OPEN DOORS YOUTH REENGAGEMENT END-OF-YEAR

2023-2024 School Year

2024

Deb Came
Assistant Superintendent of Data Strategy and Student Information

Prepared by:

- **Lisa Ireland**, CEDARS Data Manager- Contact for questions regarding reporting procedures, application use, or data certification
  askSI@k12.wa.us | 360-725-6358

- **Mandy Paradise**, Open Doors Youth Reengagement Program Supervisor-Contact for questions regarding Open Doors Youth Reengagement laws and implementation
  mandy.paradise@k12.wa.us | 360-725-6248

- **Customer Support**-Contact for technical questions
  customersupport@k12.wa.us | 800-725-4311

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INTRODUCTION

This User Guide is intended for use when completing the Open Doors Youth Reengagement (Youth Reengagement) application for the current reporting school year. The data submitted in this application captures student participation and student outcome data for all program participation. This includes but is not limited to high school completion, high school and college credits earned, high school equivalency (GED) completion, work-based learning experiences and training, industry and college certifications**.**

In accordance with WAC 392-700-175 districts are required to report to OSPI the student outcome data for all students participating in Open Doors Youth Reengagement.

For additional information about the Youth Reengagement Program, please refer to the Open Doors Youth Reengagement home page: https://www.k12.wa.us/student-success/support-programs/building-bridges/open-doors-youth-reengagement

SUMMARY

The end of year application is used as a means for district/schools to review and approve data submitted to the state which will be used to meet state reporting requirements.

Data pre-populated into the end of year application is sourced from data submitted to OSPI's Comprehensive Education Data and Research System (CEDARS) with specific business rules applied to meet the reporting needs of the program. Student program outcome data is entered into, or uploaded, directly into the application to complete the annual reporting requirements.

The User Guide provides an overview of the data populated in the report from CEDARS and additional student outcome data input/uploaded from the district, as well as the source of the data and steps for reviewing, updating, and verifying the final data in the application.

DATA DICTIONARY

YR - Open Doors Youth Reengagement

CEDARS – Comprehensive Education Data and Research System

Consortium – Youth Reengagement program operated by an LEA that accepts enrollment from participating LEAs

EDS – Educational Data System

EOY – End of Year

LEA – Local Education Agency, often referred to as a school district. An LEA may be a school district, tribal compact, charter or local Educational Service District operating as a school district.

Non-Consortium – Youth Reengagement program offered and managed by a single LEA. Also referred to as a district managed program
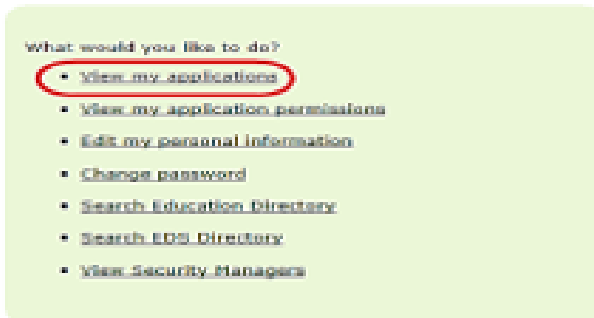
ACCESSING THE APPLICATION
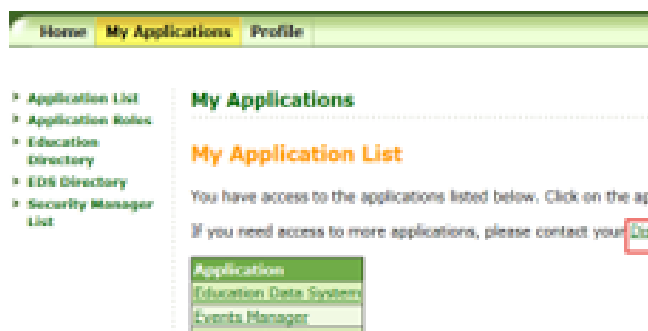
Log on to **EDS** ([Education Data System](#)).
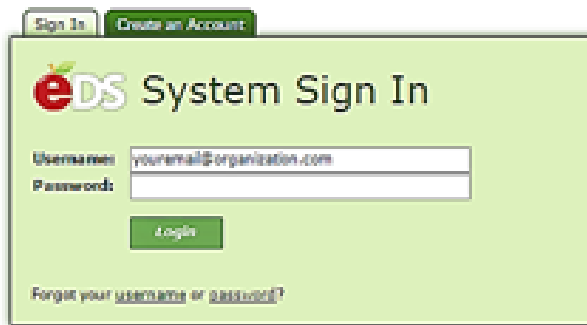
Select '**View My Applications**' from the options in the
green box.

