

EDS District, School, and ESD User Role Matrix (assigned by the [DDSM](#))

Please note: e-Certification (certificate renewal or application), NBPTS Scholarship, and PdEnroller applications do not require any user roles to perform basic functions in these applications.

Users also will have the Education Data System and Education Data System Administration applications listed in their list of applications. This only provides access to the Education Directory.

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|-------------------------------------|------------------|--|---|
| ARMS_District Administrator (DA) | District, ESD | User has the ability to create or view forms at the district level. No ability to sign forms. | Assessment Reporting Management System (ARMS) |
| ARMS_District Test Coordinator (DC) | District, ESD | User has the ability to create and digitally sign forms. | Assessment Reporting Management System (ARMS) |
| ARMS_District Superintendent | District, ESD | For Superintendents only; User has the ability to digitally sign the district security form | Assessment Reporting Management System (ARMS) |
| ARMS_School Coordinator | School | User has the ability to digitally sign forms for the school. | Assessment Reporting Management System (ARMS) |
| ARMS_School Principal | School | User has the ability to create and sign the school security form. | Assessment Reporting Management System (ARMS) |
| Art Show ESD Admin | ESD | Allows user to manage ESD Regional Art show dates, winners, and edit student entries for their ESD. | Art Show |
| Art Show User | School | Allows user to access Art Show to create student entries of art from their school for regional ESD art shows. | Art Show |
| AYP Preview User | District | District role for the AYP/AMO Preview. This website is a copy of Report Card that is used prior to the yearly public release of accountability results to allow districts the opportunity to review their results. | AYP/AMO Preview |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|---|--------------------------|---|---|
| Behavior and Weapons District Administrator | District | User can view, run reports, and unlock/ lock all school and district data in the Behavior and Weapons application. | Behavior and Weapons |
| <i>Behavior and Weapons User</i> | <i>School</i> | <i>This collection is a district level collection as of 2019-2020.</i> | <i>Behavior and Weapons</i> |
| Bus Driver | N/A | This role should not be assigned through EDS -- it is assigned and managed within the Bus Driver Certification system. | N/A |
| BusDriverCert User | District or ESD | District role for the Bus Driver Certification system. | Bus Driver Certification |
| CAA/CIA User | District, ESD, or School | User can access the CAA/CIA Database | CAA/CIA Database and CEDARS blog |
| Capstone User | District or ESD | User can create forms. | Capstone |
| Capstone District Administrator | District or ESD | User can manage, review, and submit forms for OSPI approval. | Capstone |
| CEDARS District Administrator | District or ESD | Allows user access to Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange, and Search Students tabs. Provides maximum district access to CEDARS, Student Record Data Exchange, and other CEDARS populated applications. Establishes user as the primary point of contact for CEDARS-related communications from OSPI. May be assigned to more than one person at each district. User does have access to the Records Loaded report. | CEDARS, CEDARS Non-Standard, Adjusted Cohort (P210), Annual CTE Enrollment (P210 Voc), Behavior and Weapons, LEP, Special Ed Federal Nov. Child Count, Students Opting to Remain Remote |
| | | Users with this role AND the Tableau SecureDataPortal-Student Interactor role will have access to Tableau reports within the CEDARS application. | |
| CEDARS District User | District | Allows user access to Submissions, SSID, Students, Courses, Staff, Location, and Search Students tabs. User can assign and match SSIDs, and search for students. | CEDARS |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|---------------------------------|---|--|
| CEDARS Report Viewer | District or School | District Users: Allows user access to Submissions, SSID, and Reports tabs. User can run reports in CEDARS for the district or schools within the district, download SSIDs, and view Submission exceptions. User does not have access to the Records Loaded report. School Users: Allows access to the SSID and Reports tabs. User can run reports in CEDARS and download SSIDs for the school(s) only. User does not have access to the Records Loaded report. | CEDARS |
| CEDARS School Administrator | School | Allows user access to the Reports, Students, Courses, Staff, and Location tabs for the assigned school(s) only. Also allows access to the statewide Search Students tab. User does not have access to the Records Loaded report. | CEDARS |
| CEDARS Search User | District, ESD, or School | Allows user access to the Search Students tab. User can search for students in CEDARS and view only the most basic enrollment information. | CEDARS |
