Washington Office of Superintendent of
PUBLIC INSTRUCTION

Comprehensive Education Data and Research System (CEDARS) Data Manual

2020–2021 School Year

October 2021 | v13.3.1

Chris Reykdal
Superintendent of Public Instruction

Katie Weaver-Randall
Student Information Director

Office of Superintendent of Public Instruction
Old Capitol Building
P.O. Box 47200
Olympia, WA 98504–7200

For more information about the contents
of this document, please contact:
Customer Support, OSPI
E–mail: customersupport@k12.wa.us
Phone: 1–800–725–4311
360–725–6371

This document is available online at:
http://www.k12.wa.us/CEDARS/Manuals.aspx

This material is available in an alternative format upon request.
Contact the Resource Center at (888) 595–3276, TTY (360) 664–3631.

REVISIONS MADE IN CURRENT MANUAL

Version	Date	Overview	Location
13.0	March 2020	New Element	Element B39 – ASVAB (Armed Services Vocational Aptitude Battery) Test Status
		New Element	Element B40 – ASVAB (Armed Services Vocational Aptitude Battery) Test Score
		New Element	Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration Year
		New Element	Element B42– Credit Waiver
		New Valid Value	Element D07 – Course Designation Code
		New Guidance	Element D08 – State Course Code
		New Element	Element D16 – Course Level
		New Element	Element D17 – Industry Recognized Certifications Offered
		New Element	Element E15 – Industry Recognized Certifications Earned
		Updated Valid Values	Element G10 – Teacher Indicator
		New Valid Value	Element H13 – Course Designation Code
		New Element	Element H31 – Industry Recognized Certifications Earned
		Updated Business Rules	Element K06 – Least Restrictive Environment (LRE) Code
		New Element	Element K15 – Non-Public Agency
		New Element	Element K16 – PreK Positive Social-Emotional Skills - Entry
		New Element	Element K17 – PreK Acquisition and Use of Knowledge/Skills - Entry
		New Element	Element K18 – PreK Appropriate Behaviors and Skills - Entry
		New Element	Element K19 – PreK Positive Social-Emotional Skills - Exit
		New Element	Element K20 – PreK Positive Social-Emotional Skills - Progress
		New Element	Element K21 – PreK Acquisition and Use of Knowledge/Skills - Exit
		New Element	Element K22 – PreK Acquisition and Use of Knowledge/Skills - Progress
		New Element	Element K23 – PreK Appropriate Behaviors and Skills - Exit
		New Element	Element K24 – PreK Appropriate Behaviors and Skills - Progress

Version	Date	Overview	Location
13.0	March 2020	New Element	Element K25 – Date of Annual IEP Meeting
		New Valid Value	Element T10 – Course Designation Code
		New Element	Element T18 – Course Level
		New File	File U – Initial Evaluation and Eligibility Timelines • Element U01 – School Year • Element U02 – Serving County District Code • Element U03 – District Student ID • Element U04 – State Student ID (SSID) • Element U05 – Date of Initial Referral • Element U06 – Date District Received Consent • Element U07– Date of Initial Evaluation/Eligibility Determination • Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility • Element U09 – Reason for Late Initial Evaluation/Eligibility • Element U10 – Outcome of Initial Evaluation/Eligibility • Element U11– Date of Initial IEP Meeting • Element U12 – Reason for IEP Developed After Third Birthday
		New File	File V – Student Supports • Element V01 – School Year • Element V02 – Serving County District Code • Element V03 – District Student ID • Element V04 – State Student ID (SSID) • Element V05 – Location ID • Element V06 – Support Code • Element V07 – Identification Assessment • Element V08 – Identification Assessment Date • Element V09 – Support Determination • Element V10 – Interventions Used
13.1	October 2020	Name Edit	Data File Submission Format – Initial Evaluation Timelines Eligibility File
		Guidance Update	Reports Generated from CEDARS
		Name Edit	Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration School Year
		Description Update	Element D07 – Course Designation Code
		New Valid Values	Element D14 - – Dual Language Instruction Type
		Business Rule Update	Element E15 – Industry Recognized Certifications Earned

Version	Date	Overview	Location
13.1	October 2020	Description Update	Element H13 – Course Designation Code
		Link Update	Element H19 – Term
		Business Rule Update	Element H31 – Industry Recognized Certifications Earned
		Description Update	Element I06 – Attribute or Program Code
		Business Rule Update	Element K06 – Least Restrictive Environment (LRE) Code
		Business Rule Update	Element K15 – Non-Public Agency
		Description Update	File S
		Description Update	Element T10 – Course Designation Code
		Business Rule Update	Element T18 – Course Level
		Business Rule Update	Element U07 – Date of Initial Evaluation/Eligibility Determination
		Business Rule Update	Element U11 – Date of Initial IEP Meeting
		Requirement Clarification	File V – Student Supports
		Business Rule Update, New Valid Values	Element V10 – Interventions Used
		Link Update	Resources
13.2	January 2021	Key Element Guidance Corrections	Data Element Summary Element L03 – District Student ID Element M03 – District Student ID Element T03 – District Student ID Element U03 – District Student ID Element V03 – District Student ID
		Appendix Clarification	Element D08 – State Course Code
		Business Rule Removed	Element H31 – Industry Recognized Certifications Earned
		Editorial Update	Element I10 – Qualification Code
		Editorial Update	Element J22 – Placement Test Date
		Business Rule Update	Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility
		Business Rule Clarified	Element U11 – Date of Initial IEP Meeting

Version	Date	Overview	Location
13.2	January 2021	Business Rule Update	Element U12 – Reason for IEP Developed After Third Birthday
13.2.1	March 2021	Re-Activated Valid Value	Element E12 – Letter Grade
		Re-Activated Valid Value	Element H10 – Letter Grade
		Re-Activated Valid Value	Element T15 – Letter Grade
13.3	April 2021	Re-Activated Valid Value	Element E12 – Letter Grade
		Re-Activated Valid Value	Element H10 – Letter Grade
		Updated Valid Value Description	Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day
		Updated Valid Value Description	Element Q16 – Intervention During Regular School Day
		Re-Activated Valid Value	Element T15 – Letter Grade
		New Valid Value	Element U12 – Reason for IEP Developed After Third Birthday
		New Valid Value	Element V09 – Support Determination
		Clarified File Description	Student Supports File (V)
13.3.1	October 2021	Updated Business Rule	Element I06 – Attribute or Program Code

TABLE OF CONTENTS

15

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, Course Code List, 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. At a minimum to accommodate new program codes.
Version 3	2nd Update	January	At a minimum to accommodate new program codes.
Version 4	3rd Update	April	Final version. At a minimum to accommodate new program codes.

CEDARS SUBMISSIONS

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.

DATA SECURITY

The data files are transmitted to OSPI securely via Secure File Transfer Protocol, SFTP. Data is sent in an encrypted format as part of the file transfer process. 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 CustomerSupport@k12.wa.us.

CEDARS DATA FILES

There are twenty (20) 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 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 files.

DATA FILES AND DESCRIPTIONS

1. <u>Location File (A)</u>
   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 all 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) must be included in CEDARS submissions.

3. <u>School Student File (C)</u>
   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. <u>Course Catalog File (D)</u>
   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. <u>Student Schedule File (E)</u>
   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. 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.

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 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.

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 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.

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 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).

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 should not be reported in this file.   WAC 392-401-015(1) provides the definition of 'absent' or 'absences': 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.

15. 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 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 Element I06 – 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.

16. Student Exclusionary Discipline File (R)

This file captures information regarding the behavior incidents and exclusionary discipline actions administered to enrolled students by the authorized district 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).

17. <u>Restraint and Isolation File (S)</u>
    This file contains information about students who are restrained or isolated and any staff injured during those incidents of students restrained or isolated. Restraint is defined as: Physical intervention or force used to control a student, including the use of a restraint device to restrict a student's freedom of movement. It does not include appropriate use of a prescribed medical, orthopedic, or therapeutic device when used as intended, such as to achieve proper body position, balance, or alignment, or to permit a student to safely participate in activities. Physical restraint does not include the touching or holding of a student without the use of force for the purpose of directing or assisting the student in an activity. The term physical restraint does not include a physical escort which is temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to walk to a safe location.

18. <u>Non-Traditional Student Credit Attempt File (T)</u>
    This file contains all non-scheduled courses and other non-course credit activities where high school credit was attempted while the student was enrolled at any school in the district during the current school year, including those students who exit the school. Non-scheduled courses are courses for students where there is not a corresponding record in the Course Catalog File (D) or the Student Schedule File (E). Only activities from the current school year should be included.

19. <u>Initial Evaluation and Eligibility Timelines File (U)</u>
    This file captures information on all currently enrolled students referred for an initial evaluation to determine if a student is eligible for special education. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes.

20. <u>Student Supports File (V)</u>
    This file captures information regarding students screened for various supports. Districts are required to report to OSPI the screener used and the interventions used for at risk students. Students reported in this file must also be reported in District Student File (B) and School Student File (C). Students should be reported in this file in the year they are screened and any subsequent years in which they receive interventions. All instances of screening ~~should be reported~~ for supports identified in this collection should be reported. If a student is screened multiple times for a single support type, report the most recent instance.

For the 2020-2021 school year, districts are not required to screen students and report the data to CEDARS, but some districts are adopting this process early. Screening students and reporting to CEDARS will be required beginning with the 2021-2022 school year.

DATA FILE SUBMISSION FORMAT

All 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 files are to be placed in a Zip File for transfer to the OSPI FTP Server.

FILE FORMATS AND LAYOUTS

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.

The naming convention for the 2020-21 school year is: 12345_0000_CEDARS_20200901_**20202021**.zip

For example, files submitted in September 2020 would appear as follows:
12345_0000_Location_20200901_20202021.txt
12345_0000_DistrictStudent_20200901_20202021.txt
12345_0000_SchoolStudent_20200901_20202021.txt
12345_0000_CourseCatalog_20200901_20202021.txt
12345_0000_StudentSchedule_20200901_20202021.txt
12345_0000_Staff_20200901_20202021.txt
12345_0000_StaffSchedule_20200901_20202021.txt
12345_0000_StudentGradeHistory_20200901_220202021.txt
12345_0000_StudentPrograms_20200901_20202021.txt
12345_0000_BilingualPrograms_20200901_20202021.txt
12345_0000_SpecEdPrograms_20200901_20202021.txt
12345_0000_StudentEthnicity_20200901_20202021.txt
12345_0000_StudentRace_20200901_20202021.txt
12345_0000_StudentAbsence_20200901_20202021.txt

12345_0000_StudentExclusionaryDiscipline_20200901_20202021.txt
12345_0000_LAPStudentGrowth_20200901_20202021.txt
12345_0000_RestraintAndIsolation_20200901_20202021xt
12345_0000_ NonTraditionalStudentCreditAttempt _20200901_20202021.txt
12345_0000_InitialEvaluation~~Timelines~~Eligibility_20200901_20202021.txt
12345_0000_ StudentSupports _20200901_20202021.txt

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

DATA TYPE DEFINITIONS

The following are definitions for the data types referenced in this document. Please see the Microsoft SQL Server site at https://docs.microsoft.com/en-us/sql/t-sql/data-types/data-types-transact-sql 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).

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.

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.

VALIDATION IDs

The CEDARS data manual contains validation IDs within the definitions for each element. Refer to the current CEDARS Validation list located at http://www.k12.wa.us/CEDARS/Manuals.aspx. for the corresponding validation rule.

DATA COLLECTION INFORMATION

DATA COLLECTION CHANGES EFFECTIVE DATE
The specifications in this data manual become effective for the 2020-21 school year.

DATA COLLECTION DUE DATE
The first submission for the 2020-21 school year is due no later than October 15, 2020. Districts may begin their 2020-21 submissions on or after August 1, 2020.

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.

SSIDs 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 DATA USE

CEDARS data reporting by local education agencies is a key way OSPI tracks and measures the progress and performance of Washington's students, schools, local education agencies, and programs. The OSPI Data Collection Plan contains a comprehensive list of the most current data collection statuses and the downstream reporting uses.

The state Legislature assigns work to OSPI through legislation. Oftentimes, the assigned work concludes in a report back to the Legislature describing what OSPI has done, data collected, next steps, and at times, recommendations. The OSPI Reports to the Legislature site contains a comprehensive list of these reports, some of which contain data extracted from CEDARS and are referenced as such.

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 twenty (20) 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
Yes	B02	Serving County District 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	First Name	varchar(60)	Conditional. May only be left blank if student has 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.

Key		Column Name	Data Type	Required?
	B16	Disability code		Element is inactive.
	B17	Primary Language Code	int	Yes
	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.
	B32	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.
	B39	ASVAB Test Status	Int	Conditional. Required Element B13 is grade level 10, 11, or 12.
	B40	ASVAB Test Score	Int	Conditional. Required if Element B39 is 1 or 2

Key		Column Name	Data Type	Required?
	B41	ASVAB Administration School Year	char(4)	Conditiona.l Required if Element B39 is 1 or 2
	B42	Credit Waiver	int	Conditional. Required for students in grades 9, 10, 11, and 12.

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
	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)	Conditiona. 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.

Key		Column Name	Data Type	Required?
	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
	D14	Dual Language Instruction Type	int	Conditional
	D15	Dual Language Instruction Language	int	Conditional
	D16	Course Level	char(1)	Yes
	D17	Industry Recognized Certifications Offered	Varchar(40)	Conditional. If D17 is 1, no other valid value may be used.

Student Schedule File (E)

Key		Column Name	Data Type	Required?
Yes	E01	School Year	char(4)	Yes
Yes	E02	Serving County District 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
	E10	Approved Online Provider	int	Conditional.
	E11	Approved Online Program	int	Conditional.
	E12	Letter Grade	varchar (2)	Conditional.
	E13	Credits Attempted	numeric (4,2)	Conditional.
	E14	Credits Earned	numeric (4,2)	Conditional.
	E15	Industry Recognized Certifications Earned	varchar(40)	Conditional.

Staff File (F)

Key		Column Name	Data Type	Required?
Yes	F01	School Year	char(4)	Yes

Key		Column Name	Data Type	Required?
Yes	F02	Serving County District 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
Yes	G02	Serving County District 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
Yes	H02	Serving County District Code	char(5)	Yes
	H03	District Student ID	varchar(50)	Yes
Yes	H04	SSID	char(10)	Yes
	H05	Location ID		Element is inactive.

Key		Column Name	Data Type	Required?
	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
	H13	Course Designation Code	varchar(10)	Conditional. If the course falls under one of the listed values it must be reported.
	H14	Content Area Code	varchar(3)	Conditional. Used to indicate block or non-instructional class for school years beginning 2015-16 and on. For courses prior to 2015-16 indicate the primary content area of the course.
	H15	State Course Code	char(6)	Conditional. This element is not required when entering transfer or historical information, unless known.
	H16	AP/IB Course Code	numeric (4,2)	Conditional. If Element H13 valid value contains an A or an I, data must be provided.
	H17	CIP Code	char(6)	Conditional. CIP code reported must currently be, or have been, an approved CTE course in your district.
	H18	Term End Date	char (7)	Yes
	H19	Term	varchar(12)	Conditional. This is not required for transfer credits.
	H20	Is Vocational Completer	char(1)	Conditional. If Element H13, valid value is T and Element A05 matches H26 then data must be entered.
	H21	HasIndustryCertification	char(1)	Conditional. If Element H17 is not NULL then data must be entered.
	H22	Is Direct Transcription Available		Element is inactive.
	H23	Is CTE Dual Credit (Tech Prep) Completer	char(1)	Conditional. If Element H13, valid value is T then data must be entered.
	H24	CTE Assessment	char(1)	Conditional. If H17 is not NULL then data must be entered
	H25	Certification Number	char(7)	Conditional.
	H26	School Code	char(4)	Yes
	H27	ALE Course Type	char (1)	Conditional. This element is not required when entering transfer information
	H28	CTE Course Equivalency Identification		Element is inactive.
	H29	CTE Credit Equivalency		Element is inactive.
	H30	Course School Year	char(4)	Yes
	H31	Industry Recognized Certifications Earned	varchar(40)	~~Conditional. If H17 contains a CIP code then data is required.~~ Yes

Student Attributes and Programs File (I)

Key		Column Name	Data Type	Required?
Yes	I01	School Year	char(4)	Yes
Yes	I02	Serving County District Code	char(5)	Yes
	I03	District Student ID	varchar(50)	Yes
Yes	I04	SSID	char(10)	Yes
Yes	I05	Location ID	varchar(4)	Yes
Yes	I06	Attribute or Program Code	int	Yes. If student is eligible for or being served by the program.
Yes	I07	Start Date	date	Yes
	I08	Exit Date	date	Conditional
	I09	Exit Reason Code	char(1)	Conditional
	I10	Qualification Code	varchar(60)	Conditional

English Learners 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
	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

Key		Column Name	Data Type	Required?
	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)

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.
	K06	LRE Code	numeric	Yes. If Element K14 is not NULL, then data must be entered.
	K07	Initial Washington Service Date		Element is inactive.
	K08	Exit Date	date	Conditional. An Exit Date must be entered if data Element K09 is not NULL.
	K09	Exit Reason Code	char(1)	Conditional. If Element K08 is not NULL, then data 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
	K15	Non-Public Agency	int	Conditional. Required if Element K06 is 11.
	K16	PreK Positive Social-Emotional Skills - Entry	int	Conditional. Required if Element B13 is PK.
	K17	PreK Acquisition and Use of Knowledge/Skills - Entry	int	Conditional. Required if Element B13 is PK.
	K18	PreK Appropriate Behaviors and Skills - Entry	int	Conditional. Required if Element B13 is PK.
	K19	PreK Positive Social-Emotional Skills - Exit	int	Conditional. Required if Element B13 is PK.
	K20	PreK Positive Social-Emotional Skills - Progress	int	Conditional. Required if Element B13 is PK.
	K21	PreK Acquisition and Use of Knowledge/Skills - Exit	int	Conditional. Required if Element B13 is PK.
	K22	PreK Acquisition and Use of Knowledge/Skills - Progress	int	Conditional. Required if Element B13 is PK.
	K23	PreK Appropriate Behaviors and Skills - Exit	int	Conditional. Required if Element B13 is PK.

