for staff

to use the student's preferred first name.

Example: John

Last Updated: September 2017

Element B38 – Preferred Middle Name(s)

Field Name: PreferredMiddleName

Data Type: varchar **Size:** 60

Allow Null? Yes. Conditional.

Description: The preferred middle name(s) of the student. Students who attend Washington

public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred

middle name.

Business Rules: May be left blank only when student has no middle name. If the student's

preferred middle name is their legal middle name, Element B3836 and Element

B08 – Legal Middle Name(s) should contain the same middle name.

Example: Ray

Last Updated: February 2018

School Student File (C)

File Name: SchoolStudent

Description: This file consists of a record(s) for each student of the enrollment data

associated with each entry and exit for every school that served the student within the current school year. A student should have a record for each enrollment. Multiple enrollment records within one school will be necessary if the student enters, exits and re–enters a school. Entry and exit dates may not

overlap for individual students.

Sample File Name: 12345_0000_SchoolStudent_20180906_20182019.txt

Element C01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4 (ID 69)

Allow NULL? No. Data is required.

Description: The four–digit year in which the school year ends. (ID 356)

Business Rules: For the 2018-19 school year, report 2019.

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element C02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char Size: 5 (ID 70)

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. (ID 82) 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. (ID 304)

Example: 12345

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

(ID 223)

Last Updated: January 2015

Element C03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar Size: 50 (ID 71)

Allow Null? No. Data is required.

Description: This is the student identifier <u>assigned by the district</u> to the student. (ID 224,

325) This data element is used in the matching of district data with records in

CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student. (ID 304)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element C04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10 (ID 72)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element C05 - Location ID

Field Name: LocationId

Data Type: varchar

Size: 4 (ID 73)

Allow NULL? No. Data is required.

Description: The Location ID for the school as generated by the District's Student

Information System (SIS).

Business Rules: This is an internal number generated by the district and is required.

If you do not have an ID assigned to this field, report OSPI school code

reported in Element A05 – School Code. (ID 304)

The ID reported in Element C05 must be included in the Location File A. (ID 225,

326)

Example: 1234

Last Updated: September 2007

Element C06 - Date Student Enrolled in School

Field Name: SchoolEnrollmentDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date on which the student began school.

Business Rules: This date must be equal to or greater than the date contained in Element B14 –

Date Enrolled in District. (ID 226)

If during this current school year, the student exits the school and then returns, the date the student returned to the school and resumed participation in class becomes the school enrollment date. The school enrollment date shall be reported in the current school year in which the enrollment occurred. If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student).

If a student has multiple records the Date Student Enrolled in School may not overlap with another record for the student.

If the student enrolls during the summer when school is not in session, use the date the student will begin classes (the first day of the current school year) as the school enrollment date.

The enrollment date must be on or after Element B09 – Birth Date.

Continuously enrolled status for the school will be calculated for AYP purposes based on this element and <u>Element C08</u> – Date Student Exited from School.

Date should be formatted as MM/DD/YYYY (ID 74)

Example: 01/01/2000 **Last Updated:** April 2011

Element C07 – No Longer An Active Data Element

Field Name: SchoolEntryCode

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element C08 – Date Student Exited from School

Field Name: SchoolExitDate
Data Type: date (ID 76)
Allow Null? Yes. Conditional.

Description: The date on which the student withdraws from the school. The last day the

student attended or received services from the school. This date will change

each time a student leaves the school.

Business Rules: This date must be equal to or greater than the date in <u>Element C06</u> – Date

Student Enrolled in School.

If the student exits during the summer, use the actual date on which the

student left the school.

If the student enters and exits the school on the same date, the same date is used in <u>Element C06</u> – School Enrollment Date and C08 – School Exit Date. If C08 – School Exit Date is reported for student, information must be provided

for Element C09 – School Withdrawal Code. (ID 369)

If the student is also leaving the district Element B15 – Date Exited from District

must also be provided. (ID 763)

Continuously enrolled status for the school will be calculated for AYP purposes based on this element and <u>Element C06</u> – Date Student Enrolled in School. Date

should be formatted as MM/DD/YYYY.

Example: 01/01/2000 **Last Updated:** February 2011

Element C09 – School Withdrawal Code

Field Name: SchoolWithdrawalCode

Data Type: varchar Size: 2 (ID 77)

Allow Null? Yes. Conditional.

Description When a student has withdrawn from the school, this element contains the code

identifying the type/reason for the withdrawal.

Business Rules If the student has withdrawn from the school, the valid value reported must be

a valid value from School Withdrawal Codes, Appendix M. Use the numeric

character 0 for zero, not the letter O.

If the value in Element C09 is C2, the student must be identified in Element I06 – Attribute or Program Code with a valid value of 36 - Disability, have a disability code reported in Element I10 – Qualification Code and the student must be included in the Student Special Education Programs File K. (ID 229,

230, 609)

If a valid value is reported in Element C09, then <u>Element C08</u> – Date Exited from School, is required. (ID 228) If valid value reported is any valid value other than T1 – Confirmed Transfer out of school within district, then <u>Element B15</u> – Date Exited from District, is also required and must contain the same date as that

reported in Element C08. (ID 231, 610)

Example: G0

Valid Values: Refer to the valid values in Appendix M, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx.

Last Updated: January 2014

Element C10 – Is this the School that is Primarily Responsible for the Student?

Field Name: IsPrimarySchool

Data Type: char

Size: 1 (ID 78)

Allow NULL? No. Data is required.

Description: Indicates whether or not this is the school with primary responsibility for the

student.

Business Rules: Each student must have only one school of primary responsibility designated at

any point in time during the academic school year. For students who attend only one school in the state of Washington, that one school is the school

primarily responsible for the student.

For students who move from one school to another school in the same reporting period, it is possible that two or more records will be submitted indicating more than one school as the primary school for a given student. In this case, entry and exit dates should not overlap for each of the schools flagged as being a school of primary responsibility. The school entry and exit dates (Element C06 and Element C08) for each of the schools will be used to

determine that the records are not in error. (ID 232)

There are cases where a student attends more than one school in the state of Washington simultaneously, and following are some guidelines to assist you in determining which school to flag as the school primarily responsible for the

student.

- If a student receives services in another district (part time or full time) by way of an inter–district agreement, the inter–district agreement must specify who is to claim primary responsibility.
- If a student attends two schools within the same district, the district determines which school shall report primarily responsibility for the student's education. This can be done by choosing the school that is geographically located closest to the student's residence, or by another method that the district deems acceptable.
- If a student attends a skill center, the student's sending high school is reported as the student's school of primary responsibility. Note: a student cannot attend only a skill center; they must be assigned to a high school.
- If a student is enrolled in an online school, defined as a school in which more than half of both the course content and teaching are conducted online, this data element is coded 'Y' only when the online school is, in fact, the student's school of primary responsibility.
- If a student participates in Running Start full time, the school s/he is enrolled in, and would attend if not participating in Running Start, is the school of primary responsibility.

Example: Y

Valid Values: N – No

Y – Yes (ID 365)

Last Updated: September 2010

Element C11 – School Choice Code

Field Name: SchoolChoiceCode

Data Type: int (ID 79)

Allow Null? No. Data is required.

Description: Indicates whether or not the student is attending a school as a result of the

school choice option as defined under federal accountability, either because their prior school did not meet accountability or is deemed "persistently

dangerous".

Any child who has been the victim of a violent crime on the grounds of his or her school is also eligible for school choice (Title IX, section 9532 of ESEA). Note: Students enrolled based on an inter-district agreement should not be

reported as "school choice."

Business Rules: If the student is enrolled under school choice due to Public School Choice or

Persistently Dangerous Schools an appropriate valid value of 1 or 2 must be reported. If the student has enrolled in your district, after being released from their original district, under Student Enrollment Options a valid value of 3 –

Student Enrollment Options (State Law) must be reported.

Example: 1 or 01

Valid Values: 0 – Not Applicable

1 – School Choice (Federal requirement). Parents have selected this school because the student's school has failed to meet accountability requirements as defined under federal accountability.

2 – Persistently Dangerous Schools (Federal requirement).

Parents have selected this school because the student's school of geographic residence has been identified as "Persistently Dangerous" as defined under federal accountability.

3 – Student Enrollment Options (State Law)

Parents have selected this district and school because the student/parents choose to have the student attend school in another district based on the

provisions of RCW 28A.225.310.

(ID 233)

Last Updated: February 2018

Element C12 – Cumulative Days Present this Enrollment Period

Field Name: CumulativeDaysPresent

Data Type: int (ID 80, 526)

Allow Null? No. Data is required.

Description: The total cumulative number of days the student has been present and in

attendance in this enrollment period for this school.

Business Rules: Must be a positive number less than or equal to 366. (ID 234) For this purpose,

enrollment period is defined as the first day of enrollment in this school, during this school year, through the end of the reporting period. If the student enrolls in a school multiple times in the same school year, report only from the first day of the most current enrollment within this school year. This total is a cumulative total number, and the total should reflect any corrections made to the student's

enrollment and attendance that have been made since the last reporting

submission.

Example: The student enrolled on October 5th and continued the enrollment through the

end of November. There are 30 school days between October 5th and

November 30th, and the student was absent 6 days. This element should then

reflect 24 (30 school days - 6 days absent).

The student enrolled on October 1st and continued enrollment through the end of the school year. The first submission including the student was done October 7th, representing 5 school days, and the student was absent 1 day during this time period. This element should then reflect 4 school days (5 school days – 1 absent). A later submission, e.g., November 27th, would show a larger number

of school days.

Last Updated: January 2013

Element C13 – No Longer An Active Data Element

Field Name: NumUnexcusedAbsence

Description: This data element is no longer collected through CEDARS

Last Updated: February 2012

Element C14 – Confirmed Transfer In

Field Name: ConfirmedTransferIn

Data Type: char **Size:** 1

Allow Null? Yes. Conditional.

Description: Identifies where the student transferred in from when entering a school.

Business Rules: If, prior to this enrollment, the student last attended school outside of

Washington state a valid value of 1 – Transfer in from outside of Washington

state should be reported.

If, prior to this enrollment, the student last attended private-school within Washington State, a valid value of 2 – Transfer in from private-school in

Washington state should be reported.

If, prior to this enrollment, the student last attended home-school within Washington State, a valid value of 3 – Transfer in from home-school in

Washington state should be reported.

For all other situations, this element should be left blank.

Outside of Washington State includes but is not limited to enrollment in any school in another US State, outside of the United States, and on a military

installation outside of Washington State.

Example: 1

Valid Values: 1 – Transfer in from outside of Washington state

2 – Transfer in from private-school in Washington state

3 – Transfer in from home-school in Washington state

Last Updated: February 2018

Course Catalog File (D)

File Name: CourseCatalog

Description: This file is a catalog of all courses for all grades in the current school year

offered at each school in the district. There should be one record for each course offered at each school within the district. For example, if Eng101 is offered at two schools, there would be two records in this file for Eng101, one

for each school in the district offering the course.

Sample File Name: 12345_0000_CourseCatalog_20180906_20182019.txt

Element D01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4 (ID 19)

Allow NULL? No. Data is required.

Description: The four–digit year in which the school year ends. (ID 353)

Business Rules: For the 2018-19 school year, report 2019.

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element D02 - Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char Size: 5 (ID 20)

Allow NULL? No. Data is required.

Description: The serving county 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. (ID 30, 301)

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.

(ID 180)

Last Updated: January 2015

Element D03 - Location ID

Field Name: LocationId

Data Type: varchar

Size: 4 (ID 21)

Allow NULL? No. Data is required.

Description: The Location ID for the school where the course is offered as generated by the

District's Student Information System (SIS).

Business Rules: This is an internal number generated by the District and is required.

If you do not have an ID assigned to this field, report the OSPI school code

reported in Element A05 – School Code.

The ID reported in Element D03 must be included in the Location File A. (ID

181, 324)

Example: 1234

Last Updated: August 2008

Element D04 - Course ID

Field Name: Courseld

Data Type: varchar

Size: 20 (ID 22)

Allow NULL? No. Data is required.

Description: The course ID used by the district or school to represent the unique course

number.

Business Rules: Include the Course ID for all courses offered for the current school year for

grades PK-12.

Example: Hist101A16
Last Updated: July 2011

Element D05 – Course Title

Field Name:CourseTitleData Type:varcharSize:50 (ID 23)

Allow NULL? No. Data is required

Description: Course title given to the course in this school and district.

Business Rules: Include the Course Title for grades PK–12. If Element D07 – Course Designation

Code contains a valid value of A – Advanced Placement, the Course Title must include the official AP course title or abbreviation. If Element D07 contains a valid value of I – International Baccalaureate the Course Title must include the official IB course title or abbreviation. If districts provide course titles specific to their district, both AP and/or IB Course titles may be provided in brackets before or after the district course title. A list of approved AP and IB course titles

and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx. A list of schools with

approved AP courses can be found at

https://apcourseaudit.epiconline.org/ledger. A list of schools with approved IB

courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®i

on=WA&find schools=Find.

Example: AP Western Civilization [AP European History]

Last Updated: June 2013

Element D06 – Content Area Code

Field Name: ContentAreaCode

Data Type: varchar

Size: 3

Allow NULL? Yes. Conditional

Description: Indicates that the class is a block class (123) with more than one core content

area associated or that it is a non-instructional (ZZZ) class with no teacher

providing instruction.

Business Rules: If a valid value is submitted, it must be a valid Content Area Code of 123 or

ZZZ.

Example: 123

Valid Values: 123 – More than one core content area (block class)

ZZZ - Non-instructional time

NULL (ID 182)

Last Updated: February 2016

Element D07 – Course Designation Code

Field Name: CourseDesignationCode

Data Type: varchar Size: 10 (ID 25)

Allow Null? Yes. Conditional.

Description: The Course Designation Codes outlined in WAC 392–415–070. In addition to

the Course Designation Codes provided in the WAC, the Course Designation Codes specific to the Cambridge Program and Online courses may be reported.

Business Rules: Report Course Designation Codes for all courses for which a Course

Designation Code is appropriate.

A Course Designation Code of R-Running Start may not also be reported as I – International Baccalaureate, C – College in the High School, T – CTE Dual Credit

(Tech Prep), A – Advanced Placement, K – Cambridge Program, L – Local

Competency Test, N – National Competency Test or H - Honors.

A Course Designation Code of Z – Non Instructional may not also be reported as A – Advanced Placement, K – Cambridge Program, C – College in the High School, I – International Baccalaureate, R – Running Start, S – Science Lab or T –

CTE Dual Credit (Tech Prep).

If Element D07 contains a T – CTE Dual Credit (Tech Prep), <u>Element D10</u> – Classification of Instructional Program (CIP) Code Number must contain a CIP code approved for the submitting district.

If Element D07 contains an A – Advanced Placement or an I – International Baccalaureate, then <u>Element D09</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code must have a valid code from the appropriate Advanced Placement and International Baccalaureate Codes table. AP and IB codes may only be reported by schools with approved courses. (ID 498, 499) A list of approved AP and IB course titles and abbreviations can be found in Appendix

Q, in the CEDARS Appendices, located at

http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 183)

A list of schools with approved AP courses can be found at

https://apcourseaudit.epiconline.org/ledger.

A list of schools with approved IB courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®i

on=WA&find schools=Find.

Example: IC

Valid Values: I – International Baccalaureate

> C – College in the High School T – CTE Dual Credit (Tech Prep)

H – Honors

A – Advanced Placement

R – Running Start (ID 506, 507)

B – College Academic Distribution Requirements (CADR)

K – Cambridge Program

O – Online (does not print on the transcript)

L – Local Competency Test N – National Competency Test

Q – Quantitative S – Science Lab

Z – Non Instructional (ID 625)

Y – 1418 Youth reengagement dual credit D – District or other local dual credit program

September 2018 **Last Updated:**

Element D08 – State Course Code

Field Name: StateCourseCode

Data Type: char Size: 6 (ID 26)

Allow Null? No. Data is required. (ID 372)

Description: The course code used by the State to represent the unique course.

Business Rules: Must be a valid State Course Code. State Course Codes must be provided for all

courses.

High school rigor courses must use the High School Rigor State Course Codes, this includes those courses offered in middle or junior high schools that are of high school rigor.

Middle schools, Grades 6-8, must use the Non-High School Rigor State Course Codes for core content area courses including electives and enrichment courses when core content is part of the coursework and the course is of non-high school rigor.

For other courses, districts are encouraged to use the Non-High School Rigor State Course Codes that identify non-high school rigor.

The generic Middle/Jr. High code of WA0006 should only be used when the content of the course does not fit the provided Non-High School Rigor State Course Codes.

District may use the Elementary code of WA0007 for reporting elementary school courses.

State Course Code WA0005 (high school rigor) or 22007N (non-high school rigor) – AVID (Advanced Via Individual Determination) may only be submitted by schools authorized to offer AVID Courses. (ID 564) A list of the authorized schools can be found in Appendix H, in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.

02051 (Pre-Algebra). **Example:**

Valid Values: Refer to the valid values in the State Course Code Lists, located at

http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 184)

Last Updated: September 2018

Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code

Field Name: APIBCourseCode

Data Type: numeric

Size: 4,2 (Five characters including the decimal point) (ID 27)

Allow Null? Yes. Conditional

Description: The Advanced Placement (AP) course code or International Baccalaureate (IB)

course code associated with this course.

Business Rules: If <u>Element D07</u> – Course Designation Code contains an A – Advanced

Placement or an I – International Baccalaureate, then Element D09 must have a valid code. (ID 186, 501) If an AP or IB code is provided, it must be a valid value from the Advanced Placement and International Baccalaureate Codes table. Beginning with the 2013–14 school year, AP and IB codes may only be reported

by schools with approved courses.

AP and IB codes may only be reported by schools with approved courses. A list

of schools with approved AP courses can be found at

https://apcourseaudit.epiconline.org/ledger. (ID 565) A list of schools with

approved IB courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®i

on=WA&find schools=Find. (ID 563)

Validations for this element will be implemented on January 30 of the current

reporting school year.

Example: 12.34

Valid Values: Refer to the valid table in Appendix Q, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 185)

Last Updated: January 2015

Element D10 – Classification of Instructional Program (CIP) Code Number

Field Name: CIPCode
Data Type: char
Size: 6 (ID 28)

Allow NULL? Yes. Conditional. (ID 696)

Description: The Classification of Instructional Program (CIP) Code Number assigned by

OSPI to the approved Career and Technical Education (CTE) course.

Business Rules: Data is required for Career and Technical Education (CTE) courses.

If <u>Element D07</u> – Course Designation Code, contains a T – CTE Dual Credit (Tech Prep) and the course is an approved CTE Course listed for your district in the Career and Technical Education application in EDS, then Element D10 must have a valid CIP Code Number, from the CIP Code Numbers and Course Titles for Approved CTE Courses for the current reporting year, found in Appendix S.