| CEDARS SSID User | School | Allows user access to the Home and SSID tab in CEDARS. User can use Screen Entry, SSID File Upload, and SSID Submission Exception for the school assigned. User cannot access Student Match, Student Validation, and Download SSIDs or run SSID reports (multiple, merged, and shared SSIDs). | CEDARS |
| Choice Transfer Coordinator | District, ESD, or School | Allows user in resident school district to submit, accept, or deny a student transfer request. | Standard Choice Transfer |
| <i>Contrasting Groups Study (PLD) User</i> | <i>School</i> | <i>This is no longer an active EDS application.</i> | <i>Contrasting Groups Study (PLD)</i> |
| CTE Director | District, ESD, or Skills Center | User can access and submit applications for CTE course approvals. | Career and Technical Education |
| Directory Manager | District | User can access EDS Administration application to modify directory information for all schools in the district. | EDS Administration |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|-------------------------|---|---|
| District Assessment Coordinator (DAC) | District, ESD | User can submit and approve forms at the DAC level. User can access Student Search, Application Status, GPA Tool, Expedited Assessment Appeals, ASVAB Upload and Local CTE Graduation Pathways. | Graduation Alternatives |
| District Assessment Coordinator (DAC) Designee | District, ESD | User can submit and approve forms at the DAC level. User can access Student Search, Application Status, GPA Tool, Expedited Assessment Appeals, ASVAB Upload, and Local CTE Graduation Pathways. | Graduation Alternatives |
| Driver Trainer | N/A | Bus driver authorization database that school districts use to process prospective school bus drivers -- Assignment of this role should be authorized through the OSPI Student Transportation Office. | N/A |
| e-Certification Roles | District | <u>e-Certification user roles</u> for the NEW e-Certification application. | e-Certification |
| EDS School Manager | School | User can access EDS Administration application to modify directory information for the assigned school. | EDS Administration |
| eVALDistrictAdmin | District or ESD | User is responsible for administration of the application throughout all the schools in the district. Sets up calibration sessions, adds district specific resources, assigns linkage between building admin and teacher and submits final report. | eVal |
| eValDistrictAssignmentManager | District or ESD | Users given this role have access to the district admin assignments screen functionality only. User assigns evaluators, principals to teachers, and district evaluators to principals. Can also configure criteria focus for evaluations. | eVal |
| eVALDistrictEvaluator | District or ESD | User sets up pre-conferences, writes pre-conference questions, writes post-conference reflections, identifies focus areas, takes notes, conducts observations, scores rubrics, reviews data and reports, submits ratings of principals to district administrator. | eVal |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|------------------------------|-------------------------|--|---|
| eValDistrictTeacherEvaluator | District or ESD | User sets up pre-conferences, writes pre-conference questions, writes post-conference reflections, identifies focus areas, takes notes, conducts observations, scores rubrics, reviews data and reports, submits ratings of teacher evaluations to school administrator. | eVal |
| eValDistrictViewer | District or ESD | Users have view access to selected principals as configured by the eVal District Assignment Manager. | eVal |
| eValHeadPrincipal | School | User sets up pre-conferences, writes pre-conference questions, writes post-conference reflections, identifies focus areas, takes notes, conducts observations, scores rubrics, reviews data and reports, submits ratings of vice-principals to district administrator.*Must also have <i>eValSchoolPrincipale</i> role assigned. | eVal |
| eVALSchoolAdmin | School | User has administrative privileges for the application within the school. Sets up calibration sessions, add school specific resources, assigns linkage between building administrator and teacher and submits final report to district administrator. | eVal |
| eVALSchoolPrincipal | School | User can perform evaluations, or be evaluated. As one who is being evaluated, the principal can do/see everything the teacher does. As an evaluator, the principal sets up pre-conferences, writes questions, writes post conference reflections, identifies focus areas, takes notes, conducts observations, scores rubrics, reviews data and reports, makes decisions about final summary ratings, participates in calibration activities when invited, and submits ratings of teachers to school administrator. | eVal |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|--------------------------|--|--|
| eVALSchoolTeacher | School | A user for whom an evaluation is written. He or she engages in the pre-conference process, answers pre and post conference questions, writes reflections, takes notes, identifies focus areas, conducts self-assessment, uploads artifacts and evidence, participates in post conference, summary review, and participates in calibration activities when invited. | eVal |