Key		Column Name	Data Type	Required?
	K24	PreK Appropriate Behaviors and Skills - Progress	int	Conditional. Required if Element B13 is PK.
	K25	Date of Annual IEP Meeting	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
Yes	L03	District Student ID	varchar(50)	Yes
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
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 Growth 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

Key		Column Name	Data Type	Required?
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
	Q09	Amount of Academic Growth	int	Conditional. May only be NULL if student should not be counted in the end of year LAP reporting application.
	Q10	Progress Monitoring Assessment	int	Conditional. If Element Q09 is not NULL, then data is required.
	Q11	Beginning Score	numeric(6,2)	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.
	Q12	Date of Beginning Score	date	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.
	Q13	End Score	numeric(6,2)	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.
	Q14	Date of End Score	date	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.
	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
	R10	Weapon Type	varchar(2)	Conditional. If R08 valid value is 8, then data is required.
Yes	R11	Exclusionary Action Applied	varchar(2)	Yes

Key		Column Name	Data Type	Required?
Yes	R12	Exclusionary Action Date	date	Yes
	R13	Duration of Exclusionary Action Days	numeric(4,1)	Conditional. If R11 does not equal NA, then data is required.
	R14	Total Amount of Exclusionary Time	numeric(4,1)	Conditional. If R11 does not equal NA, then data is required.
	R15	Interim Alternative Education Setting	varchar(1)	Conditional. If R11 equals NA, R15 must be NULL. If R15 equals Y, student must be reported in File K.
	R16	Academic Services	char(1)	Conditional. If R11 does not equal NA, then data is required.
	R17	Behavior Services	char(1)	Conditional. If R11 does not equal NA, then data is required.
	R18	Date Petition for Readmission Submitted	date	No. If R11 equals NA, R18 must be NULL
	R19	Date Petition for Readmission Granted	date	No. If R11 equals NA, R19 must be NULL
	R20	Petition for Extension of an Expulsion	char(1)	Conditional. If R11 valid value is EX, then data is required.
	R21	Reengagement Plan	char(1)	Conditional. If R11 valid value is LS or EX, then R21 may not be NULL.
	R22	Date Reengagement Meeting Held	date	Yes.
	R23	Appeal Code	char(1)	Conditional. If R11 valid value is LS, EX, or EE then data is required.

Students Restrained or Isolated File (S)

Key		Column Name	Data Type	Required?
Yes	S01	School Year	char(4)	Yes. Data is required.
Yes	S02	County District Code	char(5)	Yes. Data is required.
	S03	District Student ID	varchar(50)	Yes. Data is required.
Yes	S04	State Student ID (SSID)	char(10)	Yes. Data is required.
Yes	S05	Location ID	varchar(4)	Yes. Data is required.
Yes	S06	Action ID	varchar(20)	Yes. Data is required.
Yes	S07	Action Date	date	Yes. Data is required.
	S08	Action Duration	numeric(4,1)	Yes. Data is required.
Yes	S09	Type of Restraint or Isolation	char	Yes. Data is required.
	S10	Was the student injured during the action?	char(1)	Yes. Data is required.
	S11	How many staff were injured during the action?	int	Yes. Data is required.

Non-traditional Student Credit Attempt File (T)

Key		Column Name	Data Type	Required?
Yes	T01	School Year	char(4)	Yes. Data is required.
Yes	T02	Serving County District Code	char(5)	Yes. Data is required.
Yes	T03	District Student ID	varchar(50)	Yes. Data is required.
Yes	T04	State Student ID (SSID)	char(10)	Yes. Data is required.
Yes	T05	Location ID	varchar(4)	Yes. Data is required.
Yes	T06	Attempt ID	varchar(20)	Yes. Data is required.
	T07	Course ID	varchar(20)	Conditional.
	T08	Attempt Title	varchar(50)	Yes. Data is required.
	T09	Content Area Code	char(3)	Conditional.
	T10	Course Designation Code	varchar(10)	Conditional.
	T11	State Course Code	char(6)	Yes. Data is required.
	T12	ALE Course Type	char(1)	Yes. Data is required.
	T13	Approved Online Provider	int	Conditional.
	T14	Approved Online Program	int	Conditional.
	T15	Letter Grade	varchar(2)	Yes. Data is required.
	T16	Credits Attempted	numeric(4,2)	Yes. Data is required.
	T17	Credits Earned	numeric(4,2)	Yes. Data is required.
	T18	Course Level	char(1)	Yes

Initial Evaluation and Eligibility Timelines File (U)

Key		Column Name	Data Type	Required?
Yes	U01	School Year	Char(4)	Yes
Yes	U02	Serving County District Code	Char(5)	Yes
Yes	U03	District Student ID	Varchar(50)	Yes
Yes	U04	State Student ID (SSID)	Char(10)	Yes
Yes	U05	Date of Initial Referral	Date	Yes
	U06	Date District Received Consent	Date	Yes
	U07	Date of Initial Evaluation/Eligibility Determination	Date	Yes
	U08	Number of School Days to Complete Initial Evaluation/Eligibility	Int	Yes
	U09	Reason for Late Initial Evaluation/Eligibility	Int	Conditional. Required when Element U08 is greater than 35.
	U10	Outcome of Initial Evaluation/Eligibility	Int	Yes
	U11	Date of Initial IEP Meeting	Date	Conditional. Required when U10 is 1.
	U12	Reason for IEP Developed After Third Birthday	Int	Conditional. Required if U11 is greater than or equal to B09.

Student Supports File (V)

Key		Column Name	Data Type	Required?
Yes	V01	School Year	Char(4)	Yes
Yes	V02	Serving County District Code	Char(5)	Yes
~~Yes~~	V03	District Student ID	Varchar(50)	Yes
Yes	V04	State Student ID (SSID)	Char(10)	Yes
Yes	V05	Location ID	Varchar(50)	Yes
Yes	V06	Support Code	int	Yes
	V07	Identification Assessment	int	Yes
	V08	Identification Assessment Date	date	Yes
	V09	Support Determination	int	Yes
	V10	Interventions Used	Varchar (40)	Yes

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 all 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_20200901_20202021.txt

Element A01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	62, 355, 736
Last Updated:	February 2018

Element A02 – County District Code

Field Name:	CountyDistrictCode
Data Type:	char
Size:	5
Allow NULL?	No. Data is required.
Description:	The county district code for the district submitting the data.
Business Rules:	Must be a valid value from EDS. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI.
Example:	12345
Valid Values:	Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.
Validations:	63, 68, 221, 302, 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.
Description:	The school district name assigned to the county district code. Data provided in this element is not stored in CEDARS.
Business Rules:	Report the name of the school district as reported to OSPI
Example:	ABC School District
Valid Values:	Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.
Validations:	668
Last Updated:	February 2016

Element A04 – 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.
Example:	1234
Validations:	65, 303, 570, 571, 735, 762
Last Updated:	September 2007

Element A05 – School Code

Field Name:	SchoolCode
Data Type:	char
Size:	4
Allow NULL?	No. Data is required.
Description:	This is a four–digit code assigned to the school by OSPI.
Business Rules:	The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS).
Example:	1234
Valid Values:	Refer to EDS for valid values: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx
Validations:	66, 222, 302, 409, 570, 571, 735, 745, 747, 762, 1088
Last Updated:	January 2013

Element A06 – School Name

Field Name:	SchoolName
Data Type:	varchar
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.

Example:	ABC Elementary School
Validations:	669
Last Updated:	February 2016

Element A07 – Initial School Start Date

Field Name:	InitialSchoolStartDate
Data Type:	date
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 <u>Element A01</u> - School Year. If multiple location IDs that belong to the same school contain different dates for Initial School Start Date, then OSPI will use the earliest date for reporting purposes.
Example:	08/01/2017
Validations:	576, 605, 736, 737
Last Updated:	February 2017

Element A08 – Last School End Date

Field Name:	LastSchoolEndDate
Data Type:	date
Allow NULL?	No. Data is required.
Description:	The final instructional date on which classes for students are scheduled to end.
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 IDs that belong to the same school contain different dates for Last School End Date, then OSPI will use the latest date for reporting purposes.
Example:	07/31/2018
Validations:	577, 606, 737
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) *must* be included in CEDARS submissions.

Sample File Name: 12345_0000_DistrictStudent_20200901_20202021.txt

Element B01 – School Year

Field Name:	SchoolYear
Data Type:	char
Size:	4
Allow NULL?	No. Data is required.
Description:	The four digit year in which the current school year ends.
Business Rules:	For the 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	31, 343, 354, 405
Last Updated:	February 2018

Element B02 – 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.
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.
Validations:	32, 191, 346
Last Updated:	January 2015

Element B03 – Home County District Code

Field Name:	ResidentCountyDistrictCode
Data Type:	char
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.
Example:	02345
Valid Values:	Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.
Validations:	33, 192
Last Updated:	January 2015

Element B04 – District Student ID

Field Name:	DistrictStudentId
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required.
Description:	This is the student identifier assigned by the district 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.
Example:	123456789012 or 124 or TG096
Validations:	34, 193, 364, 366
Last Updated:	September 2007

Element B05 – 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. 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
Validations: 35, 194, 195, 342, 364, 366
Last Updated: January 2015

Element B06 – Legal Last Name

Field Name:	LastName
Data Type:	varchar
Size:	60
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
Validations:	36
Last Updated:	February 2016

Element B07 – Legal First Name

Field Name:	FirstName
Data Type:	varchar
Size:	60
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
Validations:	37
Last Updated:	February 2016

Element B08 – Legal Middle Name(s)

Field Name:	MiddleName
Data Type:	varchar
Size:	60
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
Validations:	38
Last Updated:	February 2016

Element B09 – Birth Date

Field Name:	BirthDate
Data Type:	date
Allow NULL?	No. Data is required.
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. WAC 392–121–31 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.
	Student birth date must be before the date of submission and on, or before, August 31st of the following school year.
	Date should be formatted as MM/DD/YYYY
Example:	01/02/2003
Validations:	39, 176, 196, 197, 198, 204, 218, 288, 486, 488, 490, 491, 494, 544
Last Updated:	February 2019

Element B10 – Birth Country

Field Name:	BirthCountry
Data Type:	char
Size:	3
Allow NULL?	No. Data is required.
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.
Validations:	61, 487, 738
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
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 WAC 246-490-075 as issued by Washington State Department of Health. 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
Validations:	41, 201
Last Updated:	September 2018

Element B13 – Grade Level

Field Name:	GradeLevel
Data Type:	varchar
Size:	2
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. A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices.
Validations:	43, 202, 404, 405, 984, 989, 1004, 1005, 1007, 1008, 1010, 1011, 1013, 1014, 1016, 1017, 1019, 1020, 1022, 1023, 1025, 1026, 1028, 1029
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 re–enrolls students each year, you may use the date in Element C06 – 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.

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

Example:	01/01/2000
Validations:	44, 203, 204, 226, 345, 433, 476, 763, 770, 800
Last Updated:	July 2011

Element B15 – Date Exited from District

Field Name:	DistrictExitDate
Data Type:	date
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 Element C08 – 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 B14 – District Enrollment Date, B15 – District Exit Date, C06 – 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 Element B14 – Date Enrolled District.
Example:	01/01/2000

Validations: 45, 226, 345, 433, 476, 763, 770, 800
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
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).

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.
Validations: 47, 208, 602, 661
Last Updated: February 2017

Element B18 – Student Language Spoken at Home

Field Name: LanguageSpokenAtHome
Data Type: int
Allow NULL? No. Data is required.
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 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.
Validations: 48, 210, 479, 615, 661
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
Example: 985040001 or 98504
Validations: 50
Last Updated: January 2007

Element B21 – Is Student Homeless?
Field Name: IsHomeless
Data Type: char
Size: 1
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.

Validations: 51, 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
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.
Validations:	52, 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
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.
Validations:	53, 213
Last Updated:	February 2013

Element B24 – Student Exchange Status

Field Name:	IsF1VisaForeignExchangeStudent
Data Type:	char
Size:	1
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

Validations: 54, 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

Size: 4

Allow NULL? Yes. Conditional.

Description: The year for which the student is held accountable for meeting the requirements of graduation.

Business Rules: Data is required if the student is in grades 9–12.

The year to be assigned is four years after the year the student enters 9th grade. 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 Element B27 – Expected Year of Graduation will reflect this extension. Regardless of the information reported within Element B27, 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).
- 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.
- 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.

Validations: 56, 217, 404, 405, 406
Last Updated: February 2011

Element B27 – Expected Year of Graduation

Field Name:	ExpectedGradYear
Data Type:	char
Size:	4
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.

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.

- 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
Validations:	57, 218, 219, 378
Last Updated:	February 2011

Element B28 – Cumulative Grade Point Average

Field Name:	GPA
Data Type:	numeric
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
Validations:	58, 220
Last Updated:	April 2010

Element B29 – Credits Attempted

Field Name:	CreditsAttempted
Data Type:	numeric
Size:	6,2 (Seven characters including the decimal point)
Allow NULL?	Yes. Conditional.
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 Element B30 – Credits Earned.
Example:	1234.56
Valid Values:	0.00 to 9999.99
Validations:	59, 374, 377
Last Updated:	February 2011

Element B30 – Credits Earned

Field Name:	CreditsEarned
Data Type:	numeric
Size:	6,2 (Seven characters including the decimal point)
Allow NULL?	Yes. Conditional.
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 Element B29 – Credits Attempted.

Example:	1234.56
Valid Values:	0.00 to 9999.99
Validations:	60, 374, 377
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
Allow NULL?	Yes. Conditional.
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 Element B10 – Birth Country is other than USA, information is required. Date should be formatted as MM/DD/YYYY.
Example:	09/25/2001
Validations:	396, 494, 738
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
Allow NULL?	Yes.
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
Validations:	525
Last Updated:	October 2014

Element B35 – Military Parent or Guardian

Field Name:	MilitaryFamilyIndicator

Data Type:	Char
Size:	1
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
Validations:	671, 694
Last Updated:	June 2016

Element B36 – Preferred Last Name

Field Name:	PreferredLastName
Data Type:	varchar
Size:	60
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 <u>Element B06</u> – 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
Validations:	739
Last Updated:	February 2017

Element B37 – Preferred First Name

Field Name:	PreferredFirstName
Data Type:	varchar
Size:	60
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
Validations:	740
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 B38and Element B08 – Legal Middle Name(s) should contain the same middle name.
Example:	Ray
Validations:	868
Last Updated:	February 2018

Element B39 – ASVAB (Armed Services Vocational Aptitude Battery) Test Status

Field Name:	ASVABTestStatus
Data Type:	Int

Size:	1
Allow NULL?	Yes. Conditional.
Description:	Indicates if the Armed Services Vocational Aptitude Battery (ASVAB) test is available for the student. If the student has taken the test, it also indicates if they are or are not eligible based on the minimum score identified by the State Board of Education - https://www.sbe.wa.gov/our-work/graduation-pathway-options.
Business Rules:	Data is required if the student is in Element B13 - Grade Level 10-12. Report status whether the student took the computerized (CAT-ASVAB) or the paper and pencil (P&P-ASVAB). Report status regardless of testing location or testing purpose. The enlistment version of the ASVAB is taken at a Military Entrance Processing Station (MEPS) and is used for recruiting purposes. The student testing program, also known as the Career Exploration Program (CEP), is used for career exploration and is given in high schools, community colleges, job corps centers, and correctional facilities. Report ASVAB test status at any time that they come available starting with Element B13 - Grade Level 10 until the student is no longer enrolled in K12.
Example:	0
Valid Values:	0 – No ASVAB test score available for student
	1 – Score available and student not eligible to meet graduation pathway requirement
	2 – Score available and student eligible to meet graduation pathway requirement
Validations:	983, 984, 1032
Last Updated:	March 2020

Element B40 – ASVAB (Armed Services Vocational Aptitude Battery) Test Score

Field Name:	ASVABTestScore
Data Type:	Int
Allow NULL?	Yes. Conditional.
Description:	The ASVAB test score the student received
Business Rules:	*Optional during the 2020-21 school year and required beginning the 2021-2022 school year* if Element B39 - ASVAB (Armed Services Vocational Aptitude Battery) Test Status is 1 – Score available and student not eligible to meet graduation pathway requirement or 2 - Score available and student eligible to meet graduation pathway requirement. In instances where a student takes the ASVAB more than once, report the highest available score. The score is for the test reported in Element B39.
Example:	50
Valid Values:	0 - 100
Validations:	985
Last Updated:	October 2020

Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration School Year

Field Name:	ASVABTestYear

Data Type:	Char
Allow NULL?	Yes. Conditional.
Description:	The school year that the student took the ASVAB. This information will be used to determine the required eligibility score, which is set by September 1st of each school year.
Business Rules:	The four digit calendar year in which the school year ended. This field is *optional during the 2020-21 school year and required beginning the 2021-2022 school year* if Element B39 - ASVAB (Armed Services Vocational Aptitude Battery) Test Status is 1 – Score available and student not eligible to meet graduation pathway requirement or 2 - Score available and student eligible to meet graduation pathway requirement. The year reported is for the test reported in Element B39.
Example:	2020
Validations:	987
Last Updated:	October 2020

Element B42– Credit Waiver

Field Name:	CreditWaiver
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Districts can waive up to two credits for students based on "student circumstances." The 17 core or mandatory credits of the 24 credit diploma may not be waived. The 17 core credits are described in detail in WAC 180-51-068. School boards must adopt or amend local policy directing the implementation of this waiver, and follow that policy and procedure. Districts are not required to apply for approval or submit additional documentation to OSPI for the two credit waiver.
	This element indicates whether or not a student has been authorized, under district policy, to waive up to 2 credits due to the student's individual circumstances. This element only indicates eligibility and not use of the credit waiver as outlined in HB 1599.
Business Rules:	Data is required for students in grade level 9-12.
Example:	1
Valid Values:	0 – Student not authorized by district under district policy to waive up to 2 credits 1 — Student authorized by district under district policy to waive up to 2 credits
Validations:	989, 990, 1033, 1110
Last Updated:	October 2020

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_20200901_20202021.txt

Element C01 – 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 2019-20 school year, report 2020.
    Example: 2020
    Valid Values: 2020
    Validations: 69, 356
    Last Updated: February 2018

Element C02 – 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.
    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.
    Validations: 70, 82, 223, 304
    Last Updated: January 2015

Element C03 – 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.
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
Validations:	71, 224, 304, 325
Last Updated:	September 2007

Element C04 – 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.
	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
Validations:	72, 570, 571, 735, 1088
Last Updated:	January 2015

Element C05 – 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 OSPI school code reported in <u>Element A05</u> – School Code.
	The ID reported in Element C05 must be included in the <u>Location File A</u>.
Example:	1234
Validations:	73, 225, 304, 326, 570, 571, 735, 1088
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.
	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 Element C08 – Date Student Exited from School.
	Date should be formatted as MM/DD/YYYY
Example:	01/01/2000
Validations:	74, 226, 227, 232, 304, 434, 477, 771, 801
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
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 Element C06 – 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 Element C06 – 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.