(ID 188)

Example: 010103

Valid Values: Refer to the approved Classification of Instructional Program (CIP) Codes

approved specifically for your School District for the reporting school year in

the Career and Technical Education application in the Education Data System

(EDS). (ID 187, 514)

Last Updated: January 2013

Element D11 – No Longer An Active Data Element

Field Name: IsDirectTranscriptionAvailable

Description: This data element is no longer collected through CEDARS

Last Updated: February 2011

Element D12 – CTE Course Equivalency Identification

Field Name: CourseEquivalencyIdent

Data Type: Char Size: 1 (ID 672)

Allow NULL? Yes. Conditional

Description: RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to

determine course equivalency for Career and Technical Education (CTE) courses. Element D12 is designed to collect the course identification for which districts authorize course equivalency to each CTE course offered within the course catalog collection file. A course must meet the mandatory hours of 180 or 540,

as designated, to achieve statewide course equivalency.

Business Rules: Data is required for Career and Technical Education (CTE) courses. If <u>Element</u>

<u>D10</u> – Classification of Instructional Program (CIP) Code Number, contains a

value, then Element D12 may not be NULL. (ID 696)

Example: A

Valid Values: A – Statewide Equivalency Course

B – Local Equivalency CourseC – No Course Equivalency

(ID 695)

Last Updated: February 2017

Element D13 – CTE Equivalency

Field Name: CTEEquivalency
Data Type: Char (ID 741)

Size: 02

Allow NULL? Yes. Conditional

Description: RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to

determine course equivalency for Career and Technical Education (CTE) courses. Element D13 is designed to collect the type of equivalency applied to each CTE course offered within the course catalog for which the district utilizes a course

equivalency.

Business Rules: Data is required when <u>Element D12</u> – CTE Course Equivalency Identification

valid value is A – Statewide Equivalency Course or B – Local Equivalency Course.

(ID 743)

Example: 02

Valid Values: 01 – Other Local Equivalency not aligned with valid values 02-19

02 – Algebra 1 03 – Algebra 2

- 04 Geometry
- 05 Statistics
- 06 Biology
- 07 Physics
- 08 Lab Science
- 09 Science (Other than Biology, Physics or Lab Science)
- 10 1 Credit Beyond Geometry
- 11 3rd Year Math
- 12 3rd Year Math and Science
- 13 Biology or Lab Science
- 14 English
- 15 English and 3rd Year Math
- 16 English and Science
- 17 English, 3rd Year Math, and Science
- 18 Life Science or Lab Science
- 19 Physics or Lab Science

(ID 742)

Last Updated: Febr

February 2017

Student Schedule File (E)

File Name: StudentSchedule

Description: Schedules for each student in grade PK through grade 12 will be provided in

this file. Include all courses attempted for the student during the current school

year up to point of data submission.

All students reported in File (E) must have a corresponding enrollment record reported for them in School Student File (C) at the same school. Records will be rejected if there is no corresponding enrollment record in School Student File

(C) for that school.

All courses reported in File (E) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course

Catalog File (D).

Sample File Name: 12345 0000 StudentSchedule 20180906 20182019.txt

Element E01 – School Year

Field Name: SchoolYear

Data Type: char **Size:** 4

Allow NULL? No. Data is required. (ID 162)

Description: The four–digit year in which the school year ends. **Business Rules:** For the 2018-19 school year, report 2019. (ID 363)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element E02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char Size: 5 (ID 163)

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. (ID 170)

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.

Element E02 – Serving County District Code, <u>Element E03</u> – District Student ID, <u>Element E05</u> – Location ID, <u>Element E06</u> – Course ID, <u>Element E07</u> – Section ID and <u>Element E08</u> -

Term combination must be distinct. (ID 313)

Example: 12345

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

(ID 296)

Last Updated: January 2015

Element E03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar Size: 50 (ID 164)

Allow Null? No. Data is required.

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS. (ID

297, 320)

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student.

<u>Element E02</u> – Serving County District Code, Element E03 – District Student ID, <u>Element E05</u> – Location ID, <u>Element E06</u> – Course ID, <u>Element E07</u> – Section ID and <u>Element E08</u> -

Term combination must be distinct. (ID 313)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element E04 – State Student ID (SSID)

Field Name: SSID Data Type: char

Size: 10 (ID 165)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. (ID

571)

Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element E05 - Location ID

Field Name: LocationId

Data Type: varchar

Size: 4 (ID 166)

Allow NULL? No. Data is required.

Description: The Location ID for the school where the student completed or is attending the

course as generated by the District's Student Information System (SIS).

<u>Element E02</u> – Serving County District Code, <u>Element E03</u> – District Student ID, Element E05 – Location ID, <u>Element E06</u> – Course ID, <u>Element E07</u> – Section ID and <u>Element E08</u> -

Term combination must be distinct. (ID 313)

Business Rules: This is an internal number generated by the district and is required.

If you do not have an ID assigned to this field, report OSPI school code reported in <u>Element A05</u> – School Code.

The ID reported in Element E05 must be included in the Location File A. (ID 298,

321)

The Location ID submitted in Element E05 and <u>Element D03</u> – Location ID, for the same course, must map to the same School Code submitted in Location File

(A) Element A05 – School Code (ID 313)

(A), <u>Element A05</u> – School Code. (ID 313)

The combination of Element E05 and <u>Element E06</u> – Course ID must correspond to the values reported in <u>Element D03</u> - Location ID and <u>Element D04</u> - Course ID. (ID 870)

Example: 1234

Last Updated: February 2017

Element E06 – Course ID

Field Name: Courseld

Data Type: varchar

Size: 20 (ID 167)

Allow NULL? No. Data is required.

Description: The course ID used by the district or school to represent the unique course

number.

Business Rules: Include course id for all courses attempted during the current school year.

Course IDs must be reported for all courses offered in grades PK-12.

This course ID must be included in the <u>Course Catalog File (D). (ID 299, 319)</u> The Course ID submitted in Element E06 and <u>Element D04</u> – Course ID, for the same course, must map to the same School Code submitted in Location File (A),

Element A05 – School Codes (ID 745)

The combination of <u>Element E05</u> - Location ID and <u>Element E06</u> must correspond to the values reported in <u>Element D03</u> - Location ID and <u>Element D04</u> - Course ID. (ID 870) <u>Element E02</u> - Serving County District Code, <u>Element E03</u> - District Student ID, <u>Element E05</u> - Location ID, Element E06 - Course ID, <u>Element E07</u> - Section ID and <u>Element E08</u> -

Term combination must be distinct. (ID 313)

Example: Hist101A16 **Last Updated:** February 2017

Element E07 – Section ID

Field Name: SectionId

Data Type: varchar

Size: 20 (ID 168)

Allow Null? No. Data is required.

Description: Section number used for the identification of a unique occurrence of a

class/staff/location. The section ID is intended to uniquely identify each class/period of students that occur. It is not intended to broadly identify a

course(s) offered.

Business Rules: Include the Section ID for all courses attempted or completed during the

current school year for students in grades PK-12.

<u>Element E02</u> – Serving County District Code, <u>Element E03</u> – District Student ID, <u>Element E05</u> – Location ID, <u>Element E06</u> – Course ID, Element E07 – Section ID and <u>Element E08</u> -

Term combination must be distinct. (ID 313)

Example: 7

Last Updated: January 2013

Element E08 – Term

Field Name: Term
Data Type: varchar
Size: 12 (ID 169)

Allow NULL? No. Data is required.

Description: Term in which the course is being taken.

Business Rules: Include the Term for all courses attempted during the current school year for all

students. This value will be used to connect teacher and student schedules so the designator for Term must be the same for Element E08 and <u>Element G07</u> –

Term. (ID 400)

<u>Element E02</u> – Serving County District Code, <u>Element E03</u> – District Student ID, <u>Element E05</u> – Location ID, <u>Element E06</u> – Course ID, <u>Element E07</u> – Section ID and Element E08 -

Term combination must be distinct. (ID 313)

Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks into the school year.

When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise,

use the Semester designation.

Example: Sem1 or TRI3

Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 385)

Last Updated: January 2012

Element E09 – ALE Course Type

Field Name: ALEFunded

Data Type: char Size: 1 (ID 522)

Allow NULL? No. Data is required.

Description: Identifies how the instruction for the course reported in <u>Element E06</u> – Course

ID was provided.

Business Rules: Report the valid value that describes the type of ALE instruction provided for

the course reported in <u>Element E06</u> – Course ID. If Element E09 contains a valid value of O – Online then <u>Element D07</u> – Course Designation Code must contain

a valid value of O – Online. (ID 604)

Example: O

Valid Values: N – No, course was not taught through ALE

O – Online R – Remote

S – Site Based (not valid beginning with 2018-19)

T – Site Based – written student learning plan requires regular weekly in- person

instructional contact time

U – Site Based – written student learning plan requires less than weekly in-

person instructional contact time(ID 587)

Last Updated: February 2018

Staff File (F)

File Name: Staff

Description: This file contains information about district staff teaching a course or assigned

to a homeroom for the current school year in grades PK–12. There should be one entry for each staff type for each staff member. If a staff member serves more than one school, then that information is captured in the Staff Schedule File G. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single

assignment.

Sample File Name: 12345_0000_Staff_20180906_20182019.txt

Element F01 - School Year

Field Name: SchoolYear

Data Type: char (ID 98)

Size: 4

Allow NULL? No. Data is required.

Description: The four–digit year in which the school year ends. **Business Rules:** For the 2018-19 school year, report 2019. (ID 358)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element F02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char Size: 5 (ID 99)

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. (ID 107)

This is the unique 5-digit number that combines the 2-digit county code and

the 3-digit district code. (ID 307)

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.

(ID 244)

Last Updated: January 2015

Element F03 - Staff ID

Field Name: Staffld

Data Type: varchar

Size: 20 (ID 100)

Allow NULL? No. Data is required.

Description: The unique staff code as generated by the District. (ID 307)

Business Rules: This is an internal number generated by the district. If you do not have an ID

assigned to this field use the OSPI Certification Number. The value is unique within the school district. (ID 307) The value can be any combination of alpha and/or numeric values up to twenty characters in length. This ID should follow the staff member throughout their employment with the district and should not

be reassigned to another staff member. (ID 665)

Example: 123456789101112 or 123 or 315502E

Last Updated: January 2012

Element F04 – Staff Type Code

Field Name: StaffTypeCode

Data Type: varchar Size: 8 (ID 101)

Allow NULL? No. Data is required. (ID 379)

Description: The type of staff member (i.e., Elementary Teacher, Secondary Teacher). **Business Rules:** Must be a valid value from the Staff Type Codes in Appendix U. (ID 246) Data

must be entered for all staff types listed in Element F05 – Certification Number.

Example: 311

Valid Values: Refer to the valid values table in Appendix U, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx.

Last Updated: February 2011

Element F05 - Certification Number

Field Name: CertificationNumber

Data Type: char

Size: 7 (ID 102)

Allow NULL? Yes. Conditional. (ID 247)

Description: The State Certification number assigned to this staff member's certificate. (ID

248, 513)

Business Rules: Data must be entered for all educators who teach classes in Washington State

schools. The certification must be a valid Washington State Certification number, a Z number, a temporary certificate number, or a special exception

indicator.

The Z number is reported as the Certification Number (A2) in the S275 Report for non–certified staff. All teachers who have applied for certification in Washington State will receive a Temporary certificate number. (ID 483) Currently the only special exceptions to the certification requirements are teachers in Reengagement programs. In that case, enter the code "R999999". If the certification number does not exist on the OSPI Certification database, the entire record will be rejected. Z numbers will be rejected if a certification

number has been issued for the staff member. (ID 666)

If staff type code, reported in <u>Element F04</u> – Staff Type Code, contains a valid value of 910, 913, 990 or 993 then a certification number is not required.

Example: 315502E, or Z123456 or R999999

Last Updated: June 2013

Element F06 - Legal Last Name

Field Name: LastName
Data Type: varchar
Size: 60 (ID 103)

Allow NULL? No. Data is required.

Description: The legal last name as maintained by the district of the staff member or the

name that matches the certification record.

Business Rules: The legal last name of the staff member as maintained by the district or the

name listed on the State Certification. (ID 245)

Example: Lincoln

Last Updated: September 2010

Element F07 – Legal First Name

Field Name:FirstNameData Type:varcharSize:60 (ID 104)

Allow NULL? Yes. Conditional.

Description: The legal first name of the staff member as maintained by the district or the

name that matches the certification record.

Business Rules: May only be left blank if staff member has no first name. The legal first name of

the staff member as maintained by the district or the name listed on the State

Certification. (ID 306)

Example: Lilly

Last Updated: April 2011

Element F08 - Legal Middle Name

Field Name: MiddleName
Data Type: varchar
Size: 60 (ID 105)

Allow NULL? Yes. Conditional.

Description: The legal middle name as maintained by the district or the name that matches

the certification record.

Business Rules: The legal middle name of the staff member as maintained by the district or the

name listed on the State Certification. May be left blank only when the staff

member has no middle name.

Example: Leone

Last Updated: February 2017

Element F09 - Birth Date

Field Name: BirthDate
Data Type: date (ID 512)

Allow NULL? No. Data is required.

Description: The staff member's birthday.

Business Rules: The date of birth provided must calculate an age of at least 18 years. (ID 249,

511) Date should be formatted as MM/DD/YYYY. (ID 106)

Example: 03/24/1955 **Last Updated:** January 2013

Staff Schedule File (G)

File Name: StaffSchedule

Description: Schedules for each staff member in all grades PK–12 teaching a course or

assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single

assignment.

All staff reported in File (G) must have a corresponding staff record reported for them in Staff File (F). Records will be rejected if there is no corresponding staff

record in Staff File (F).

All courses reported in File (G) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course

Catalog File (D).

Sample File Name: 12345_0000_StaffSchedule_20180906_20182019.txt

Element G01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4 (ID 108)

Allow NULL? No. Data is required.

Description: The four–digit year in which the school year ends. (ID 359)

Business Rules: For the 2018-19 school year, report 2019.

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element G02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char Size: 5 (ID 109)

Allow NULL? No. Data is required.

Description: The serving county 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. (ID 115, 630)

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.

(ID 250)

Last Updated: January 2015

Element G03 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4 (ID 110)

Allow NULL? No. Data is required.

Description: The Location ID for the school where the staff member is currently teaching or

has taught the course as generated by the District's Student Information

System (SIS).

Business Rules: This is an internal number generated by the District and is required.

If you do not have an ID assigned to this field, report the OSPI School Code

reported in Element A05 - School Code.

The ID reported in Element G03 must be included in the <u>Location File A</u>. The Location ID submitted in Element G03 and <u>Element D03</u> – Location ID, for the corresponding record in both files, must map to the same School Code submitted in Location File (A), <u>Element A05</u> – School Code. (ID 251, 330, 747)

Example: 1234

Last Updated: February 2017

Element G04 - Staff ID

Field Name: Staffld

Data Type: varchar

Size: 20 (ID 111)

Allow NULL? No. Data is required.

Description: The unique staff code as generated by the District. (ID 308, 630)

Business Rules: This is an internal number generated by the district. If you do not have an ID

assigned to this field use the OSPI Certification Number. The value is unique within the district. The value can be any combination of alpha and/or numeric values up to twenty characters in length. This ID should follow the staff member throughout their employment with the district and should not be reassigned to

another staff member.

The ID reported in Element G04 must be included in the Staff File F. (ID 252,

331)

Example: 123456789101112 or 123 or 315502E.

Last Updated: January 2012

Element G05 - Course ID

Field Name: Courseld

Data Type: varchar

Size: 20 (ID 112)

Allow NULL? No. Data is required.

Description: The course ID used by the district or school to represent the unique course

number. (ID 630)

Business Rules: Include course ID for all courses the staff member is currently teaching or has

taught during the current school year for grades PK-12.

This course ID must be included in the <u>Course Catalog File D.</u> (ID 253, 329) The Location ID submitted in <u>Element G03</u> – Location ID, affiliated with the Course ID, submitted in <u>Element G05</u> and <u>Element D04</u> – Course ID, for the

corresponding record in both files, must map to the same School Code

submitted in Location File (A), Element A05 – School Code.

Example: Hist101A16 **Last Updated:** April 2011

Element G06 - Section ID

Field Name: SectionId

Data Type: varchar

Size: 20 (ID 113)

Allow Null? No. Data is required.

Description: Section number used for the identification of a unique occurrence of a

class/staff/location. The section id is intended to uniquely identify each class/period of students that occur. (ID 630) It is not intended to broadly

identify a course(s) offered.

Business Rules: Include the section ID for all courses the staff member is currently teaching or

has taught during the current school year.

Example: 7

Last Updated: January 2013

Element G07 – Term

Field Name: Term

Data Type: varchar

Size: 12 (ID 114)

Allow NULL? No. Data is required.

Description: Term in which the course is being offered.

Business Rules: Include the Term for all courses offered during the current school year for all

students. This value will be used to connect teacher and student schedules so the designator for Term must be the same for <u>Element E08</u> – Term and Element

G07. (ID 630)

Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks

into the school year. (ID 401)

When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise,

use the Semester designation.

Example: Sem1 or TRI3

Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 386)

Last Updated: January 2012

Element G08 – Instruction Start Date

Field Name: InstructionStartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the Teacher began instructing this course, during this term, at this

school.

Business Rules: Date reported must be on or after the date

reported in <u>Element G11</u> – Term Start Date. (ID 593)

Date should be formatted as MM/DD/YYYY. (ID 584)

Example: 09/22/2014 **Last Updated:** January 2014

Element G09 - Instruction End Date

Field Name: InstructionEndDate

Data Type: date

Allow NULL? Yes. Conditional

Description: The date the Teacher stopped instructing this course. If the Teacher remained

in the course for the full duration of the term, or if the Teacher is still in this

course, NULL should be in this field. (ID 616)

Business Rules: If a date is reported it must be on or before the date reported in <u>Element G12</u> –

Term End Date. (ID 594)

Date should be formatted as MM/DD/YYYY. (ID 580)

Example: 12/22/2014
Last Updated: January 2014

Element G10 – Teacher Indicator

Field Name: TeacherIndicator

Data Type: char Size: 1 (ID 582)

Allow NULL? No. Data is required

Description: The type of role the teacher is filling in this course.

Business Rules: Include the Teacher Indicator for all teachers. Default would be primary.

Districts are not required to submit data for short term substitutes.

Example: A

Valid Values: P – Primary

A – Alternate T – Team-Primary

U – Team-Alternate
V – Team-Substitute

W – Team-Long Term Substitute

S - Substitute

L – Long Term Substitute
J – Job Share-Primary
B – Job Share-Alternate
C – Job Share-Substitute

D – Job Share-Long Term SubstituteI – Special Education Co-Teaching Model

E – ELL/ESL Co-Teaching Model

(ID 586)

Last Updated: February 2018

Element G11 – Term Start Date

Field Name: TermStartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the Term for this course/session began. This date may be before the

students are in attendance.

Business Rules: The date reported must be equal to or greater than the date reported in

Element A07 – Initial School Start Date. (ID 605)

Data in the format of MM/DD/YYYY. (ID 581)

Example: 09/22/2014 **Last Updated:** April 2014

Element G12 – Term End Date

Field Name: TermEndDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the Term for this course/session ends.

