

CEDARS Non-Standard Submission Guide

September 2017

OSPI Customer Support – 1.800.725.4311 – customersupport@k12.wa.us

Table of Contents

- I. CEDARS Publication Process 2
- II. Overview of Non-Standard Submissions..... 2
- III. Manual Submissions 3
 - A. Creating a Manual Submission – Import Archive..... 3
 - B. Editing a Submission – Edit Files 4
 - C. Submitting the Manual Submission – Submit Files..... 9
 - D. Final Steps 9
- IV. Update Merged SSIDs 11
- V. SSID Mass Update 12

I. CEDARS Publication Process

CEDARS Data Manuals and supporting documents are published and changes put into the system at regular intervals. Starting in the 2017-18 school year, 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.

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

II. Overview of Non-Standard Submissions

CEDARS must accommodate multiple school year submissions so school districts can update CEDARS data after the reporting school year has ended. CEDARS is able to accept submissions for previous school years. However, many districts do not have the ability to generate a full submission for a previous year, so OSPI has developed tools for districts to create two types of “non-standard submissions” that can be used to update their data. These two types of non-standard submissions are:

- **Manual Submission** – A manual submission is derived from the district’s last known good CEDARS submission, which can then be imported into CEDARS Non-Standard to be reviewed, manipulated, and then submitted to CEDARS.
- **Delta Submission** – A delta submission looks much like a regular CEDARS submission, except it only includes the records that will be modified, rather than information on the whole school year. You must have a Student Information System (SIS) that can support the delta submission processor. CEDARS pulls the district’s last known good submission on that school year and merges it with the records in the delta submission to create a new submission. For more information, please see the CEDARS Non-Standard DELTA Submission Guide here: [CEDARS Non-Standard Submission](#).

Both of these processes require the district user to have the “CEDARS District Administrator” role assigned to their EDS account. If you do not have this role, please contact your [District Data Security Manager](#). Once the role has been assigned, “CEDARS Non-Standard Submission” will be an option on the list of applications.

Note: In order to utilize CEDARS Non-Standard, the district must have successfully submitted a full and complete CEDARS submission for the school year being modified. The submission must also successfully

load into CEDARS via the nightly load process. This Last Known Good (LKG) submission will provide the foundation for which all delta and manual submissions are built upon.

III. Manual Submissions

A manual submission is derived from the district’s last known good (processed) CEDARS submission, which can then be imported into CEDARS Non-Standard to be reviewed, manipulated, and then resubmitted to CEDARS. If you have already imported a file through the Delta Submission process and the Delta is your most recent submission, you do not need to Import an archived file – you may edit this file manually by using *Edit Files* or proceed directly to the step for Manual Submission – Submit Files.

A. Creating a Manual Submission – Import Archive

To create a manual submission, log into EDS and select the CEDARS Non-Standard Submission application in your application list. Next, select your school district and the school year you wish to edit. Then click on the “Import Data” tab and select “Import Archive” from the menu on the left.

If you have already imported your most recent submission previously, instead of importing another submission, you can go straight to “Editing a Submission - Edit Files” below. The data remains in Edit Data. If you have a successful import and choose to import another submission, all of the existing data in Edit Data will be deleted and replaced with the data from the submission you import.

You will be prompted to select a submission from the school year that you selected. Submissions are listed in descending order, with the most recent submission at the top of the drop down. *It is highly recommended that you select your most recent successful submission.* To learn more about a particular submission, select it and you will see a box labeled “Archive Details” with information about when it was submitted and if it was successful or not.