If the student is also leaving the district Element B15 – Date Exited from District must also be provided.

Continuously enrolled status for the school will be calculated for AYP purposes based on this element and Element C06 – Date Student Enrolled in School. Date should be formatted as MM/DD/YYYY.

Example:	01/01/2000
Validations:	76, 227, 228, 232, 304, 369, 434, 477, 763, 771, 801
Last Updated:	February 2011

Element C09 – School Withdrawal Code

Field Name:	SchoolWithdrawalCode
Data Type:	varchar
Size:	2
Allow NULL?	Yes. Conditional.
Description	When a student is 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.
	If a valid value is reported in Element C09, then Element C08 – Date Exited from School, is required. If valid value reported is any valid value other than T1 – Confirmed Transfer out of school within district, then Element B15 – Date Exited from District, is also required and must contain the same date as that reported in Element C08.
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.
Validations:	77, 228, 230, 369, 607, 609
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
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.

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

Validations: 78, 232, 365

Last Updated: September 2010

Element C11 – School Choice Code

Field Name: SchoolChoiceCode

Data Type: int

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.
Validations:	79, 233
Last Updated:	February 2018

Element C12 – Cumulative Days Present this Enrollment Period

Field Name:	CumulativeDaysPresent
Data Type:	int
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. 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.

Validations: 234, 526
Last Updated: January 2013

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
Validations: 782, 783
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_20200901_20202021.txt

Element D01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	19, 353
Last Updated:	February 2018

Element D02 – 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.
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.
Validations:	20, 30, 180, 301
Last Updated:	January 2015

Element D03 – Location ID

Field Name:	LocationId
Data Type:	varchar
Size:	4
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.

Example: 1234

Validations: 21, 181, 301, 324, 870, 1088

Last Updated: August 2008

Element D04 – Course ID

Field Name:	CourseId
Data Type:	varchar
Size:	20
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
Validations:	22, 301, 745, 747, 870
Last Updated:	July 2011

Element D05 – Course Title

Field Name:	CourseTitle
Data Type:	varchar
Size:	50
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 https://ibo.org/en/programmes/find-an-ib-school/.
Example:	AP Western Civilization [AP European History]
Validations:	23
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
Validations:	24, 604, 659
Last Updated:	February 2016

Element D07 – Course Designation Code

Field Name:	CourseDesignationCode
Data Type:	varchar
Size:	10
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.~~ Course Designation Codes are identifiers that provide specialty information about the course. The valid values include, but are not limited to, those required by WAC 392–415–070.
Business Rules:	Report Course Designation Codes for all courses for which a Course Designation Code is appropriate.

- 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.
- 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), Element D10 – 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 Element D09 – 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.

- o 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.
- o A list of schools with approved AP courses can be found at https://apcourseaudit.epiconline.org/ledger.
- o A list of schools with approved IB courses can be found at https://ibo.org/en/programmes/find-an-ib-school/.

Example:	IC
Valid Values:	A – Advanced Placement
	B – College Academic Distribution Requirements (CADR)
	C – College in the High School
	D – District or other local dual credit program
	E – Local Transition
	F – CTE Core Plus
	H – Honors
	I – International Baccalaureate
	K – Cambridge Program
	L – Local Competency Test
	N – National Competency Test
	O – Online (does not print on the transcript)
	Q – Quantitative
	R – Running Start
	S – Science Lab
	T – CTE Dual Credit (Tech Prep)
	X – Locally Determined Course – Locally Administered Assessment
	Y – 1418 Youth reengagement dual credit
	Z – Non Instructional
Validations:	25, 183, 186, 188, 498, 499, 500, 501, 506, 507, 625
Last Updated:	October 2020

Element D08 – State Course Code

Field Name:	StateCourseCode
Data Type:	char
Size:	6
Allow NULL?	No. Data is required.
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 course, however, they should report specific state course codes for specialist content areas (e.g., music, art, physical education) to ensure accurate course reporting information.

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. 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.

*Non-high school rigor course codes are only valid through the 2020-2021 school year. Beginning with the 2021-2022 school year, standard course codes must be used and course rigor must be reported via Element D16 – Course Level and T18 – Course Level.

Example:	02051 (Pre-Algebra).
Valid Values:	Refer to the valid values in Appendix V - State Course Codes, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.
Validations:	26, 184, 186, 372
Last Updated:	January 2021

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)
Allow NULL?	Yes. Conditional
Description:	The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course.
Business Rules:	If Element D07 – Course Designation Code contains an A – Advanced Placement or an I – International Baccalaureate, then Element D09 must have a valid code. 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. A list of schools with approved IB courses can be found at https://ibo.org/en/programmes/find-an-ib-school/. 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.
Validations: 27, 186, 498, 499, 500, 501, 507
Last Updated: January 2015

Element D10 – Classification of Instructional Program (CIP) Code Number
Field Name: CIPCode
Data Type: char
Size: 6
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.
If Element D07 – 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.
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).
Validations: 28, 187, 188, 514, 696, 992
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
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 Element D10 – Classification of Instructional Program (CIP) Code Number, contains a value, then Element D12 may not be NULL.

Example:	A
Valid Values:	A – Statewide Equivalency Course
	B – Local Equivalency Course
	C – No Course Equivalency
Validations:	672, 695, 696, 743
Last Updated:	February 2017

Element D13 – CTE Equivalency

Field Name:	CTEEquivalency
Data Type:	Char
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 Element D12 – CTE Course Equivalency Identification valid value is A – Statewide Equivalency Course or B – Local Equivalency Course.
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
Validations:	741, 742, 743
Last Updated:	February 2017

Element D14 – Dual Language Instruction Type

Field Name:	DualLanguageInstructionType
Data Type:	Int

Allow NULL?	Yes. Conditional
Description:	Element D14 collects the dual language program model being used.

- One-way programs ~~have students in the classroom all with the same native language (i.e., all are native Spanish speakers).~~ provide content-based instruction to students in two languages (English and a partner language other than English spoken in the local community). Students in the classroom are multilingual/English learners and/or Native American students.
- Two-way programs ~~have balanced numbers of native English speakers and native speakers of the target language (English learners) in the classroom.~~ provide content-based instruction to students in two languages (English and a partner language other than English spoken in the local community). The program is designed to close opportunity gaps and prioritizes multilingual/English learners and Native American students. The classroom has balanced numbers of multilingual/English learners and native English speakers in the classroom.
- World Language Enrichment courses provide an introductory level world language experience.
- World Language Immersion Programs provide content-based instruction in almost entirely the partner language and are designed for English proficient students.

Business Rules:	Data is required for Dual Language Courses.
Example:	1
Valid Values:	1 – One-way Dual Language Program
	2 – Two-way Dual Language Program
	3 – World Language Enrichment Program
	4 – World Language Immersion Program
Validations:	873, 874, 960
Last Updated:	October 2020

Element D15 – Dual Language Instruction Language

Field Name:	DualLanguageInstructionLanguage
Data Type:	Int
Allow NULL?	Yes. Conditional
Description:	Element D15 collects the instruction language being used.
Business Rules:	Data is required if Element D14 – Dual Language Instruction Type is not NULL. Must be a valid value from the Language Codes listed in Appendix K.
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.
Validations:	875, 876, 960
Last Updated:	February 2019

Element D16 – Course Level

Field Name:	CourseLevel
Data Type:	char

Size:	1
Allow NULL?	No. Data is required.
	(Optional during the 2020-21 school year and required beginning the 2021-2022 school year)
Description:	Identifies the course level of rigor.
Business Rules:	Report the valid value that describes the rigor of the course reported in Element D04 – Course ID.
Example:	B
Valid Values:	B – Basic or remedial
	G – General or regular
	E – Enriched or Advanced
	H – Honors
	C – College
	X – No specified level of rigor
Validations:	991
Last Updated:	October 2020

Element D17 – Industry Recognized Certifications Offered

Field Name:	IndustryCertifications
Data Type:	varchar
Size:	40
Allow NULL?	Yes. Conditional.
Description:	Indicates which, if any, state or nationally industry recognized certifications are available through this CTE course.
Business Rules:	Data is required when Element D10 – Classification of Instructional Program (CIP) Code Number contains a value.
	If D17 is 1, no other valid value may be used.
	If D17 is not null and not 1, then more than one valid value may be used (separated by a comma) to identify all of the recognized industry certifications available for this CTE course.
Example:	1
	3,7,13
Valid Values:	1 – No Industry Certification Offered
	2 - <Not used>
	3 – Other Industry Certification
	4 – ASE Maintenance & Light Repair
	5 – DOE Wastewater Treatment Operation-Group I
	6 – AWS SENSE Welding Level 1
	7 – NCCER Welding Level 1
	8 – FAA Aviation Maintenance Technician-General
	9 – MSSC Certified Logistics Technician (CLT)
	10 – Certified Nursing Aide/Assistant (CNA)
	11 – Certified Pharmacy Technician (CPT)
	12 – Educational Aide I
	13 – Cosmetology Operator License

14 – CompTIA A+ Certification
15 – Microsoft Technology Associate (MTA) Networking Fundamentals
16 – Oracle Certified Association (OCA) JAVA SE 8 Programmer
17 – Emergency Medical Technician Basic
18 – Microsoft Office Specialist-Excel
19 – Adobe Certified Associate (ACA)-Photoshop
20 – Autodesk Certified Professional/User-AutoCAD
21 – Landscape Irrigation Technician License
22 – Licensed Veterinary Technician
23 – OSHA 30 Hr. General Industry
24 – American Red Cross, First Aid/CPR
25 – WA ST Dept of Health, Food Handlers Permit

Validations: 992, 993, 994, 996, 997, 1035, 1105
Last Updated: October 2020

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_20200901_20202021.txt

Element E01 – 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 2019-20 school year, report 2020.
Example: 2020
Valid Values: 2020
Validations: 162, 363
Last Updated: February 2018

Element E02 – 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.
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, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.
Example: 12345
Valid Values: Refer to valid values, located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.
Validations: 163, 170, 296, 313

Element E03 – 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.
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.
Example:	123456789012 or 124 or TG096
Validations:	164, 297, 313, 320
Last Updated:	September 2007

Element E04 – 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.
	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
Validations:	165, 571
Last Updated:	January 2015

Element E05 – Location ID

Field Name:	LocationId
Data Type:	varchar
Size:	4
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).

	Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.
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.
	The ID reported in Element E05 must be included in the Location File A.
	The Location ID submitted in Element E05 and Element D03 – Location ID, for the same course, must map to the same School Code submitted in Location File (A), Element A05 – School Code. The combination of Element E05 and Element E06 – Course ID must correspond to the values reported in Element D03 - Location ID and Element D04 - Course ID.
Example:	1234
Validations:	166, 298, 313, 321, 571, 870
Last Updated:	February 2017

Element E06 – Course ID

Field Name:	CourseId
Data Type:	varchar
Size:	20
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 Course Catalog File (D).
	The Course ID submitted in Element E06 and Element D04 – Course ID, for the same course, must map to the same School Code submitted in Location File (A), Element A05 – School Codes. The combination of Element E05 - Location ID and Element E06 must correspond to the values reported in Element D03 - Location ID and Element D04 - Course ID. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.
Example:	Hist101A16
Validations:	167, 299, 313, 319, 745, 870
Last Updated:	February 2017

Element E07 – Section ID

Field Name:	SectionId
Data Type:	varchar
Size:	20
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. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.

Example: 7

Validations: 168, 313

Last Updated: January 2013

Element E08 – Term

Field Name: Term

Data Type: varchar

Size: 12

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 Element G07 – Term. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.

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.

Validations: 169, 313, 385, 400

Last Updated: January 2012

Element E09 – ALE Course Type

Field Name: ALEFunded

Data Type: char

Size: 1

Allow NULL? No. Data is required.

Description: Identifies how the instruction for the course reported in Element E06 – Course ID was provided.

Business Rules: Report the valid value that describes the type of ALE instruction provided for the course reported in Element E06 – Course ID. If Element E09 contains a valid

value of O – Online then Element D07 – Course Designation Code must contain a valid value of O – Online.

Example: O

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

O – Online

R – Remote

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

Validations: 522, 587, 604

Last Updated: February 2018

Element E10 – Approved Online Provider

Field Name: ApprovedOnlineProvider

Data Type: int

Allow NULL? Yes, Conditional.

Description: Identifies the online provider offering the course reported in Element E06 – Course ID.

Business Rules: Report the valid value that describes the online provider for the course reported in Element E06 – Course ID. If Element D07 – Course Designation Code contains a valid value of O – Online then Element E10 – Approved Online Provider is required.

Example: 1

Valid Values: Refer to the valid values in Appendix AA, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.

Validations: 877, 878, 879

Last Updated: September 2019

Element E11 – Approved Online Program

Field Name: ApprovedOnlineProgram

Data Type: int

Allow NULL? Yes, Conditional.

Description: Identifies the online program offering the course reported in Element E06 – Course ID.

Business Rules: Report the valid value that describes the online program for the course reported in Element E06 – Course ID. If Element D07 – Course Designation Code contains a valid value of O – Online then Element E11 – Approved Online Program is required.

Example: 1

Valid Values: Refer to the valid values in Appendix AB, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.

Validations: 880, 881, 882

Last Updated: September 2019

Element E12 – Letter Grade

Field Name:	LetterGrade
Data Type:	varchar
Size:	2
Allow NULL?	Yes, Conditional.
Description:	The letter grade earned by the student for this course.
Business Rules:	Data must be reported for 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.

Reporting requirements for valid value *V - Course credit requirement waived due to COVID-19 school facility closures*:
• Only 2019-20 and 2020-21 school years
• Only students expected to graduate in the classes of 2020 or 2021
• No grade earned and no credits earned due to the COVID-19 pandemic school facility closures

Example:	B+	
Valid Values:	A	4.0
	A–	3.7
	B+	3.3
	B	3.0
	B–	2.7
	C+	2.3
	C	2.0
	C–	1.7
	D+	1.3
	D	1.0
	E	0.0
	F	0.0
	P	Pass
	N	No Pass
	CR	Credit
	NC	No Credit
	S	Satisfactory
	U	Unsatisfactory
	W	Withdraw
	I	Incomplete
	V	Course credit requirement waived due to COVID-19 school facility closures
Validations:	883, 884	
Last Updated:	April 2021	

Element E13 – Credits Attempted

Field Name:	CreditsAttempted
Data Type:	numeric
Size:	4,2 (Up to five characters including the decimal point)

Allow NULL?	Yes, Conditional.
Description:	Credits attempted by the student for the course that was taken. Data must be reported for 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.
Business Rules:	The valid range of values is 0.00 to 99.99. Multiple records may be required to report each final grading period in the academic year. The Credits Attempted reported within Element E13 must be equal to or greater than the Credits Earned reported within Element E14 – Credits Earned.
Example:	1.50
Validations:	885, 886, 887, 890, 961
Last Updated:	September 2019

Element E14 – Credits Earned

Field Name:	CreditsEarned
Data Type:	numeric
Size:	4,2 (Up to five characters including the decimal point)
Allow NULL?	Yes, conditional.
Description:	Credits earned by the student upon completion or withdrawal from the course. Data must be reported for 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.
Business Rules:	The valid range of values is 0.00 to 99.99. Element E14 must be NULL if Element E13 – Credits Attempted is NULL. Element E14 is required if Element E13 – Credits Attempted is not NULL.
Example:	0.5 or 1.0
Validations:	887, 888, 889, 890, 961
Last Updated:	September 2019

Element E15 – Industry Recognized Certifications Earned

Field Name:	IndustryCertifications
Data Type:	varchar
Size:	40
Allow NULL?	Yes. Conditional.
Description:	Indicates which, if any, state or nationally industry recognized certification(s) a student earned as a result of taking the CTE course when recognized industry certifications are available for that CTE course as identified in Element D17 – Industry Recognized Certifications Offered. Industry certification is based on the student's ability to demonstrate skills and knowledge to industry standards.
Business Rules:	If corresponding course record Element D17 – Industry Recognized Certifications Offered contains valid value 1 then Element E15 must contain valid value 1.