| Fingerprint Resubmit Communication | District or ESD | Please see e-Certification user roles . | e-Certification |
| Fingerprint User | District or ESD | Please see e-Certification user roles . | e-Certification |
| Foster Care Liaison | District | This role only provides access to the Foster Care Enrollment Report within CEDARS. This is the only user role in EDS that provides access to this report. | CEDARS |
| Free Lunch User | District | District role to access the Direct Certification Free Lunch application. Note: Direct Verification access was removed per USDA directive dated February 3, 2020. | Direct Certification |
| Grants District User | District or ESD | Allows user to access the Grants Claim System. | Grants Claim System |
| Graduation Alternatives Special Education Director | District, ESD | User can access Student Search, Application Status, and GPA Tools. User can submit and approve LDA forms for students at the Special Education Director level. | Graduation Alternatives |
| Graduation Alternatives Principal User | School | User can access Student Search, Application Status, and GPA Tool. User signs as the Principal for Special Circumstances. | Graduation Alternatives |
| Graduation Alternatives CTE Director | District, ESD | User can access Local CTE Graduation Pathways. User signs as CTE Director. | Graduation Alternatives |
| Graduation Alternatives User | District, ESD, or School | User can view or submit student information for district approval. | Graduation Alternatives |
| Home-Based Report User | District | District role to access the Home-Based Report application. | Home-Based Report |
| Homeless Children and Youth User | District or ESD | <i>This is no longer an active EDS application.</i> | <i>Homeless Children & Youth Collection Form</i> |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--------------------------------|-------------------------|--|---|
| HonorsAward User | School | User can edit and enter student information and complete the nomination process. | Honors Award Nomination |
| HYS Building Level Access | District or School | User can access school level data from the Healthy Youth Survey. Users assigned this role at the district level will have building level access to all schools within that district, as well as District summary results. | Ask HYS (Healthy Youth Survey) |
| HYS District Summary Access | District | User can access District level data only for Healthy Youth Survey. Users with the HYS District Summary access role at the district level should not also be assigned the HYS Building Level Access role. If both school and district level results are desired for a district user, only the HYS Building Level Access role is required. | Ask HYS |
| ICOS District User | District | User can access a web-based system containing school facility information including building and site inventory, condition assessments, School Construction Assistance Program (SCAP) projects, and specialized program reporting. | ICOS (Inventory and Condition of Schools System) |
| iGrants District Administrator | District or ESD | iGrants: User can fill out iGrant form packages and approve form packages submitted by other users prior to them being sent to OSPI for review. Capstone: No longer gives access. | iGrants |
| iGrants Read Only Guest | Any | Guest can view the grants for the organization they are assigned. | iGrants |
| iGrants User | Any | iGrants: User can fill out iGrant form packages. Capstone: No longer gives access. | iGrants |
| K-4 Literacy User | District or School | District: Users can refine a comprehensive list of continuously enrolled K-4 students to just those students who are not reading at grade level. School: Starting in 2016-17, only shows historical data from previous school years. | K-4 Literacy |
| LAP User | District or School | Allows user to view student level data for Learning Assistance Program data. | Learning Assistance Program Student Data (LAP Student Data) |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|--------------------------|---|---|
| LEP User | District or ESD | User has access to Limited English Proficiency (LEP) application for the assigned district. | Limited English Proficiency (LEP) |
| P210 User | District, ESD, or School | User can review and certify data for the Adjusted Cohort Grad (P210) application. | Adjusted Cohort Grad (P210) |
| P210Voc User | District, ESD, or School | District level: User can review and certify data for the Annual CTE Enrollment (P210 Voc) application. School level: User can review data at the school, but cannot certify data. CEDARS Participant and Concentrator reports: District access only | Annual CTE Enrollment (P210 Voc) CEDARS Participant & Concentrator reports |
| P210Voc User Read-Only | District, ESD, or School | User can review data only for the Annual CTE Enrollment (P210 Voc) application | Annual CTE Enrollment (P210 Voc) |
