

How to use the P210 Withdrawal Report in CEDARS EDS Application

Purpose of this Guide

This document is a step-by-step guide on how to use the **P210 Withdrawal Preview Report** in the **CEDARS application** in the Education Data System (EDS). This report allows districts to pull a report of all the students in a district that have been withdrawn and reported to CEDARS as exited. This report will identify if the student has an enrollment record in another school or district in CEDARS. This report pulls this data for the entire list of students, avoiding the time-consuming process of looking up students individually.

The report can be filtered to select only students with a negative leaver status (D: dropout and U: Unknown) The report can be run at the district or school level, grade level, and by withdrawal codes. OSPI recommends that districts use this a tool to support reengagement efforts.

Step 1. Log into OSPI Education Data System



Sign In Create an Account

eDS System Sign In

Username krissy.johnson@k12.wa.us

Password

Login

Forgot your [username](#) or [password](#)?



Step 2. Navigate to CEDARS

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OSPI Office of Superintendent
of Public Instruction

Home My Applications Profile

- > Application List
- > Application Roles
- > Education Directory
- > EDS Directory
- > Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
21st CCLC Program Review
Adjusted Cohort Graduation Application (P210)
Analytics
Annual CTE Student Enrollment Review (P210 Voc) application
ARMS
Art Show
Ask HYS
Behavior And Weapons
CAA/CIA Database
Capstone
Career and Technical Education
CEDARS
CEDARS Non-Standard Submission
Choice Transfer

What do I do if I do not have access to CEDARS application?

Contact your district's Security Manager and request the **"CEDARS District User"** role.

Note: It may be helpful to specify to the District Security Manager that the report you are trying to access is found within the CEDARS application, *not* the P210 application, which is a separate application.

Who is my District's Security Manager?

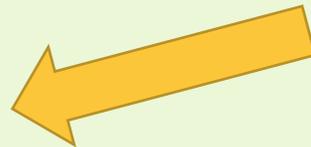
To locate the security manager for your district, see the directory from the main menu in EDS. It may be helpful to share the [EDS User Role Matrix](#), which provides the description of the various roles in EDS.



This section allows you to manage your account information.

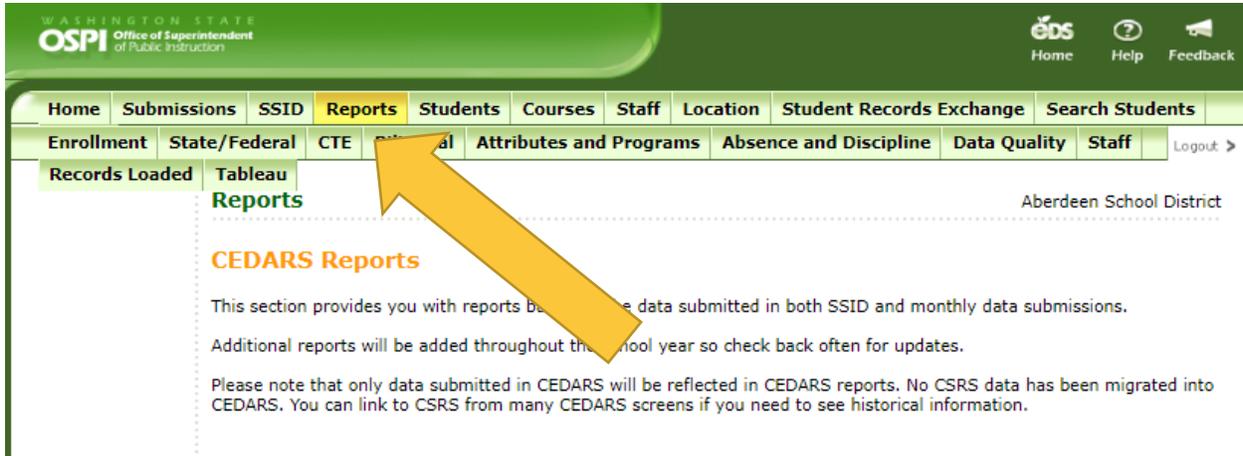
What would you like to do?

- [View my applications](#)
- [View my application permissions](#)
- [Edit my personal information](#)
- [Change password](#)
- [Search Education Directory](#)
- [Search EDS Directory](#)
- [View Security Managers](#)
- [View CEDARS District Administrators](#)



Step 3. Click on the Reports and Enrollment tab in CEDARS

Once you have gained access to CEDARS, click on Reports, then click on Enrollment.



Step 4. On the left side, click P210 Withdrawal Preview

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Home Submissions SSID Reports Students Courses Staff Location Student Records Exchange Search Students

Enrollment State/Federal CTE Bilingual Attributes and Programs Absence and Discipline Data Quality Staff Records

> All Students

> District Student Attribute Enrollment

> P210 Withdrawal Preview

> Disability Status

Enrollment Reports

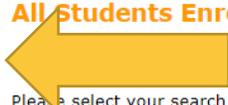
All Students Enrollment

based on students who were enrolled on the day(s) specified in the selection criteria below. You

Please select your search criteria, then click "Search".