If corresponding course record Element D17 is not null and contains valid value(s) other than 1, then Element E15 must contain either:
- Only valid value 2

OR
- One or more of the valid values (separated by a comma) contained in element Element D17

CEDARS considers a course record between File D and File E to be corresponding when:
- D01 – School Year equals E01 – School Year
  AND
- D02 - Serving County District Code equals E02 – Serving County District Code
  AND
- D03 - Location ID equals E05 – Location ID
  AND
- D04 – Course ID equals E06 – Course ID

Example: 2,3

Valid Values:
1 – No Industry Certification Offered
2 - No Industry Certification Earned
3 – Other Industry Certification
4 – ASE Maintenance & Light Repair
5 – DOE Wastewater Treatment Operation-Group I
6 – AWS SENSE Welding Level 1
7 – NCCER Welding Level 1
8 – FAA Aviation Maintenance Technician-General
9 – MSSC Certified Logistics Technician (CLT)
10 – Certified Nursing Aide/Assistant (CNA)
11 – Certified Pharmacy Technician (CPT)
12 – Educational Aide I
13 – Cosmetology Operator License
14 – CompTIA A+ Certification
15 – Microsoft Technology Associate (MTA) Networking Fundamentals
16 – Oracle Certified Association (OCA) JAVA SE 8 Programmer
17 – Emergency Medical Technician Basic
18 – Microsoft Office Specialist-Excel
19 – Adobe Certified Associate (ACA)-Photoshop
20 – Autodesk Certified Professional/User-AutoCAD
21 – Landscape Irrigation Technician License
22 – Licensed Veterinary Technician
23 – OSHA 30 Hr. General Industry
24 – American Red Cross, First Aid/CPR
25 – WA ST Dept of Health, Food Handlers Permit

Validations: 995, 996, 997, 1036

Last Updated: October 2020

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_20200901_20202021.txt

Element F01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	98, 358
Last Updated:	February 2018

Element F02 – 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.
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.
Validations:	99, 107, 244, 307
Last Updated:	January 2015

Element F03 – Staff ID

Field Name:	StaffId
Data Type:	varchar
Size:	20

Allow NULL?	No. Data is required.
Description:	The unique staff code as generated by the District.
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. 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.
Example:	123456789101112 or 123 or 315502E
Validations:	100, 247, 307, 349, 665
Last Updated:	January 2012

Element F04 – Staff Type Code

Field Name:	StaffTypeCode
Data Type:	varchar
Size:	8
Allow NULL?	No. Data is required.
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. 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.
Validations:	101, 246, 307, 379
Last Updated:	February 2011

Element F05 – Certification Number

Field Name:	CertificationNumber
Data Type:	char
Size:	7
Allow NULL?	Yes. Conditional.
Description:	The State Certification number assigned to this staff member's certificate.
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. 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.

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
Validations:	102, 245, 247, 248, 306, 483, 513, 666
Last Updated:	June 2013

Element F06 – Legal Last Name

Field Name:	LastName
Data Type:	varchar
Size:	60
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.
Example:	Lincoln
Validations:	103, 245
Last Updated:	September 2010

Element F07 – Legal First Name

Field Name:	FirstName
Data Type:	varchar
Size:	60
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.
Example:	Lilly
Validations:	104, 306
Last Updated:	April 2011

Element F08 – Legal Middle Name

Field Name:	MiddleName
Data Type:	varchar
Size:	60
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
Validations:	105

Element F09 – Birth Date

Field Name:	BirthDate
Data Type:	date
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. Date should be formatted as MM/DD/YYYY.
Example:	03/24/1955
Validations:	106, 249, 511, 512
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_20200901_20202021.txt

Element G01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	108, 359
Last Updated:	February 2018

Element G02 – 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.
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.
Validations:	109, 115, 250, 630

Element G03 – Location ID

Field Name:	LocationId
Data Type:	varchar
Size:	4
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 Location File A.
	The Location ID submitted in Element G03 and Element D03 – Location 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:	1234
Validations:	110, 251, 330, 630, 747
Last Updated:	February 2017

Element G04 – Staff ID

Field Name:	StaffId
Data Type:	varchar
Size:	20
Allow NULL?	No. Data is required.
Description:	The unique staff code as generated by the District.
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.
Example:	123456789101112 or 123 or 315502E.
Validations:	111, 252, 331, 630
Last Updated:	January 2012

Element G05 – Course ID

Field Name:	CourseId
Data Type:	varchar
Size:	20
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 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 Course Catalog File D.
The Location ID submitted in Element G03 – Location ID, affiliated with the Course ID, submitted in Element G05 and Element D04 – 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

Validations: 112, 253, 329, 630, 747

Last Updated: April 2011

Element G06 – Section ID

Field Name: SectionId

Data Type: varchar

Size: 20

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 the staff member is currently teaching or has taught during the current school year.

Example: 7

Validations: 113, 630

Last Updated: January 2013

Element G07 – Term

Field Name: Term

Data Type: varchar

Size: 12

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 Element E08 – Term and Element G07.
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.
Validations: 114, 386, 401, 630
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 Element G11 – Term
                     Start Date.
                     Date should be formatted as MM/DD/YYYY.
Example: 09/22/2014
Validations: 584, 593, 616, 630
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.
Business Rules: If a date is reported it must be on or before the date reported in Element G12 –
                     Term End Date.
                     Date should be formatted as MM/DD/YYYY.
Example: 12/22/2014
Validations: 580, 594, 616
Last Updated: January 2014

Element G10 – Teacher Indicator

Field Name: TeacherIndicator
Data Type: char
Size: 1
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 Substitute
I – Special Education Co-Teaching Model
E – ELL/ESL Co-Teaching Model
F - LAP Co-Teaching Model

Validations: 582, 586
Last Updated: March 2020

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**.**
                     Data in the format of MM/DD/YYYY.
Example: 09/22/2014
Validations: 581, 593, 605
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**.**
                     Data in the format of MM/DD/YYYY.
Example: 12/22/2014
Validations: 583, 594, 606
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_20200901_20202021.txt

Element H01 – 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:	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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	121, 351, 869
Last Updated:	February 2018

Element H02 – 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.
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.
Validations:	122, 145, 257
Last Updated:	January 2015

Element H03 – 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.
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
Validations:	123
Last Updated:	September 2007

Element H04 – 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.
	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
Validations:	124, 273
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:	StaffId
Description:	This data element is no longer collected through CEDARS
Last Updated:	February 2017

Element H07 – Course ID

Field Name:	CourseId
Data Type:	varchar
Size:	20
Allow NULL?	No. Data is required.

Description:	The course ID used to represent the course number.
Business Rules:	Only courses where high school credit was attempted should be reported.
Example:	Hist101A16
Validations:	127
Last Updated:	September 2007

Element H08 – Course Title

Field Name:	CourseTitle
Data Type:	varchar
Size:	50
Allow NULL?	No. Date is required
Description:	Course title given to the course.
Business Rules:	Only course titles where high school credit was attempted should be reported. If Element H13 – 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 https://ibo.org/en/programmes/find-an-ib-school/.
Example:	AP Western Civilization [AP European History]
Validations:	128
Last Updated:	June 2013

Element H09 – Grade Level Code

Field Name:	GradeLevelCode
Data Type:	varchar
Size:	2
Allow NULL?	No. Data is required.
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.
Example:	9 or 09
Validations:	129, 262, 510
Last Updated:	March 2012

Element H10 – Letter Grade

Field Name:	LetterGrade
Data Type:	varchar
Size:	2

Allow NULL?	No. Data is required.
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.
	Reporting requirements for valid value *V - Course credit requirement waived due to COVID-19 school facility closures*:
	• Only 2019-20 and 2020-21 school years
	• Only students expected to graduate in the classes of 2020 or 2021
	• No grade earned and no credits earned due to the COVID-19 pandemic school facility closures
Example:	B+
Valid Values:	A 4.0
	A– 3.7
	B+ 3.3
	B 3.0
	B– 2.7
	C+ 2.3
	C 2.0
	C– 1.7
	D+ 1.3
	D 1.0
	E 0.0
	F 0.0
	P Pass
	N No Pass
	CR Credit
	NC No Credit
	S Satisfactory
	U Unsatisfactory
	W Withdraw
	I Incomplete
	V Course credit requirement waived due to COVID-19 school facility closures
Validations:	130, 263
Last Updated:	April 2021

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.
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. 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 Element H12 – Credits Earned.

Example:	1.50
Validations:	131, 264, 381
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.
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.
	The Credits Earned reported within Element H12 must be equal to or less than the Credits Attempted reported within Element H11 – Credits Attempted.
Example:	0.5 or 1.0
Validations:	132, 265, 381
Last Updated:	February 2011

Element H13 – Course Designation Code

Field Name:	CourseDesignationCode
Data Type:	varchar
Size:	10
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.~~ Course Designation Codes are identifiers that provide specialty information about the course. The valid values include, but are not limited to, those required by WAC 392–415–070.
Business Rule:	Report Course Designation Codes for all courses for which a Course Designation Code is appropriate.

- 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 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. AP and IB codes may only be reported by schools with approved courses, or when reporting transfer courses.
- o 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.
- o A list of schools with approved AP courses can be found at https://apcourseaudit.epiconline.org/ledger.
- o A list of schools with approved IB courses can be found at https://ibo.org/en/programmes/find-an-ib-school/.

Example:	IC
Valid Values:	A – Advanced Placement
	B – College Academic Distribution Requirements (CADR)
	C – College in the High School
	D – District or other local dual credit program
	E – Local Transition
	F – CTE Core Plus
	H – Honors
	I – International Baccalaureate
	K – Cambridge Program
	L – Local Competency Test
	N – National Competency Test
	O – Online (does not print on the transcript)
	Q – Quantitative
	R – Running Start
	S – Science Lab
	T – CTE Dual Credit (Tech Prep)
	X – Locally Determined Course – Locally Administered Assessment
	Y – 1418 Youth reengagement dual credit
	Z – Non Instructional
Validations:	266, 502, 503, 504, 505, 508, 509, 510, 530, 534, 535, 540, 619, 624, 633
Last Updated:	October 2020

Element H14 – Content Area Code

Field Name:	ContentAreaCode
Data Type:	varchar
Size:	3
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 Appendix O based on the school year the course was taken. School year is determined by Element H18 – 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.
Validations:	138, 267
Last Updated:	January 2015

Element H15 – State Course Code

Field Name:	StateCourseCode
Data Type:	char
Size:	6
Allow NULL?	Yes. Conditional.
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. 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.
Example:	02154 (Business Math)
Valid Values:	Refer to the valid values in Appendix V - State Course Codes, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.
Validations:	140, 268, 538
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)
Allow NULL?	Yes. Conditional.
Description:	The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course.
Business Rules:	If Element H13 – Course Designation Code, contains an I – International Baccalaureate or an A – Advanced Placement, then Element H16 must have a valid code. 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. A list of schools with approved IB courses can be found at https://ibo.org/en/programmes/find-an-ib-school/. 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.
Validations:	139, 141, 502, 503, 504, 505, 509, 540, 633
Last Updated:	February 2013

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

Field Name:	CIPCode
Data Type:	char
Size:	6
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.
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).
Validations:	142, 271, 515, 530, 532, 533, 536, 568, 1104
Last Updated:	January 2013

Element H18 – Term End Date

Field Name:	TermEndDate
Data Type:	char
Size:	7
Allow NULL?	No. Data is required.
Description:	Month/Year of the final grading period for the course or courses completed.
Business Rules:	The term end date should be formatted as MM/YYYY. The date reported must be equal to or less than the date reported in Element H01 –School Year.
Example:	12/2007
Validations:	133, 538, 555, 574, 667, 869
Last Updated:	May 2010

Element H19 – Term

Field Name:	Term
Data Type:	varchar

Size:	12
Allow NULL?	Yes. Conditional.
Description:	Term in which course was taken.
Business Rules:	Include the Term for all courses attempted. If Element A05 – School Code matches Element H26 – School Code (indicating this is not a transfer credit) then term must be supplied. This element is not required when entering transfer information.
	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.
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/default.aspx. https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	134, 387, 539
Last Updated:	October 2020

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

Field Name:	IsVocationalCompleter
Data Type:	char
Size:	1
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 Element H17 – Classification of Instruction Program (CIP) Code Number AND If Element A05 – School Code matches Element H26 – School Code (indicating this is not a transfer credit), then data is required in Element H20. This element is not required for students who transferred into the reporting district.
Example:	Y
Valid Values:	N – No
	Y – Yes
Validations:	136, 536

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

Field Name:	HasIndustryCertification
Data Type:	char
Size:	1
Allow NULL?	Yes. Conditional.
Description:	Indicates whether, as a result of taking the CTE course identified in <u>Element 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. This element is not required when entering transfer information.
Example:	Y
Valid Values:	N – No
	Y – Yes
Validations:	137, 533
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
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 <u>Element H13</u>, 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 <u>Element H13</u>, Course Designation Code, does not contain a T – CTE Dual Credit (Tech Prep), then Element H23 must be N.

Example:	Y
Valid Values:	N – No
	Y – Yes
Validations:	135, 534, 535
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
Allow NULL?	Yes. Conditional.
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 Element H17, 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
Validations:	144, 532
Last Updated:	January 2013

Element H25 – Certification Number

Field Name:	CertificationNumber
Data Type:	char
Size:	7
Allow NULL?	Yes. Conditional.
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.
	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
Validations: 554, 555, 574
Last Updated: March 2015

Element H26 – School Code

Field Name: SchoolCode
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: This is a four–digit code assigned to the school by OSPI.
Business Rules: The School 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.
Validations: 530, 532, 533, 534, 535, 536, 538, 539, 540, 542, 555, 575, 618
Last Updated: January 2013

Element H27 – ALE Course Type

Field Name: ALEFunded
Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: Identifies how the instruction for the course reported in Element H07 – Course ID was provided.
Business Rules: Report the valid value that describes the type of ALE instruction provided for the course reported in Element H07 – Course ID for courses taken beginning with the 2014-15 school year. If Element H27 contains a valid value of O – Online then Element H13 – Course Designation Code must contain a valid value of O – Online.
This element is not required when entering transfer information.
Example: O
Valid Values: N – No, course was not taught through ALE
O – Online
R – Remote
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

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

Validations:	588, 617, 618, 619
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
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.
Example:	2014
Validations:	675, 734
Last Updated:	February 2016

Element H31 – Industry Recognized Certifications Earned

Field Name:	IndustryCertifications
Data Type:	varchar
Size:	40
Allow NULL?	Yes. ~~Conditional.~~
Description:	Indicates which, if any, state or nationally industry recognized certification(s) a student earned as a result of taking the CTE course when industry recognized certifications are available for that CTE course.
Business Rules:	~~If *Element H17 – Classification of Instructional Program (CIP) Code Number* contains a CIP code number and *Element H30 –Course School Year* is 2021 or after, then data is required in Element H31.~~ Unlike the rest of courses reported in File H, only report for the current reporting year. Element H31 and Element D~~15~~17 must match.
	If H31 is 1 or 2, no other valid value may be used.
	If H31 is <u>not</u> 1 or 2, then more than one valid value may be used (separated by a comma)
Example:	3,13

Valid Values: 1 – No Industry Certification Offered
2 - No Industry Certification Earned
3 – Other Industry Certification
4 – ASE Maintenance & Light Repair
5 – DOE Wastewater Treatment Operation-Group I
6 – AWS SENSE Welding Level 1
7 – NCCER Welding Level 1
8 – FAA Aviation Maintenance Technician-General
9 – MSSC Certified Logistics Technician (CLT)
10 – Certified Nursing Aide/Assistant (CNA)
11 – Certified Pharmacy Technician (CPT)
12 – Educational Aide I
13 – Cosmetology Operator License
14 – CompTIA A+ Certification
15 – Microsoft Technology Associate (MTA) Networking Fundamentals
16 – Oracle Certified Association (OCA) JAVA SE 8 Programmer
17 – Emergency Medical Technician Basic
18 – Microsoft Office Specialist-Excel
19 – Adobe Certified Associate (ACA)-Photoshop
20 – Autodesk Certified Professional/User-AutoCAD
21 – Landscape Irrigation Technician License
22 – Licensed Veterinary Technician
23 – OSHA 30 Hr. General Industry
24 – American Red Cross, First Aid/CPR
25 – WA ST Dept of Health, Food Handlers Permit

Validations: 1102, 1103, ~~1104~~, 1105, 1106
Last Updated: October 2020

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_20200901_20202021.txt

Element I01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	146, 361, 569
Last Updated:	February 2018

Element I02 – 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.
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.
Validations:	147, 156, 282, 311
Last Updated:	January 2015

Element I03 – 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.
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
Validations:	148, 283, 311, 316, 516, 517
Last Updated:	September 2007

Element I04 – 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.
	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
Validations:	149
Last Updated:	January 2015

Element I05 – 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
	The ID reported in Element I05 must be included in the <u>Location File A</u>. See the business rules for this element in <u>Appendix F</u>. Unique rules apply to each value reported in <u>Element I06</u>.
Example:	1234
Validations:	150, 284, 311, 317, 762
Last Updated:	February 2017

Element I06 – Attribute or Program Code

Field Name:	ProgramCode

Data Type:	int
Allow NULL?	No. Data is required.
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 I06. Valid value *11 - LAP Extended Learning Opportunities Program* eligibility is limited to students in grades 8, 9, 10, 11, and 12 as reported in Element B13 – Grade Level.
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.
Validations:	151, 285, 290, 292, 311, 527, 595, 608, 609, 613, 662, 703, 705, 762, 765, 768, 769, ~~973,~~ 974, 975, 976, 977
Last Updated:	October 2021

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. This date must be equal to or greater than the date contained in Element B14 – Date Enrolled in District. The program start date must be on or after Element B09 – Birth Date. Date must be formatted as MM/DD/YYYY.
Example:	01/01/2007
Validations:	152, 288, 289, 311, 760, 770, 771
Last Updated:	February 2017

Element I08 – 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. This date must be equal to or greater than the date in Element I07 – Start Date.