Business Rules: The date reported must be equal to or less than the date reported in Element

A08 – Last School End Date. (ID 606)

Data in the format of MM/DD/YYYY. (ID 583)

Example: 12/22/2014 Last Updated: January 2014

Student Grade History File (H)

File Name: StudentGradeHistory

Description: This file contains all high school credit courses where credit was attempted for

every student served during the current school year, including those students who exit the school. Final grade and credit information for each course must match what will appear on the student's transcript. Each student's entire grade history must be submitted. Grade history records for courses the student received from schools outside the serving district should be reported using a

LocationID of 9999 within Element H26 – School Code.

Sample File Name: 12345_0000_ StudentGradeHistory_20180906_20182019.txt

Element H01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4

Allow NULL? No. Data is required. (ID 121)

Description: The four–digit year in which the school year ends.

Business Rules: This value will be the same year for every record as this element is NOT used to

identify the year in which the student took the course. For the 2018-19 school

year, report 2019. (ID 351)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element H02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 122)

Description: The serving county 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. (ID 145, 310)

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.

(ID 257)

Last Updated: January 2015

Element H03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar Size: 50

Allow Null? No. Data is required. (ID 123)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student. (ID 258, 310, 334)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element H04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null? No. (ID 124)

Description: Randomly generated number that functions as a unique student identifier for

each Washington public school student. This number is assigned by OSPI. (ID

273)

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values.

SSID numbers must not begin with a zero.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element H05 - No Longer An Active Data Element

Field Name: LocationId

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element H06 – No Longer An Active Data Element

Field Name: Staffld

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element H07 - Course ID

Field Name: Courseld Data Type: varchar Size: 20

Allow NULL? No. Data is required. (ID 127)

Description: The course ID used to represent the course number. (ID 261, 310, 333) **Business Rules:** Only courses where high school credit was attempted should be reported.

Example: Hist101A16 **Last Updated:** September 2007 **Element H08 – Course Title**

Field Name: CourseTitle
Data Type: varchar
Size: 50

Allow NULL? No. Date is required (ID 128)

Description: Course title given to the course.

Business Rules: Only course titles where high school credit was attempted should be reported.

If <u>Element H13</u> – Course Designation Code contains a valid value of A – Advanced Placement, the Course Title must include the official AP course title or abbreviation. If Element H13 contains a valid value of I – International Baccalaureate the Course Title must include the official IB course title or abbreviation. If districts provide course titles specific to their district, both AP and/or IB Course titles may be provided in brackets before or after the district course title. A list of approved AP and IB course titles and abbreviations can be

found in Appendix Q, in the CEDARS Appendices, located at

http://www.k12.wa.us/CEDARS/Manuals.aspx. A list of schools with approved AP courses can be found at https://apcourseaudit.epiconline.org/ledger. A list

of schools with approved IB courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®i

on=WA&find_schools=Find.

Example: AP Western Civilization [AP European History]

Last Updated: June 2013

Element H09 – Grade Level Code

Field Name: GradeLevelCode

Data Type: varchar

Size: 2

Allow NULL? No. Data is required. (ID 129)

Description: Student's grade level at the time the high school rigor course was taken. **Business Rules:** Grade level reported must reflect the grade level the student was enrolled in

when the high school level course was taken. (ID 262)

Example: 9 or 09 **Last Updated:** March 2012

Element H10 – Letter Grade

Field Name: LetterGrade

Data Type: varchar

Size: 2

Allow NULL? No. Data is required. (ID 130)

Description: The letter grade earned by the student for this course.

Business Rules: The final letter grade the student received upon completion or withdrawal from

the course as displayed below.

Example: B+

Valid Values: A 4.0

A- 3.7 B+ 3.3 B 3.0

2.7 B-C+ 2.3 C 2.0 C-1.7 D+ 1.3 1.0 D Ε 0.0 F 0.0 Ρ **Pass** Ν No Pass CR Credit NC No Credit S Satisfactory U Unsatisfactory W Withdraw

(ID 263)

Last Updated: February 2011

Element H11 - Credits Attempted

Field Name: CreditsAttempted

Data Type: numeric

Size: 4,2 (Five characters including the decimal point)

Allow NULL? No. Data is required. (ID 131)

Description: Credits attempted by the student for the course that was taken.

Business Rules: The valid range of values is 00.00 to 99.99. (ID 264) Multiple records may be

required to report each final grading period in the academic year.

The Credits Attempted reported within Element H11 must be equal to or greater than the Credits Earned reported within <u>Element H12</u> – Credits Earned.

(ID 381)

Example: 1.50

Last Updated: February 2011

Element H12 - Credits Earned

Field Name: CreditsEarned

Data Type: numeric

Size: 4,2 (Five characters including the decimal point)

Allow NULL? No. Data is required. (ID 132)

Description: Credits earned by the student upon completion or withdrawal from the course.

Business Rules: The valid range of values is 00.00 to 99.99. (ID 265)

The Credits Earned reported within Element H12 must be equal to or less than the Credits Attempted reported within <u>Element H11</u> – Credits Attempted. (ID

381)

Example: 0.5 or 1.0 **Last Updated:** February 2011

Element H13 – Course Designation Code

Field Name: CourseDesignationCode

Data Type: varchar Size: 10 (ID 139) Allow Null?

Yes. Conditional.

Description: The Course Designation Codes outlined in WAC 392–415–070. In addition to

> the Course Designation Codes provided in the WAC, the Course Designation Codes specific to the Cambridge Program and Online courses may be reported.

Business Rule: Report Course Designation Codes for all courses for which a Course

Designation Code is appropriate.

A Course Designation Code of R-Running Start may not also be reported as I -International Baccalaureate, C – College in the High School, T – CTE Dual Credit (Tech Prep), A – Advanced Placement, K – Cambridge Program, L – Local Competency Test, N – National Competency Test or H - Honors. (ID 508, 509, 510)

A Course Designation Code of Z – Non-Instructional may not also be reported as A – Advanced Placement, K – Cambridge Program, C – College in the High School, I – International Baccalaureate, R – Running Start, S – Science Lab or T – CTE Dual Credit (Tech Prep). (ID 624)

If Element H13 contains an A – Advanced Placement or an I – International Baccalaureate, then Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code must have a valid code from the appropriate Advanced Placement and International Baccalaureate Codes table. (ID 502, 503, 633) AP and IB codes may only be reported by schools with approved courses, or when reporting transfer courses. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx. A list of schools with approved AP courses can be found at https://apcourseaudit.epiconline.org/ledger. A list of schools with approved IB courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®i on=WA&find_schools=Find.

Example: IC

Valid Values: I – International Baccalaureate

> C – College in the High School T – CTE Dual Credit (Tech Prep)

H – Honors

A – Advanced Placement

R – Running Start

B – College Academic Distribution Requirements (CADR)

K – Cambridge Program

O – Online (does not print on the transcript)

L – Local Competency Test N – National Competency Test

Q – Quantitative

S – Science Lab

Z – Non-Instructional

Y – 1418 Youth reengagement dual credit

D – District or other local dual credit program

(ID 266)

Last Updated: September 2018

Element H14 – Content Area Code

Field Name: ContentAreaCode

Data Type: varchar
Size: 3 (ID 138)

Allow NULL? Yes. Conditional.

Description: Indicate that the class is a block class (123) with more than one core content

area associated or that it is a non-instructional (ZZZ) class with no teacher providing instruction for courses taken in the 2015-16 school year. For courses taken prior to the 2015-16 school year indicate the primary content area of the

course.

Business Rules: Must be a valid Content Area Code from the Content Area Codes found in

<u>Appendix O</u> based on the school year the course was taken. School year is determined by <u>Element H18</u> – Term End Dates, September through August.

Example: 7

Valid Values: Refer to the valid values table in Appendix O, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 267)

Last Updated: January 2015

Element H15 – State Course Code

Field Name: StateCourseCode

Data Type: char Size: 6 (ID 140)

Allow Null? Yes. Conditional. (ID 538)

Description: The course code used by the State to represent the unique course.

Business Rules: Must be a valid State Course Code. State Course Codes must be provided for all

courses of High School Rigor. (ID 268, 410)

This element must be entered for transfer or historical courses if known.

State Course Code WA0005 – AVID (Advanced Via Individual Determination) may only be submitted by schools authorized to offer AVID Courses or when reporting transfer courses. A list of the authorized schools can be found in

Appendix H, in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 561)

Example: 02154 (Business Math)

Valid Values: Refer to the valid values in the State Course Code Lists, located at

http://www.k12.wa.us/CEDARS/Manuals.aspx.

Last Updated: September 2018

Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code

Field Name: APIBCourseCode

Data Type: numeric

Size: 4,2 (Five characters including the decimal point) (ID 141)

Allow Null? Yes. Conditional.

Description: The Advanced Placement (AP) course code or International Baccalaureate (IB)

course code associated with this course.

Business Rules: If <u>Element H13</u> – Course Designation Code, contains an I – International

Baccalaureate or an A - Advanced Placement, then Element H16 must have a valid code. (ID 504, 505, 540) If an AP or IB code is provided, it must be a valid value Course Code from the Advanced Placement Course Codes found in

Appendix Q.

Beginning with the 2013–14 school year, AP and IB codes may only be reported by schools with approved courses or when reporting transfer courses. A list of

schools with approved AP courses can be found at

https://apcourseaudit.epiconline.org/ledger. (ID 562) A list of schools with

approved IB courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®i

on=WA&find_schools=Find. (ID-560)

Only courses where high school credit was attempted should be reported.

Example: 12.56

Valid Values: Refer to valid values in Appendix Q, found in the CEDARS Appendices, located

at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID-269)

Last Updated: February 2013

Element H17 - Classification of Instructional Program (CIP) Code Number

Field Name: CIPCode Data Type: char

Size: 6 (ID 142)

Allow NULL? Yes. Conditional.

Description: The Classification of Instructional Program (CIP) Code Number assigned by

OSPI to the approved Career and Technical Education (CTE) course.

Business Rules: Data is required for Career and Technical Education (CTE) courses and must be

approved specifically for your School District for the reporting school year in the Career and Technical Education application in the Education Data System (EDS). If the course was an approved CTE/Vocational course in a previous year, then the CIP Code Number reported in H17 must be a valid CIP Code Number approved for that year. If the course is not a transfer credit, and Element A05 – School Code matches Element H26 – School Code, then the same CIP Code Number must also be reported in Element D10 – CIP Code. CIP Codes are recommended but not required for transfer courses (when Element H26 – School Code valid value = 9999). This element must be entered for transfer or

historical courses if known. (ID 530)

Example: 010103

Valid Values: Refer to the Classification of Instructional Program (CIP) Codes approved

specifically for your School District for the reporting school year in the Career and Technical Education application in the Education Data System (EDS). (ID

271, 515, 568)

Last Updated: January 2013

Element H18 - Term End Date

Field Name: TermEndDate

Data Type: char **Size:** 7

Allow NULL? No. Data is required. (ID 133)

Description: Month/Year of the final grading period for the course or courses completed. (ID

310)

Business Rules: The term end date should be formatted as MM/YYYY. (ID 667) The date

reported must be equal to or less than the date reported in Element H01 –

School Year. (ID 869)

Example: 12/2007 **Last Updated:** May 2010

Element H19 – Term

Field Name: Term Data Type: varchar 12 (ID 134) Size: Allow NULL? Yes. Conditional.

Description: Term in which course was taken.

Business Rules: Include the Term for all courses attempted. If <u>Element A05</u> – School Code

> matches <u>Element H26</u> – School Code (indicating this is not a transfer credit) then term must be supplied. This element is not required when entering

transfer information. (ID 539)

Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks

into the school year.

When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise,

use the Semester designation.

Refer to the valid values table, below, and in Appendix P, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 387)

Sem1 or TRI3 **Example:**

Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/default.aspx.

Last Updated: January 2012

Element H20 – Is the Student a Career and Technical Education (CTE) Program Completer?

Field Name: IsVocationalCompleter

Data Type: char Size: 1(ID 136)

Allow NULL? Yes. Conditional.

Description: Indicates whether, as a result of having been enrolled in the CTE course

> identified in Element H17 – Classification of Instruction Program (CIP) Code Number, the student has acquired 360 hours of instruction in a CTE program. A

CTE program completer has completed all courses taken within that CTE

program, with grades of D or better.

Report CTE Program Completer status when it occurs – when a student receives a final grade for all courses and reaches 360 hours of instruction in a

CTE program.

Business Rules: If data is entered in <u>Element H17</u> – Classification of Instruction Program (CIP)

Code Number AND If <u>Element A05</u> – School Code matches <u>Element H26</u> – School Code (indicating this is not a transfer credit), then data is required in <u>Element H20. (ID 536)</u> This element is not required for students who transferred

into the reporting district.

Example: Y

Valid Values: N – No

Y – Yes

Last Updated: January 2014

Element H21 - Did Student Receive a State or Nationally Recognized Industry Certification?

Field Name: HasIndustryCertification

Data Type: char Size: 1 (ID 137)

Allow NULL? Yes. Conditional.

Description: Indicates whether, as a result of taking the CTE course identified in <u>Element</u>

<u>H17</u>, Classification of Instruction Program (CIP) Code Number, the student received a state or nationally recognized industry certification or successfully passed a certification exam as part of a state or nationally recognized industry

certification program during the reporting period.

Industry certification is based on the student's ability to demonstrate skills and knowledge to industry standards. Some industry certifications may be earned in fewer than 360 hours of instruction. Therefore, the student is not required to be a "CTE program completer" at the time the industry certification is earned.

Business Rules: If data is entered in <u>Element H17</u>, Classification of Instruction Program (CIP)

Code Number, then data is required in Element H21. (ID 533) This element is

not required when entering transfer information.

Example: Y

Valid Values: N – No

Y - Yes

Last Updated: July 2014

Element H22 – No Longer An Active Data Element

Field Name: IsDirectTranscriptionAvailable

Description: This data element is no longer used in CEDARS

Last Updated: January 2012

Element H23 – Is the Student a CTE Dual Credit (Tech Prep) Completer?

Field Name: IsTechPrepCompleter

Data Type: char

Size: 1 (ID 135)

Allow NULL? Yes. Conditional.

Description: Indicates whether the student completed a sequence of courses in accordance

with the definition of CTE Dual Credit (Tech Prep) Completer. A CTE Dual Credit (Tech Prep) Completer is any student who completes all courses, with a B grade or better, that are the high school's portion of the CTE Dual Credit (Tech Prep)

Articulation-Agreement for that program area.

Business Rules: If Element H13, Course Designation Code, contains a T – CTE Dual Credit (Tech

Prep), then data is required in Element H23. CEDARS will not accept NULL values. This element is not required when entering transfer information. If Element H13, Course Designation Code, does not contain a T – CTE Dual

Credit (Tech Prep), then Element H23 must be N. (ID 534, 535)

Example: Y

Valid Values: N – No

Y – Yes

Last Updated: February 2018

Element H24 - Did the Student Take or Pass a State or Nationally Recognized Assessment of

Technical Skill and Knowledge?

Field Name: CTEAssessment

Data Type: char

Size: 1 (ID 144)

Allow Null? Yes. Conditional. (ID 532)

Description: Indicates whether the student has taken and/or passed a state or nationally

recognized assessment in the approved CTE course identified in Element H17,

Classification of Instruction Program (CIP) Code Number.

An assessment based on the necessary training to prove knowledge and

demonstrate skill level to obtain employment and/or recognition in an industry; a tool that demonstrates skill level and knowledge. Not limited to practicum.

Business Rules: If data is entered in <u>Element H17</u>, Classification of Instruction Program (CIP)

Code Number, then data is required in Element H24 and NULL values will not

be accepted.

If Element H21 – Did Student Receive a State or Nationally Recognized Industry

Certification has a valid value of Y-Yes, then Element H24 must be 2.

Example: 2

Valid Values: 0 = no, did not take an assessment

1 = yes, took the test but did not pass

2 = yes, took the test and passed

Last Updated: January 2013

Element H25 – Certification Number

Field Name: CertificationNumber

Data Type: char Size: 7 (ID 554)

Allow NULL? Yes. Conditional. (ID 574)

Description: The State Certification number assigned to this staff member's certificate.

Business Rules: Beginning with the 2014-15 school year, the Certification Number may be blank

for courses submitted with a Course Designation Code of Z – Non Instructional. The Certification Number may be blank for any high school transfer credits

taken outside the submitting district.

The certification must be a valid Washington State Certification number, a Z number, a temporary certificate number, or a special exception indicator. (ID

555)

The Z number is reported as the Certification Number (A2) in the S275 Report for non–certified staff. All teachers who have applied for certification in Washington State will receive a Temporary certificate number. Currently the only special exceptions to the certification requirements are teachers in Reengagement programs. In that case, enter the code "R999999". If the certification number does not exist on the OSPI Certification database, the entire record will be rejected. Z numbers will be rejected if a certification number has been issued for the staff member.

Example: 315502E, or Z123456, or T123456, or R999999

Last Updated: March 2015

Element H26 – School Code

Field Name: SchoolCode

Data Type: char

Size: 4 (ID 542)

Allow NULL? No. Data is required.

Description: This is a four–digit code assigned to the school by OSPI.

Business Rules: The School Code for the school where the student attempted high school credit

for a course. OSPI school codes must be a valid school listed in the Education Data System (EDS). If credits were attempted at another school outside your

district, enter 9999.

Example: 1234

Valid Values: Refer to EDS for valid values: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx. (ID

575)

Last Updated: January 2013

Element H27 – ALE Course Type

Field Name: ALEFunded

Data Type: char **Size:** 1

Allow NULL? Yes. Conditional (ID 528 617)

Description: Identifies how the instruction for the course reported in <u>Element H07</u> – Course

ID was provided.

Business Rules: Report the valid value that describes the type of ALE instruction provided for

the course reported in <u>Element H07</u> – Course ID for courses taken beginning with the 2014-15 school year. If Element H27 contains a valid value of O – Online then <u>Element H13</u> – Course Designation Code must contain a valid value

of O – Online. (ID 619)

This element is not required when entering transfer information. (ID 618)

Example: O

Valid Values: N – No, course was not taught through ALE

O – Online R – Remote

S – Site Based (not valid for school terms that end after 2017-18)

T – Site Based – written student learning plan requires regular weekly in- person

instructional contact time

U – Site Based – written student learning plan requires less than weekly inperson instructional contact time(ID 587)

Y – Yes (only applicable for school years prior to 2014-15)

(ID 588)

Last Updated: February 2018

Element H28 - No Longer An Active Data Element

Field Name: CourseEquivalencyIdent

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element H29 – No Longer An Active Data Element

Field Name: CTECreditEquivalency

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element H30 – Course School Year

Field Name: CourseYear

Data Type: char **Size:** 4

Allow NULL? No. Data is required (ID 675)

Description: The second year of the four-digit school year in which the course was taken.

Transfer courses must also include the year they were taken at the previous

school and data for these courses must be reported in this element.

Business Rules: This element is used to identify the year in which the student took the course.

For a course taken in the 2013-14 school year, report 2014. (ID 734)

Example: 2014

Last Updated: February 2016

Student Attributes and Programs File (I)

File Name: StudentPrograms

Description: This file contains information for students participating in/receiving services

from specific programs, eligibility for Free/Reduced Meal participation and individual student attributes. A record must be submitted for each program,

service or attribute the student participates in or is identified with.

All students reported in File (I) must have an enrollment record reported for them in School Student File (C). See the business rules for each code in

Appendix F for exact business rules for each code.