The application is called '**Youth Reengagement**'

Don't have an EDS account?

Users new to EDS will select 'Create an Account' from the EDS log in screen.

Each EDS user should have just one EDS account – the username and email address should be updated when the EDS account holder moves from one organization to another.

Don't see the application?

If the application is not appearing on your application list, you will need to contact your [District Data Security Manager](#).

District Data Security Managers manage account access for all individuals within their district. The addition of a role to a user's account can only be performed by an authorized District Security Manager, not by OSPI.

When you contact your District Security Manager, ask for the '**Youth Reengagement Basic User Role**'.

BUSINESS RULES FOR POPULATION OF APPLICATION

Students participating in a youth reengagement (Open Doors) program during the reporting school year are populated to the Youth Reengagement application for non-consortium and consortium program models with data submitted to CEDARS during the reporting school year.

> Student program outcomes from the reporting school year may be hand entered into the individual student record or uploaded to the application. The upload feature is found within the Upload Student Data tab.

Districts must work with their district managed program(s), higher education partners, work and industry based training entities, and contracted service providers to obtain all student outcomes, such as the following:
- High school credits earned
- College Credits Earned
- Industry Certifications
- Work Experience and Job Placement
- GED equivalency measures met, and GED certificates earned

Additional resources can be located on Open Doors Youth Reengagement Resources webpage. Browse the documents in the "Annual Reporting Information" accordion and look for the Data Entry Element Guide.

Pre-populated data sourced from CEDARS

All students participating in a youth reengagement program must be submitted by their district to CEDARS.

Students with multiple enrollment segments in the youth reengagement program, or participation in more than one youth reengagement program during the reporting school year, will be populated to the EOY application with a separate record for each enrollment and/or program participation. In order for multiple enrollment, or program participation, segments to populate correctly, unique enrollment and program participation records must be submitted to CEDARS that reflect each occurrence.

If the data populated from CEDARS is incomplete or inaccurate, that data must be added or corrected in the district's SIS system and resubmitted to CEDARS. Once the data is successfully resubmitted to CEDARS, it will refreshed/reloaded in the application after the CEDARS load is completed.

Non-consortium Model: Students participating in a youth reengagement program managed by their resident district should be submitted to CEDARS according to the following guidance. Districts must submit these students even if the educational services come from a direct service agreement with a college, community-based organization or for-profit company.

1. Students must be enrolled and submitted to CEDARS in the reporting school year with all required data submitted to
    a. District Student File (B)
    b. School Student File (C)
    c. Ethnicity File (L)
    d. Race File (M)
    e. Attributes and Programs File (I)
2. Specific reporting requirements for additional elements are –
    a. Element C10 – Is Primary School = "Yes"
    b. Element I06 - Attribute or Program Code submitted with a valid value of 40 – Student is participating in a 1418 Reengagement Program
    c. Elements I07 - Start Date, identifying when students program participation began
    d. Element I08 - Exit Date, identifying when the student exited the program, if exit occurred during the reporting school year
        i. Dates submitted in both Element I07 – Start Date and I08 – Exit Date must be equal to or within the enrollment data submitted for the student in School Student Enrollment File (C). E.g., students school enrollment is November 1, 2019, to April 3, 2020, dates submitted in Elements I07 and I08 must be within these parameters
    e. Element I09 – Exit Reason code
        i. The exit reason code identifying why the student exited the program is required. For students exiting the program to be graduated, a valid value of B – 'Graduated' must be submitted.
    f. Element I10 Qualification Code with a valid value from CEDARS Appendix R that identifies the approved program pathway the student is participating in.