If the student enters and exits on the same date, the same date is used in Elements I07 – Start Date and this Element, I08.

If I08 – Exit Date is reported for student, information must be provided within Element I09 – Exit Reason Code. An exit date must be entered if Element I09 – Exit Reason Code is submitted.

Date must be formatted as MM/DD/YYYY.

Example: 02/15/2007
Validations: 153, 289, 311, 569, 595, 770, 771
Last Updated: February 2017

Element I09 – Exit Reason Code

Field Name: ExitReasonCode
Data Type: char
Size: 1
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 Element I06 – Attribute or Program Code with a valid value of 36 – Disability and an exit date reported in Element I08 – Exit Date are not required to report a valid value in Element I09.

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 valid value from Appendix L must be entered.

Example: B
Valid Values: A – Program no longer needed

B – Graduated *(not to be used with Transitional Kindergarten or WA Reading Corps Literacy Support)*

C – No longer enrolled

D – Opted out of program *(students/parent/guardian withdrew from program)*

F – Other

G – Transferred to GED Program *(only for use with GRADS program students)*

H – End of school year transition

I – Student no longer qualifies for gifted program services based upon multiple objective assessment results *(only for use with Gifted Program)*

K – Parent/Guardian/Student declined services for this year only *(only for use with Gifted Program)*

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.

Validations: 154, 290, 595, 662, 703, 974, 975, 976, 977
Last Updated: September 2019

Element I10 – Qualification Code

Field Name: QualificationCode
Data Type: varchar

Size:	60
Allow NULL?	Yes. Conditional.
Description:	The reason the student qualifies for program services.
Business Rules:	If <u>Element I06</u> – Attribute or Program Code is valid value:

- *19 – Free and Reduced Meals* then a program code from <u>Appendix X</u> must be entered.
- *30 – GRADS Program* then a valid value from the list below must be reported.
- *36 – Disability* then a valid value from <u>Appendix I</u> must be reported.
- *36 – Disability* and I10 is 1, the student must be under the age of 9. The value must be changed from 1 to another valid value prior to the student's ninth birthday.
- *36 – Disability* and I10 is 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.
- *40 – Reengagement Program* then a valid value from <u>Appendix R</u> must be reported.
- *41 – Washington State Seal of Biliteracy Earned* or *42 – Washington State Seal of Biliteracy Proficient*, then a language code from <u>Appendix K</u> must be reported.

Example:	7 – Free via Head Start.
Valid Values:	Disability Codes:

Refer to valid values table in <u>Appendix I</u>.

Free and Reduced Meal code qualification codes:

Refer to valid values table in <u>Appendix X</u>.

GRADS Program qualification codes**:**

A – Pregnant secondary school student

B – Father–to–be secondary school student

C – Parenting secondary school student (female or male)

Reengagement Codes:

Refer to valid values table in <u>Appendix R</u>.

Washington State Seal of Biliteracy language codes:

Refer to valid values found in <u>Appendix K</u>.

Validations:	155, 292, 527, 569, 613, 705, 765, 768, 769
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_20200901_20202021.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.
Business Rules:	For the 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	1, 352
Last Updated:	February 2018

Element J02 – 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.
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.
Example:	12345
Valid Values:	Refer to valid values, located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.
Validations:	2, 18, 171, 300

Element J03 – 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.
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
Validations:	3, 300, 1116
Last Updated:	October 2020

Element J04 – 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.
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
Validations:	4
Last Updated:	January 2015

Element J05 – 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) 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 <u>Element A05</u> – School Code.

The ID reported in Element J05, must be included in the <u>Location File A</u>.

Example: 1234

Validations: 5, 173, 300, 323

Last Updated: February 2011

Element J06 – Instructional Model Code

Field Name: InstructionalModelCode

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

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.

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.

If <u>Element J21</u> – Placement Status indicates the student is NOT eligible for services, Element J06 must be NULL.

If <u>Element J09</u> – Exit Reason Code is = O, Student Tested but did not Qualify, Element J06 must be NULL.

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

Validations: 5, 173, 300, 323

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.

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.

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 Element J22 – 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.

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.

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 J08 – Program Exit Date. Element J09 – Exit Reason Code must be a valid value of 'O'.

Date should be formatted as MM/DD/YYYY.

Example:	01/01/2007
Validations:	7, 176, 300, 489, 572, 632, 733
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.

If J08 – Program Exit Date is reported for student, information must be provided within Element J09, – Exit Reason Code. 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.

Example:	02/15/2007
Validations:	8, 300, 375, 489, 733
Last Updated:	February 2017

Element J09 – Exit Reason Code

Field Name:	ExitReasonCode
Data Type:	char
Size:	1
Allow NULL?	Yes. Conditional.
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.
	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 – Transitioned (met Transition/Proficient level on annual ELP assessment)
	B – Graduated
	C – Drop–out
	D – Left for other Reasons (left district for unknown reasons)
	E – Transferred/Moved out of district
	F – *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)
Validations:	9, 177, 375, 661, 664, 733, 754, 767
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.

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 Element J22 – Placement Test Date.
 Last Updated: January 2012

Element J13 – Initial 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
 Validations: 13, 384, 486
 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), Element B32 – 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.
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, Element B17 – Primary Language Code or Element B18 – Student Language Spoken at Home, must have a language code other than 639 – English.
	If Element J17 contains valid value = 3, Element B17 – Primary Language Code and Element B18 – Student Language Spoken at Home, must be 639 – English or 640 – American Sign Language.
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
	4 – Reclassified
Validations:	388, 402, 497, 602, 615, 661, 664, 753
Last Updated:	February 2019

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 Element J22 – 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. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J18 may be NULL.
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
Validations:	411, 413, 520, 754, 764
Last Updated:	February 2017

Element J19 – Grade Level at Placement

Field Name:	GradeLevelAtPlacement
Data Type:	varchar
Size:	2.
Allow NULL?	No. Data is required.

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, J21 – Placement Level and J22 – 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.

Validations: 414, 415

Last Updated: January 2012

Element J20 – Placement Test Score

Field Name: PlacementTestScaleScore

Data Type: numeric

Size: 4

Allow NULL? Yes. Conditional.

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 Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J20 may be NULL if data is not available.

Business Rules: Must be a value between 0 and 9999.

Example: 431

Valid Values: 0 to 9999

Validations: 480, 757

Last Updated: February 2017

Element J21 – Placement Status

Field Name: PlacementTestLevelScore

Data Type: char

Size: 2

Allow NULL? Yes. Conditional.

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. If J06 – Instructional Model code is NOT NULL, the valid value submitted must indicated the student is eligible for services.

Business Rules: Refer to <u>Appendix N</u> for a list of valid values mapped to the placement test codes found in Element J18 – Placement Test Code.

Example: 2

Valid Values: 0
1
2
3
4
5
6

Validations: 179, 481, 754, 758, 764

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. 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. Enter the most recent date the student took the placement test for a State Transitional Bilingual Instruction Program. *If a student has taken more than one placement test in Washington, report the date of the most recent placement test. If the student has only taken one placement test in Washington, report the same date that is reported in <u>*Element J13*</u> *– Initial Placement Test Date.*

Example: 09/25/2001

Validations: 12, 480, 481, 488, 520, 572

Last Updated: January 2020

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_20200901_20202021.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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	83, 357
Last Updated:	February 2018

Element K02 – 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.
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.
Validations:	84, 96, 236, 626
Last Updated:	January 2015

Element K03 – 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.

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

Validations: 85, 626, 631

Last Updated: September 2007

Element K04 – 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.

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

Validations: 86

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.

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 the current age and Grade Level (Element B13) of the 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.

Validations: 88, 239, 865, 866, 867, 968, 969, 970, 1002, 1113, 1114, 1115

Last Updated: October 2020

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 Element K06 – 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 Element K14 – Program Start Date.

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 Element K14 – Program Start Date and in this Element, K08.

If K08 –Exit Date is reported for a student, information must be provided within Element K09 – Exit Reason Code. An exit date must be entered if Element K09 – Exit Reason Code is submitted.

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.

If an updated LRE Code is reported for the student in Element K06, an exit date must be provided.

Example: 02/15/2007

Validations: 90, 545, 626, 627

Last Updated: January 2014

Element K09 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char

Size:	1
Allow NULL?	Yes. Conditional.
Description:	Indicates the reason the student is no longer receiving (exited) Special Education services, student has a change reported in Element K06 – 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 Element K08 – Program Exit Date is submitted. 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). 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 (do not use to report in-district school transfers)
Validations:	91, 243, 607, 627
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.

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 Element K06 – 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.
Date should be formatted as MM/DD/YYYY.
Example: 01/01/2007
Validations: 543, 544, 545, 626
Last Updated: April 2014

Element K15 – Non-Public Agency
Field Name: NPA
Data Type: int
Allow NULL?   Yes. Conditional.
Description: Indicates the non-public agency the school district has contracted with in order for the student to receive services.
Business Rules: If the value in Element K06 – Least Restrictive Environment (LRE) Code is 11 or 12 then a valid value is required.
Example: 1
Valid Values: Refer to valid values in Appendix AC, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations: 1001, 1002, 1037
Last Updated: October 2020

Element K16 – PreK Positive Social-Emotional Skills - Entry
Field Name: PreKPositiveSocialEmotionalSkillsEntry
Data Type: int
Allow NULL?   Yes. Conditional.

Description: The scale score, determined by the team, as to the extent to which the child demonstrates age-appropriate functioning, across a variety of settings and situations in social-emotional skills (including social-relationships) at entry into the special education preschool program.

Examples could include:
- Relating with adults
- Relating with other children
- Following rules related to groups
- Interacting with others.

Data must be reported for students with IEPs and reported in Element B13 – Grade Level as PK. If the student is enrolled in Element B13 – Grade Level as PK for more than one school year, continue to report initial data in each consecutive school year until the student exits PK.

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1003, 1004, 1005, 1038

Last Updated: October 2020

Element K17 – PreK Acquisition and Use of Knowledge/Skills - Entry

Field Name: PreKAcquisitionKnowledgeSkillsEntry

Data Type: int

Allow NULL?   Yes. Conditional.

Description: Data must be reported for students with IEPs and in Grade Level PK (Element B13). If the student is enrolled in Grade Level PK for more than one school year, continue to report initial data in each consecutive school year until the student exits PK. Enter the scale score determined by the team as to the extent to which the child shows behaviors and skills as indicated by assessments and based on observations from individuals in close contact with the child.

Examples could include:
- Thinking, reasoning, remembering, and problem solving
- Understanding symbols
- Understanding the physical and social worlds

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1006, 1007, 1008, 1039

Last Updated: October 2020

Element K18 – PreK Appropriate Behaviors and Skills - Entry

Field Name:	PreKApproBehaviorandSkillsEntry
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	The scale score determined by the team as to the extent to which the child shows behaviors and skills as appropriate for their age across a variety of settings and situations.

        Examples could include:

- Taking care of basic needs (e.g., showing hunger, dressing, feeding, toileting, etc.)
- Contributing to own health and safety (e.g., follows rules, assists with hand washing, avoids inedible objects) (if older than 24 months)
- Getting from place to place (mobility) and using tools (e.g., forks, pencils, strings attached to objects)

Data must be reported for students with IEPs and reported in Element B13 – Grade Level as PK. If the student is enrolled in Element B13 – Grade Level as PK for more than one school year, continue to report initial data in each consecutive school year until the student exits PK.

Business Rules:	If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.
Example:	1
Valid Values:	Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1009, 1010, 1011, 1040
Last Updated:	October 2020

Element K19 – PreK Positive Social-Emotional Skills - Exit

Field Name:	PreKPositiveSocialEmotionalSkillsExit
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	The scale score determined by the team as to the extent to which the child demonstrates age-appropriate functioning, across a variety of settings and situations in social-emotional skills (including social-relationships) at exit of the PK program. Has the child shown any new skills or behaviors related to social-emotional skills since entry data was taken?

        Examples could include:

- Relating with adults
- Relating with other children
- Following rules related to groups
- Interacting with others.

Business Rules:	If <u>Element B13</u> – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in <u>Element B13</u> – Grade Level as PK.
Example:	1
Valid Values:	Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1012, 1013, 1014, 1041
Last Updated:	October 2020

Element K20 – PreK Positive Social-Emotional Skills - Progress

Field Name:	PreKPositiveSocialEmotionalSkillsProgress
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Has the child shown any new skills or behaviors related to social-emotional skills since entry data was taken?
Business Rules:	If <u>Element B13</u> – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in <u>Element B13</u> – Grade Level as PK.
Example:	1
Valid Values:	Refer to valid values in Appendix AE, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1015, 1016, 1017, 1042
Last Updated:	October 2020

Element K21 – PreK Acquisition and Use of Knowledge/Skills - Exit

Field Name:	PreKAcquisitionKnowledgeSkillsExit
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Enter the scale score determined by the team as to the extent to which the child shows behaviors and skills as indicated by assessments and based on observations from individuals in close contact with the child. Has the child shown any new skills or behaviors related to acquisition and use of knowledge skills since entry data was taken? Examples could include: - Thinking, reasoning, remembering, and problem solving - Understanding symbols - Understanding the physical and social worlds
Business Rules:	If <u>Element B13</u> – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in <u>Element B13</u> – Grade Level as PK.
Example:	1
Valid Values:	Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1018, 1019, 1020, 1043
Last Updated:	October 2020

Element K22 – PreK Acquisition and Use of Knowledge/Skills - Progress

Field Name:	PreKAcquisitionKnowledgeSkillsProgress
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since entry data was taken?
Business Rules:	If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13.
Example:	1
Valid Values:	Refer to valid values in Appendix AE, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1021, 1022, 1023, 1044
Last Updated:	October 2020

Element K23 – PreK Appropriate Behaviors and Skills - Exit

Field Name:	PreKApproBehaviorandSkillsExit
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Enter the scale score determined by the team as to the extent to which the child shows behaviors and skills as appropriate for his or her age across a variety of settings and situations. Has the child shown any new skills or behaviors related to appropriate behavior and skills since entry data was taken? Examples could include:

- Taking care of basic needs (e.g., showing hunger, dressing, feeding, toileting, etc.)
- Contributing to own health and safety (e.g., follows rules, assists with hand washing, avoids inedible objects) (if older than 24 months)
- Getting from place to place (mobility) and using tools (e.g., forks, pencils, strings attached to objects)

Business Rules:	If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.
Example:	1
Valid Values:	Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1024, 1025, 1026, 1045
Last Updated:	October 2020

Element K24 – PreK Appropriate Behaviors and Skills - Progress

Field Name:	PreKApproBehaviorandSkillsProgress
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Has the child shown any new skills or behaviors related to appropriate behavior and skills since entry data was taken?

Business Rules:	If <u>Element B13</u> – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in <u>Element B13</u>.
Example:	1
Valid Values:	Refer to valid values in Appendix AE, found in the CEDARS Appendices, located at: <u>https://www.k12.wa.us/data-reporting/reporting/cedars</u>
Validations:	1027, 1028, 1029, 1046
Last Updated:	October 2020

Element K25 – Date of Annual IEP Meeting

Field Name:	DateOfAnnualIEPMeeting
Data Type:	date
Size:	See Data Type Definitions.
Allow NULL?	No. Data is Required.
Description:	The date of the student's most recent annual IEP team meeting per <u>WAC 392-172A-03110(3)</u>. Each public agency must ensure that the IEP team reviews and revises the student's IEP periodically, but not less than annually, to determine whether the annual goals for the student are being achieved. If the student has not yet had an annual IEP team meeting, then enter the date of the most recent IEP. This is not the IEP start date and this does not include amended IEPs.
Business Rules:	Students currently enrolled in and receiving special education services must have a valid annual IEP team meeting date.
Example:	01/01/2020
Validations:	1030
Last Updated:	October 2020

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_20200901_20202021.txt

Element L01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	116, 360
Last Updated:	February 2018

Element L02 – 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.
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.
Validations:	117, 254, 309, 347
Last Updated:	January 2015

Element L03 – District Student ID

Field Name:	DistrictStudentId
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required.
Description:	This is the student identifier assigned by the district 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.

Example: 123456789012 or 124 or TG096

Validations: 118, 255, 309, 332

Last Updated: September 2007

Element L04 – 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.

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

Validations: 119

Last Updated: January 2015

Element L05 – Ethnicity Code

Field Name: EthnicityCode

Data Type: varchar

Size: 3

Allow NULL? No. Data is required.