Sample File Name: 12345_0000_ StudentPrograms_20180906_20182019.txt

Element I01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4

Allow NULL? No. Data is required. (ID 146)

Description: The four digit year in which the school year ends. **Business Rules:** For the 2018-19 school year, report 2019. (ID 361)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element 102 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 147)

Description: The serving county 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. (ID 156)

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.

(ID 282)

Last Updated: January 2015

Element 103 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar Size: 50 (ID 148)

Allow Null? No. Data is required.

Description: This is the student identifier assigned by the district to the student. (ID 283,

316) This data element is used in the matching of district data with records in

CEDARS. (ID 516, 517)

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student.

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element IO4 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null? No. (ID 149)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element I05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required. (ID 150)

Description: The Location ID for the school as generated by the District's Student

Information System (SIS).

Business Rules: This is an internal number generated by the District and is required

The ID reported in Element I05 must be included in the Location File A. (ID 284,

317) See the business rules for this element in Appendix F. (ID 311) Unique

rules apply to each value reported in Element 106. (ID 762)

Example: 1234

Last Updated: February 2017

Element 106 – Attribute or Program Code

Field Name: ProgramCode

Data Type: int

Allow NULL? No. Data is required. (ID151)

Description: The state assigned service, program or attribute code from the list of valid

values below.

Business Rules: Report a record in this file if the student received services, participated in a

program or is identified with an attribute listed in the valid values from

Appendix F at any point in the current school year.

If the student is reported in Special Education File (K) they must be reported with a valid value equal to 36 – Student Identified With a Disability in Element

106.

Example: 2

Valid Values: Refer to the valid values in Appendix F, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 285)

Last Updated: February 2017

Element I07 - Start Date

Field Name: StartDate
Data Type: date
Allow NULL? No

Description: The date the student begins receiving services, is enrolled in a program or is

identified with a specific attribute.

Business Rules: This is the first day the student attends or receives services, is enrolled in a

program or is identified with a specific attribute or corresponds with the first

day of enrollment. (ID 750, 770, 771)

This date must be equal to or greater than the date contained in Element B14 –

Date Enrolled in District. (ID 311)

The program start date must be on or after Element B09 – Birth Date. (ID 288,

749) Date must be formatted as MM/DD/YYYY. (ID 152)

Example: 01/01/2007 **Last Updated:** February 2017

Element 108 - Exit Date

Field Name: ExitDate
Data Type: date

Allow NULL? Yes. Conditional.

Description: The date the student exits a program, ceases to receive services or is no longer

identified with a specific attribute.

Business Rules: This is the last day the student receives services, is enrolled in a program or is

identified with a specific attribute. (ID 311, 751, 752, 770, 771)

This date must be equal to or greater than the date in <u>Element 107</u> – Start Date.

(ID 289)

If the student enters and exits on the same date, the same date is used in

Elements 107 – Start Date and this Element, 108.

If 108 – Exit Date is reported for student, information must be provided within <u>Element 109</u> – Exit Reason Code. An exit date must be entered if <u>Element 109</u> –

Exit Reason Code is submitted. (ID 595)

Date must be formatted as MM/DD/YYYY. (ID 153)

Example: 02/15/2007 **Last Updated:** February 2017

Element 109 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char

Size: 1 (ID 154)

Allow NULL? Yes. Conditional.

Description: The reason the student is exiting the program.

Business Rules: An Exit Reason Code must be entered if Element I08 – Exit Date is submitted.

Students identified in <u>Element 106</u> – Attribute or Program Code with a valid value of 36 – Disability and an exit date reported in <u>Element 108</u> – Exit Date are

not required to report a valid value in Element 109. (ID 595)

If Element 106 – Attribute or Program Code valid value is equal to 41 – Washington State Seal of Biliteracy Earned or 42 – Washington State Seal of Biliteracy Proficient then a valid value from Appendix L must be entered. (ID

290)

Example: B

Valid Values: A – Program no longer needed

B – Graduated (not to be used with 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)

Appendix L – Washington State Seal of Biliteracy and Competency valid values

are found in the CEDARS Appendices, located at

http://www.k12.wa.us/CEDARS/Manuals.aspx for reporting. (ID 368, 703, 704)

Last Updated: September 2017

Element I10 – Qualification Code

Field Name: QualificationCode

Data Type: varchar **Size:** 60

Allow NULL? Yes. Conditional. (ID 155)

Description: The reason the student qualifies for program services.

Business Rules: If <u>Element 106</u> – Attribute or Program Code valid value is equal to 19 – Free and

Reduced Meals then a program code from Appendix X must be entered. (ID

292)

If Element 106 – Attribute or Program Code valid value is equal to 30 – GRADS Program then a valid value from the list below must be reported. (ID 527)

If Element 106 – Attribute or Program Code valid value is equal to 36 – Disability

then a valid value from Appendix I must be reported. (ID 613)

If Element I06 – Attribute or Program Code valid value is equal to 36 – Disability and Element I10 valid value = 1, the student must be under the age of 9. (ID 614) The value must be changed from 1 to another valid value prior to the student's ninth birthday. (ID 768)

If Element 106 – Attribute or Program Code valid value is equal to 36 – Disability and Element 110 valid value = 15, the student must be under the age of 3. The

value must be changed from 15 to another valid value prior to the student's third birthday. (ID 769)

If Element I06 – Attribute or Program Code valid value is equal to 40 - Student is participating in a 1418 Reengagement Program then a valid value from Appendix R must be reported. (ID 657, 765)

If Element I06 – Attribute or Program Code valid value is equal to 41 – Washington State Seal of Biliteracy Earned or 42 – Washington State Seal of Biliteracy Proficient then a language code from Appendix K must be entered (ID 705)

If Element 106 – Attribute or Program Code valid value is 43 – Truancy Action then a valid value from the list below must be reported.

Example:

7 – Free via Head Start.

Valid Values: Free and Reduced Meal code qualification codes:

Refer to valid values table in Appendix X, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx for reporting.

Disability Codes:

Refer to valid values table in Appendix I, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx for reporting.

Reengagement Codes:

Refer to valid values table in Appendix R, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx for reporting. GRADS Program qualification codes:

A – Pregnant secondary school student

B – Father–to–be secondary school student

C – Parenting secondary school student (female or male)

Washington State Seal of Biliteracy language codes:

Refer to valid values found in Appendix K found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx for reporting.

Truancy Action qualification codes:

1 - Truancy Petition Filed with Juvenile Court

Last Updated: February 2018

English Learners File (J)

File Name: BilingualPrograms

Description: This file captures information unique to those students who are receiving

services or tested but did not qualify for:

• State Transitional Bilingual Instruction Program (STBIP) services

English Language Development services for Native American students

under Title III

There should be at least one entry for each student identified for the current school year. For example, if a student enters, exits and re–enters the State Transitional Bilingual Instruction Program (STBIP), there should be two entries to reflect these two separate enrollments into the Program.

Only placement test data is to be reported in this file. This file is not intended to collect annual test data for students.

Sample File Name: 12345_0000_ BilingualPrograms_20180906_20182019.txt

Element J01 – 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. (ID 1)

Business Rules: For the 2018-19 school year, report 2019. (ID 352)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element J02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 2)

Description: The serving county 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 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. (ID 18)

Example: 12345

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

(ID 171)

Last Updated: January 2015

Element J03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar **Size:** 50

Allow Null? No. Data is required. (ID 3)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. (ID 172) The value can be any

combination of alpha and/or numeric values up to fifty characters in length.

This ID should follow the student throughout their enrollment within the district

and should not be reassigned to another student. (ID 322)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element J04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null? No. Data is required. (ID 4)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element J05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required. (ID 5)

Description: The Location ID for the school as generated by the District's Student

Information System (SIS) where the student is tested for, participates in or

receives services for the program.

Business Rules: This is an internal number generated by the District and is required. If you do

not have an ID assigned to this field, report the OSPI School Code reported in

Element A05 – School Code.

The ID reported in Element J05, must be included in the Location File A. (ID 173,

323)

Example: 1234

Last Updated: February 2011

Element J06 – Instructional Model Code

Field Name: InstructionalModelCode

Data Type: char **Size:** 1

Allow NULL? Yes. Conditional. (ID 6)

Description: The assigned Instructional Model Code associated with the student eligible for

or receiving services.

Business Rules: If <u>Element J17</u> – Program Eligibility/Designation, valid value contains a 1 – State

Transitional Bilingual Program then an Instructional Model Code must be

provided. (ID 664)

If <u>Element J17</u> – Program Eligibility/Designation, valid value contains a 3 – Native American Student receiving, under Title III, English Language

Development Services Element J06 must be null. (ID 753)

If Element J21 – Placement Status indicates the student is NOT eligible for

services, Element J06 must be Null.

If Element J09 – Exit Reason Code is = O, Student Tested but did not Qualify,

Element J06 must be null. (ID 754, 767)

Example: C

Valid Values: A – Two Way Dual Language

B – Transitional Bilingual – Late Exit C – Transitional Bilingual – Early Exit D – Content ESL (sheltered instruction)

E – Supportive Mainstream (formerly Pull out model)

N – Newcomer Program

P – Waiver (Parent Waiver from Program Services)

O – One Way Dual Language

(ID 174)

Last Updated: February 2018

Element J07 – Program Status Start Date

Field Name: StartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the student begins receiving services, waives services or tested but did

not qualify for services during the current school year.

Business Rules: This is the first day of the current school year the student begins receiving

services, changes program status or waives services. (ID 176)

The Program Status Start Date shall be during the current school year in which the enrollment occurred except for records being submitted in the current school year for students who tested but did not qualify in a prior school year. All students will be provided with a new Program Status Start Date when services commence during the current school year, regardless of prior school

year services. (ID 632)

If the student tested but did not qualify in the current school year the Program Status Start Date is the date the student took the placement test as reported in <u>Element J22</u> – Placement Test Date. If the student tested but did not qualify in a

prior school year and the data is to be reported in the current school year, use the original placement test date for Element J07 – Start Date. (ID 489) If during this current school year the student exits and then returns, the date the student returned and resumed participation becomes the Program Status Start Date.

If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student). If the student enrolls during the summer when school is not in session, use the date the student will begin (the first day of the current school year) as the Program Status Start Date.

If the student qualifies for services, the Program Status Start Date must be on or after Element A07 – Initial School Start Date, on or after Element B14 – Date Enrolled in District and on or after Element J22 – Placement Test Date. (ID 175)

If student tested but did not qualify for services in the current year, the Program Status Start Date must be the same as the date reported in **Element** <u>J08</u> – Program Exit Date. <u>Element J09</u> – Exit Reason Code must be a valid value of 'O'. (ID 733)

Date should be formatted as MM/DD/YYYY. (ID 7)

Example: 01/01/2007 **Last Updated:** January 2018

Element J08 – Program Exit Date

Field Name: ExitDate Data Type: date

Allow NULL? Yes. Conditional.

Description: The date the student is tested but did not qualify for, transitions out of, or exits. **Business Rules:**

This is the last day the student is tested but did not qualify for or received

services.

This date must be equal to or greater than the date in Element J07, Program

Start Date.

If the student exits during the summer, use the actual date on which the

student left.

If the student enters and exits on the same date, the same date is used in Elements J07 – Program Status Start Date and in this Element, J08. (ID 489) If J08 – Program Exit Date is reported for student, information must be

provided within Element J09, - Exit Reason Code. (ID 375) An exit date must be

entered if Element J09 – Exit Reason Code is not NULL.

If the student exits and returns within the same current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student).

Date should be formatted as MM/DD/YYYY. (ID 8)

Example: 02/15/2007 Last Updated: February 2017

Element J09 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char Size:

Allow NULL? Yes. Conditional. (ID 9)

Description: The reason the student is ending the bilingual enrollment segment.

Business Rules: Data Element J09 is left blank until student tested but did not qualify or exits

the program. An Exit Reason Code must be entered if Element J08 – Program

Exit Date is not NULL. (ID 375)

If Element J21 – Placement Status indicates the student is NOT eligible for

services, Element J09 must be 0 – Tested but did not qualify.

Example: B

Valid Values: A – Re–designated/Transitioned

B – GraduatedC – Drop–out

D – Left for other Reasons (left district for unknown reasons)

E – Transferred/Moved out of districtF – No longer used (Parent Waiver)

G – *No longer used* (Primary LEP factors attributed to Special Education)

H - Deceased

I – No longer used (Expulsion, Long Term)

M - Student Moved Out of Country

T – Transfer within district, between models or end of school year rollover

O – Student Tested but did not Qualify

P - Re-designated / Parent Written Request to Change Original Home Language Survey (HLS) responses

N – Change of Ethnicity/Race Status (Native American students receiving Title III English Language Services)

(ID 177)

Last Updated: September 2017

Element J10 – No Longer An Active Data Element

Field Name: PlacementTestScaleScore

Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be

collected through Element J20 – Placement Test Score.

Last Updated: January 2012

Element J11 - No Longer An Active Data Element

Field Name: PlacementTestLevelScore

Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be

collected through Element J21 – Placement Status.

Last Updated: January 2012

Element J12 – No Longer An Active Data Element

Field Name: PlacementTestDate

Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be

collected through <u>Element J22</u> – Placement Test Date.

Last Updated: January 2012

Element J13 - Initial WA Placement Test Date

Field Name: InitialWAPlacementDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the student first took the placement test. This date, once reported, will

never change.

Business Rules: Date should be formatted as MM/DD/YYYY.

Example: 09/25/2001 **Last Updated:** February 2017

Element J14 – No Longer An Active Data Element

Field Name: InitialUSAPlacementDate

Description: This data element has been moved to District Student File (B), <u>Element B32</u> –

Initial USA School Enrollment Date.

Last Updated: February 2011

Element J15 – No Longer An Active Data Element **Field Name:** NumMonthsUSAttendance

Description: This data element has been moved to District Student File (B), Element B33 –

Number of Months US Attendance in School.

Last Updated: February 2011

Element J16 - No Longer An Active Data Element

Field Name: NumMonthsNonUSFormalEducation

Description: This data element has been moved to District Student File (B), Element B34 –

Number of Months Non US Attendance in School.

Last Updated: February 2011

Element J17 – Program Designation

Field Name: ProgramDesignation

Data Type: int

Allow NULL? No. Data is required. (ID 38, 402)

Description: Program designation appropriate for student being reported.

Business Rules: If Element J17 contains valid value = 1 and Element J09 does not contain a valid

value of P, one of the elements, <u>Element B17</u> – Primary Language Code or <u>Element B18</u> – Student Language Spoken at Home, must have a language code

other than 639 – English. (ID 661)

If Element J17 contains valid value = 3, <u>Element B17</u> – Primary Language Code <u>and Element B18</u> – Student Language Spoken at Home, must be 639 – English

or 640 – American Sign Language. (ID 615)

Example: 3

Valid Values: 1 – State Transitional Bilingual Instructional Program

2 – No longer an active valid value

3 – Native American Student, Title III, English Language Development services

(ID 497)

Last Updated: September 2014

Element J18 - Placement Test Code

Field Name: PlacementTestCode

Data Type: int

Allow NULL? Yes. Conditional.

Description: Enter the code that represents the most recent placement test the student took

as described in <u>Element J22</u> – Placement Test Date. This element only refers to the most recent placement test, and is not for reporting of annual assessment

information.

Business Rules: Must be a valid value contained in the list below. (ID 411) If Element J22 –

Placement Test Date is 05/01/2006 or earlier, Element J18 may be null. (ID 520)

Example: 1

Valid Values: 1 – LASO

2 – LPTS 3 – PLAS 4 – WLPT 5 – WELPA

6 – ELPA21 Screener (in Washington Public Schools)

7 – ELPA21 Annual Assessment (not in Washington Public Schools)

8 - WIDA ACCESS

(ID 413)

Last Updated: February 2017

Element J19 – Grade Level at Placement

Field Name: GradeLevelAtPlacement

Data Type: varchar **Size:** 2.

Allow NULL? No. Data is required. (ID 414)

Description: The student's grade level at the time of the most recent placement test as

reported in Elements J18 – Placement Test Code, J20 – Placement Test Score,

<u>J21</u> – Placement Level and <u>J22</u> – Placement Test Date.

Business Rules: Report the grade level the student was enrolled in at the time of the most

recent placement test. Students enrolled in Kindergarten who took the

placement test prior to enrollment should use Kindergarten (K1 or K2) as their

grade level at placement.

Example: 04

Valid Values: See Appendix E – Grade Level Codes, located at

http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 415)

Last Updated: January 2012

Element J20 – Placement Test Score

Field Name: PlacementTestScaleScore

Data Type: numeric

Size: 4

Allow NULL? Yes. Conditional. (ID 10)

Description: Enter the scale score the student earned upon taking the most recent

placement test for the State Transitional Bilingual Instruction Program as

described in Element J22 – Placement Test Date. This element only refers to the

most recent placement test, and is not for reporting of annual assessment information. If <u>Element J22</u> – Placement Test Date is 05/01/2006 or earlier,

Element J20 may be null if data is not available. (ID 480)

Business Rules: Must be a value between 0 and 9999. (ID 757)

Example: 431

Valid Values: 0 to 9999 Last Updated: February 2017

Element J21 - Placement Status Level

Field Name: PlacementTestLevelScore

Data Type: char

Size: 2 (ID 758)

Allow NULL? Yes. Conditional. (ID 382)

Description: The status, as defined below in the valid values section, associated with the

scale score the student earned upon taking the most recent placement test for the State Transitional Bilingual Instruction Program or English Language Development services. Enter the status the student earned upon taking the most recent placement test. This element only refers to the most recent placement test, and is not for reporting of annual assessment information. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J21 may be null if data is not available. (ID 481) If J06 – Instructional Model code is NOT NULL, the valid value submitted must indicated the student is eligible for

services.

Business Rules: Refer to Appendix N for a list of valid values mapped to the placement test

codes found in Element J18 – Placement Test Code. (ID 179)

Example: 2

Valid Values: 0

1

2

3

4 5

6

Last Updated: September 2018

Element J22 - Placement Test Date

Field Name: PlacementTestDate

Data Type: date

Allow NULL? No. Data is required.

Description: If a student has taken more than one placement test in Washington, report the

date of the most recent placement test. submitted in Element J18 - Placement

Test Code, taken by the student in Washington.

If the student has only taken one placement test in Washington, report the same date that is reported in Element J13 – Initial Placement Test Date. This element only refers to the most recent placement test, and is not for

reporting of annual assessment information.

Business Rules: The month, day and year of the student's placement test must be in the

MM/DD/YYYY format. (ID 12) Enter the most recent date the student took the placement test for a State Transitional Bilingual Instruction Program. (ID 488)

Example: 09/25/2001 **Last Updated:** February 2018

Student Special Education Programs File (K)

File Name: SpecEdPrograms

Description: This file captures program information unique to the Special Education

Program. There should be one entry for each student per enrollment into the program for the current school year per location. For example, if a student enters, exits and re–enters the Special Education Program, there should be two

entries to reflect these two separate enrollments into the Program.

All students reported in File (K) must be reported as having a disability in

Student Attributes and Programs File (I). Records will be rejected if there is no corresponding enrollment record in Student Attributes and Programs File (I).