| PI_Preview Basic User | District, ESD, or School | Preview data and analytic reports prior to them being publicly shared on the <u>Public K-12</u> website. | Performance Indicator Preview |
| Private Participation Administrator | District | User can see all schools. Can create, submit, and edit Intent to Participate forms | Private Participation in Federal Programs |
| Program Monitor_Client | District or ESD | User can access Consolidated Program Reviews. | Program Monitor |
| Query User | District, ESD, or School | User can analyze data and create reports for assessments. | Washington Query |
| Refugee District Administrator | District | District role for accessing the Refugee Evaluation application. | Refugee Evaluation |
| <i>Restraint and Isolation District User</i> | <i>District</i> | <i>This is no longer an active EDS application.</i> | <i>Restraint and Isolation</i> |
| SAFS District ALE Submitter | District | User can access and submit the monthly and end-of-year Alternative Learning Experiences reports. | School Apportionment & Financial Services |
| SAFS District ALE User | District | User can access and report the monthly and end-of-year Alternative Learning Experiences reports. | School Apportionment & Financial Services |
| SAFS District Budget Submitter (F-195 and F-200) | District | SAFS: District Role for entering and submitting budget records for SAFS. Budget Projections: Allows user to upload data via file submissions, download existing data, edit/update data through the UI Screens, run reports. | School Apportionment & Financial Services Budget Projections |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|---|-------------------------|---|---|
| SAFS District Budget User (F-195 and F-200) | District | SAFS: District Role for entering budget records for SAFS. Budget Projections: Allows user to upload data via file submission, download existing data, edit/update data through the UI screens, run reports. | School Apportionment & Financial Services Budget Projections |
| SAFS District Cash Submitter (F-197) | District | District Role for entering and submitting cash records for SAFS. | School Apportionment & Financial Services |
| SAFS District Cash User (F-197) | District | District Role for entering cash records for SAFS. | School Apportionment & Financial Services |
| SAFS District Enrollment Submitter (P-223) | District or ESD | SAFS: District Role for entering and submitting enrollment records. K-3 Class Size: District Role for entering data and viewing reports. | School Apportionment & Financial Services K-3 Class Size |
| SAFS District Enrollment User (P-223) | District | SAFS: District Role for entering enrollment records for SAFS. K-3 Class Size: District Role for entering data and viewing reports. | School Apportionment & Financial Services K-3 Class Size |
| SAFS District Estimate Submitter (F-203) | District | District Role for entering and submitting estimate records for SAFS. | School Apportionment & Financial Services |
| SAFS District Estimate User (F-203) | District | District Role for entering estimate records for SAFS. | School Apportionment & Financial Services |
| SAFS District Personnel Submitter (S-275) | District or ESD | District Role for entering and submitting personnel records for SAFS. | School Apportionment & Financial Services |
| SAFS District Personnel User (S-275) | District | District Role for entering personnel records for SAFS. | School Apportionment & Financial Services, and Staff Hiring Projections |
| SAFS District YearEnd Submitter (F-196) | District | District Role for entering and submitting year-end results. | School Apportionment & Financial Services |
| SAFS District YearEnd User (F-196) | District | District Role for entering year-end results records for SAFS. | School Apportionment & Financial Services |
| SAFS ESD User | ESD | Allows user to review, modify, and approve records in applicable SAFS applications before they are submitted to OSPI. | School Apportionment & Financial Services |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|--------------------------|---|---|
| SAFS Document Signer (F-195 and F-200) | District or ESD | Allows users to certify (sign) the F-195 & F-200 certification page electronically via DocuSign | SAFS – F195 (new) and SAFS – F200 (new) |
| SAFS Document Signer (F-196) | District or ESD | Allows users to certify (sign) the F-196 certification page electronically via DocuSign. | SAFS – F196 (new) |
| School Employee Evaluation Survey User | District | Allows access to the School Employee Evaluation Survey. | School Employee Evaluation Survey |
| SIMON Newsletter User | | Role is no longer active. If you would like to receive the SIMON Newsletter, please subscribe here . | |
| Special Ed Report User | District, ESD, or School | Organization role to access Special Ed reports in CEDARS, Access to Behavior and Weapons Special Education tab must be assigned at the District or ESD level. | Behavior and Weapons, CEDARS, and Special Ed Federal Nov. Child Count |