Select an archive to import into Edit Files tonight:

_____ _0000_CEDARS_20100813_20092010.ZIP

Archive Details

Archive file name:	_____ _0000_CEDARS_20100813_20092010.ZIP
Archive school year:	2009-2010
Submitted to CEDARS:	8/13/2010 12:00:00 AM
Status in CEDARS:	Success
Submission ID:	_____

Import

Click the “Import” button once you have selected the appropriate submission. A new box labeled “Current Import” will appear and update you on the status of the import every five seconds. When the import process is finished, the status will either read as “ArchiveImportSuccess” or “Error.” If your import is stuck in an “Error” status, please contact

OSPI Customer Support. **Please note, once you start the process of importing an archive, all data previously in CEDARS Non-Standard for that school year is immediately deleted.**

Please note, each time you import an archive, CEDARS Non-Standard checks the submission being imported for State Student Identifier (SSID) numbers that have been deactivated as the result of an SSID merge. If there are any in the import, the system automatically replaces the deactivated SSID with the active SSID in the Edit Files tab. As a future enhancement, we plan to create a report that will provide the details of this feature as a download.

The screenshot displays the 'Test Web Server' interface for the CEDARS Non-Standard application. The top navigation bar includes 'Home', 'Import Data', 'Edit Files', and 'Submit Files'. The 'Import Data' section is active, showing a sidebar with 'Import Archive' and 'School Year Rollover' options. The main content area is titled 'Import Data' and 'Import Archive'. It contains a 'Print Friendly' and 'Logout' link, and fields for 'School District' and 'School Year: 2009-2010'. The 'Import Archive' section explains that this feature replaces data in Edit Files with past submissions, deleting matching data. It also provides instructions on how to import a submission. A 'Last Successful Import' box shows the following details:

Archive file name:	1_0000_CEDARS_20100813_20092010.ZIP
Archive school year:	2009-2010
Status of import:	ArchiveImportSuccess
Archive import queue date:	10/8/2010 12:43:18 PM
Archive import finish date:	10/8/2010 12:43:31 PM

B. Editing a Submission – Edit Files

Once the archive import has finished, you can now edit the data within that file. Select the "Edit Files" tab at the top of the screen, then click on Edit Data on the left. A list of the CEDARS files (tables) for the selected school year will appear. Clicking on any of these files will reveal their contents for editing.

Test Web Server

eds Home Help

Home Import Data Edit Files Submit Files Admin

Print Friendly Logout

School District

School Year: 2014-2015

> Edit Data

> Update Merged SSIDs

> SSID Mass Update

Edit Data

Edit Files Overview

Click the links below to enter data for each file type. After you have entered all pertinent data you will need to click the "Submit Files" link on the left navigation pane.

Selected School Year: 2014-2015

Table Name
Location
DistrictStudent
SchoolStudent
CourseCatalog
StudentSchedule
Staff
StaffSchedule
StudentGradeHistory
StudentPrograms
BilingualPrograms
SpecEdPrograms
StudentEthnicity
StudentRace
StudentAbsence
StudentDiscipline

By selecting one of the tables listed, the application directs you to a page displaying all data from the submission you imported. The columns on the page represent each data element within the CEDARS table selected.

Each column has sorting and filtering capabilities. You can filter data in one or multiple columns in each table. If you need to clear your filters, there is a Clear Filters button on the bottom of each table.

<input type="checkbox"/>			2		2		1		0
<input type="checkbox"/>			1		7		1		0

- [Insert New Item](#)
- [Bulk Edit Selected Records](#)
- [Bulk Edit All Records in this Search](#)

You can now add new records, delete records, or edit records in the selected table.

To add a new record, click on the Insert New Item link at the bottom of the page.