Sample File Name: 12345_0000_ SpecEdPrograms_20180906_20182019.txt

Element K01 – 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 2018-19 school year, report 2019. (ID 83, 357)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element K02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 84)

Description: The serving county 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. (ID 9)

Example: 12345

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

(ID 236)

Last Updated: January 2015

Element K03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar **Size:** 50

Allow Null? No. Data is required. (ID 85)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student. (ID 327, 631)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element K04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No. (ID 86)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element K05 - Location ID

Field Name: LocationId

Description: This data element is no longer used in CEDARS.

Last Updated: January 2014

Element K06 - Least Restrictive Environment (LRE) Code

Field Name: LRECode
Data Type: int

Allow NULL? No. Data is required. (ID 88)

Description: Least Restrictive Environment (LRE) Code.

Business Rules: Students currently enrolled in and receiving special education services, or who

were receiving but exited special education during the current school year, must have a valid LRE code. LRE codes reported must be appropriate to current

age of student.

Example: 2

Valid Values: Refer to the valid values in Appendix W, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 239)

Last Updated: April 2014

Element K07 – Initial Washington Service Date

Field Name: SpecialEducationProgramStartDate

Description: This data element is no longer used in CEDARS.

Last Updated: January 2014

Element K08 - Exit Date

Field Name: ExitDate
Data Type: date

Size: See Data Type Definitions.

Allow NULL? Yes. Conditional.

Description: The last date the student receives (exits) Special Education services or has a

change reported in <u>Element K06</u> – Least Restrictive Environment (LRE) Code.

Business Rules: This is the last day the student attends or receives services from the Special

Education Program.

This date must be equal to or greater than the date in <u>Element K14</u> – Program

Start Date. (ID 545)

If the student exits during the summer, use the actual date on which the student received their final services from the Special Education Program. If the student enters and exits on the same date, the same date is used in

<u>Element K14</u> – Program Start Date and in this Element, K08.

If K08 –Exit Date is reported for a student, information must be provided within <u>Element K09</u> – Exit Reason Code. An exit date must be entered if <u>Element K09</u> –

Exit Reason Code is submitted. (ID 627)

If the student exits and returns within the same current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student).

Date should be formatted as MM/DD/YYYY. (ID 90)

If an updated LRE Code is reported for the student in Element K06, an exit date

must be provided.

Example: 02/15/2007 **Last Updated:** January 2014

Element K09 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char Size: 1 (ID 91)

Allow NULL? Yes. Conditional.

Description: Indicates the reason the student is no longer receiving (exited) Special

Education services, student has a change reported in <u>Element K06</u> – Least Restrictive Environment (LRE) Code or is no longer enrolled as reported in

Element C09 – School Withdrawal Code.

Business Rules: An Exit Reason Code must be entered if <u>Element K08</u> – Program Exit Date is

submitted. (ID 627) An Exit Reason Code is not to be submitted unless the

reason for exit matches one of the Valid Values listed below.

Exit Reason Code valid values 1 and 4 may only be reported for those students who will no longer be receiving Special Education services due to specified

reasons.

Exit Reason Code valid value 2 may only be reported for those students who have obtained age 21 during the current reporting school year and are no

longer eligible for Special Education services.

Exit Reason Code, valid value 5, must be entered if Element K06 – Least

Restrictive Environment (LRE) Code is updated.

Exit Reason Code, valid value 6, is to be entered if the exiting district has confirmed that the student is no longer enrolled in the district (this includes students who have graduated). (ID 607) Element C09 – School Withdrawal Code

must indicate withdrawal from district.

Example: 2

Valid Values: 1 – Re–evaluated and no longer needs Special Education Services

2 – Aged Out (student obtained age 21 during current reporting school year)

3 – No longer used (Graduated with High School Diploma)

4 – Parent Revokes Consent for Special Education Services

5 – Least Restrictive Environment (LRE) Code change

6 – No longer enrolled in District (not to be used to report in-district school

transfers)

(ID 243)

Last Updated: January 2015

Element K10 - No Longer An Active Data Element

Field Name: ReferralDate

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element K11 – No Longer An Active Data Element

Field Name: InitialEligibilityDate

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element K12 – No Longer An Active Data Element

Field Name: LastIEPReviewDate

Description: This data element is no longer used in CEDARS.

Last Updated: January 2013

Element K13 – No Longer An Active Data Element

Field Name: LastEvaluationDate

Description: This data element is no longer used in CEDARS.

Last Updated: January 2013

Element K14 – Program Start Date

Field Name: StartDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the student began receiving services in the Special Education Program

in the reporting district or had a change in the Least Restrictive Environment

(LRE) Code reported for the student.

Business Rules: Report the first day the student attends or receives services from a Special

Education Program in the reporting district or the date the LRE code reported for the student in <u>Element K06</u> – Least Restrictive Environment Code is updated

or changed.

If the student enrolls during the summer when school is not in session, use the date the student will begin the Special Education Program (the first day of the current school year) as the Special Education Program Start date. (ID 544)

Date should be formatted as MM/DD/YYYY. (ID 543)

Example: 01/01/2007 **Last Updated:** April 2014

Ethnicity File (L)

File Name: StudentEthnicity

Description: This file captures ethnicity information unique to each student. There must be

at least one record for each student. If Ethnicity Code equals '10' (Non-

Hispanic), there cannot be other records in this file for the same student. If the student is Hispanic, there can be multiple records for the student identifying all

sub-categories of Hispanic with which the student identifies.

Sample File Name: 12345_0000_ StudentEthnicity_20180906_20182019.txt

Element L01 – School Year

Field Name: SchoolYear

Data Type: char **Size:** 4

Allow NULL? No. Data is required. (ID 116)

Description: The four digit year in which the school year ends. (ID 360)

Business Rules: For the 2018-19 school year, report 2019.

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element L02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 117)

Description: The serving county 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. (ID 309)

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. (ID 347)

Example: 12345

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

(ID 254)

Last Updated: January 2015

Element L03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar **Size:** 50

Allow Null? No. Data is required. (ID 118)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should

follow the student throughout their enrollment within the district and should

not be reassigned to another student. (ID 255, 332)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element L04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null? No. (ID 119)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element L05 – Ethnicity Code

Field Name: EthnicityCode

Data Type: varchar char

Size: 3 2

Allow Null? No. Data is required. (ID 120)

Description: This code distinguishes whether the student is Hispanic or Non–Hispanic and if

Hispanic, which Hispanic subgroups.

Business Rules: There must be at least one record for each student if Ethnicity Code equals '10'

(Non–Hispanic), there cannot be other records in this file for the same student. (ID 350) If Ethnicity Code contains one of the Hispanic ethnicities, there can be

multiple records for the student.

Beginning with the 2018-19 school year, expanded ethnicity categories were added to CEDARS in alignment with the recommendations of the <u>Race and</u>

Ethnicity Student Data Taskforce as established in SHB 1541.

Districts have four years, through the 2021-22 school year, to fully implement

the changes.

Prior to the end of the 2021-22 school year districts can submit the original 2-

digit numeric codes for students that have yet to be resurveyed.

If <u>Element L06</u> – Ethnicity Collection Method contains a valid value of 3 – Student has not yet been resurveyed, a valid 2-digit <u>numeric</u> code from

Appendix Y must be reported.

If <u>Element L06</u> – Ethnicity Collection Method contains a valid value of either 1 – Ethnicity report by parent/guardian or the student or 2 — Ethnicity not reported by parent/guardian or the student, Observed, a valid 3-digit

alphanumeric code from Appendix Y must be reported.

Valid Values: Refer to valid values table in Appendix Y, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 256)

Example: 10 or H01 **Last Updated:** February 2018

Element L06 – Ethnicity Collection Method

Field Name: EthnicityCollectionMethod

Data Type: char **Size:** 1

Allow Null? No. Data is required.

Description: This element describes how the reported ethnicity data was collected for the

student.

Business Rules: Ethnicity data is required to be submitted for all students. When ethnicity is not

provided by the parent/guardian or the student, federal data collection standards require that ethnicity be determined through observation and reported. Federal Guidance on the Collection and Reporting by Race or

Ethnicity provides additional guidance and information.

Example: 1

Valid Values 1 – Ethnicity reported by parent/guardian or the student

2 – Ethnicity not reported by parent/guardian or the student, Observed

3 – Student has not yet been resurveyed

Last Updated: February 2018

Race File (M)

File Name: StudentRace

Description: This file captures race information unique to each student. This file consists of

at least one record for each student served in the district during the current school year along with race data associated with the student. For students who

are multiracial, individual records will be submitted; one for each race.

Sample File Name: 12345_0000_StudentRace_20180906_20182019.txt

Element M01 – School Year

Field Name: SchoolYear

Data Type: char Size: 4

Allow NULL? No. Data is required. (ID 157)

Description: The four–digit year in which the school year ends. (ID 362)

Business Rules: For the 2018-19 school year, report 2019.

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element M02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 158)

Description: The serving county 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. (ID 348)

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. (ID 312)

Example: 12345

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

(ID 293)

Last Updated: January 2015

Element M03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar Size: 50

Allow Null? No. Data is required. (ID 159)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. (ID 312) The value can be any

combination of alpha and/or numeric values up to fifty characters in length.

This ID should follow the student throughout their enrollment within the district

and should not be reassigned to another student. (ID 294, 318)

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element M04 – 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. (ID 160)

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** January 2015

Element M05 – Race Code

Field Name: RaceCode

Data Type: char **Size:** 3

Allow Null? No. Data is required. (ID 161)

Description: This element indicates the student's selected race(s).

Business Rules: There must be at least one record for each student. For students who are

multiracial, individual records will be submitted; one for each race.

Beginning with the 2018-19 school year, expanded race categories were added to CEDARS in alignment with the recommendations of the <u>Race and Ethnicity</u>

Student Data Taskforce as established in SHB 1541.

Districts will have four years, through the 2021-22 school year, to fully

implement the changes

Prior to the end of the 2021-22 school year, districts can submit the original 3-

digit numeric codes for students that have yet to be resurveyed.

If <u>Element M06</u> – Race Collection Method contains a valid value of 3 – Student has not yet been resurveyed, a valid 3-digit <u>numeric</u> code from the original

code list from Appendix Z must be reported.

If <u>Element M06</u> – Race Collection Method contains a valid value of either 1 – Race reported by parent/guardian or the student or 2 – Race not reported by the parent/guardian or the student, Observed, a valid 3-digit <u>alphanumeric</u>

code from Appendix Z must be reported.

Example: 200 or C02

Valid Values: Refer to valid values table in Appendix Z, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 295)

Last Updated: February 2018

Element M06 - Race Collection Method

Field Name: RaceCollectionMethod

Data Type: char **Size:** 1

Allow Null? No. Data is required.

Description: This element describes how the reported race data was collected for the

student.

Business Rules: Race data is required to be submitted for all students. When race is not

provided by the parent/guardian or the student, federal data collection

standards require that race be determined through observation and reported. Federal Guidance on the Collection and Reporting by Race or Ethnicity provides

additional guidance and information.

Example: 1

Valid Values 1 – Race reported by parent/guardian or the student

2 – Race not reported by parent/guardian or the student, Observed

3 – Student has not yet been resurveyed.

Last Updated: February 2018

Student Absence File (N)

File Name: StudentAbsence

Description: This file captures daily absence information for each student. Absences from

Alternative Learning and Online classes that don't require regular seat—time attendance should not be reported in this file. WAC 392-401-015(1) provides the definition of 'absent' or 'absences' for student's: A student is absent when they are: (a) not physically present on school grounds; and (b) not participating in the following activities at an approved location (i) instruction; (ii) instruction-related activity; or (iii) any other district or school approved activity that is regulated by an instructional academic accountability system, such as participation in district-sponsored sports. Students shall not be absent if: (a) they have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC: (b) are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and (c) the student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107. A full day absence is when a student is absent for fifty percent or more of their scheduled day.

This file consists of one record for each student served in the district during the current school year for each absence associated with the student for each school the student is enrolled. Even when a student leaves the school associated with these absence records, these records must continue to be reported through the remainder of the school year.

Absences must be reported for students in grades K–12. If attendance is tracked for pre–school students, those absences may also be reported in this file.

Sample File Name: 12345_0000_ StudentAbsence_20180906_20182019.txt

Element N01 – School Year

Field Name: SchoolYear

Data Type: char **Size:** 4

Allow NULL? No. Data is required. (ID 416)

Description: The four–digit year in which the school year ends. (ID 417)

Business Rules: For the 2018-19 school year, report 2019. (ID 426)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element N02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 418)

Description: The serving county 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. (ID 419)

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 table in Appendix A, found in the CEDARS Appendices,

located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx. (ID 425)

Last Updated: January 2015

Element N03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar **Size:** 50

Allow Null? No. Data is required. (ID 420)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. (ID 421) This ID should follow the student throughout their enrollment within the district and

should not be reassigned to another student. (ID 429, 430, 431, 432)

Example: 123456789012 or 124 or TG096

Last Updated: January 2012

Element N04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No. (ID 422)

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.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS. (ID 570)

Example: 1234567890 **Last Updated:** January 2015

Element N05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4 (ID 424)

Allow NULL? No. Data is required. (ID 423)

Description: The Location ID for the school as generated by the District's Student

Information System (SIS).

Business Rules: This is an internal number generated by the District and is required. If you do

not have an ID assigned to this field, report the OSPI School Code reported in

Element A05 – School Code.

The ID reported in Element N05, must be included in the Location File A. (ID

427, 428)

The location reported here should be the location from which the student was

absent.

Example: 1234

Last Updated: January 2012

Element N06 – Absence Date

Field Name: AbsenceDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the absence occurred.

Business Rules: Date should be formatted as MM/DD/YYYY and may not be later than the

submission date. (ID 436, 437, 559)

Example: 09/25/2012 **Last Updated:** January 2013

Element N07 – Absence Code

Field Name: AbsenceCode

Data Type: varchar **Size:** 2 (ID 439)

Allow Null? No. Data is required. (ID 438)

Description: This element indicates the Excused/Unexcused status and the amount of the

day of the absence.

Business Rules: Report each absence for a student who is absent for at least part of their

scheduled school day. Absences from Alternative Learning and Online classes that don't require regular seat–time attendance should not be reported in this

file.

Excused Absences

Excused absences from school as defined in WAC 392-401-020:

- (1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or outpatient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- (2) Family emergency including, but not limited to, a death or illness in the family;
- (3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- (4) Court, judicial proceeding, court-ordered activity, or jury service;

- (5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- (6) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- (7) Absence directly related to the student's homeless or foster care/dependency status;
- (8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- (9) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- (10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- (11) Absences due to a student's migrant status; and
- (12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

Unexcused Absences

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence.

Part Day Absence

Student failing to attend a portion of the hours or periods in that student's average school day of seat–time classes (less than 50% of the day absent).

Full Day Absence

Student failing to attend the majority of hours or periods in that student's average school day of seat-time classes (50% or greater of the day absent).

Students enrolled in more than one school will be reported as absent from each school, if applicable, based on the definitions for full day and part day as stated above. Students who are enrolled for only part of the day will be reported as absent in a part day or full day increment as stated above. For example, if a high school student is enrolled for only one period each day, they will be reported as a full day absence if they fail to attend that period. (ID 433, 434)

Example: EF or UP

Valid Values: EF – Excused Full Day Absence

UF – Unexcused Full Day Absence EP – Excused Part Day Absence UP – Unexcused Part Day Absence

(ID 440)

Last Updated: September 2017

Student Discipline File (P) (No longer an active data file)

Description: Beginning with the 2018-19 school year this file is no longer active.

Student Discipline Exclusion Data is submitted through File (R) beginning

with the 2018-19 school year.

Element P01 – No Longer An Active Data Element

Field Name: SchoolYear

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P02 - No Longer An Active Data Element

Field Name: ServingCountyDistrictCode

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P03 - No Longer An Active Data Element

Field Name: DistrictStudentId

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P04 - No Longer An Active Data Element

Field Name: SSID

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P05 - No Longer An Active Data Element

Field Name: LocationId

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P06 – No Longer An Active Data Element

Field Name: IncidentDate

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P07 – No Longer An Active Data Element

Field Name: BehaviorCode

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P08 – No Longer An Active Data Element

Field Name: InterventionDate

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P09 – No Longer An Active Data Element

Field Name: InterventionApplied

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P10 - No Longer An Active Data Element

Field Name: NumInterventionDays

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P11 - No Longer An Active Data Element

Field Name: IncidentID

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P12 - No Longer An Active Data Element

Field Name: WeaponType

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P13 – No Longer An Active Data Element

Field Name: IAES

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P14 - No Longer An Active Data Element

Field Name: EmergencyExp

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P15 - No Longer An Active Data Element

Field Name: EEConversionDays

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P16 - No Longer An Active Data Element

Field Name: OtherBehaviors

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P17 – No Longer An Active Data Element

Field Name: AcademicServices

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P18 - No Longer An Active Data Element

Field Name: BehaviorServices

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P19 – No Longer An Active Data Element

Field Name: PetitionforReadmission

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P20 – No Longer An Active Data Element

Field Name: GrantedPetitionforReadmission

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P21 – No Longer An Active Data Element

Field Name: PetitionforOverOneYear

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P22 - No Longer An Active Data Element

Field Name: ReengagementMeeting

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P23 - No Longer An Active Data Element

Field Name: Reengagement Plan

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Element P24 - No Longer An Active Data Element

Field Name: Appeal

Description: This data element is no longer collected through CEDARS

Last Updated: February 2018

Student Growth File (Q)

File Name: LAPStudentGrowth

Description: This file captures information regarding academic growth for students

participating in the Learning Assistance Program (LAP) and/or Washington Reading Corps (WRC). Districts are required to report to OSPI the amount of academic growth gained by students participating in the LAP English Language Arts (program code 37), LAP Math (program code 6), LAP Academic Readiness (program code 7), LAP Behavior (program code 38), and Washington Reading Corps Literacy Support (program code 44). Districts are also required to report student entrance and exit assessment data as well as the services used to support students. There should be one record per student per program enrollment for the current school year. For example, if a student enters, exits, and re-enters a program, there will be two records reflecting two separate enrollments in the program. If a student is participating in or received services for more than one program, there should be a record for each program.

Students reported in this file must also be reported in District Student File (B), School Student File (C) and Student Attributes and Programs File (I).

Districts must submit LAP File Q data for students submitted in <u>Element 106</u> – Attribute or Program Code with any of the valid values of 6, 7, 37, 38 or 44 by the end of the current school year. Prior to the end of the current school year submission of student level data to File Q is optional.

LAP data submitted to File Q is used to populate the LAP Student Growth Report in EDS. The deadline for reviewing and validating the data in the LAP Student Growth Report will be July 1st of each year. Data in LAP File Q must be complete and accurate prior to this date. WRC data in File Q is also due on July 1st of each year.

Sample File Name: 12345_0000_LAPStudentGrowth_20180906_20182018.txt

Element Q01 – School Year

Field Name: SchoolYear

Data Type: char **Size:** 4

Allow NULL? No. Data is required. (ID 676)

Description: The four–digit year in which the school year ends. **Business Rules:** For the 2018-19 school year, report 2019. (ID 708)

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element Q02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char **Size:** 5

Allow NULL? No. Data is required. (ID 677)

Description: The serving county 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. (ID 678)

Business Rules: Must be a valid value from the County District Codes in Appendix A. 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 Appendix A.