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. 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 Race and Ethnicity Student Data Taskforce as established in HB 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 <u>alphanumeric</u> 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.
Example:	10 or H01
Validations:	120, 256, 350
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. <u>Federal Guidance on the Collection and Reporting by Race or Ethnicity</u> 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
Validations:	778, 779
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_20200901_20202021.txt

Element M01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	157, 362
Last Updated:	February 2018

Element M02 – 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.
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.
Validations:	158, 293, 312, 348
Last Updated:	January 2015

Element M03 – District Student ID

Field Name:	DistrictStudentId
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required.
Description:	This is the student identifier assigned by the district 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.

Example: 123456789012 or 124 or TG096

Validations: 159, 294, 312, 318

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.

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

Validations: 160

Last Updated: January 2015

Element M05 – Race Code

Field Name: RaceCode

Data Type: char

Size: 3

Allow NULL? No. Data is required.

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 Race and Ethnicity Student Data Taskforce as established in HB 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 Element M06 – Race Collection Method contains a valid value of 3 – Student has not yet been resurveyed, a valid 3-digit numeric code from the original code list from Appendix Z must be reported.

If Element M06 – 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 alphanumeric 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.

Validations: 161, 295, 312

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.

Validations: 416, 417, 426, 435

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': 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_20200901_20202021.txt

Element N01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	416, 417, 426, 435
Last Updated:	February 2018

Element N02 – 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.
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.
Validations:	418, 419, 425, 435
Last Updated:	January 2015

Element N03 – 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.
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
Validations:	420, 421, 429, 430, 431, 432, 435
Last Updated:	January 2012

Element N04 – 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. 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
Validations:	422, 570
Last Updated:	January 2015

Element N05 – 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 N05, must be included in the Location File A.
	The location reported here should be the location from which the student was absent.
Example:	1234
Validations:	423, 424, 427, 428, 432, 435, 570
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.
Example:	09/25/2012
Validations:	433, 434, 435, 436, 437, 559
Last Updated:	January 2013

Element N07 – Absence Code

Field Name:	AbsenceCode
Data Type:	varchar
Size:	2
Allow NULL?	No. Data is required.
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 out-patient 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.

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
Validations: 435, 438, 439, 440
Last Updated: September 2017

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.

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 Element I06 – 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_20200901_20202021.txt

Element Q01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020

Validations: 676, 708
Last Updated: February 2018

Element Q02 – 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.
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 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.
Validations: 677, 678, 709, 972
Last Updated: February 2016

Element Q03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow NULL? No. Data is required.
Description: This is the student identifier assigned by the district 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.
Example: 123456789012 or 124 or TG096
Validations: 679, 711, 712
Last Updated: February 2016

Element Q04 – 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.
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
Validations: 680, 735, 972
Last Updated: February 2016

Element Q05 – 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 Q05, must be included in the Location File A.

The Location ID reported should be the enrolled Location ID of the student at the time of enrollment.

Example: 1234
Validations: 681, 713, 714, 735, 972
Last Updated: February 2017

Element Q06 – Program Code

Field Name: ProgramCode
Data Type: int
Allow NULL? No. Data is required.
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
Validations: 682, 715, 972
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 I07 – 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 I07 – Start Date. Date should be formatted as MM/DD/YYYY.
Example:	01/01/2015
Validations	683, 760, 972
Last Updated:	February 2017

Element Q08 – Identification Assessment

Field Name:	IdentificationAssessment
Data Type:	int
Allow NULL?	No. Data is required.
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.
Validations:	684, 717
Last Updated:	February 2017

Element Q09 – Amount of Academic Growth

Field Name:	AcademicGrowth
Data Type:	int
Allow NULL?	Yes. Conditional.
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
10 – 10 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-test
25 – N/A - No post-test
26 – N/A - No pre-/post-test
27 – N/A - Student Withdrew Prior to Assessing-

Validations: 685, 718, 719, 725, 727

Last Updated: February 2018

Element Q10 – Progress Monitoring Assessment

Field Name: ProgressMonitoringAssessment

Data Type: int

Allow NULL? Yes. Conditional.

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 Element Q09 – 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.
Validations:	686, 719, 720
Last Updated:	June 2016

Element Q11 – Beginning Score

Field Name:	BeginningScore
Data Type:	Numeric(6,2)
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.
Example:	1234.56
Validations:	687, 721
Last Updated:	February 2017

Element Q12 – Date of Beginning Score

Field Name:	DateBeginning
Data Type:	Date
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.
Example:	01/01/2015
Validations:	688, 722, 761
Last Updated:	February 2016

Element Q13 – End Score

Field Name:	EndScore
Data Type:	Numeric(6,2)
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.
Example:	1234.56
Validations:	689, 723
Last Updated:	February 2017

Element Q14 – Date of End Score

Field Name:	DateEnd
Data Type:	Date
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 Element Q09 – Amount of Academic Growth has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is NULL. The Date of End Score (Q14) must be on or after the Date of Beginning Score (Q12).
Example:	01/01/2015
Validations:	690, 724, 761
Last Updated:	February 2017

Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day

Field Name:	ExtendedLearningTime
Data Type:	char
Size:	2
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/families 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. 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 Support and Monitoring

RJ – Restorative Justice

SI – Social Skills Instruction

Validations: 691, 725, 726, 772

Last Updated: April 2021

Element Q16 – Intervention During Regular School Day

Field Name:	Tutoring
Data Type:	varchar
Size:	4
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 options in Element Q15 – 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 Element Q09 – 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. 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 ATCT – Push-In One-on-One Adult Tutoring (Certificated Teacher) ATP – Push-In One-on-One Adult Tutoring (Paraeducator) ATV – Push-In One-on-One Adult Tutoring (Volunteer) GTCT – Push-In Small Group Tutoring with an Adult (Certificated Teacher) GTP – Push-In Small Group Tutoring with an Adult (Paraeducator) GTV – Push-In Small Group Tutoring with an Adult (Volunteer)

ATCP – Pull Out One-on-One Adult Tutoring (Certificated Teacher)
ATPP – Pull-Out One-on-One Adult Tutoring (Paraeducator)
ATVP – Pull-Out One-on-One Adult Tutoring (Volunteer)
GTCP – Pull Out Small Group Tutoring with an Adult (Certificated 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
CICT – Computer Based or Online Instruction with Adult Tutoring Support
(Certificated Teacher)
CITP – Computer-Based or Online Instruction with Adult Tutoring Support
(Paraeducator)
CITV – Computer-Based or Online Instruction with Adult Tutoring Support
(Volunteer)
CIST – Computer Based or Online Instruction with Adult Supervision
(Certificated 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)
MA – Mentoring by an adult
MI – Multiple Interventions
O – Other
MP – Mentoring by a peer
FE – Family Engagement Services
CP – Community Partners
EL – Specialized Literacy Instruction for ELs
BH – Behavioral Health
BM – Behavior Support and Monitoring
RJ – Restorative Justice
SI – Social Skills Instruction

Validations: 692, 727, 728, 772
Last Updated: April 2021

Element Q17 – At Grade Level

Field Name: MetLearningGoal
Data Type: char
Size: 1
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).

156

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 <u>Element Q09</u> is NULL.
Example: Y
Valid Values: N – No
                        Y – Yes
Validations: 693, 729, 730
Last Updated: February 2017

Student Exclusionary Discipline File (R)

File Name: StudentExclusionaryDiscipline

Description: This file captures ~~information regarding~~ the behavior incidents and exclusionary discipline actions administered to enrolled students by the authorized district ~~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_20200901_20202021.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 2019-20 school year, report 2020. This information must be identical for all exclusion records for this student in this incident.
Example:	2020
Valid Values:	2020
Validations:	784, 785, 807
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.
Validations:	788, 789, 807
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 assigned by the district 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
Validations:	790, 808, 809, 810, 811
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
Validations:	792, 807
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 Location File A.
	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
Validations:	793, 794, 795, 807
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

Validations: 797, 807

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
Validations:	799, 800, 801, 807, 824, 836, 837
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 Element R07 – 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 Element R09 – 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 09 if the specific behavior of the student cannot be covered by codes 02–08 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 Element R09 – 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:	02 or 06
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

Validations:	803, 805, 806, 807, 815, 818
Last Updated:	February 2018

Element R09 – Other Behaviors

Field Name:	OtherBehaviors
Data Type:	varchar
Size:	40
Allow 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 Element R08 – 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
Validations:	806, 813, 814, 815
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 Element R08 – Behavior Code is a valid value of 8 – Possession of a Weapon, then data is required. If Element R08 – 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

Validations: 816, 817, 818
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 Element R12 - Exclusionary Action Applied Date may be any date on or after Element R07 – 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 392-400-025 for definition
LS – Long–term Suspension (greater than 10 consecutive school days) - see WAC 392-400-025 for definition
SS – Short Term Suspension (10 or fewer consecutive school days) - see WAC 392-400-025 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 392-400-025 for definition
EE – Emergency Expulsion - see WAC 392-400-025 for definition
NA – No Exclusionary Action Applied
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 392-400-025 for definition

Validations: 807, 819, 836, 839, 842, 846, 853, 854, 856, 861, 862, 871, 978, 979, 980, 981,
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 Element R07 – Incident 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.
	Date should be formatted as MM/DD/YYYY.
Example:	09/25/2012
Validations:	807, 821, 822, 823, 824, 845, 848
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.
	Element R13 must be null when Element R11 has a value of NA. Element R13 must be greater than zero and less than or equal to 365 when Element R11 does not have a value of NA.
	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
Validations:	826, 978, 979, 980, 981, 982
Last Updated:	April 2020

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 Element R13 - 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. For values less than 0.1, round up and report a value of 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. For values less than 0.1, round up and report a value of 0.1.

This value can be considered "missed seat time" and is different than the duration of the action collected in Element R13 – 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.
	Element R14 must be null when Element R11 has a value of NA. Element R14 must be greater than zero and less than or equal to 365 when Element R11 does not have a value of NA. Element R14 must be less than or equal to Element R13.
	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:	2.2 or 15
Validations:	830, 979, 981, 982
Last Updated:	April 2020

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

Validations: 833, 834, 836, 837, 871

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

Validations: 838, 839, 840

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.

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 not participate

Validations: 841, 842, 843

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 <u>Element R12</u> – Exclusionary Action Date.
	If <u>Element R11</u> – 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
Validations:	844, 845, 846, 849, 855
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 <u>Element R18</u> – Date Petition for Readmission Submitted.
	If <u>Element R11</u> – Exclusionary Action Applied equals NA, Element R19 must be NULL.
	If <u>Element R18</u> – 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
Validations:	847, 848, 849, 855, 862
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 <u>Element R11</u> – 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.
Validations:	850, 851, 853
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 Services
	2 – Reengagement Plan With Behavior Services
	3 – Reengagement Plan With Both Academic and Behavior Services
	4 – Reengagement Plan Not Yet Developed
Validations:	856, 863, 864
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
Validations:	857
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 <u>Element R11</u> – 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

Validations: 859, 860, 861

Last Updated: February 2018

Students Restrained or Isolated File (S)

File Name: RestraintAndIsolation

Description: ~~This file contains information about all students who are restrained or isolated and any staff injured during those actions of students restrained or isolated, as required by RCW 28A.600.485.~~

This file contains information about students who are restrained or isolated and any staff injured during those incidents of students restrained or isolated. Restraint is defined as: Physical intervention or force used to control a student, including the use of a restraint device to restrict a student's freedom of movement. It does not include appropriate use of a prescribed medical, orthopedic, or therapeutic device when used as intended, such as to achieve proper body position, balance, or alignment, or to permit a student to safely participate in activities. Physical restraint does not include the touching or holding of a student without the use of force for the purpose of directing or assisting the student in an activity. The term physical restraint does not include a physical escort which is temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to walk to a safe location.

Sample File Name: 12345_0000_RestraintAndIsolation_20200901_20202021.txt

Element S01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	891, 892
Last Updated:	September 2019

Element S02 – County District Code

Field Name:	CountyDistrictCode
Data Type:	char
Size:	5
Allow NULL?	No. Data is required.
Description:	The county district code for the district submitting the data.
Business Rules:	Must be a valid value from EDS. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI.
Example:	12345
Valid Values:	Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx
Validations:	893, 894, 895

Element S03 – District Student ID

Field Name:	DistrictStudentId
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required.
Description:	This is the student identifier assigned by the district 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.
Example:	123456789012 or 124 or TG096
Validations:	895, 896, 897, 898, 899, 900
Last Updated:	September 2019

Element S04 – 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.
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
Validations:	901, 902
Last Updated:	September 2019

Element S05 – 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 S05, must be included in the Location File A.
The Location ID reported should be the enrolled Location ID of the student at the time of the reported action.

Example:	123
Validations:	895, 902, 903, 904, 905
Last Updated:	September 2019

Element S06 – Action ID

Field Name:	ActionID
Data Type:	varchar
Size:	20
Allow NULL?	No. Data is required.
Description:	The unique ID that identifies the action.
Business Rules:	This ID serves to uniquely identify each restrained or isolated action record.
Example:	ABC123 or 456789
Validations:	906
Last Updated:	September 2019

Element S07 – Action Date

Field Name:	ActionDate
Data Type:	date
Size:	See Data Type Definitions.
Allow NULL?	No. Data is required.
Description:	The date the action occurred.
Business Rules:	Date should be formatted as MM/DD/YYYY.
Example:	05/10/2020
Validations:	907, 908
Last Updated:	September 2019

Element S08 – Action Duration

Field Name:	ActionDuration
Data Type:	numeric
Size:	4,1 (Up to five characters including the decimal point)
Allow NULL?	No. Data is required.
Description:	The approximate length of time in minutes that the student was restrained or isolated.
Business Rules:	The valid range of values is 0.5 to 999.5. Report the length of time the student was subjected to this particular restraint or isolation reported in this action. Report partial minutes in 0.5 intervals using standard rounding rules. Report 0.5 if the duration is less than 0.5 of a minute. Zero is not allowed.
Example:	0.5
Validations:	908, 909, 910
Last Updated:	September 2019

Element S09 – Type of Restraint or Isolation

Field Name:	RestraintOrIsolationType
Data Type:	char
Size:	2
Allow NULL?	No. Data is required.
Description:	The type of restraint or isolation used during this action.
Business Rules:	Report the type of restraint or isolation used on the student in this action from the list of valid values.
Example:	04
Valid Values:	*(Restraint)*
	1 – 1 person restraint (basket, etc.)
	2 – 2+ person floor restraint
	3 – 2+ person seated restraint
	4 – 2+ person standing restraint
	5 – 2+ person wall restraint
	6 – Handcuffs (performed by law enforcement)
	7 – Handcuffs (performed by non-law enforcement)
	8 – Other Restraint
	9 – Weighted Blankets
	(Isolation)
	10 – Bus/Car/Other Vehicle
	11 – Classroom
	12 – Closet, locker room or other non-classroom, non-office small space
	13 – Designated Isolation room
	14 – Office including nurse, counselor, or main offices
	15 – Other Isolation
Validations:	911, 912
Last Updated:	September 2019

Element S10 – Was the student injured during the action?

Field Name:	StudentInjured
Data Type:	char
Size:	1
Allow NULL?	No. Data is required.
Description:	An indicator used to identify if the student was injured during the action in which they were restrained or isolated.
Business Rules:	If the student was injured during the restraint or isolation action, report a Y. If the student was not injured during this action then report N.
Example:	Y
Valid Values:	N – No
	Y – Yes
Validations:	913, 914
Last Updated:	September 2019

Element S11 – How many staff were injured during the action?

Field Name:	StaffInjured
Data Type:	int
Allow NULL?	No. Data is required.
Description:	The number of staff injured during the reported action of restraint or isolation.
Business Rules:	If staff are injured during the restraint or isolation action, report the number of staff who are injured during that single action. If no staff are injured, report a zero.
Example:	0
Validations:	915
Last Updated:	September 2019

Non-traditional Student Credit Attempt File (T)

File Name: NonTraditionalStudentCreditAttempt

Description: This file contains all non-scheduled courses and other non-course credit activities where high school credit was attempted while the student was enrolled at any school in the district during the current school year, including those students who exit the school. Non-scheduled courses are courses for students where there is not a corresponding record in the Course Catalog File (D) or the Student Schedule File (E). Only activities from the current school year should be included.

Sample File Name: 12345_0000_NonTraditionalStudentCreditAttempt_20200901_20202021.txt

Element T01 – 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 2019-20 school year, report 2020.
Example:	2020
Valid Values:	2020
Validations:	916
Last Updated:	September 2019

Element T02 – 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.
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.
Validations:	918, 919, 920
Last Updated:	September 2019

Element T03 – 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.
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
Validations:	920, 921, 922, 923, 924, 925
Last Updated:	September 2019

Element T04 – 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.
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
Validations:	926, 927
Last Updated:	September 2019

Element T05 – Location ID

Field Name:	LocationId
Data Type:	varchar
Size:	4
Allow NULL?	No. Data is required.
Description:	The Location ID for the school where the student is enrolled when participating in the non-traditional credit attempt 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 <u>Element A05</u> – School Code.
	The ID reported in Element T03 must be included in the <u>Location File A</u>.
Example:	1234
Validations:	920, 928, 929, 930
Last Updated:	September 2019

Element T06 – Attempt ID

Field Name:	AttemptId
Data Type:	varchar
Size:	20
Allow NULL?	No. Data is required.
Description:	The ID used by the district or school to represent the unique non-traditional credit attempt.
Business Rules:	Include the Attempt ID for all non-traditional credit attempted for the current school year.
Example:	Hist101A16
Validations:	920, 931
Last Updated:	September 2019

Element T07 – Course ID

Field Name:	CourseId
Data Type:	varchar
Size:	20
Allow NULL?	Yes. Conditional.
Description:	The Course ID used by the district or school to represent the course.
Business Rules:	Include the Course ID for all courses submitted in this file.
Example:	Hist101A16
Validations:	932
Last Updated:	September 2019

Element T08 – Attempt Title

Field Name:	AttemptTitle
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required
Description:	Title given to the non-traditional credit attempt in this school and district.
Business Rules:	Only titles where high school credit was attempted should be reported. For courses, this element should contain the course title.
Example:	Math 101
Validations:	933
Last Updated:	September 2019

Element T09 – Content Area Code

Field Name:	ContentAreaCode
Data Type:	char
Size:	3
Allow NULL?	Yes. Conditional
Description:	Indicates that the non-traditional credit attempt 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
Validations:	934, 935
Last Updated:	September 2019

Element T10 – Course Designation Code

Field Name:	CourseDesignationCode
Data Type:	char
Size:	10
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.~~ Course Designation Codes are identifiers that provide specialty information about the course. The valid values include, but are not limited to, those required by WAC 392–415–070.
Business Rules:	Report Course Designation where a Course Designation Code is appropriate.
	• 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.
	• 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).
Example:	IC
Valid Values:	A – Advanced Placement
	B – College Academic Distribution Requirements (CADR)
	C – College in the High School
	D – District or other local dual credit program
	E – Local Transition
	F – CTE Core Plus
	H – Honors
	I – International Baccalaureate
	K – Cambridge Program
	L – Local Competency Test
	N – National Competency Test
	O – Online (does not print on the transcript)
	Q – Quantitative
	R – Running Start
	S – Science Lab

T – CTE Dual Credit (Tech Prep)
X – Locally Determined Course – Locally Administered Assessment
Y – 1418 Youth reengagement dual credit
Z – Non Instructional

Validations:	917, 936, 937, 938, 939, 945, 948, 951
Last Updated:	October 2020

Element T11 – State Course Code

Field Name:	StateCourseCode
Data Type:	char
Size:	6
Allow NULL?	No. Data is required.
Description:	The course code used by the State to represent the unique non-traditional credit attempt.
Business Rules:	Must be a valid State Course Code. State Course Codes must be provided for all non-traditional credit attempts. Select the state course code that aligns with the credit attempted.
	State Course Code WA0005 (high school rigor)– AVID (Advanced Via Individual Determination) may only be submitted by schools authorized to offer AVID 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.
Example:	02051 (Pre-Algebra).
Valid Values:	Refer to the valid values in Appendix V - State Course Codes, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.
Validations:	940, 941
Last Updated:	September 2019

Element T12 – ALE Course Type

Field Name:	ALEFunded
Data Type:	char
Size:	1
Allow NULL?	No. Data is required.
Description:	Identifies how the instruction for the non-traditional credit attempt reported in Element T06 – Attempt ID was provided, if instruction was provided.
Business Rules:	Report the valid value that describes the type of ALE instruction provided for the non-traditional credit attempt reported in Element T06 – Attempt ID. If Element T12 contains a valid value of O – Online the Element T10 – 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
	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

Validations: 943, 944, 945
Last Updated: September 2019

Element T13 – Approved Online Provider

Field Name:	ApprovedOnlineProvider
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Identifies the online provider offering the non-traditional credit attempt reported in <u>Element T06</u> – Attempt ID if applicable.
Business Rules:	Report the valid value that describes the online provider for the non-traditional credit attempt reported in <u>Element T06</u> – Attempt ID. If Element T10 – Course Designation Code contains a valid value of O – Online then <u>Element T13</u> – Approved Online Provider is required.
Example:	2
Valid Values:	Refer to the valid values in Appendix AA, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.
Validations:	946, 947, 948
Last Updated:	September 2019

Element T14 – Approved Online Program

Field Name:	ApprovedOnlineProgram
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Identifies the online program offering the non-traditional credit attempt reported in <u>Element T06</u> – Attempt ID if applicable.
Business Rules:	Report the valid value that describes the online program for the non-traditional credit attempt reported in <u>Element T06</u> – Attainment ID. If Element T10 – Course Designation Code of O – Online then <u>Element T14</u> – Approved Online Program is required.
Example:	2
Valid Values:	Refer to the valid values in Appendix AB, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.
Validations:	949, 950, 951
Last Updated:	September 2019

Element T15 – Letter Grade

Field Name:	LetterGrade
Data Type:	varchar
Size:	2
Allow NULL?	No. Data is Required.
Description:	The letter grade earned by the student for this non-traditional credit attempt.
Business Rules:	Data must be reported for all high school credit non-traditional credit attempted.

Example: B+

Valid Values:

A	4.0
A–	3.7
B+	3.3
B	3.0
B–	2.7
C+	2.3
C	2.0
C–	1.7
D+	1.3
D	1.0
E	0.0
F	0.0
P	Pass
N	No Pass
CR	Credit
NC	No Credit
S	Satisfactory
U	Unsatisfactory
W	Withdraw
I	Incomplete
V	Course credit requirement waived due to COVID-19 school facility closures

Validations: 952, 953

Last Updated: April 2021

Element T16 – Credits Attempted

Field Name:	CreditsAttempted
Data Type:	numeric
Size:	4,2 (Up to five characters including the decimal point)
Allow NULL?	No. Data is required.
Description:	Credits attempted by the student for the non-traditional credit attempt that was taken. Data must be reported for all non-traditional credit attempted.
Business Rules:	The valid range of values is 0.00 to 99.99.
	Multiple records may be required to report each final grading period in the academic year.
	The Credits Attempted reported within Element T16 must be equal to or greater than the Credits Earned reported within Element T17 – Credits Earned.
Example:	1.50

Validations: 954, 955, 956, 959, 963
Last Updated: September 2019

Element T17 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 4,2 (Up to five characters including the decimal point)
Allow NULL? No. Data is required.
Description: Credits earned by the student upon completion of the non-traditional credit attempt . Data must be reported for all non-traditional credit attempted.
Business Rules: The valid range of values is 00.00 to 99.99.
The Credits Earned reported within Element T17 must be equal to or less than the Credits Attempted reported within Element T16 – Credits Attempted.
Example: 0.5 or 1.0
Validations: 956, 957, 958, 959, 963
Last Updated: September 2019

Element T18 – Course Level

Field Name: CourseLevel
Data Type: char
Size: 1
Allow NULL? ~~No. Data is required.~~ Yes. Conditional.
(Optional during the 2020-21 school year and required beginning the 2021-2022 school year)
Description: Identifies the course level of rigor.
Business Rules: Report the valid value that describes the rigor of the course reported in Element T07 – Course ID. Data is required if Element T07 – Course ID is not null.
Example: B
Valid Values: B – Basic or remedial
G – General or regular
E – Enriched or Advanced
H – Honors
C – College
X – No specified level of rigor
Validations: 1047, 1048
Last Updated: October 2020

Initial Evaluation and Eligibility Timelines File (U)

File Name: InitialEvaluationEligibility

Description: This file captures information on all currently enrolled students referred for an initial evaluation to determine if a student is eligible for special education. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes.

Sample File Name: ~~12345_0000_InitialEvaluationTimelines_20200901_20202021.txt~~

12345_0000_InitialEvaluationEligibility_20200901_20202021.txt

Element U01 – School Year

Field Name:	SchoolYear
Data Type:	char
Size:	4
Allow NULL?	No. Data is required.
Description:	The four–digit year in which the school year ends.
Business Rules:	For the 2020-21 school year, report 2021.
Example:	2021
Valid Values:	2021
Validations:	1050, 1051
Last Updated:	October 2020

Element U02 – 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.
Business Rules:	Report the code representing the district as assigned by OSPI in EDS. 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.
Example:	12345
Valid Values:	Refer to valid values, located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.
Validations:	1053, 1054
Last Updated:	October 2020

Element U03 – District Student ID

Field Name:	DistrictStudentId
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required.
Description:	This is the student identifier assigned by the district 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.
Example:	123456789012 or 124 or TG096
Validations:	1055, 1058
Last Updated:	October 2020

Element U04 – 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.
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
Validations:	1054
Last Updated:	October 2020

Element U05 – Date of Initial Referral

Field Name:	DateOfInitialReferral
Data Type:	date
Size:	See Data Type Definitions.
Allow NULL?	No. Data is required.
Description:	The date the district received a referral for evaluation to special education. For students transitioning from Part C to Part B, the date of referral would be the date the district was notified by Part C that the student is potentially eligible for Part B. A parent or guardian of the student, a school district, a public agency, or other persons knowledgeable about the student may initiate a request for an initial evaluation to determine if the student is eligible for special education per WAC 392-172A-03005. The request will be in writing, unless the person is unable to write. Refer to the CEDARS Reporting Guidance for additional information, examples and guidance for submitting this data: http://www.k12.wa.us/CEDARS/Manuals.aspx.
Business Rules:	Required for any student referred for initial evaluation to special education. Date should be formatted as MM/DD/YYYY.
Example:	01/01/2020
Validations:	1054, 1061, 1063

Element U06 – Date District Received Consent

Field Name:	DateDistrictReceivedConsent
Data Type:	date
Allow NULL?	No. Data is required.
Description:	The date the district receives consent from the parent or guardian to proceed with initial evaluation for eligibility of special education services. Prior to conducting the evaluation to determine if a student is eligible for special education services, the school district proposing to conduct the evaluation to must provide written notice consistent with WAC 392-172A-05010 and must obtain consent from the parent before conducting the evaluation. This is not the date the parent signed the consent, but rather the date the district received the consent.
Business Rules:	Date is required. Date should be formatted as MM/DD/YYYY. Element U06 must be on or after Element U05 – Date of Initial Referral.
Example:	01/01/2020
Validations:	1062, 1063, 1065
Last Updated:	October 2020

Element U07 – Date of Initial Evaluation/Eligibility Determination

Field Name:	DateOfInitialEvaluationEligibilityDetermination
Data Type:	date
Allow NULL?	No. Data is required.
Description:	The date the evaluation team has completed the initial evaluation and determined if the student is eligible to receive special education services. If the student is determined eligible then the team must move forward to develop an IEP.
Business Rules:	Date is required. Date should be formatted as MM/DD/YYYY. Element U07 must occur on or after Element U06 – Date District Received Consent.
Example:	01/01/2020
Validations:	1064, 1065, 1111, 1112
Last Updated:	October 2020

Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility

Field Name:	SchoolDaysToCompleteInitialEvaluation
Data Type:	int
Allow NULL?	No. Data is required.
Description:	Enter the number of school days from when the district received parent consent (Element U06 – Date District Received Consent) to when the Initial Evaluation/Eligibility was completed. The day the district receives parent consent is considered to be day zero. School day means any day, including a partial day that students are in attendance at school for instructional purposes, including students with and without disabilities. Do not count days in which the district is not in session due to inclement weather.

Business Rules: May not be null. ~~Must be greater than zero.~~ Must be zero or greater. Must be less than or equal to 180.
Example: 10
Validations: 1066, 1067, 1070
Last Updated: January 2021

Element U09 – Reason for Late Initial Evaluation/Eligibility

Field Name: ReasonForLateInitialEvaluation
Data Type: int
Allow NULL? Yes. Conditional.
Description: Districts must provide a reason if the initial evaluation/eligibility was not completed within the 35 school day timeline. School day means any day, including a partial day that students are in attendance at school for instructional purposes, including students with and without disabilities. Do not count days in which the district is not in session due to inclement weather.
Business Rules: Required if Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility is greater than 35.
Example: 1
Valid Values: Refer to valid values in Appendix AF, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations: 1068, 1070
Last Updated: October 2020

Element U10 – Outcome of Initial Evaluation/Eligibility

Field Name: OutcomeOfInitialEvaluationEligibility
Data Type: int
Allow NULL? No. Data is required.
Description: The outcome determined by the evaluation team as to whether the student is found eligible for special education services. Upon completion of the initial evaluation, a determination is made as to whether a student is eligible for special education as per WAC 392-172A-03040.
Business Rules: Report the outcome from the list of valid values.
Example: 1
Valid Values: 1 – Determined Eligible for Special Education Services
2 – Determined NOT Eligible for Special Education Services
Validations: 1071, 1072, 1074, 1101
Last Updated: October 2020

Element U11– Date of Initial IEP Meeting

Field Name: DateOfInitialIEPMeeting
Data Type: date
Allow NULL? Yes. Conditional.
Description: The meeting date when the Initial IEP was completed, in accordance with WAC 392-172A-03090 through 392-172A-03135.

Business Rules:	U11 is REQUIRED if a determination is made that a student is eligible for special education (Element U10 – Outcome of Initial Evaluation/Eligibility is 1) ~~and an IEP must be developed for the student in accordance with WAC 392-172A-03090 through 392-172A-03135~~. U11 MUST be null if ~~U10 is not 1 (student not determined to be special ed)~~ a determination is made that a student is NOT eligible for special education services (Element U10 – Outcome of Initial Evaluation/Eligibility is 2).
Example:	01/01/2020
Validations:	1073, 1074, 1101, 1107, 1108, 1111, 1112
Last Updated:	January 2021

Element U12 – Reason for IEP Developed After Third Birthday

Field Name:	ReasonForIEPDevelopedAfterThirdBirthday
Data Type:	int
Allow NULL?	Yes. Conditional.
Description:	Districts must provide a reason if the initial IEP for a student ~~transitioning from the State Part C Birth to Three program~~ is not completed on or before the student's third birthday. If the student was found not eligible then the eligibility determination must be completed on or before the student's third birthday.
Business Rules:	~~This field is only for students transitioning from the State Part C Birth to Three program.~~ For students that are not transitioning from the State Part C Birth to Three program, report a valid value of *12 - Student not transitioning from State Part C Birth to Three Program.* ~~If a student is age 2 or greater on or before Element U11 – Date of Initial IEP Meeting, data is required.~~ U12 is required if Element U11 – *Date of Initial IEP Meeting* is not null and is after the student's third birthday. U12 is required if Element U11 is null and Element U07 – *Date of Initial Evaluation/Eligibility Determination* is after the student's third birthday. ~~If Element U11 is less than or equal to Element B09 – Birth Date, this element must be NULL.~~ U12 must be null if Element U11 is not null and is on or before the student's third birthday. U12 must be null if Element U11 is null and Element U07 is on or before the student's third birthday
Example:	1
Valid Values:	Refer to valid values in Appendix AG, found in the CEDARS Appendices, located at: https://www.k12.wa.us/data-reporting/reporting/cedars
Validations:	1075, 1076, 1107, 1108, 1111, 1112
Last Updated:	April 2021

Student Supports File (V)

File Name: StudentSupports

Description: This file captures information regarding students screened for various supports. Districts are required to report to OSPI the screener used and the interventions used for at risk students. Students reported in this file must also be reported in District Student File (B) and School Student File (C). Students should be reported in this file in the year they are screened and any subsequent years in which they receive interventions. All instances of screening ~~should be reported~~ for supports identified in this collection should be reported. If a student is screened multiple times for a single support type, report the most recent instance.

For the 2020-2021 school year, districts are *not* required to screen students and report the data to CEDARS, but some districts are adopting this process early. Screening students and reporting to CEDARS will be required beginning with the 2021-2022 school year.

Sample File Name: 12345_0000_ StudentSupports _20200901_20202021.txt

Element V01 – 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 screening occurred.
Business Rules:	For the 2020-21 school year, report 2021.
Example:	2021
Valid Values:	2021
Validations:	1077, 1078
Last Updated:	October 2020

Element V02 – 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.
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 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.
Validations:	1079, 1080, 1081
Last Updated:	October 2020

Element V03 – District Student ID

Field Name:	DistrictStudentId
Data Type:	varchar
Size:	50
Allow NULL?	No. Data is required.
Description:	This is the student identifier assigned by the district 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.
Example:	123456789012 or 124 or TG096
Validations:	1082, 1083, 1084, 1085, 1086
Last Updated:	October 2020

Element V04 – 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.
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
Validations:	1081, 1087, 1088
Last Updated:	October 2020

Element V05 – 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 V05, must be included in the Location File A.

The Location ID reported should be the enrolled Location ID of the student at the time of enrollment.

Example: 1234

Validations: 1081, 1088, 1089, 1090, 1091

Last Updated: October 2020

Element V06 – Support Code

Field Name: Support

Data Type: int

Allow NULL? No. Data is required.

Description: The support category that a student was screened for.

RCW 28A.320.260 requires districts screen students in kindergarten through second grade for indicators of, or areas associated, with dyslexia.

Business Rules: Report a record in this file state using a assigned support category from the list of valid values below. Required if the student was screened to determine eligibility for any of the support categories listed below at any point in the current school year.

Example: 1

Valid Values: 1 – Dyslexia

Validations: 1081, 1092, 1093

Last Updated: October 2020

Element V07 – Identification Assessment

Field Name: IdentificationAssessment

Data Type: int

Allow NULL? No. Data is required.

Description: Indicates the assessment screener used to determine eligibility for state assigned support reported in Element V06 – Support Code.

Business Rules: Identify the assessment used to determine eligibility from the list of valid values below.