Consortium Model: Students participating in a youth reengagement program hosted through a consortium agreement are required to have enrollment and program data submitted to CEDARS by both the
resident/sending district and the serving consortium district. Districts must submit these students even if the educational services come from a direct service agreement with a college, community-based organization or for-profit company. the resident/sending district submit the students as IsPrimary=No, the serving consortium district submits students as IsPrimary=Yes.
Student/s participating in a consortium program are populated to the EOY application if they are submitted to CEDARS as follows by the resident/sending district:

1. Students must be enrolled and submitted to CEDARS in the reporting school year with all required data submitted to
    a. District Student File (B)
    b. School Student File (C)
    c. Ethnicity File (L)
    d. Race File (M)
    e. Attributes and Programs File (I)
2. Specific reporting requirements for additional elements are
    a. Element C10 – Is Primary School = "No"
    b. Element I06 - Attribute or Program Code submitted with a valid value of 40 –

Student is participating in a 1418 Reengagement Program.

    c. Elements I07 - Start Date, identifying when students program participation began

    d. Element I08 - Exit Date, identifying when the student exited the program, if exit occurred during the reporting school year

        i. Dates submitted in both Element I07 – Start Date and I08 – Exit Date must be equal to or within the enrollment data submitted for the student in School Student Enrollment File (C). E.g., students school enrollment is November 1, 2019, to April 3, 2020, dates submitted in Elements I07 and I08 must be within these parameters

    e. Element I09 – Exit Reason code

        i. The exit reason code identifying why the student exited is to be provided. For students exiting the program to be graduated, a valid value of B – Graduated must be submitted

    f. Element I10 Qualification Code with a valid value from CEDARS Appendix R that identifies the approved program pathway the student is participating in.

Home Tab

The home tab provides a brief overview of the Open Doors Youth Reengagement (Youth Reengagement) program and the annual reporting requirements for all districts receiving Youth Reengagement funds.

CEDARS ADMINISTRATORS

For questions regarding your CEDARS data, you will contact your **CEDARS Administrators** (listed in the table).

CEDARS Administrators
The CEDARS Administrator role is assigned by the district. Please contact your District Data Security Manager if this information needs updating.

Full Name	Email Address	Phone Number

COMPLETION STATUS TABLE

There are three statuses: **Not Started** (indicating that the tab has not been accessed by the district), **In Progress** (indicating that the tab has been accessed by the district but has not been completed), and **Complete** (indicating that the tab has been marked complete by the district).

Completion Status

Provider	Status
School District	In Progress

Student Outcome Data Hand Entered or Uploaded

Description of the outcome data to be entered for students is described in each section below.

Student List Tab

Below is a snapshot of the page displayed when the user clicks on the Student List tab.

SEARCH OR SORT FOR RECORDS IN STUDENT LIST

Search Records

The Search box provides the user with the option of searching for:

- Individual student using preferred first name, preferred last name or preferred middle name, SSID or district student id, or
- Program/provider using the name of the program included in CEDARS Appendix R – Reengagement Codes

The Search box does not allow for the searching of records by Finalized status.

Sort Records

The records may be sorted by clicking on any of the header rows provided in the Student List.

SELECT AND VIEW INDIVIDUAL STUDENT RECORD

To view a student's record, click on the "Edit" or "View" button that corresponds to the student's record. If a student's record has not been completed for the reporting school year, "Edit" will be displayed. If the record has been marked as complete, "View" will be displayed.

If a student had multiple enrollments, or participated in multiple programs, during the reporting year, ensure you are selecting the correct record to view. You will be directed to a page that displays both pre-populated data from CEDARS and data fields that require hand entry or file upload using the Upload Student Data File process.

The information below describes the different sections within the Student Data page and identifies if the information is pre-populated from CEDARS or if the data must be entered via hand entry or file upload. Information and instructions on how to upload a file to the application is provided in the section titled **Upload Student Data Tab**.