Example: 12345

Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 709)

Last Updated: February 2016

Element Q03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar **Size:** 50

Allow Null? No. Data is required. (ID 679)

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS. (ID 10)

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student. (ID 11, 12)

Example: 123456789012 or 124 or TG096

Last Updated: February 2016

Element Q04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null? No. Data is required (ID 680)

Description: Randomly generated number that functions as a unique student identifier for

each Washington public school student. This number is assigned by OSPI. (ID

735)

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values.

SSID numbers must not begin with a zero.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

Example: 1234567890 **Last Updated:** February 2016

Element Q05 - Location ID

Field Name: LocationId

Data Type: varchar **Size:** 4

Allow NULL? No. Data is required. (ID 681)

Description: The Location ID for the school as generated by the District's Student

Information System (SIS).

Business Rules: This is an internal number generated by the District and is required. If you do

not have an ID assigned to this field, report the OSPI School Code reported in

Element A05 – School Code.

The ID reported in Element Q05, must be included in the Location File A. (ID

713, 714)

The Location ID reported should be the enrolled Location ID of the student at

the time of LAP enrollment.

Example: 1234

Last Updated: February 2017

Element Q06 – Program Code

Field Name: ProgramCode

Data Type: int

Allow NULL? No. Data is required. (ID 682)

Description: The State assigned program code from the list of valid values below.

Business Rules: If the student received services from the list of valid values below at any point

during the current school year, then include a record for that student in this file at the school where the student received services. The student must also be

reported in Student Attribute and Programs File (I).

Example: 37

Valid Values: 37 – LAP English Language Arts

6 - LAP Math

7 – LAP Academic Readiness (K-2)

38 – LAP Behavior

44 – Washington Reading Corps Literacy Support

(ID 715)

Last Updated: February 2017

Element Q07 – Start Date

Field Name: StartDate Data Type: date

Allow Null? No. Data is required.

Description: The date the student begins receiving services. This date must be equal to the

date contained in Element 107 – Start Date.

Business Rules: If the student exits and returns to a specific program one or more times within

the current school year, all of the entry dates must be reported (requires multiple entries for the student). If the student exits and then returns, the date the student returned to the program becomes the start date for the new

record.

The program start date must be equal to Element 107 – Start Date. (ID 760) Date

should be formatted as MM/DD/YYYY. (ID 683)

Example: 01/01/2015

Last Updated: February 2017

Element Q08 – Identification Assessment

Field Name: IdentificationAssessment

Data Type: int

Allow NULL? No. Data is required. (ID 684)

Description: LAP requires multiple measures of performance to determine student eligibility

(RCW 28A.165.015). WRC serves students struggling with literacy or reading as identified by diagnostic assessment. The assessment identified is the measure that most heavily influences identification of student eligibility for services.

Business Rules: If the student received services, identify the assessment used to determine

eligibility from the list of valid values below.

Example: 20

Valid Values: Refer to the valid values in Appendix J, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 717)

Last Updated: February 2017

Element Q09 – Amount of Academic Growth

Field Name: AcademicGrowth

Data Type: int (ID 685)

Allow Null? Yes. Conditional. (ID 719)

Description: Districts are required to report to OSPI the amount of academic growth gained

by students participating in LAP and/or WRC. Determine a formula for

converting assessment data to months of growth and be consistent in applying

that formula to every student. 10 months of growth is equivalent to one

academic year. Months of growth should reflect growth during the enrollment period only (i.e., if a student is enrolled in the program for less than 10 months, reported growth should not reflect the student's growth for the full academic

year—only the time served). Growth should be based on the progress

monitoring assessments.

Recommended conversion can be found here: http://www.k12.wa.us/LAP/DataReporting.aspx

Business Rules: This data element only needs to be reported if the student is served in LAP

and/or WRC for 14 days or longer.

Example: 12

Valid Values: -1– Negative Growth

0 – 0 months
1 – 1 month
2 – 2 months
3 – 3 months
4 – 4 months
5 – 5 months
6 – 6 months
7 – 7 months
8 – 8 months

9 – 9 months

11 – 11 months 12 – 12 months 13 – 13 months 14 – 14 months 15 – 15 months 16 – 16 months 17 – 17 months 18 – 18 months 19 – 19 months

20 – 20 months 21 – More than 20 months

22 – N/A - Movement to Title 1

23 - N/A - Movement to SpEd

24 - N/A - No pre-test25 - N/A - No post-test

26 – N/A - No pre-/post-test

27 - N/A - Student Exited Withdrew Prior to Assessing

ID 718)

Last Updated: February 2018

Element Q10 - Progress Monitoring Assessment

Field Name: ProgressMonitoringAssessment

Data Type: int (ID 686)

Allow Null? Yes. Conditional. (ID 719)

Description: The assessment that is used to monitor student progress. A pre-test and post-

test score should be available. (This may or may not be the same assessment

used in identification of eligibility).

Business Rules: This element is required if <u>Element Q09</u> – Amount of Academic Growth is not

null.

Example: 12

Valid Values: Refer to the valid values in Appendix J, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx. (ID 720)

Last Updated: June 2016

Element Q11 – Beginning Score

Field Name: BeginningScore

Data Type: Numeric(6,2) (ID 687)

Allow Null? Yes. Conditional.

Description: This should be the raw score or scale score from the progress monitoring

assessment. Report the scale score rather than the raw score unless a scale

score is not available.

Raw Score: Number of items correct.

Scale Score: Scale Scores take the raw scores earned on different test forms and place those raw scores on a converted scale to adjust for different difficulties of forms of the assessment. The statistical properties of scale scores can be used for longitudinal tracking of students' progress. Scale scores can also be used to

make direct comparisons among schools and districts using the same

assessment. An RIT (Rasch Unit) Score is a type of scale score that is calibrated

according to the difficulty of each item.

Guidance on the reporting of raw and scale scores can be found here:

http://www.k12.wa.us/LAP/DataReporting.aspx

Business Rules: This element may only be null if <u>Element Q09</u> – Amount of Academic Growth

has a valid value of "22", "23" "24", "25", "26" or "27" or if Element Q09 is null.

(ID 721)

Example: 1234.56

Last Updated: February 2017

Element Q12 – Date of Beginning Score

Field Name: DateBeginning
Data Type: Date (ID 688)
Allow Null? Yes. Conditional.

Description: This is the date that the initial progress monitoring assessment was given. **Business Rules:** This element may only be null if Element Q09 – Amount of Academic Growth

has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is null.

(ID 722)

Example: 01/01/2015 **Last Updated:** February 2016

Element Q13 - End Score

Field Name: EndScore

Data Type: Numeric(6,2) (ID 689) **Allow Null?** Yes. Conditional.

Description: This should be the raw score or scale score from the progress monitoring

assessment. Report the scale score rather than the raw score unless a scale

score is not available.

Raw Score: Number of items correct.

Scale Score: Scale Scores take the raw scores earned on different test forms and place those raw scores on a converted scale to adjust for different difficulties of forms of the assessment. The statistical properties of scale scores can be used for longitudinal tracking of students' progress. Scale scores can also be used to

make direct comparisons among schools and districts using the same

assessment. An RIT (Rasch Unit) Score is a type of scale score that is calibrated

according to the difficulty of each item.

Guidance on the reporting of raw and scale scores can be found here:

http://www.k12.wa.us/LAP/DataReporting.aspx

Business Rules: This element may only be null if Element Q09 – Amount of Academic Growth

has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is null.

(ID 723)

Example: 1234.56

Last Updated: February 2017

Element Q14 – Date of End Score

Field Name: DateEnd

Data Type: Date (ID 690)

Allow Null? Yes. Conditional.

Description: This is the date that the final progress monitoring assessment was given. **Business Rules:** This element may only be null if <u>Element Q09</u> – Amount of Academic Growth

has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is null.

(ID 724)

The Date of End Score (Q14) must be on or after the Date of Beginning Score

(Q12). (ID 761)

Example: 01/01/2015 **Last Updated:** February 2017

Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day

Field Name: ExtendedLearningTime

Data Type: char

Size: 2 (ID 691)

Allow Null? Yes. Conditional.

Description: Extended day learning occurs outside the regular school day or school year and

can include before-school hours, after-school hours, on Saturdays, and during

the summer. For students who receive multiple extended learning time

interventions, please select the primary intervention.

Before/After School Instruction: Structured learning environment; instruction is

provided by a trained professional.

Homework Club: Loosely structured environment where students work

independently or in small groups on academic assignments; an educator may

provide supervision and/or offer assistance as needed.

Book Programs: Structured program where students/familes are provided

access to books to support literacy skills beyond the regularly scheduled

school day.

Computer-Based or Online Programs: Online or computer programs assigned to students to complete at home or on campus outside of regular school hours. For example, students may be assigned a login to an online academic program to complete at home. If parents are trained to work with their child on this program, please also record this as "parent involvement outside of school" on

the parent involvement tab.

Saturday Programs: Structured learning on Saturdays; instruction is provided by

a trained professional.

Summer School: Summer programs extend the school year into the summer

months by providing students with opportunities to increase academic and

non-academic skills.

Business Rules: This element is required if Element Q09 – Amount of Academic Growth is not

null. If the student received services outside of the regular school year/day, identify the extended learning time intervention offered from the list of valid values below. (ID 725) If valid value NE – No Extended Learning Programs offered is submitted, Element Q16 – Intervention During Regular School Day

may not be NTP – No tutoring programs offered.

Example: HC

Valid Values: BA – Before/After school instruction

HC – Homework Club

BP – Book Programs

CI – Computer-Based or Online Instruction

SP – Saturday Programs

SS – Anticipated Summer School Participation

NE – No Extended Learning Programs offered

SD - Student Declined Services

O - Other

MA – Mentoring by an adult

MP – Mentoring by a peer

FE – Family Engagement Services

CP – Community Partners

EL – Specialized Literacy Instruction for ELs

BH – Behavioral Health

BM – Behavior Monitoring

RJ - Restorative Justice

SI – Social Skills Instruction

(ID 726)

Last Updated: February 2017

Element Q16 –Intervention During Regular School Day

Field Name: Tutoring
Data Type: varchar
Size: 4 (ID 692)

Allow Null? Yes. Conditional.

Description: Tutoring includes any interaction with a trained adult or peer using an

intervention program or practice that addresses students' unique academic needs during the regular school day. Tutoring as an intervention should be provided in addition to regularly scheduled core classroom instruction. Tutoring may be implemented through a push-in or pull-out model. Push-in tutoring occurs in the classroom in order for the student to receive extra support or instruction from the tutor. The tutor may provide support during core instruction or outside of core instructional time. Pull-out tutoring is when the student is removed from the classroom in order to receive extra support or instruction. All supplemental pull-out tutoring models must be provided outside of core instructional time. Tutoring may serve students one-on-one, in small groups (best practice is 3-6 students), or in a classroom setting. For students who receive multiple tutoring interventions, please select the primary intervention. For services outside of the regular school day, please select from the Extended Learning Time Intervention Outside of Regular School Day.

Double Dosing: This is a second period of instruction during the school day. This model is more common at the secondary level where students are enrolled in an additional full-length period of academic instruction.

Intervention Specialist: This may be the "LAP teacher" or other certificated teacher who only works with LAP and/or WRC students during the day who are pulled out from the general education classroom.

Trained Teacher: A core general education teacher who may work with LAP students on a limited basis or through a double dose of instruction during the school day.

Business Rules: This element is required if <u>Element Q09</u> – Amount of Academic Growth is not

null. If the student received services during the regular school day, identify the intervention offered from the list of valid values below. (ID 727) If valid value NTP – No tutoring programs offered is submitted, Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day may not be NE

- No Extended Learning Programs offered.

Example: ATV

Valid Values: DD – Double Dosing

ATIS – Push-In One-on-One Adult Tutoring (Intervention Specialist)

ATTT – Push-In One-on-One Adult Tutoring (Trained Teacher)

ATP – Push-In One-on-One Adult Tutoring (Paraeducator)

ATV – Push-In One-on-One Adult Tutoring (Volunteer)

GTIS – Push-In Small Group Tutoring with an Adult (Intervention Specialist)

GTTT – Push-In Small Group Tutoring with an Adult (Trained Teacher)

GTP – Push-In Small Group Tutoring with an Adult (Paraeducator)

GTV – Push-In Small Group Tutoring with an Adult (Volunteer)

ATIP – Pull-Out One-on-One Adult Tutoring (Intervention Specialist)

ATTP – Pull-Out One-on-One Adult Tutoring (Trained Teacher)

ATPP – Pull-Out One-on-One Adult Tutoring (Paraeducator)

ATVP – Pull-Out One-on-One Adult Tutoring (Volunteer)

GTIP – Pull-Out Small Group Tutoring with an Adult (Intervention Specialist)

GTTP – Pull-Out Small Group Tutoring with an Adult (Trained Teacher)

GTPP – Pull-Out Small Group Tutoring with an Adult (Paraeducator)

GTVP – Pull-Out Small Group Tutoring with an Adult (Volunteer)

PTS – Peer Tutoring (Same age)

PTC – Peer Tutoring (Cross age)

NTP - No tutoring programs offered

SDS – Student Declined Services

CITI – Computer-Based or Online Instruction with Adult Tutoring Support (Intervention Specialist)

CITT – Computer-Based or Online Instruction with Adult Tutoring Support (Trained Teacher)

CITP – Computer-Based or Online Instruction with Adult Tutoring Support (Paraeducator)

CITV – Computer-Based or Online Instruction with Adult Tutoring Support (Volunteer)

CISI – Computer-Based or Online Instruction with Adult Supervision (Intervention Specialist)

CIST – Computer-Based or Online Instruction with Adult Supervision (Trained Teacher)

CISP – Computer-Based or Online Instruction with Adult Supervision (Paraeducator)

CISV – Computer-Based or Online Instruction with Adult Supervision (Volunteer)

CISG – Computer-Based or Online Instruction (Self-Guided/Individual)

O – Other

MA – Mentoring by an adult

MP – Mentoring by a peer

FE – Family Engagement Services

CP – Community Partners

EL – Specialized Literacy Instruction for ELs

BH – Behavioral Health BM – Behavior Monitoring RJ – Restorative Justice SI – Social Skills Instruction

(ID 728)

Last Updated: February 2018

Element Q17 - At Grade Level Student Met Learning Goal

Field Name: MetLearningGoal

Data Type: char

Size: 1 (ID 693)

Allow Null? Yes. Conditional.

Description: Based on assessment(s) and/or progress monitoring, it was determined that the

student no longer needed supplemental education services to meet standard in the general education classroom. The student is eligible to exit the program (but does not necessarily need to be exited from the program in CEDARS).

Business Rules: This element may only be null if <u>Element Q09</u> – Amount of Academic Growth

has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is null.

(ID 729)

Example: Y

Valid Values: N – No

Y – Yes

(ID 730)

Last Updated: February 2017

Student Exclusionary Discipline File (R)

File Name: StudentExclusionaryDiscipline

Description: This file captures information regarding behavior and exclusionary discipline

actions for students involved in incidents during school or school-related activities. All firearm incidents must be reported, regardless of the exclusionary action applied. This file is only intended to collect information related to the student being disciplined and is not to include information regarding any

student(s) affected by the student being disciplined.

This file contains a record for each exclusionary action taken for each student involved in an incident during the current school year. If a student has multiple exclusionary actions for a single incident, each exclusionary action must be reported in a separate record. If multiple students are associated with the same incident, then one record must be submitted for each exclusionary action for each student being disciplined.

If a student is involved in an incident that results in more than one exclusionary action or if an exclusionary action is modified and/or converted to another exclusionary action, each exclusionary action must be reported as its own record. Each exclusionary action associated with a student for a single incident must be reported with identical incident information in Elements R01 through R10. Each exclusionary action associated with a student in an incident must be reported with information specific to that exclusionary action in Elements R11 through R23.

Students reported in this file must also be reported in District Student File (B) and School Student File (C).

Sample File Name: 12345_0000_ StudentExclusionaryDiscipline_20180906_20182019.txt

Element R01 – 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. The school year in which the

incident occurred.

Business Rules: For the 2018-19 school year, report 2019.

This information must be identical for all exclusion records for this student in

this incident.

Example: 2019 Valid Values: 2019

Last Updated: February 2018

Element R02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county 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. The district in which this incident occurred.

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.

This information must be identical for all exclusion records for this student in

this incident.

Example: 12345

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

Last Updated: February 2018

Element R03 - District Student ID

Field Name: DistrictStudentId

Data Type: varchar **Size:** 50

Allow Null? No. Data is required.

Description: This is the student identifier <u>assigned by the district</u> to the student. This data

element is used in the matching of district data with records in CEDARS. The district student ID for the student being reported as involved in the incident.

Business Rules: The value is unique within the school district. The value can be any combination

of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should

not be reassigned to another student.

This information must be identical for all exclusion records for this student in

this incident.

Example: 123456789012 or 124 or TG096

Last Updated: February 2018

Element R04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No. Data is required.

Description: Randomly generated number that functions as a unique student identifier for

each Washington public school student. This number is assigned by OSPI. The

SSID for the student being reported as involved in the incident.

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values.

SSID numbers must not begin with a zero.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number

and reported in CEDARS.

This information must be identical for all exclusion records for this student in

this incident.

Example: 1234567890 **Last Updated:** February 2018

Element R05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4

Allow NULL? No. Data is required.

Description: The Location ID for the school as generated by the District's Student

Information System (SIS).

Business Rules: This is an internal number generated by the District and is required. If you do

not have an ID assigned to this field, report the OSPI School Code reported in

Element A05 – School Code.

The ID reported in Element R05, must be included in the <u>Location File A</u>. The Location ID reported should be the enrolled Location ID of the student at the time of the reported behavior or incident. If the behavior or incident

occurred on other school grounds, do not report that Location ID.

This information must be identical for all exclusion records for this student in

this incident.

Example: 1234

Last Updated: February 2018

Element R06 - Incident ID

Field Name: IncidentID
Data Type: varchar
Size: 20

Allow Null? No. Data is required.

Description: The unique ID that identifies the incident, regardless of the number of students

associated with it.

Business Rules: This ID will be used to tie multiple students to the same incident, and it will be

used to identify the unduplicated number of incidents when completing federal reporting. Multiple students could be involved in an incident and should be

reported with the same incident ID.

This information must be identical for all exclusion records for this student in

this incident.

Example: HS412 or Bully01HS **Last Updated:** February 2018

Element R07 – Incident Date

Field Name: IncidentDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the incident occurred.

Business Rules: Date should be formatted as MM/DD/YYYY.

This information must be identical for all exclusion records for this student in

this incident.

Example: 09/25/2012 **Last Updated:** February 2018

Element R08 - Behavior Code

Field Name: BehaviorCode

Data Type: int Size: 2

Allow Null? No. Data is required.

Description: This element indicates the behavior for the student as it relates to the incident

reported in <u>Element R07</u> – Incident Date. If more than one behavior occurs within an incident, school districts are to report the most serious behavior, as determined by the district, in Element R08. Other behaviors related to this incident are to be reported in <u>Element R09</u> – Other Behaviors. School district policy shall determine hierarchical order for reporting purposes. If multiple students are related to a single incident, the behavior associated with the

individual student is to be reported.