CEDARS

School District

School Year: 2010-2011

List

DistrictStudent

Selected School Year: 2010-2011

Select All	ResidentCountyDistrictCode	DistrictStudentId	SSID	LastName	FirstName	MiddleName	BirthDate	BirthCountry	CSREthnicityCode	Gender	GradeLevel	DistrictEn
<input type="checkbox"/>	20203	2000000001	2000000001	Johnson	John		08/24/2004	USA	5	F	6	Aug 24 2004
<input type="checkbox"/>	20203	2000000002	2000000002	Smith	Jane		08/24/2004	USA	7	F	12	Aug 24 2004
<input type="checkbox"/>	20203	2000000003	2000000003	Williams	John		08/24/2004	USA	5	F	12	Aug 24 2004
<input type="checkbox"/>	20203	2000000004	2000000004	Johnson	John		08/24/2004	USA	5	F	12	Aug 24 2004
<input type="checkbox"/>	20203	2000000005	2000000005	Smith	John		08/24/2004	USA	7	F	12	Aug 24 2004
<input type="checkbox"/>	20203	2000000006	2000000006	Johnson	John		08/24/2004	USA	5	M	7	Aug 24 2004
<input type="checkbox"/>	20203	2000000007	2000000007	Smith	John		08/24/2004	USA	5	M	4	Nov 1 2004
<input type="checkbox"/>	20203	2000000008	2000000008	Johnson	John		08/24/2004	USA	5	F	5	May 11 2004
<input type="checkbox"/>	20203	2000000009	2000000009	Smith	John		08/24/2004	USA	5	M	4	Aug 31 2004
<input type="checkbox"/>	20203	2000000010	2000000010	Johnson	John		08/24/2004	USA	4	M	3	Aug 31 2004

- Insert New Item
- Bulk Edit Selected Records
- Bulk Edit All Records in this Search

Fill in the information for your new record, then click Insert at the bottom of the page.

The screenshot shows the CEDARS web application interface. At the top, there is a green header with the text "Test Web Server" and navigation links for "Home", "Import Data", "Edit Files", and "Submit Files". On the right side of the header, there are icons for "Home", "Help", and "Feedback". Below the header, the main content area is titled "CEDARS" and includes a "Print Friendly" link and a "Logout" button. The "School District" and "School Year: 2010-2011" are also displayed. The main section is titled "Add" and "Add new entry to table DistrictStudent". It contains a form with various fields for student information, including "ResidentCountyDistrictCode", "DistrictStudentId", "SSID", "LastName", "FirstName", "MiddleName", "BirthDate", "BirthCountry", "CSRSSEthnicityCode", "Gender", "GradeLevel", "DistrictEnrollmentDate", "DistrictExitDate", "DisabilityCode", "PrimaryLanguageCode", "LanguageSpokenAtHome", "SSN", "ZipCode", "IsHomeless", "IsApprovedPrivateSchoolStudentAttendingPartTime", "IsHomeBasedStudentAttendingPartTime", "IsF1VisaForeignExchangeStudent", "IsStudentInFosterCare", "GradRequirementsYear", "ExpectedGradYear", "GPA", "CreditsAttempted", and "CreditsEarned". The "Gender" and "GradeLevel" fields have dropdown menus with "[Not Set]" selected. At the bottom of the form, there are "Insert" and "Cancel" buttons. A footer at the bottom of the page contains the text "Customer Support: 1.800.725.4311 ©Copyright 2004 - 2010".

Once you click Insert at the bottom of this page, the screen returns to the selected table all record display.

To edit an individual record, click on the paper pencil icon for the record.

To delete a record, click on the black X for the record.

Select a column header to sort by the column selected

Select All	ResidentCountyDistrictCode	DistrictStudentId	SSID	LastName	FirstName
<input type="checkbox"/>					

Edit the single record

Delete the single record

At the bottom of the screen there are also options for bulk editing selected items and bulk editing all records in the search.