STUDENT DEMOGRAPHICS

Pre-populated from CEDARS:
- First Name (Element B36 – Preferred Last Name)
- Middle Name (Element B38 – Preferred Middle Name)
- Last Name (Element B37 – Preferred First Name)
- Gender (Element B12 – Gender)
- Current Age
  - Age calculated as of Sept 1 of reporting school year.
- Date of Birth (Element B09 – Birth Date)
- District Student Code (Element B04 – District Student Id)
- Race/Ethnicity (Federal Race/Ethnicity valid value determined using data submitted to Element L05 –Ethnicity Code and Element M05 – Race Code)

HAND ENTRY/FILE UPLOAD:

All data in this section is pre-populated from CEDARS.

ENROLLMENT

Pre-populated from CEDARS:
- Serving District (Element A03 – District Name)
- School (Element A06 – School Name)
- Program Provider (Element I10 – Qualification Code)
- Program Start Date (Element I07 – Start Date)
- Graduation Requirements Year (Element B26 – Graduation Requirements Year)
- Student Eligible by Age?
  - Student is eligible at age 21 if they obtained age 21 AFTER September 1 of the serving school year.
- Student Eligible by Graduation Status
  - Student is not eligible if there is a school withdrawal, prior to program enrollment, of G0, GA, GB, or C2.
- Number of days enrolled, including weekends and holidays

- o Calculated value
- Was Student Previously Enrolled in Reengagement Program
  - o Calculated value using data submitted to CEDARS
- Number of High School Credits Earned Prior to Enrollment in Program
  - o Calculated value using data submitted to CEDARS
- Last Date of School Prior to Enrollment
  - o Date determined from CEDARS if student was previously submitted to CEDARS

Hand Entry/File Upload:
- Eligible by Credit Deficiency
  - o [WAC 392-700-035](#) identifies 6 ways in which a student may qualify for participation in a reengagement program. A full description of each of the valid values below is found in WAC 392-700-035.
  - o Using the drop down menu when entering data student by student select the appropriate value. If you are providing data through file upload, use the appropriate valid value listed below:
    - ▪ more than 24 months-earned less than 65% of required credits
    - ▪ between 12 and 24 months-earned less than 70% of required credits
    - ▪ less than 12 months-earned less than 75% of required credits
    - ▪ passed cohort graduation date by 12 months or more
    - ▪ never attended 9th grade
    - ▪ has been recommended waiver on file
- Last Date of School Prior to Enrollment (Override): This should only be used if there is no data (or inaccurate data) in Last Date of School Prior to Enrollment due to the student **previously being out of state.**

Enrollment			
Serving District	School District	**Graduation Requirements Year**	2019
School	Open Doors	**Eligible by Age?**	Yes
Program Provider	Open Doors	**Eligible by Graduation Status?**	Yes
Program Start Date	, 2018	**Eligible by Credit Deficiency?**	-- Select Value --
Number of Days Enrolled including weekends and holidays	471		
Was Student Previously Enrolled in Reengagement Program?	No		
Override to Yes?	☐		
Number of Credits Student Earned Prior to Enrollment in Program			
Last Date of School Prior to Enrollment			
Last Date of School Prior to Enrollment (Override)			

STUDENT ATTRIBUTES AND PROGRAMS, PROGRAM EXIT STATUS, STATE ASSESSMENTS

Pre-populated from CEDARS:

Student Attributes and Programs. Review the attribute and program data populated for each student data to ensure the data is as accurate as possible. If the data is inaccurate, you must submit corrected data to CEDARS. The data will then be updated within the application.