School Year: 2023-2024 ▼

Organization: Office of Superintendent of Public Instruction



Step 5. Select Filters & Run Reports

Select the school year, grade levels, withdrawal codes and select either the Summary or Details option.

> District Student Attribute Enrollment

> P210 Withdrawal Preview

> Disability Status

P210 Withdrawal Status Report Preview

School Year : 2023-2024

Organization : Camas High

Grade Level

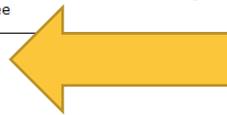
- All
- PK
- K1
- K2
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Withdrawal Code

- Confirmed Transfer**
 - T0: Confirmed transfer out of the school district
 - T1: Confirmed transfer out of the school within district
 - T2: Confirmed transfer to private or homeschool within Washington State
 - T3: Confirmed transfer out of Washington State
 - TM: Confirmed transfer to medical facility with confirmation of educational services
 - ZZ: Deceased
- Dropout**
 - U1: Unknown
 - Dropout (Involuntary)**
 - U2: Enrolled in prior year, but no show this year
 - U3: Transfer reported by student (not confirmed)
 - U4: Involuntarily withdrawn due to nonattendance
 - Dropout (Voluntary)**
 - C1: Confirmed receipt of General Education Development (GED) certificate
 - D0: Other
 - D1: Expelled or suspended and did not return or returned during the same school year
 - D2: Attended 4 years or more and did not graduate (student drops or ages out)
 - D3: Lack of academic progress or poor grades
 - D4: School not for me
 - D5: Married or needs to support family
 - D6: Pregnant or had baby
 - D7: Offered training or chose to work
 - D8: Chose to stay home
 - D9: Drugs or alcohol related
 - DM: Student exited school to medical reasons, is not receiving educational services
- Graduate**
 - C2: Graduated with a High School Diploma with modifications identified in student's Individualized Education Program (IEP)
 - G0: Graduated with regular High School Diploma
 - GA: Graduated with Associates Degree
 - GB: Graduated with International Baccalaureate High School Diploma
 - GM: Graduated with both regular High School Diploma (issued from district) and an Associate's Degree

Display : Summary Details

Search



Summary Report

A summary report will show you the number of students withdrawn with the selected withdrawal codes by grade and by withdrawal code.

Download Format:   

Total Records : 15

Grade Level Code	T0	T1	T2	T3	TM	ZZ	U1	U2	U3	U4	C1	D0	D1	D2	D3	D4	D5	D6	D7	D8	D9	DM	C2	G0	GA	GB	GM	Withdrawal Total
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
10	0	0	0	0	0	0	2	0	1	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	7
11	0	0	0	0	0	0	7	0	0	1	0	0	1	0	5	0	0	0	0	0	0	0	0	0	0	0	0	14
12	0	0	0	0	0	0	0	0	0	0	0	0	9	0	7	0	0	0	0	0	0	0	0	0	0	0	0	16

Details Report

Download Format:   

Total Records : 119

SSID	District Student Code	Location Id	date Enrolled In School	date Exited School	School Organization Id	School Name	Withdrawal Status Type ID	Withdraw Status Code	first Name	middle Name	last Name	birth Date	Grade Level Code	is Primary School	Re Enroll District Name
		115	08/31/2022	10/07/2022			U3						1	Y	
		115	08/31/2022	10/07/2022			U3						2	Y	
		115	09/01/2021	03/30/2023			U3						1	Y	
		115	08/28/2019	11/14/2022			U3						4	Y	
		115	09/01/2021	04/25/2023			U3						4	Y	
		115	02/19/2020	11/21/2022			U3						4	Y	Loon Lake School District
		115	11/17/2021	01/30/2023			U3						4	Y	Muckleshoot Indian Tribe
		535	11/16/2022	03/10/2023			U1						9	Y	
		535	01/20/2023	04/18/2023			U1						10	Y	
		535	11/15/2021	12/02/2022			U1						12	Y	

The Details Report will produce a table with the following information about students:

- SSID
- District Student Code
- Location Id

- Date Enrolled in School
- Date Exited in School
- School Organization Id
- School Name
- Withdrawal Status Type ID
- Withdraw Status Code
- First Name
- Middle Name
- Last Name
- Birth Date
- Grade Level Code
- Is Primary School
- Re Enroll District Name

The Re Enroll District Name column will show if a student has an enrollment record in another Washington school district that has been reported to OSPI CEDARS.

Contact

Please contact Jenna Millett, Attendance & Reengagement Program Specialist at jenna.millett@k12.wa.us with any questions.