<input type="checkbox"/>			2		2		1	0
<input type="checkbox"/>			1		7		1	0

Page size: 50

Clear Selection Clear Filters

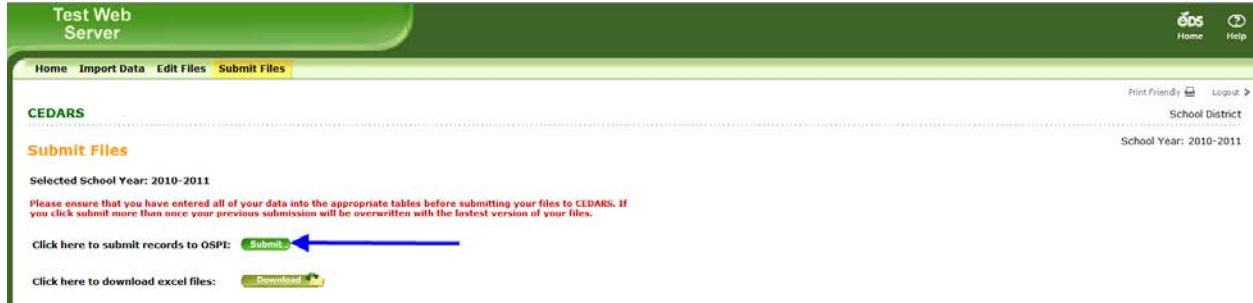
- [Insert New Item](#)
- [Bulk Edit Selected Records](#)
- [Bulk Edit All Records in this Search](#)

Once you have edited, deleted, and inserted all records in all tables and your data is ready to be submitted to CEDARS, click the Submit Files tab.

NOTE: You do have the option here of deleting a single record, however the record is only deleted in the submission table you are within at the time. Please be aware that CEDARS records are often dependent on the data in each table and if a record is deleted from only one table, it may cause exceptions and rejections of other records. For example, deleting a student's District Student Enrollment record but leaving the record for that student in the School Student Enrollment table will result in an exception error once submitted to CEDARS.

C. Submitting the Manual Submission – Submit Files

To submit the completed non-standard submission, click the “Submit” button. This will send your submission to the CEDARS submission processor to be loaded that evening. You can watch the progress of the submission in CEDARS under the Submissions tab.



You may also download an excel version of the files and data currently entered in your non-standard submission for the given school year.

D. Final Steps

From here on, the process is the same as any normal CEDARS submission: review your submission exceptions, decide whether to override the logical delete threshold if applicable, and run CEDARS reports to ensure the quality of your data. If further changes are needed at any of these steps, your manual submission will still be as you left it in the CEDARS Non-Standard Submission application under “Edit Files”.

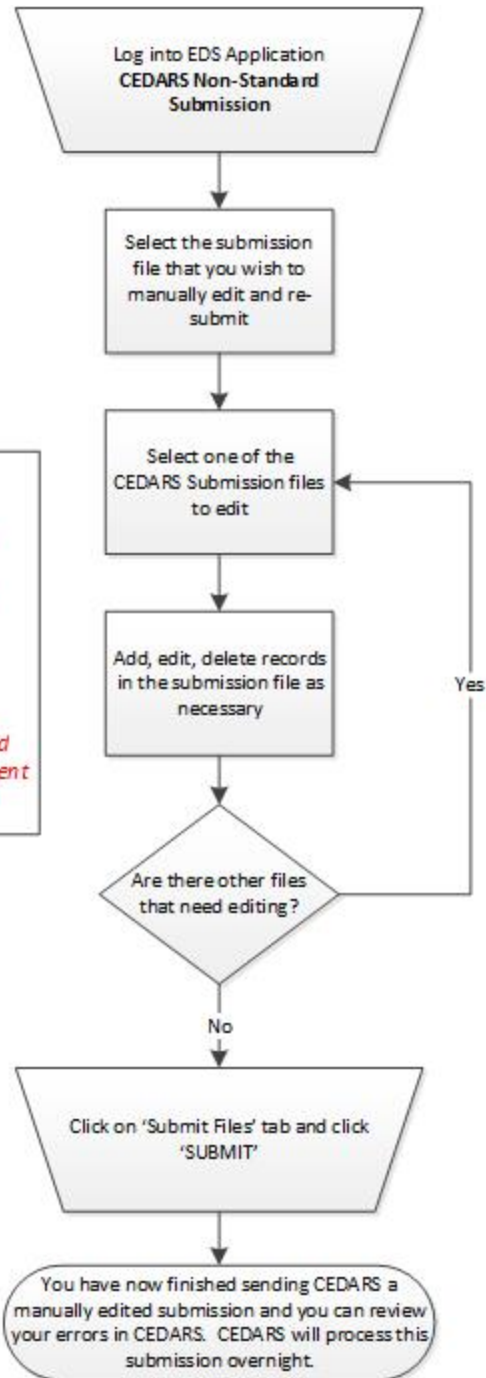
You may edit and resubmit as many times as you like, though CEDARS can only process one submission per day, per school year. If you submit multiple submissions in one day for different school years, all submissions will process overnight. If you submit multiple submissions in one day for the same school year, CEDARS will only process the latest one received that day. For example, if you submit a 2014-15 submission through CEDARS Non-Standard, and later that same day you submit a 2015-16 submission, both submissions will be processed because they are different school years. If you submit three submissions for the 2014-15 school year in one day, only the last one received will be processed because they are all for the same school year.