- Special Education
    - Student is flagged if the enrolling district submits student in Special Education File (K)
- Limited English Proficiency
    - Student is flagged if the enrolling district submits student in English Learner File (J)
- Free/Reduced Price Meal Eligibility (Element I06 – Attribute or Program Code)
- 504 (Element I06 – Attribute or Program Code)
- Homeless (Element B21 – Is Homeless)

Student Attributes and Programs

|	
Special Education	
Limited English Proficiency	
Free/Reduced Price Meal Eligibility	
504	
Homeless	

Program Exit Status

- Has the Student Exited the Program (CEDARS Element I08 – Exit Date)

Program Exit Status

Has the Student Exited the Program?	Yes

Exit Date	Exit Reason

State Assessments

- Confirm the Number of State Assessments that the student has passed while in the program.

State Assessments

Number of State Assessments that the student has passed while in program
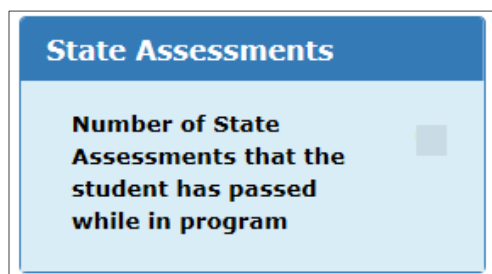
DISTRICT ENTRY/FILE UPLOAD

All data in this section is pre-populated from CEDARS.

HIGH SCHOOL INDICATORS OF ACADEMIC PROGRESS FOR THE SCHOOL YEAR WHILE SERVED IN PROGRAM

Pre-populated from CEDARS:

- Did the student earn a High School Equivalency Certificate (GED ™)?
- Number of high school credits that the student earned while served in program in the reporting school year. Credits included are those that are submitted in Student Grade History File (H) as earned in the serving school reported as unique courses by term.
  - This includes courses submitted as earned within the enrolled/reporting school and transfer credits including dual credits earned, submitted with school code of 9999, earned during student's youth reengagement program enrollment.
    - Courses must be submitted with unique identifiers, including course id and term(s), for credits to be captured accurately.

- Of the high school credits earned, the number of dual credits that the student earned while served in program in the reporting school year, including credits from courses reported from skills centers and higher education dual credit, e.g., "gateway to college", identified with appropriate with appropriate course designation code of 'Y'

- Of the high school credits earned, the number of transfer credits that the student earned while served in program in the reporting school year submitted to CEDARS with a school code of 9999

*It should be noted that some credits earned by the student during the reporting school year may be duplicated within some data fields, e.g., high school credit earned and earned dual credits.

Hand Entry/File Upload:

- High School Equivalency Measures that the student has successfully completed (the four components of the GED™) [Check All that Apply]. If selected, a new field will appear for the user to input a date.
  - English Language Arts
  - Math
  - Social Studies
  - Science
- Did the student earn a High School Equivalency Certificate (Override)? [Check box]
  - This will only display if the pre-populated question "Did the student earn a High

School Equivalency Certificate (GED™)?" is "No."

- Number of Adult Basic Education (ABE) or high school equivalency certificate courses that the student successfully completed.
  - o Number provided in this field must be a _whole_ number, e.g., 2 or 4.
- Override for high school credits earned during program participation in the reporting school year.
  - o This field should contain the total number of high school credits the student earned during the school year while enrolled in the Youth Reengagement program. If the credits the student earned were in the enrolled/serving school or through college course participation above the 100 level data, this data should be reviewed and resubmitted to CEDARS. The data would then be pre-populated from CEDARS.
  - o If the student earned credits through participation in a Consortium or earned credits through 'below 100 level' college courses transcribed to high school credit, it is appropriate to combine the high school credits earned in the serving school, consortium credits, and 'below 100 level' college courses transcribed to high school credit.
- Number of grade level curriculums in core academic subject areas (that do not earn high school credit) that the student successfully completed.
  - o Number provided in this field must be a _whole_ number, e.g., 2 or 4.
- Number of core academic subject areas that the student made significant gains in, demonstrated through pre- and post-testing.
  - o This field provides a drop-down menu allowing user to select correct number to report.
- Number of approved college readiness courses that the student successfully completed.
  - o Number provided in this field must be a _whole_ number, e.g., 2 or 4.
- Number of English as a Second Language (ESL) courses that the student successfully completed.
  - o This field provides a drop-down menu allowing user to select correct number to report.
- Number of SBE high school graduation requirements (except assessments) that the student successfully completed.
  - o This field provides a drop-down menu allowing user to select correct number to report.

High School Indicators of Academic Progress for the School Year While Served in Program	
High School Equivalency Measures that the student has successfully completed (the four components of the GED™)	☐ English?
	☐ Math?
	☐ Social Studies?
	☐ Science?
Did the student earn a High School Equivalency Certificate (GED™)?	No
Number of Adult Basic Education (ABE) or high school equivalency certificate courses that the student successfully completed	[ ]
Number of high school credits that the student earned while served in program, in the reporting school year (if the credit total is incorrect, please review the application user guide and the student's CEDARS record)	0.00
If the pre-populated high school credit total above is not accurate, hand-enter the total high school credits earned during program participation in the reporting school year.	[ ]
Of the high school credits earned, the number of dual credits that the student earned while served in program during the reporting school year.	0.00
Number of transfer credits that the student earned while served in program, in the reporting school year.	0.00
Number of grade level curriculums in core academic subject areas (that do not earn high school credit) that the student successfully completed	[ ]
Number of core academic subject areas that the student made significant gains in (demonstrated through pre and post testing)	-- Select Value -- ⌄
Number of approved college readiness courses that the student successfully completed	[ ]
Number of English Learner (EL) courses that the student successfully completed	-- Select Value -- ⌄
Number of SBE high school graduation requirements (except assessments) that the student successfully completed	-- Select Value -- ⌄

College Indicators of Academic Progress for the School Year While Served in Program

Pre-populated from CEDARS:

There is no pre-populated data in this section.

Hand Entry/File Upload:

- Number of college credits that the student earned.
    - Number provided in this field must be a _whole_ number, e.g., 2 or 4.
- Did the student enroll in a college level course for the first time?
    - This field provides a drop-down menu allowing user to select correct response, Y/N, to report.
- Number of College Certificates, from a 40-hour minimum program, that the student earned (may/may not be an industry recognized certificate).
    - Number provided in this field must be a _whole_ number, e.g., 2 or 4.

College Indicators of Academic Progress for the School Year <u>While Served in Program</u>

Number of college credits that the student earned [ ]

Did the student enroll in a college level course for the first time? [-- Select Value -- ▾]

Number of College Certificates from a 40 hour minimum program that the student earned (may/may not be an industry recognized certificate) [ ]

Workforce Indicators of Academic Progress for the School Year While Served in Program

Pre-populated from CEDARS:

There is no pre-populated data in this section.

Hand Entry/File Upload:

- Number of job search/retention courses that the student successfully completed.
    - Number provided in this field must be a _whole_ number, e.g., 2 or 4.
- Number of paid or unpaid work-based learning experiences that the student successfully completed.
    - Number provided in this field must be a _whole_ number, e.g., 2 or 4.
- Number of short-term industry recognized certificates (equaling at least 40 hours) that the student earned.
    - Number provided in this field must be a _whole_ number, e.g., 2 or 4.

Workforce Indicators of Academic Progress for the School Year <u>While Served in Program</u>

Number of job search/retention courses that the student successfully completed [ ]

Number of paid or unpaid work based learning experiences that the student successfully completed [ ]

Number of short term industry recognized certificates (equaling at least 40 hours) that the student earned [ ]

Credentials Earned This Year

Pre-populated from CEDARS:

- Did the student earn a High School Diploma?
- Did the student earn any CTE course identified state or nationally recognized industry certification earned during the reporting school year? (CEDARS Element H21)

Hand Entry/File Upload:

- Did the student earn a college degree?
    - This field provides a drop-down menu allowing user to select correct response, Y/N, to report.
- Number of certifications (both CTE course identified and non-CTE course identified) the student earned while enrolled in the Youth Reengagement program during the reporting school year.

o   Number provided in this field must be a *whole* number, e.g., 2 or 4.

Save Input Data / Mark Student Record Finalized

Student Outcome Data that is Hand Entered

Once the district has completed inputting the data for a student, the record must be Saved and then marked as Finalized. The Save button(s) and Finalize Student Record box are located at the bottom of the individual student record. First, the user clicks on the Save button they wish to utilize. See the snapshot below.

Once the record has been saved and data entry is finalized, the user should mark the record as Finalized by checking the box to the left of Finalize Student Record. See the snapshot below.

Student Outcome Data Uploaded

If a district utilizes the Upload Student Data feature, and all required data is included in the upload, student records will be automatically marked as Finalized. If the upload does not include all required data, the student records will need to be marked Finalized, *following the directions directly above*.

Student Records Finalized – Student List

When a student's record is marked as Finalized, it will be highlighted in gold on the Student List page, with the option of "View" for the record. Records that are not yet finalized will appear in white with the option of "Edit" appearing.
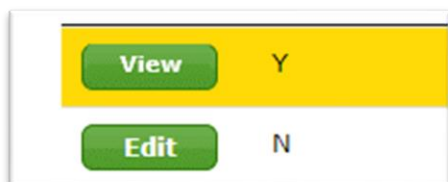
Student Data Template

Prior to uploading student data, districts are tasked with compiling the student outcome data for students served in the reporting school year. Districts must work with their district managed program(s), higher education partners, work and industry-based training entities and contracted service providers to obtain all student outcomes, including but not limited to –
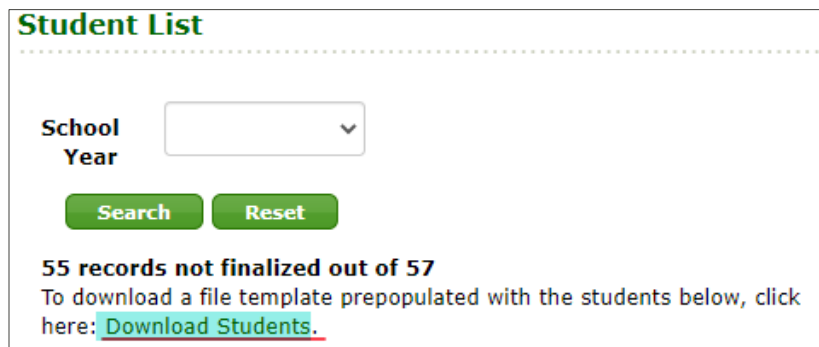
- High school credits earned
- College Credits Earned
- Industry Certifications
- Work Experience and Job Placement
- GED equivalency measures met and GED certificates earned

Students who had multiple enrollment segments and/or participated in more than one Youth Reengagement program pathway during the reporting school year must have outcome data provided for each enrollment or participation segments. The data may not be summarized and submitted within one record.

It is important to note that students *may not* be added into the application using the Upload Student feature. Students may only be added to the application through successful submission to CEDARS.

The **student upload template** is available for download in two places within the Youth Reengagement EOY application –

- Student List Tab
  - The template available on this page is **pre-populated** with both CEDARS data and any data that has been hand-entered for the student(s). Click on the Download Students link to create a pre-populated template.
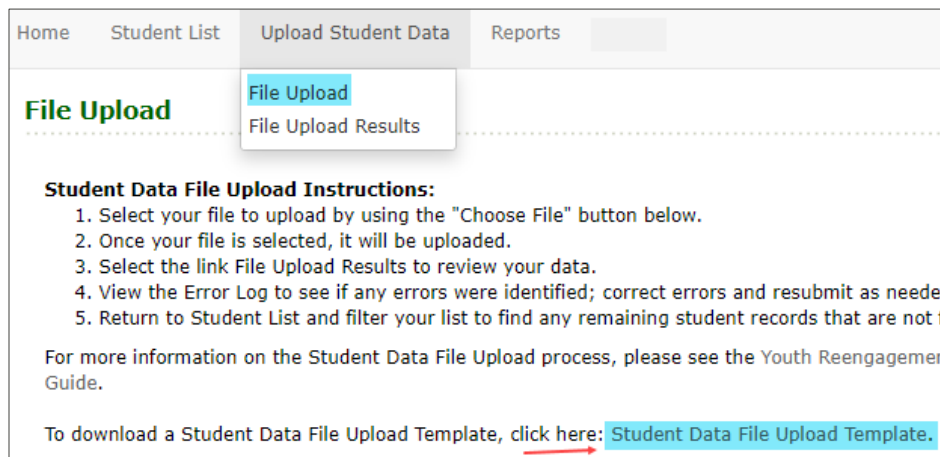