| STARS District User | District or ESD | Allows user to access Student Transportation Allocation Report System (STARS). Also has access to the STARS Walk Route functionality. <u>Do not assign this role with STARS Walk User, they are not compatible.</u> | STARS |
| STARS Walk User | District | Allows access only to Safe Walk Routes for schools within district. Cannot view other STARS functionality. <u>Do not assign this role with STARS District User, they are not compatible.</u> | STARS |
| STARS Walk Admin | District | Allows access to all Safe Walk Routes for all districts/schools. Cannot view other STARS functionality. For WSDOT Employees only. | STARS |
| Student Record Data Exchange User | District, ESD, or School | Allows user to search for students and request records through the Student Record Data Exchange. Does not show free or reduced meal status. Users with this role will receive record requests for students if they have this role at the student's school. If nobody has the role at the school, then requests will go to those that have the role at the district. If nobody has the role at the district or the school, then the requests will go to the district's CEDARS District Administrator(s). | CEDARS and Student Record Data Exchange |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|--------------------------|--|--|
| Student Record Data Exchange User (With Meal Status) | District, ESD, or School | <p>Allows user to search for students and request records through the Student Record Data Exchange. Shows free or reduced meal status.</p> <p>Users with this role will receive record requests for students if they have this role at the student's school. If nobody has the role at the school, then requests will go to those that have the role at the district. If nobody has the role at the district or the school, then the requests will go to the district's CEDARS District Administrator (s).</p> | CEDARS and Student Record Data Exchange |
| Tableau SecureDataPortal-DataToolsForAll Interactor | ESD, District, or School | <p>Read\Interact with any Tableau Views, Workbooks, and Data Sources inside the SecureDataPortal-DataToolsForAll project. Reports in this subproject are available to all Tableau users. Note: Tableau user roles do not provide access immediately once assigned. Users will have access the next day.</p> | Tableau |
| Tableau SecureDataPortal-Educator Interactor | District or School | <p>Read\Interact with any Tableau Views, Workbooks, and Data Sources inside the SecureDataPortal-Educator project. Reports in this subproject will be focused around the Educator Equity Data Collection Tool and other Teacher/Staff systems.</p> <p>Note: Tableau user roles do not provide access immediately once assigned. Users will have access the next day.</p> | Tableau |
| Tableau SecureDataPortal-Finance Interactor | ESD, District, or School | <p>Read\Interact with any Tableau Views, Workbooks, and Data Sources inside the SecureDataPortal-Finance project. Reports in this subproject will be focused around school financial information, including but not limited to SAFS.</p> <p>Note: Tableau user roles do not provide access immediately once assigned. Users will have access the next day.</p> | Tableau |

| User Role | Assignment Level | Description | EDS Application(s) you have access to... |
|--|--------------------|--|--|
| Tableau SecureDataPortal-Student Interactor | District or School | <p>Read\Interact with any Tableau Views, Workbooks, and Data Sources inside the SecureDataPortal-Student project. Reports in this subproject will be focused around CEDARS and its related sub-systems.</p> <p>Users with this role AND the CEDARS District Administrator role will have access to Tableau reports within the CEDARS application.</p> <p>Note: Tableau user roles do not provide access immediately once assigned. Users will have access the next day.</p> | Tableau |
| Tableau SecureDataPortal-StudentDetail Interactor | | | |
| Teacher Quality Data Collection User | District or ESD | Allows user to access and submit data through the Highly Qualified Teacher Data Collection Tool application. Also allows access to the historical Teacher Quality Data Collection application. | Educator Equity Data Collection |
| TechSurvey User | | The Technology Survey application no longer exists in EDS. The technology survey has moved to SurveyGizmo. | Technology Survey |
| Unexcused Student Absence District Administrator | District or ESD | Allows user to view, report, unlock and lock all school and district data in the Unexcused Student Absence application. | Unexcused Student Absences |
| Unexcused Student Absence User | School | Allows user to view and report school data in the Unexcused Student Absence application. | Unexcused Student Absences |
| Washington Assessment Management User | District or ESD | District role to access the WAMS application. WAMS is a district level access only application. Users must have access at the district organization to have any access in WAMS. | Washington Assessment Management System (WAMS) |
| Youth Reengagement Basic User | District | Allows user to view student level data and input information in the Youth Reengagement application. | Youth Reengagement |