Business Rules: Only use valid value 9 if the specific behavior of the student cannot be covered

by codes 2-8 or 10-21.

If there are multiple behaviors in one incident, and one or more of the behaviors are identified as being included for federal reporting purposes, the

most serious of the behaviors must be reported in Element R08.

Element R08 may not be reported with a valid value of 9,12,13 or 17-21 if <u>Element R09</u> – Other Behaviors contains a valid value of 2-8,10,11 or 14-16. Appendix B identifies the behaviors that will be included in Federal Reporting. This information must be identical for all exclusion records for this student in

this incident.

Example: 2 or 6

Valid Values: Refer to valid values table in Appendix B, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx

Last Updated: February 2018

Element R09 - Other Behaviors

Field Name: OtherBehaviors

Data Type:varcharSize:40Allow Null?Yes.

Description: This element is to be used to indicate there was more than one behavior

associated with the incident by this student.

Example, student is involved in an incident in which they were bullying and had tobacco and alcohol. The reporting district will report in <u>Element R08</u> – Behavior

Code the behavior that is determined to be the most serious offense. All

additional behaviors are to be reported in Element R09.

Business Rules: This data is required when more than one behavior is attributed for students

involved in incidents. Valid values submitted in Element R09 may not also be listed in Element R08 – Behavior Code. All behaviors reported in this element

must contain two digits and be reported as a string with commas separating

the valid values.

Element R09 may not be reported with a valid value of 2-8, 10, 11 or 14-16 if Element R08 – Behavior Code contains a valid value of 9,12, 13 or 17-21. This information must be identical for all exclusion records for this student in

this incident.

Example: 02,03,13

Valid Values: Refer to valid values table in Appendix B, found in the CEDARS Appendices,

located at http://www.k12.wa.us/CEDARS/Manuals.aspx

Last Updated: February 2018

Element R10 – Weapon Type

Field Name: WeaponType
Data Type: varchar

Size: 2

Allow Null? Yes. Conditional.

Description: If the incident reported involved a weapon, this element provides the type of

weapon involved.

Business Rules: If <u>Element R08</u> – Behavior Code is a valid value of 8 – Possession of a Weapon,

then data is required. If <u>Element R08</u> – Behavior Code is a valid value other than 8 – Possession of a Weapon, this element is requested but not required. Definitions for the valid values below can be found in Appendix D, in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx. This information must be identical for all exclusion records for this student in

this incident.

Example: HG or KD

Valid Values: HG – Handgun RS – Rifle or Shotgun

MF – Multiple Firearms
OF – Other Firearms
KD – Knife or Dagger
OW – Other Weapon

FO – Firearm and Other Weapon

Last Updated: February 2018

Element R11 -- Exclusionary Action Applied

Field Name: ExclusionaryActionApplied

Data Type: varchar

Size: 2

Allow Null? No. Data is required.

Description: This element indicates the exclusionary action applied for the behavior reported

in Element R08 – Behavior Code.

Business Rules: Only use valid value NA – No Exclusionary Action Applied if an incident involves

a behavior that must be reported but no exclusionary action was applied in

response to the behavior.

If Element R11 has a value of "NA", then <u>Element R12</u> - Exclusionary Action Applied Date may be any date on or after <u>Element R07</u> - Incident Date. If more

than one "NA" is reported as an Exclusionary Action Applied for a single student in an incident, then each "NA" must have a unique date associated with it in Element R12 - Exclusionary Action Date.

If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.

Example: SS or EX

Valid Values: EX – Expulsion - see WAC <u>392-400-023</u> for definition

LS – Long-term Suspension (greater than 10 consecutive school days) - see

WAC <u>392-400-023</u> for definition

SS – Short Term Suspension (10 or fewer consecutive school days) - see WAC

392-400-023 for definition

IS – In School Suspension (student is excluded from their regular educational setting but remains in the student's current school placement for up to ten

consecutive school days) - see WAC <u>392-400-023</u> for definition EE – Emergency Expulsion - see WAC <u>392-400-023</u> for definition

NA – No Exclusionary Action Applied

 $\sf CE-Classroom\ Exclusion\ (exclusion\ of\ a\ student\ from\ a\ classroom,\ instructional\ area,\ or\ activity\ area\ for\ all\ or\ any\ portion\ of\ the\ balance\ of\ the\ school\ day)\ -$

see WAC 392-400-023 for definition

Last Updated: February 2018

Element R12 — Exclusionary Action Date

Field Name: ExclusionaryActionDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: Date exclusionary action began.

Business Rules: If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record. Element R12 must be unique to each exclusionary action reported for a student within an

incident.

This date MUST be on or after <u>Element R07</u> – Incident Date.

If Element R11 - Exclusionary Action Applied is NA, use the same date from Element

R07 - Incident Date in R12.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

Date should be formatted as MM/DD/YYYY.

Example: 09/25/2012 **Last Updated:** February 2018

Element R13 – Duration of Exclusionary Action Days

Field Name: DurationExclusionaryActionDays

Data Type: int

Allow Null? Yes. Conditional.

Description: The total number of consecutive school days a student is excluded from their

regular educational setting for any part of their school day as a result of this unique and specific exclusionary action. The number of days reported may not

be greater than the length of an academic term as defined by the school board unless Element R20 – Petition for Extension of an Expulsion contains a valid

value of Y - Yes. This must be reported in full day increments.

Business Rules: Report the duration of consecutive school days for the exclusionary action

reported in **Element R11** — Exclusionary Action Applied.

If Element R11 – Exclusionary Action Applied does not equal NA, data is

required.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

Example: 2 or 105 **Last Updated:** February 2018

Element R14 – Total Amount of Exclusionary Time

Field Name: ExclusionaryTime

Data Type: numeric

Size: 4,1 (Five characters including the decimal point)

Allow Null? Yes. Conditional.

Description: The total amount of time a student is excluded from their regular educational

setting for the duration of the exclusionary action, as reported in <u>Element R13</u> - Duration of Exclusionary Action Days. This should represent a summation of the total amount of exclusion time the student experienced through the full

duration of the exclusionary action.

If a student's exclusion spans multiple days, districts should add the amount of time the student was excluded on each day, then round that summation to the

nearest 0.1.

Students excluded from their regular educational setting for an entire school day should be reported in this data element as 1.0 for each full day of

exclusion.

Students excluded from their regular educational setting for less than a full school day should be summarized for the full duration of the exclusion and

then reported rounded to the nearest 0.1.

This value can be considered "missed seat time" and is different than the duration of the action collected in <u>Element R13</u> – Duration of Exclusionary

Action Days.

Refer to the CEDARS Reporting Guidance,

http://www.k12.wa.us/CEDARS/Manuals.aspx, for additional information,

examples and guidance for submitting this data.

Business Rules: Report the amount of time a student is excluded for the exclusionary action

reported in Element R11 – Exclusionary Action Applied.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

If <u>Element R11</u> – Exclusionary Action Applied does not equal NA, data is

required.

Example: 2.2 or 15 **Last Updated:** February 2018

Element R15 – Interim Alternative Education Setting

Field Name: IAES

Data Type: varchar

Size: 1

Allow Null? Yes. Conditional.

Description: This element indicates if a student, identified as receiving special education

services, is receiving educational services in an Interim Alternative Education

Setting due to exclusionary action.

Business Rules: If Element R11 – Exclusionary Action Applied has a valid value of NA – No

Exclusionary Action Applied, Element R15 must be NULL.

If Element R15 has a valid value of Y, the student must be reported as receiving special education services in the Student Special Education Programs File (K). If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record. Element R15

must describe this specific Exclusionary action.

Example: Y
Valid Values: Y – Yes
N – No

Last Updated: February 2018

Element R16 – Academic Services

Field Name: AcademicServices

Data Type: char **Size:** 1

Allow Null? Yes. Conditional

Description: This element reports if academic services, as defined by district policy, were

offered and if student participated during the exclusionary action.

Business Rules: If Element R11 – Exclusionary Action Applied has a valid value other than NA –

No Exclusionary Action Applied, then data is required.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

Valid Value reported must be from the list below.

Example: 1

Valid Values: 1 – Academic Services were not offered

2 – Student offered Academic Services and participated

3 – Student offered Academic Services and did not participate

Last Updated: February 2018

Element R17 – Behavior Services

Field Name: BehaviorServices

Data Type: char **Size:** 1

Allow Null? Yes. Conditional

Description: This element reports if behavior services, as defined by district policy, were

offered and if student participated during the exclusionary action.

Business Rules: If Element R11 – Exclusionary Action Applied has a valid value other than NA –

No Exclusionary Action Applied, then data is required.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

Valid Value reported must be from the list below.

Example: 2

Valid Values: 1 – Behavior Services were not offered

2 – Student offered Behavior Services and participated

3 – Student offered Behavior Services and did <u>not</u> participate

Last Updated: February 2018

Element R18 – Date Petition for Readmission Submitted

Field Name: PetitionforReadmission

Data Type: Date

Size: See Data Type Definitions

Allow Null? Yes.

Description: This element is the date that a Petition for Readmission was submitted by or on

behalf of the student.

Business Rules: If no Petition for Readmission was submitted, then this field should be left null.

If a date is entered, it must be on or after the date entered in Element R12 –

Exclusionary Action Date.

If Element R11 – Exclusionary Action Applied equals NA, Element R18 must be

NULL.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

Example: 09/25/2015 **Last Updated:** February 2018

Element R19 – Date Petition for Readmission Granted

Field Name: GrantedPetitionforReadmission

Data Type: Date

Size: See Data Type Definitions

Allow Null? Yes.

Description: This element is the date that a Petition for Readmission was granted or

approved for the student.

Business Rules: If the Petition for Readmission was not granted or approved, or a Petition for

Readmission was not filed, then this field should be left null. If a date is entered, it must be on or after the date entered in <u>Element R12</u> – Exclusionary

Action Date and must be on or after the date entered in **Element R18** – Date

Petition for Readmission Submitted.

If Element R11 – Exclusionary Action Applied equals NA, Element R19 must be

NULL.

If Element R18 – Date Petition for Readmission Submitted is NULL, then

Element R19 must be NULL.

If more than one exclusionary action is applied to this student in this incident,

each exclusionary action must be reported as an individual record.

Example: 09/25/2015 **Last Updated:** February 2018

Element R20 - Petition for Extension of an Expulsion

Field Name: PetitionforExtension

Data Type: char **Size:** 1

Allow Null? Yes. Conditional

Description: This element indicates if a petition was made for an expulsion to exceed the

length of an academic term as defined by the school board.

Business Rules: If Element R11 – Exclusionary Action Applied reports a valid value of EX –

Expulsion, then data is required.

Example: 1

Valid Values: 0 – No petition made

1 – Petition to exceed the length of an academic term. Petition denied.2 – Petition to exceed the length of an academic term. Petition granted.

Last Updated: February 2018

Element R21 – Reengagement Plan

Field Name: ReengagementPlan

Data Type: char **Size:** 1

Allow Null? Yes. Conditional

Description: This element indicates if the district developed a reengagement plan for the

student's return from a suspension or expulsion.

Business Rules: If <u>Element R11</u> – Exclusionary Action Applied reports a valid value of LS – Long

Term Suspension or EX – Expulsion then Element R21 may not be NULL.

Example: 1

Valid Values: 0 – No Reengagement Plan

1 – Reengagement Plan With Academic Services2 – Reengagement Plan With Behavior Services

3 – Reengagement Plan With Both Academic and Behavior Services

4 – Reengagement Plan Not Yet Developed

Last Updated: February 2018

Element R22 – Date Reengagement Meeting Held

Field Name: ReengagementMeeting

Data Type: Date

Size: See Data Type Definitions

Allow Null? Yes.

Description: This element is the date that a reengagement meeting was held with the

student returning from a suspension or expulsion.

Business Rules: If no reengagement meeting was held, then Element R22 may be NULL.

Example: 09/25/2015 **Last Updated:** February 2018

Element R23 – Appeal Code

Field Name: Appeal
Data Type: char
Size: 1

Allow Null? Yes. Conditional

Description: This element indicates if a suspension or expulsion was appealed.

Business Rules: If Element R11 – Exclusionary Action Applied reports a valid value of EE –

Emergency Expulsion, LS – Long Term Suspension, or EX – Expulsion then data

is required.

Example: 1

Valid Values: 0 – No appeal made

1 – Appeal made and granted

2 – Appeal made and denied, not appealed to the school board

3 – Appeal made and denied, appealed to the school board, denied by school

board

4 – Appeal made and denied, appealed to the school board and granted by

school board

Last Updated:February 2018

Publication History

Revision	Authors	Date	Description
2.0	Kendra Hensley – OSPI		FINAL
2.1	Kendra Hensley – OSPI	February 2009	Element B10 – Birth Country
		,	Element B11 – CSRS Ethnicity Code
			Element B16 – Disability Code
			Element B26 – Graduation Requirements Year
			Element B27 – Student expected year of graduation
			Element D09 – AP and IB Code
			Element F05 – Certification number
			Student Grade History File (H) Intro Description text
			Element H16 – AP and IB Code
			Element H20 – Is the student a CTE program completer
			Element H21 – Did student receive a state or nationally recognized
			industry certification
			Element H23 – Is Tech Prep Completer
			Element 109 – Exist Reason Code
			Element L05 – Ethnicity Code
			Element M05 – Race Code
2.2	Kendra Hensley – OSPI	August 2009	Element B16 – Disability Code
			Element B17 – Student Primary Language Code
			Element B18 – Student Language Spoken at Home
			Element C10 – Is this the School that is Primarily
			Staff File (F) Intro Description text
			Element H12 – Credits Earned
			Element H16 – AP and IB Code
			Element H20 – Is the Student a CTE Program Completer
			Element I06 – Program Code
			Element I07 – Program Start Date
			Element I10 – Qualification Code
			Student Bilingual Programs File (J) Intro Desc text
			Element J06 – Instructional Model Code
			Element J07 – Program Start Date
			Element J09 – Exit Reason Code
			Element J10 – Placement Test Scale Score
			Element J11 – Placement Test Level Score
			Student Special Education Programs File (K) – Intro
			Element K07 – Start Date
2.2 Revised	Lisa Ireland –	February 2010	Element L05 – Ethnicity Code
	OSPI		Element M05 – Race Code
3.0	Lisa Ireland – OSPI	May 2010	Date updates for 2010–2011 school year
			Element B27 – Student Expected Year of Graduation
			Element C09 – School Withdrawal Code
			Element H13 – Course Designation Code
			Element H15 – State Course Code
			Element 106 – Program Code
			Element J15 – Number of Months US Attendance
			Element L05– Ethnicity Code
			Element K05 – Race Code

Revision	Authors	Date	Description
3.1	Lisa Ireland – OSPI	Sept 2010	Data File Submission Format
			District Student File (B) Description
			Element B11 – CSRS Ethnicity Code
			Element B26 – Graduation Requirements Year
			Element B27 – Student Expected Year of Graduation
			Element C08 – Date Student Exited from School
			Element C09 – School Withdrawal Code
			Element C10 – Is This The School That Is Primarily Responsible for the
			Student
			Element C12 – Cumulative Days Present This Enrollment Period
			Element C13 – Cumulative Number of Unexcused Absences Enrollment
			Period
			Element D07 – Course Designation Code
			Element D09 – AP and IB Code
			Element D11 – CTE Direct Transcription Available
			Student Schedule File I – Description
			Staff File (F) – Description
			Staff Schedule File (G) – Description
			Element F06 – Last Name
			Element F07 – First Name
			Student Grade History File (H) – Description
			Element H05 – Location ID
			Element H09 – Grade Level Code
			Element H13 – Course Designation Code
			Element H14 – Content Area Code
			Element H15 – State Course Code
			Element H16 – AP and IB Code
			Element H17 – Classification of Instructional Program (CIP) Code
			Number
			Element I08 – Program Exit Date
			Element 109 – Exit Reason Code
			Element J08 – Program Exit Date
			Element J09 – Exit Reason Code
			Element K06 – Least Restrictive Environment (LRE) Code
			Element K08 – Program Exit Date
			Element K09 – Exit Reason Code

Revision	Authors	Date	Description
4.0	Lisa Ireland – OSPI	April 2011	Element B10 – Birth Country
			Element B16 – Disability Code
			Element B17 – Student Primary Language Code
			Element B18 – Student Language Spoken at Home
			Element B21 – Is Student Homeless
			Element B25 – Is Student in Foster Care
			Element B29 – Credits Attempted
			Element B30 – Credits Earned
			Element B31 – Is Student Identified as Immigrant Element B32 – Initial USA School Enrollment Date
			Element B33 – Number Months US Attendance in School
			Element B34 – Number of Months Non US Attendance in School
			Element C06 – Date Student Enrolled in School
			Element D08 – State Course Code
			Element D09 – Advanced Placement (AP) and International
			Baccalaureate (IB) Code
			Element D10 – Classification of Instructional (CIP) Code Number
			Element D11 – Is Direct Transcription Available (no longer active
			element) Element E06 – Course ID
			Element E08 – Course ID
			Element F04 – Staff Type Code
			Element F05 – Certification Number
			Element F07 – Legal First Name
			Element F08 – Legal Middle Name
			Element G03 – Location ID
			Element G05 – Course ID
			Element G06 – Section ID
			Element G07 – Term
			Student Grade History File (H)
			Element H06 – Staff ID
			Element H09 – Grade Level Code
			Element H10 – Letter Grade
			Element H11 – Credits Attempted Element H12 – Credits Earned
			Element H15 – State Course Code
			Element H16 – Advanced Placement (AP) and International
			Baccalaureate (IB) Code
			Element H19 – Term
			Element H20 – Is the Student a Career and Technical Education (CTE)
			Program Completer
			Student Programs File (I)
			Element 106 – Program Code
			Element 109 – Exit Reason Code
			Student Bilingual Programs File (J)
			Element J06 – Instructional Model Code
			Element J07 – Program Start Date Element J08 – Program Exit Date
			Element J09 – Exit Reason Code
			Element J10 – Placement Test Scale Score
			Element J11 – Placement Test Level Score
			Element J12 – Placement Test Date
			Element J13 – Initial WA Placement Test Date
			Element J14 – Initial USA School Enrollment (no longer active element)
			Element J15 – Number of Months US Attendance (no longer active
			element)
			Element J16 – Number of Months Non US Formal Education (no
			longer active element)
			Element J17 – Program /Eligibility Designation
			Element K06 – Least Restrictive Environment (LRE) Code Element K08 – Exit Date
			Element K08 – Exit Date Element K10 – Initial Referral Date
			Element K10 – Initial Referral Date Element K11 – Initial Eligibility Date
			Element K11 – Initial Eligibility Date Element K12 – Last IEP Review Date
			Element K13 – Last Evaluation Date
		1	Element KTO Lust Evaluation Date

Revision	Authors	Date	Description
4.1	Lisa Ireland	July 2011	Staff Schedule File Descriptor
		,	Data Collection Information –
			Data Collection Changes Effective Date
			Data Collection Due Date
			Data Element Summary
			Element B14 – Date Enrolled in District
			Element B17 – Student Primary Language Code
			Element B21 – Is Student Homeless
			Element D04 – Course ID
			Element D07 – Course Designation Code
			Element E08 – Term
			Element F05 – Certification Number
			Element G07 – Term
			Element 106 – Program Code
			Element J09 – Exit Reason Code
4.2	Lisa Ireland	October 2011	Element B33 – Number Months US Attendance in School
			Element B34 – Number of Months Non US Attendance in School
5.0	Lisa Ireland	January 2012	Element B09 – Birth Date
			Element B16 – Disability Code
			Element B17 – Primary Language Code
			Element B18 – Language Spoken at Home
			Element B21 – Is Student Homeless
			Element B22 – Is Student an Approved Private–School Student
			Attending Class Part Time
			Element B23 – Is Student a Home–Schooled Student Attending Class
			Part Time
			Element C11 – School Choice Code
			Element C13 – Cumulative Number of Unexcused Absences
			Element F03 – Staff ID
			Element F05 – Certification Number
			Element H22 – Is Direct Transcription Available Student Programs File
			(1)
			Element 106 – Program Code
			Element I08 – Program Exit Date
			English Learners (Student Limited English Proficiency) File (J) – name
			change
			Element J10 – Placement Test Scale Score
			Element J11 – Placement Test Level Score
			Element J12 – Placement Test Date
			Element J13 – Initial Placement Test Date
			Element J17 – Program Designation
			Element J18 – Placement Test Code
			Element J19 – Grade Level at Placement
			Element J20 – Placement Test Scale Score
			Element J21 – Placement Test Level Score
			Element J22 – Placement Test Date
			Element K06 – LRE Code
			Student Absence File (N) NEW
			Student Discipline File (P) NEW
5.1	Lisa Ireland	March 2012	Element D07 – Course Designation Code
			Element H09 – Grade Level Code
			Element H13 – Course Designation Code
5.2		June 2012	Reports and Processes Generated from CEDARS
			Element B22 – Is Student an Approved Private–School Student
			Attending Class Part Time
			Element B23 – Is Student a Home–Schooled Student Attending Class
			Part Time
			Student Programs File (I)
			N07 – Absence Code
			P10 – Number of Intervention Days

Revision	Authors	Date	Description
6.0	Lisa Ireland	January 2013	Successful CEDARS Submission
			<u>Data Files and Descriptions</u>
			File Formats and Layouts
			Data Type and Definitions
			Reports and Processes Generated from CEDARS Element A05 – School Code
			District Student File (B)
			Element B03 – Home County District Code
			Element B17 – Student Primary Language Code
			Element B22 – Is Student an Approved Private–School Student
			Attending Class Part Time
			Element B23 – Is Student a Home–Schooled Student Attending Class
			Part Time
			Element B25 – Is Student in Foster Care (no longer active element)
			Element B33 – Number Months US Attendance in School
			<u>Element B34</u> – Number of Months Non US Attendance in School <u>Element C12</u> – Cumulative Days Present this Enrollment Period
			Element D05 – Course Title
			Element D07 – Course Designation Code
			Element D08 – State Course Code
			Element D09 – Advanced Placement (AP) and International
			Baccalaureate (IB) Code
			<u>Element D10</u> – Classification of Instructional Program (CIP) Code
			Number
			Student Schedule File (E)
			Element E07 – Section ID Element E09 – ALE Funded
			Element F05 – Certification Number
			Element F09 – Birth Date
			Element G06 – Section ID
			Element H05 – Location ID
			Element H06 – Staff ID
			Element H13 – Course Designation Code
			Element H15 – State Course Code
			Element H16 – Advanced Placement (AP) and International
			Baccalaureate (IB) Code
			<u>Element H17</u> – Classification of Instructional Program (CIP) Code Number
			Element H24 – Did the Student Take or Pass a Nationally Recognized
			Assessment of Technical Skill and Knowledge
			Element H25 – Certification Number
			Element H26 – School Code
			<u>Element H27</u> – ALE Funded
			Student Attributes and Programs File (I)
			Element 105 – Location ID
			<u>Element I06</u> – Attribute or Program Code Element I07 – Start Date
			Element 108 – Start Date
			Element 109 – Exit Bate Element 109 – Exit Reason Code
			Element 110 – Qualification Code
			Element J06 – Instructional Model Code
			Element J07 – Program Start Date
			<u>Element J09</u> – Exit Reason Code
			Element J17 – Program Designation
			Element J18 – Placement Test Code
			Element J20 – Placement Test Score Element J21 – Placement Level
			Element K06 – Least Restrictive Environment (LRE) Code
			Element K07 – Initial Washington Service Date
			Element K09 – Exit Reason Code
			Element K10 – Initial Referral Date
			Element K11 – Initial Eligibility Date
			Element K12 – Last IEP Review Date (no longer active element)
			Element K13 – Last Evaluation Date (no longer active element)
			Element K14 – Program Start Date
			Element N06 – Absence Date
			Element P07 – Behavior Code
			Element P10 – Number of Intervention Days
			Element P10 – Number of Intervention Days Element P13 – Interim Alternative Education Setting

Revision	Authors	Date	Description
6.2	Lisa Ireland	June 2013	Element D05 – Course Title
			Element D07 – Course Designation Code
			Element D09 - Advanced Placement (AP) and International
			Baccalaureate (IB) Code
			Staff File (F)
			<u>Element F05</u> – Certification Number
			Staff Schedule File (G)
			Element H08 – Course Title
			Element H13 – Course Designation Code
			Element H25 – Certification Number
			Element 106 – Attribute or Program Code
			<u>Element 109</u> – Exit Reason Code
			Element J06 – Instructional Model Code
			<u>Element J09</u> – Exit Reason Code
			Element J17 – Program Designation
			<u>Element K10</u> – Initial Referral Date
			Element K11 – Initial Eligibility Date
6.3	Lisa Ireland	July 2013	<u>Data Files and Descriptions</u> – Student Grade History File (H)
			Student Grade History File (H)
			Element H17 – Classification of Instructional Program (CIP) Code
			Number
			Element H19 – Term
			<u>Element H20</u> – Is the Student a Career and Technical Education (CTE)
			Program Completer?
			Element K08 – Exit Date
6.4	Lisa Ireland	January 2014	Successful CEDARS Submission
			Element D08 – State Course Code
			Element D10 – Classification of Instructional Program (CIP) Code
			Number
			<u>Element E09</u> – ALE Funded
			Element P09 – Intervention Applied

Revision	Authors	Date	Description
7.0	Lisa Ireland	January 2014	Date changes to reflect 2014–15 school year
			Data Element Summary
			Location File (A)
			Element A07 – Initial School Start Date
			Element A08 – Last School End Date
			Element B10 – Birth Country
			<u>Element B16</u> – Disability Code (no longer an active element) <u>Element B24</u> – Student Exchange Status
			Element B31 – Is Student Identified as Immigrant (no longer an active
			data element)
			Element B32 – Initial USA Public School Enrollment
			Element B33 – Number of Months US Attendance In School (no longer
			an active data element)
			Element B34 – Number of Months Non US Attendance in School
			<u>Element C09</u> – School Withdrawal Code
			<u>Element E09</u> – ALE Course Type
			Staff Schedule File (G)
			Element G08 – Instruction Start Date
			Element G09 – Instruction End Date
			Element G10 – Teacher Indicator
			Element G11 – Term Start Date Element G12 – Term End Date
			Element H05 – Location ID
			Element H20 – Is the Student a Career and Technical Education (CTE)
			Program Completer
			Element H27 – ALE Course Type
			Student Attributes and Programs File (I)
			Element 106 – Attribute or Program Code
			<u>Element 109</u> – Exit Reason Code
			Element 110 – Qualification Code
			Element J07 – Program Status Start Date
			Element J17 – Program Designation
			Student Special Education Programs File (K)
			Element K05 – Location ID (no longer active data element) Element K06 – Least Restrictive Environment
			Element K07 – Initial Washington Service Date (no longer active data
			element)
			Element K08 – Exit Date
			Element K09 – Exit Reason Code
			Element K11 – Initial Eligibility Date
			<u>Element K14</u> – Program Start Date
			<u>Element P07</u> – Behavior Code
			<u>Element P09</u> – Intervention Applied
			Element P14 – Emergency Expulsion
			Element P15 – Emergency Expulsion Days to Conversion
7.1	Line Ireland	A	Element P16 – Other Behaviors
7.1	Lisa Ireland	April 2014	Element G11 – Term Start Date Element I06 – Attribute or Program Code
			Element 109 – Exit Reason Code
			Element K06 – Least Restrictive Environment
			Element K14 – Program Start Date
			Element P15 – Emergency Expulsion Days to Conversion
7.2	Lisa Ireland	July 2014	Element H21 – Did Student Receive a State or Nationally Recognized
			Industry Certification
			Element 110 – Qualification Code
			Element J07 – Program Status Start Date
			Element P13 – Interim Alternative Education Setting
7.3	Lisa Ireland	September 2014	<u>Element D07</u> – Course Designation Code
			Element H13 – Course Designation Code
			Element J17 – Program Designation
7.4	Lisa Ireland	October 2014	Element B32 – Initial USA Public School Enrollment
			<u>Element B34</u> – Number of Months Non US Enrollment in School

Revision	Authors	Date	Description
8.0	Lisa Ireland	January 2015	Sample file names and corresponding dates updated throughout
			document to reflect current school year
			Data Files and Descriptions
			State Student SSID Assignment Florent A03 County District Code
			Element A02 – County District Code Element A03 – District Name
			District Student File (B)
			Element B02 – Serving Country District Code
			Element B03 – Home County District Code
			Element B05 – State Student ID (SSID)
			Element B18 – Student Language Spoken at Home
			Element B32 – Initial USA School Enrollment
			Element C02 – Serving County District Code
			<u>Element CO4</u> – State Student ID (SSID)
			<u>Element D02</u> – Serving County District Code
			Element D06 – Content Area Code
			Element D08 – State Course Code
			Element D09 – Advanced Placement (AP) and International
			Baccalaureate (IB) Code
			Element E02 - Serving Country District Code
			Element E04 – State Student ID (SSID) Element F02 – Serving County District Code
			Element G02 - Serving County District Code
			Element H02 - Serving County District Code
			Element H04 – State Student ID (SSID)
			Element H14 – Content Area Code
			Student Attributes and Programs File (I)
			<u>Element 102</u> – Serving County District Code
			Element IO4 – State Student ID (SSID)
			Element 106 – Attribute or Program Code
			<u>Element 107</u> – Start Date
			Element 108 – Exit Date
			Element 109 – Exit Reason Code
			Element 110 – Qualification Code
			Element J02 – Serving County District Code
			Element 107 — State Student ID (SSID)
			Element J07 – Program Status Start Date Element J09 – Exit Reason Code
			Element K02 – Serving County District Code
			Element K04 – State Student ID (SSID)
			Element K09 – Exit Reason Code
			Element L02 – Serving County District Code
			Element LO4 – State Student ID (SSID)
			Element M02 – Serving County District Code
			<u>Element M04</u> – State Student ID (SSID)
			<u>Element N02</u> – Serving County District Code
			Element N04 – State Student ID (SSID)
			Student Discipline File (P)
			Element PO2 – Serving County District Code
			Element P04 – State Student ID (SSID)
			<u>Element P07</u> – Behavior Code <u>Element P08</u> – Corrective or Disciplinary Action Date
			Element P09 – Corrective or Disciplinary Action Date
			Element P10 – Number of Corrective Action or Disciplinary Days
			Element P13 – Interim Alternative Education Setting
			Element P14 – Emergency Expulsion
			Element P15 – Emergency Expulsion Days to Conversion
			Element P16 – Other Behaviors
			Element P17 – Academic Services
			Element P18 – Behavior Services
			Element P19 – Date Petition for Readmission Submitted
			Element P20 – Date Petition for Readmission Granted
			<u>Element P21</u> – Petition to Exceed More Than One Year Code
			Element P22 – Date Reengagement Meeting Held
			<u>Element P23</u> - Reengagement Plan
			<u>Element P24</u> – Appeal Code

Revision	Authors	Date	Description
8.1	Lisa Ireland	March 2015	Element B32 – Initial USA School Enrollment Element P07 – Behavior Code Element P16 – Other Rehaviors
			Element P16 – Other Behaviors Element P17 – Academic Services
			Element P18 – Behavior Services
			Element P19 – Date Petition for Readmission Submitted
			Element P20 – Date Petition for Readmission Granted
			Element P21 – Petition to Exceed More Than One Year Code
			Element P22 – Date Readmission Meeting Held
			Element P23 – Reengagement Plan
			Element P24 – Appeal Code
8.2	Lisa Ireland	September 2015	<u>Element D06</u> – Content Area Code
			Element D08 – State Course Code
			Element H15 – State Course Code
			Element 110 – Qualification Code
			Element J17 – Program Designation Element P09 – Corrective or Disciplinary Action Applied
			Element P10 – Number of Corrective or Disciplinary Action Applied
			Element P15 – Emergency Expulsion Days
			Element P19 – Date Petition for Readmission_Submitted
			Element P20 – Date Petition for Readmission Granted
8.3	Lisa Ireland	November 2015	Element P10 – Number of Corrective or Disciplinary Action Days
9.0	Lisa Ireland	February 2016	CEDARS Data Files
			Data Files and Descriptions
			Data File Submission Format
			Data Element Summary
			<u>Element A03</u> – District Name
			Element A06 – School Name
			Element B06 – Legal Last Name
			Element B07 – Legal First Name
			Element B08 – Legal Middle Name(s)
			<u>Element B17</u> – Student Primary Language Code <u>Element B18</u> – Student Language Spoken at Home
			Element B32 – Initial USA School Enrollment
			Element B35 – Military Parent or Guardian
			Element D06 – Content Area Code
			Element D12 – CTE Course Equivalency Identification
			Element H28 – CTE Course Equivalency Identification
			Element H29 – CTE Credit Equivalency
			<u>Element H30</u> – Course School Year
			Element 106 – Attribute or Program Code
			Element 109 – Exit Reason Code
			Element I10 – Qualification Code
			Element J06 – Instructional Model Code Element J09 – Exit Reason Code
			Element J18 – Placement Test Code
			Element N07 – Absence Code
			Discipline File (P)
			Element P09 – Corrective or Disciplinary Action Applied
			<u>Element P10</u> – Number of Corrective or Disciplinary Action Days
			<u>Element P14</u> – Emergency Expulsion
			<u>Element P15</u> – Emergency Expulsion Days
			Learning Assistance Program Student Growth File (Q)
			Element Q01 – School Year
			Element Q02 – Serving County District Code
			Element Q03 – District Student Id
			Element Q04 – State Student ID (SSID)
			Element Q05 – Location ID Element Q06 – Program Code
			Element Q07 – Start Date
			Element Q08 – Identification Assessment
			Element Q09 – Amount of Academic Growth
			Element Q10 – Progress Monitoring Assessment
			Element Q11 – Beginning Score
			Element Q12 - Date of Beginning Score
			Element Q13 – End Score
			Element Q14 – Date of End Score
			Element Q15 – Extended Learning Time Intervention
			Element Q16 – Tutoring Intervention
			Element Q17 – Student Met Learning Goal

Revision	Authors	Date	Description
10.0	Lisa Ireland	February 2017	Data Files and Descriptions
			Data File Submission Format
			<u>Data Element Summary</u> Publication Process
			Element A07 – Initial School Start Date
			Element A08 – Last School End Date
			Element B17 – Student Primary Language Code
			Element B18 – Student Language Spoken at Home
			Element B19 – Social Security Number (no longer an active data
			element)
			<u>Element B21</u> – Is Student Homeless
			Element B36 – Preferred Last Name
			Element B37 – Preferred First Name
			<u>Element C07</u> – School Entry Code (no longer an active data element) <u>Element D12</u> – CTE Course Equivalency Identification
			Element D13 – CTE Equivalency
			Student Schedule File (E)
			Element E05 – Location ID
			Element E06 – Location ID
			<u>Element F08</u> - Legal Middle Name
			Staff Schedule File (G)
			Element G03 – Location ID
			Element G05 – Course ID
			<u>Element H05</u> – Location ID (no longer an active data element) <u>Element H06</u> – Staff ID (no longer an active data element)
			Element H28 – CTE Course Equivalency Identification (no longer an
			active data element)
			Element H29 – CTE Credit Equivalency (no longer an active data
			element)
			Student Attributes and Programs File (I)
			Element 105 – Location ID
			Element 106 – Attributes or Programs Code
			<u>Element I07 – Start Date</u> Element I08 – Exit Date
			Element 110 – Qualification Code
			English Learners Student Limited English Proficieny File (J)
			Element J06 – Instructional Model Code
			Element J07 – Program Status Start Date
			<u>Element J08</u> – Program Exit Date
			<u>Element J09</u> – Exit Reason Code
			Element J13 – Initial WA Placement Date
			Element J18 – Placement Test Code Element J20 – Placement Test Score
			Element J21 – Placement Status Level
			Element J22 – Placement Test Date
			Element K10 – Referral Date (no longer an active data element)
			Element K11 – Initial Eligibility Date (no longer an active data element)
			Student Growth Learning Assistance Program File (Q)
			Element Q05 – Location ID
			Element Q06 – Program Code
			Element Q07 – Start Date Element Q08 – Identification Assessment
			Element 009 – Amount of Academic Growth
			Element Q11 – Beginning Score
			Element Q13 – End Score
			Element Q14 – Date of End Score
			Element Q15 – Extended Learning Time Intervention Outside of the
			Regular School Day
			Element Q16 – Tutoring Intervention During Regular School Day
10.1	Lica Iroland	August 2017	<u>Element Q17</u> – At Grade Level Student Met Learning Goal Element B37 – Preferred First Name
10.1	Lisa Ireland	August 2017	Element J06 – Preferred First Name Element J06 – Instructional Model Code
			Element J09 – Exit Reason Code
			Element J21 – Placement Status Level
			Student Absence File (N)
			Element N07 – Absence Code
			<u>Element P15</u> – Emergency Expulsion Days
			Data Element Summary
10.2	Lisa Ireland	January 2018	Element J07 – Placement Test Date
			Element P22 – Date Reengagement Meeting Held
			Element Q15 – Extended Learning Time Intervention Outside of
			Regular School Year/Day

RESOURCES

U.S. Department of Education Resources

U.S. Department of Education http://www.ed.gov

No Child Left Behind (NCLB) http://www.ed.gov/nclb

Every Student Succeeds Act (ESSA) http://www.ed.gov.essa

Office of Superintendent of Public Instruction Resources

Comprehensive Education Data and Research System (CEDARS) http://www.k12.wa.us/CEDARS/default.aspx

Special Education http://www.k12.wa.us/SpecialEd

K12 Website http://www.k12.wa.us

Bulletins and Memos http://www.k12.wa.us/BulletinsMemos

School Apportionment and Financial Services http://www.k12.wa.us/safs

Enrollment Reporting Handbook http://www.k12.wa.us/safs/INS/ENR/1718/eh.asp

OSPI Customer Support (800) 725–4311 or (360) 725–6371 customersupport@k12.wa.us

OSPI TTY (360) 664–3631

[End of CEDARS Data Manual]