Processing of a manual submission from the viewpoint of a district

Note about DELETE: You do have the option here of deleting a single record, however the record is only deleted in the submission file you are within at the time.

Please be aware that CEDARS files are often dependent on the data in each file and if a record is deleted from only one file it may cause exceptions and rejections of other records.

For example, deleting a District Student Enrollment record but leaving the record for that student in the School Student Enrollment file will result in an exception error.



IV. Update Merged SSIDs

Update Merged SSIDs is available under the Edit Files tab. This feature affects records for students who have had an SSID merge done. When used, the deactivated SSID currently in Edit Data is replaced with the active SSID resulting from the SSID merge. In order to use this feature, you must have data in Edit Data. This update only affects the records currently in Edit Data and for the selected school year.

Please note, each time you import an archive, CEDARS Non-Standard checks the submission being imported for records with SSIDs that have been deactivated as the result of an SSID merge. If there are any records in the import in that category, the system automatically replaces the deactivated SSID with the active SSID in the Edit Files tab. As a future enhancement, we plan to create a report that will provide the details of this feature as a download.

The screenshot shows a web application interface for a 'Test Web Server'. The top navigation bar includes 'Home', 'Import Data', 'Edit Files', 'Submit Files', and 'Admin'. On the right, there are links for 'Home', 'Help', and 'Feedback'. The main content area is titled 'Edit Files' and features a sub-section 'Update Merged SSIDs'. A description states: 'This feature allows old SSIDs in "Edit Files" to be replaced with SSIDs that have been merged. Select the SSIDs you wish to change then click "Save".' Below this is a table with the following data:

<input type="checkbox"/>	First Name	Last Name	Middle Name	Old SSID	New SSID	SSID Changed on
<input type="checkbox"/>	Mi			230	814	5/10/2016

A 'Save' button is located below the table. On the right side of the page, there are links for 'Print Friendly' and 'Logout', and the text 'Spokane School District' and 'School Year: 2014-2015'.

V. SSID Mass Update

SSID Mass Update is available under the Edit Files tab. This feature allows you to search for a student by SSID number or District Student ID number, then update their SSID number across all tables in Edit Data. In order to use this feature, you must have data in Edit Data. This update only affects the records currently in Edit Data and for the selected school year.

Please note, if the SSID is not present in the DistrictStudent or SchoolStudent files, this tool will not function as intended.

Home Import Data Edit Files Submit Files Admin

- > Edit Data
- > Update Merged SSIDs
- > **SSID Mass Update**

Edit Data

SSID Mass Update

This feature allows you to select a student via SSID or District StudentID, and update their SSID across all tables.

Search for the student using SSID or District Student ID.

SSID Search

SSID:

District Student ID:

Select the records you wish to update. ***NOTE*** The SSID update will apply to the SSID / District Student ID combination on the selected records.

	SSID	DSID	First Name	Last Name	Middle Name	Grade Level	School Code	School Name
<input checked="" type="checkbox"/>	8842176991							

Enter in a valid replacement SSID, and then click "Update"

Replacement SSID

Replacement SSID: