

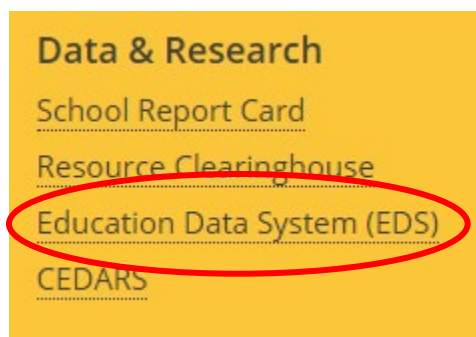
# Discipline Dashboard for CEDARS Exclusion Data— Access for Authorized District Staff

**Access:** Some district staff already have access to dashboards that use student data, such as the Learning Assistance Program Dashboard, through the Education Data System (EDS), which provides a secure connection to the Tableau Server at the Office of Superintendent of Public Instruction (OSPI).

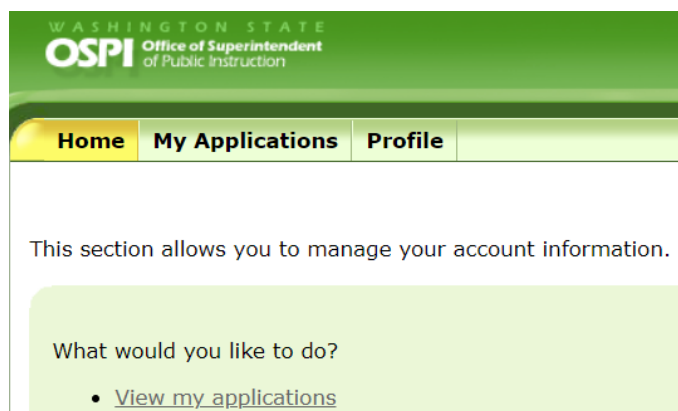
Access to these dashboards is controlled at the district level by the District Data Security Manager (DDSM). If you do not have access, contact your DDSM and request the role of “Tableau\_SecureDataPortal\_Student\_Interactor.” A list of DDSMs can be found here: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>. **Please note:** Changes to access will not be effective until the next day, so the user should wait 24 hours before logging in.

## **Once access is granted:**

1. Log into the Education Data System (EDS). You can find a link at the bottom of any OSPI web page.  
[www.k12.wa.us](http://www.k12.wa.us)



2. Enter your user name and password to log in to EDS: <https://eds.ospi.k12.wa.us/>
3. Then, click on “View my applications.”



4. Click on (select) “Tableau Server” from the applications list:

### My Application List

You have access to the applications listed

If you need access to more applications, |

Application
<a href="#">E-Certification</a>
<a href="#">Education Data System</a>
<a href="#">Education Data System Administration</a>
<a href="#">NBPTS Scholarship</a>
<a href="#">pdEnroller</a>
<a href="#">Tableau Server</a>

5. You may see a menu that looks like this. If so, select “District\_Discipline\_Dashboard\_Secure:”

Explore / SecureDataPortal / Student

Search

Student ☆ ⓘ ...  
Owner: daniel.whitney@k12.wa.us

A collection of workbooks, data sources, and views that are managed by Student Information. Managed By: Katie Weaver Randall katie.weaver.randall@k12.wa.us 360-725-6356

New ▾ Select All Content Type: All ▾ Sort By: Name (a-z) ↑ ▾

Type	Name	Value	Owner	Modified
<input type="checkbox"/>	☆  __Workbook Descriptions	...	daniel.whitney@k12.wa.us	Apr 8, 2020, 1:23 PM
<input type="checkbox"/>	☆  ALE_Dashboard_SECURE	...	daniel.whitney@k12.wa.us	Feb 10, 2021, 10:14 AM
<input type="checkbox"/>	☆  AssessmentResults_DistrictPreview_Sept2019	...	daniel.whitney@k12.wa.us	Aug 28, 2019, 5:13 PM
<input type="checkbox"/>	☆ <b>District_Discipline_Dashboard_SECURE</b>	...	daniel.whitney@k12.wa.us	Feb 24, 2021, 9:44 AM
<input type="checkbox"/>	☆  DistrictPreview_SQSS_Secure	...	daniel.whitney@k12.wa.us	Feb 3, 2021, 1:45 PM
<input type="checkbox"/>	☆  English Learner Progress_DistrictPreview	...	daniel.whitney@k12.wa.us	Oct 3, 2019, 10:34 AM
<input type="checkbox"/>	☆  Enrollment District Preview	...	daniel.whitney@k12.wa.us	Jan 13, 2021, 10:58 AM

**If you do not see an icon labeled Discipline Dashboard, you can type “discipline” in the search field.**

6. Depending upon your view, individual tabs may display as separate tiles, such as “Trends” or “Risk Index.”

Type	Name	Views (all-time)	Sheet
Notes	Notes	10	1
Definitions	Definitions	18	2
Trends	Trends	66	3
Annual	Annual	29	4
Risk_Ratio	Risk_Ratio	33	5

7. The new dashboard will look like this.

**Discipline Rates and Proportions Over Time: Washington State**

Discipline Rate: Total students excluded / Total students enrolled

**\*Note:**  
This dashboard contains data that might identify individual students. Please use caution when sharing the data outside your organization to ensure student privacy is protected.

**For questions or more information, contact:** Mark McKechnie, Senior Consultant on Equity in Student Discipline, OSPI, [Mark.McKechnie@k12.wa.us](mailto:Mark.McKechnie@k12.wa.us)