Example: 1

Valid Values: 1 – Rapid Automatized Naming Skills

2 – FAST earlyReading

3 – FAST CBMReading

4 – Phonological Awareness Literacy Screener (PALS)

5 – Istation's Indicators of Progress (ISIP)

6 – STAR Early Literacy

7 – STAR Reading

8 – DIBELS 8th edition

9 – Other

Validations: 1094, 1095

Element V08 – Identification Assessment Date

Field Name:	IdentificationAssessmentDate
Data Type:	date
Allow NULL?	No. Data is required.
Description:	Indicates the date of the screener assessment reported in Element V07 – Identification Assessment Date. If the student has taken more than one identification assessment in Washington for the reported support type, indicate the date of the most recent assessment.
Business Rules:	The month, day and year of the student's placement test must be in the MM/DD/YYYY format. Enter the most recent date the student took the identification assessment.
Example:	01/02/2020
Validations:	1096
Last Updated:	October 2020

Element V09 – Support Determination

Field Name:	SupportDetermination
Data Type:	int
Allow NULL?	No. Data is required.
Description:	Indicates the outcome of the screener used to determine eligibility for state assigned support reported in Element V06 – Support Code.
Business Rules:	If the student was screened, identify the outcome.
Example:	1
Valid Values:	1 – Screened, not at risk
	2 – Screened, at risk
	3 – Not screened, at risk
Validations:	1097, 1098
Last Updated:	April 2021

Element V10 – Interventions Used

Field Name:	InterventionsUsed
Data Type:	varchar
Size:	40
Allow NULL?	No. Data is required.
Description:	Indicates the interventions provided to the student based on the results of the outcome reported in Element V09 – Support Determination.
Business Rules:	If the student received interventions, identify all of the interventions offered from the list of valid values below.
Example:	1, 11, 17
Valid Values:	Refer to valid values table in Appendix AH, found in the CEDARS Appendices.
Validations:	1099, 1100
Last Updated:	October 2020

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 I09 – 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 – OSPI	February 2010	Element L05 – Ethnicity Code 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 I06 – 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 I09 – 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
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

Revision	Authors	Date	Description
4.0	Lisa Ireland – OSPI	April 2011	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 – Term
			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 I06 – Program Code
			Element I09 – 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 K10 – Initial Referral Date
			Element K11 – Initial Eligibility Date
			Element K12 – Last IEP Review Date
			Element K13 – Last 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 I06 – 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 (I) Element I06 – 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

Revision	Authors	Date	Description
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
6.0	Lisa Ireland	January 2013	Successful CEDARS Submission Data Files and Descriptions 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 Element B34 – Number of Months Non US Attendance in School Element C12 – 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 Element D10 – 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 Element H17 – 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 Element H27 – ALE Funded

Revision	Authors	Date	Description
6.0	Lisa Ireland	January 2013	Student Attributes and Programs File (I) Element I05 – Location ID Element I06 – Attribute or Program Code Element I07 – Start Date Element I08 – Exit Date Element I09 – Exit Reason Code Element I10 – Qualification Code Element J06 – Instructional Model Code Element J07 – Program Start Date Element J09 – 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 P09 – Intervention Applied Element P10 – Number of Intervention Days Element P13 – Interim Alternative Education Setting
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) Element F05 – Certification Number Staff Schedule File (G) Element H08 – Course Title Element H13 – Course Designation Code Element H25 – Certification Number Element I06 – Attribute or Program Code Element I09 – Exit Reason Code Element J06 – Instructional Model Code Element J09 – Exit Reason Code Element J17 – Program Designation Element K10 – Initial Referral Date Element K11 – Initial Eligibility Date
6.3	Lisa Ireland	July 2013	Data Files and Descriptions – Student Grade History File (H) Student Grade History File (H) Element H17 – Classification of Instructional Program (CIP) Code Number Element H19 – Term Element H20 – Is the Student a Career and Technical Education (CTE) Program Completer? Element K08 – Exit Date

Revision	Authors	Date	Description
6.4	Lisa Ireland	January 2014	Successful CEDARS Submission Element D08 – State Course Code Element D10 – Classification of Instructional Program (CIP) Code Number Element E09 – ALE Funded Element P09 – Intervention Applied
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 Element B16 – Disability Code (no longer an active element) Element B24 – 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 Element C09 – School Withdrawal Code Element E09 – 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 I06 – Attribute or Program Code Element I09 – Exit Reason Code Element I10 – 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 Element K14 – Program Start Date Element P07 – Behavior Code Element P09 – Intervention Applied Element P14 – Emergency Expulsion Element P15 – Emergency Expulsion Days to Conversion Element P16 – Other Behaviors

Revision	Authors	Date	Description
7.1	Lisa Ireland	April 2014	Element G11 – Term Start Date Element I06 – Attribute or Program Code Element I09 – 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 I10 – Qualification Code Element J07 – Program Status Start Date Element P13 – Interim Alternative Education Setting
7.3	Lisa Ireland	September 2014	Element D07 – 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 Element B34 – Number of Months Non US Enrollment in School
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 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 Element C04 – State Student ID (SSID) Element D02 – 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) Element I02 – Serving County District Code Element I04 – State Student ID (SSID) Element I06 – Attribute or Program Code Element I07 – Start Date Element I08 – Exit Date Element I09 – Exit Reason Code Element I10 – Qualification Code Element J02 – Serving County District Code Element J04 – State Student ID (SSID)

Revision	Authors	Date	Description
8.0	Lisa Ireland	January 2015	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 L04 – State Student ID (SSID) Element M02 – Serving County District Code Element M04 – State Student ID (SSID) Element N02 – Serving County District Code Element N04 – State Student ID (SSID) Student Discipline File (P) Element P02 – Serving County District Code Element P04 – State Student ID (SSID) Element P07 – Behavior Code Element P08 – Corrective or Disciplinary Action Date Element P09 – Corrective or Disciplinary Action Applied 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 Element P21 – Petition to Exceed More Than One Year Code Element P22 – Date Reengagement Meeting Held Element P23 - Reengagement Plan Element P24 – Appeal Code
8.1	Lisa Ireland	March 2015	Element B32 – Initial USA School Enrollment Element P07 – Behavior Code 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	Element D06 – Content Area Code Element D08 – State Course Code Element H15 – State Course Code Element I10 – Qualification Code Element J17 – Program Designation Element P09 – Corrective or Disciplinary Action Applied Element P10 – Number of Corrective or Disciplinary Action Days 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

Revision	Authors	Date	Description
9.0	Lisa Ireland	February 2016	CEDARS Data Files Data Files and Descriptions Data File Submission Format Data Element Summary Element A03 – District Name Element A06 – School Name Element B06 – Legal Last Name Element B07 – Legal First Name Element B08 – Legal Middle Name(s) Element B17 – Student Primary Language Code Element B18 – 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 Element H30 – Course School Year Element I06 – Attribute or Program Code Element I09 – 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 Element P10 – Number of Corrective or Disciplinary Action Days Element P14 – Emergency Expulsion Element P15 – 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
10.0	Lisa Ireland	February 2017	Data Files and Descriptions Data File Submission Format Data Element Summary Publication Process

Revision	Authors	Date	Description
10.0	Lisa Ireland	February 2017	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) Element B21 – Is Student Homeless Element B36 – Preferred Last Name Element B37 – Preferred First Name Element C07 – School Entry Code (no longer an active data element) Element D12 – CTE Course Equivalency Identification Element D13 – CTE Equivalency Student Schedule File (E) Element E05 – Location ID Element E06 – Location ID Element F08 - Legal Middle Name Staff Schedule File (G) Element G03 – Location ID Element G05 – Course ID Element H05 – Location ID (no longer an active data element) Element H06 – 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 I05 – Location ID Element I06 – Attributes or Programs Code Element I07 – Start Date Element I08 – Exit Date Element I10 – Qualification Code English Learners ~~Student Limited English Proficieny~~ File (J) Element J06 – Instructional Model Code Element J07 – Program Status Start Date Element J08 – Program Exit Date Element J09 – 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

Revision	Authors	Date	Description
10.0	Lisa Ireland	February 2017	Element Q09 – 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 Element Q17 – At Grade Level ~~Student Met Learning Goal~~
10.1	Lisa Ireland	August 2017	Element B37 – 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 Element P15 – 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
11.0	Lisa Ireland	February 2018	Data Files and Descriptions Data File Submission Format Data Element Summary Validation IDs 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) Element P04 – 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)

11.0	Lisa Ireland	February 2018	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)
			Element P15 – 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)
			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)
			Element P22 – 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
			Element Q16 – Intervention During Regular School Day
			Element R01 – School Year
			Element R02 – Serving County District Code
			Element R03 – District Student ID
			Element R04 – SSID
			Element R05 – Location ID
			Element R06 – Incident ID
			Element R07 – Incident Date
			Element R08 – Behavior Code
			Element R09 – Other Behaviors
			Element R10 – Weapon Type
			Element R11 – Exclusionary Action Applied
			Element R12 – Exclusitonary Action Date
			Element R13 – Duration of Exclusionary Action Days
			Element R14 - Total Amount of Exclusionary Time
			Element R15 – Interim Alternative Education Setting
			Element R16 – Academic Services
			Element R17 – Behavior Services
			Element R18 – Date Petition for Readmission Submitted
			Element R19 – Date Petition for Readmission Granted
			Element R20 – Petition for Extension of an Expulsion
			Element R21 – Reengagement Plan
			Element R22 – Date Reengagement Meeting Held
			Element R23 – Appeal Code

Revision	Authors	Date	Description
11.1	Lisa Ireland	September 2018	Element B12 - Gender Element B38 – Preferred Middle Name(s) Element D07 – Course Designation Code Element D08 – State Course Code Element H13 – Course Designation Code Element H15 – State Course Code Element J21 – Placement Status File N – Student Absence File Element N07 – Absence Code Validation IDs – CEDARS Validations inline
11.2	Kyla Vetter	January 2019	Element H18 – Term End Date Element E02 – Serving County District Code Element E03 – District Student ID Element E05 – Location ID Element E06 – Course ID Element E07 – Section ID Element E08 - Term combination must be distinct
11.3	Kyla Vetter	April 2019	Element R12 – Exclusionary Action Date
12.0	Kyla Vetter	March 2019	Element B09 – Birth Date Element D07 – Course Designation Code Element D14 – Dual Language Instruction Type Element D15 – Dual Language Instruction Language Element E10 – Approved Online Provider Element E11 – Approved Online Program Element E12 – Letter Grade Element E13 – Credits Attempted Element E14 – Credits Earned Element G10 - Teacher Indicator Element J09 – Exit Reason Code Element J17 – Program Designation Element R11 – Exclusionary Action Applied Data Files and Descriptions Data Element Summary Element S01 – School Year Element S02 – County District Code Element S03 – District Student ID Element S04 – State Student ID (SSID) Element S05 – Location ID Element S06 - Action ID Element S07 - Action Date Element S08 - Action Duration Element S09 - Type of Restraint or Isolation Element S10 - Was the student injured during the action? Element S11 - How many staff were injured during the action? Data Files and Descriptions Data Element Summary

Revision	Authors	Date	Description
12.0	Kyla Vetter	March 2019	Element T01 - School Year Element T02 - Serving County District Code Element T03 - District Student ID Element T04 - State Student ID (SSID) Element T05 - Location ID Element T06 - Attempt ID Element T07 - Course ID Element T08 – Attempt Title Element T09 - Content Area Code Element T10 - Course Designation Code Element T11 - State Course Code Element T12 - ALE Course Type Element T13 - Approved Online Provider Element T14 - Approved Online Program Element T15 - Letter Grade Element T16 - Credits Attempted Element T17 – Credits Earned
12.1	Kyla Vetter	September 2019	Element E10 – Approved Online Provider Element E11 – Approved Online Program Element I09 – Exit Reason Code Element M05 – Race Code Element Q16 – Intervention During Regular School Day Element R17 – Behavior Services Element T13 - Approved Online ProviderElement T14 - Approved Online Program
12.2	Kyla Vetter	January 2020	Element B09 – Birth Date Element E14 – Credits Earned Element I06 - Attribute or Program Code
12.3	Kyla Vetter	April 2020	Element R13 – Duration of Exclusionary Action Days Element R14 - Total Amount of Exclusionary Time

Version	Date	Location
13.0	March 2020	Element B39 – ASVAB (Armed Services Vocational Aptitude Battery) Test Status
13.0	March 2020	Element B40 – ASVAB (Armed Services Vocational Aptitude Battery) Test Score
13.0	March 2020	Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration Year
13.0	March 2020	Element B42– Credit Waiver
13.0	March 2020	Element D07 – Course Designation Code
13.0	March 2020	Element D08 – State Course Code
13.0	March 2020	Element D16 – Course Level
13.0	March 2020	Element D17 – Industry Recognized Certifications Offered
13.0	March 2020	Element E15 – Industry Recognized Certifications Earned
13.0	March 2020	Element G10 – Teacher Indicator

Version	Date	Location
13.0	March 2020	Element H13 – Course Designation Code
13.0	March 2020	Element H31 – Industry Recognized Certifications Earned
13.0	March 2020	Element K06 – Least Restrictive Environment (LRE) Code
13.0	March 2020	Element K15 – Non-Public Agency
13.0	March 2020	Element K16 – PreK Positive Social-Emotional Skills - Entry
13.0	March 2020	Element K17 – PreK Acquisition and Use of Knowledge/Skills - Entry
13.0	March 2020	Element K18 – PreK Appropriate Behaviors and Skills - Entry
13.0	March 2020	Element K19 – PreK Positive Social-Emotional Skills - Exit
13.0	March 2020	Element K20 – PreK Positive Social-Emotional Skills - Progress
13.0	March 2020	Element K21 – PreK Acquisition and Use of Knowledge/Skills - Exit
13.0	March 2020	Element K22 – PreK Acquisition and Use of Knowledge/Skills - Progress
13.0	March 2020	Element K23 – PreK Appropriate Behaviors and Skills - Exit
13.0	March 2020	Element K24 – PreK Appropriate Behaviors and Skills - Progress
13.0	March 2020	Element K25 – Date of Annual IEP Meeting
13.0	March 2020	Element T10 – Course Designation Code
13.0	March 2020	Element T18 – Course Level
13.0	March 2020	File U – Initial Evaluation and Eligibility Timelines • Element U01 – School Year • Element U02 – Serving County District Code • Element U03 – District Student ID • Element U04 – State Student ID (SSID) • Element U05 – Date of Initial Referral • Element U06 – Date District Received Consent • Element U07– Date of Initial Evaluation/Eligibility Determination • Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility • Element U09 – Reason for Late Initial Evaluation/Eligibility • Element U10 – Outcome of Initial Evaluation/Eligibility • Element U11– Date of Initial IEP Meeting • Element U12 – Reason for IEP Developed After Third Birthday
13.0	March 2020	File V – Student Supports • Element V01 – School Year • Element V02 – Serving County District Code • Element V03 – District Student ID • Element V04 – State Student ID (SSID) • Element V05 – Location ID • Element V06 – Support Code • Element V07 – Identification Assessment • Element V08 – Identification Assessment Date • Element V09 – Support Determination • Element V10 – Interventions Used
13.1	October 2020	Data File Submission Format – Initial Evaluation Timelines Eligibility File
13.1	October 2020	Reports Generated from CEDARS

Version	Date	Location
13.1	October 2020	Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration School Year
13.1	October 2020	Element D07 – Course Designation Code
13.1	October 2020	Element D14 - – Dual Language Instruction Type
13.1	October 2020	Element E15 – Industry Recognized Certifications Earned
13.1	October 2020	Element H13 – Course Designation Code
13.1	October 2020	Element H19 – Term
13.1	October 2020	Element H31 – Industry Recognized Certifications Earned
13.1	October 2020	Element I06 – Attribute or Program Code
13.1	October 2020	Element K06 – Least Restrictive Environment (LRE) Code
13.1	October 2020	Element K15 – Non-Public Agency
13.1	October 2020	File S
13.1	October 2020	Element T10 – Course Designation Code
13.1	October 2020	Element T18 – Course Level
13.1	October 2020	Element U07 – Date of Initial Evaluation/Eligibility Determination
13.1	October 2020	Element U11 – Date of Initial IEP Meeting
13.1	October 2020	File V – Student Supports
13.1	October 2020	Element V10 – Interventions Used
13.1	October 2020	Resources
13.2	January 2021	Data Element Summary Element L03 – District Student ID Element M03 – District Student ID Element T03 – District Student ID Element U03 – District Student ID Element V03 – District Student ID
13.2	January 2021	Element D08 – State Course Code
13.2	January 2021	Element H31 – Industry Recognized Certifications Earned
13.2	January 2021	Element I10 – Qualification Code
13.2	January 2021	Element J22 – Placement Test Date
13.2	January 2021	Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility
13.2	January 2021	Element U11 – Date of Initial IEP Meeting
13.2	January 2021	Element U12 – Reason for IEP Developed After Third Birthday
13.2.1	March 2021	Element E12 – Letter Grade
13.2.1	March 2021	Element H10 – Letter Grade
13.2.1	March 2021	Element T15 – Letter Grade

Version	Date	Location
13.3	April 2021	Element E12 – Letter Grad
13.3	April 2021	Element H10 – Letter Grade
13.3	April 2021	Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day
13.3	April 2021	Element Q16 – Intervention During Regular School Day
13.3	April 2021	Element T15 – Letter Grade
13.3	April 2021	Element U12 – Reason for IEP Developed After Third Birthday
13.3	April 2021	Element V09 – Support Determination
13.3	April 2021	Student Supports File (V)

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
https://www.ed.gov/essa?src=rn

Office of Superintendent of Public Instruction Resources

Bulletins and Memos
http://www.k12.wa.us/BulletinsMemos

Comprehensive Education Data And Research System (CEDARS)
http://www.k12.wa.us/CEDARS/default.aspx
www.k12.wa.us/data-reporting/reporting/cedars

Education Units and Directory Data
https://www.k12.wa.us/data-reporting/reporting

Enrollment Reporting
http://www.k12.wa.us/safs/INS/ENR/1718/eh.asp
www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting

OSPI Site
http://www.k12.wa.us

School Apportionment and Financial Services
http://www.k12.wa.us/safs
www.k12.wa.us/policy-funding/school-apportionment

[End of CEDARS Data Manual]