- Upload Student Data Tab>File Upload page
  - The template available on this page is **blank**.
    - When using the blank template, the district is responsible for ensuring that all students are entered into the template, for each enrollment or program pathway participation, and the CEDARS data matches what is pre-populated in the application for the students.

OSPI recommends using the pre-populated template to ensure all students are populated in the upload template and that the CEDARS data is accurate. If the district opts to not use the pre-populated template, they need to ensure all students are populated in the template.

> *Tip*: Provide the Data Entry Element Guide to all program partners and staff responsible for data input into the pre-populated template. The Data Entry Element Guide is the description of data collection elements for the pre-populated template. It is intended to improve data quality and staff understanding.

Please see the related documents in the "Annual Reporting Information" accordion on the Open Doors Youth Reengagement Resources webpage.

Districts who send pre-populated templates to a service provider to obtain final outcome data must ensure that only students in the specific program are included in the data provided. When transmitting populated student templates to service providers the district must be mindful of FERPA restrictions when sending student level data.

The student upload template should be saved in an excel, xlxs or .xls format. Doing so ensures that all data is saved in the intended format prior to uploading.

Upload Student Data

Prior to uploading your student file, with the student outcome data embedded, the file must be saved in a comma separated or .csv format.
Once the file is saved in this format, it should not be opened to make changes.

- Any changes that need to be made after the initial comma separated file is created should be made in the excel file, saved and then resaved
  - Doing so prevents any leading zeros contained in the file to not be lost. If a leading zero is dropped the file will not successfully load
    - E.g., ResidentCountyDistrictCode of 01001 cannot be uploaded as 1001

File Upload
Follow the directions on the Upload Student Data Tab>File Upload page, Student Data File Upload Instructions to select and upload your student data file.

File Upload

File Upload
File Upload Results

Student Data File Upload Instructions:
1. Select your file to upload by using the "Choose File" button below.
2. Once your file is selected, it will be uploaded.
3. Select the link File Upload Results to review your data.
4. View the Error Log to see if any errors were identified; correct errors and resubmit as needed.
5. Return to Student List and filter your list to find any remaining student records that are not finalized.

For more information on the Student Data File Upload process, please see the Youth Reengagement Student Data File Upload User Guide.

To download a Student Data File Upload Template, click here: Student Data File Upload Template.

- In step 1, when choosing the file, make sure you select the document save in comma separated or .csv format
- In step 2, the file will be uploaded to the application
- In step 3, the File Upload Results are found on the Upload Student Data Tab>File Upload Results page

File Upload
File Upload Results   File Upload Results

This page displays the File Upload results for the most recent Student List File Upload.

Submitted Date	
File Name	Youth Reengagement Data Template (1).csv
Submitted By	
Upload Status	Passed
Total Records Count	1
Accepted Records Count	0
Error Records Count	1

To download the data below, click here: Download Results.

Resident District Code	Resident School Code	Serving District Code	Serving School Code	Program / Provider Code	Program Start Date	SSID	District Student Code	Error Message

- In step 4, view the error log. Make any necessary corrections and repeat steps to upload the file.

Review results of uploaded data
You can view the uploaded data by either clicking on the Download Results link found on the File Upload Results page or by clicking on the Download Students link found on the Student List tab.

FAQs – File Upload

- My district has students participating in multiple pathways, can I upload outcomes for each pathway separately? Yes
- My outcome data is not complete, but I want to upload what is present and load remaining data later, can I? Yes.
    - If the outcome data is across all students, you will need to update and reload master file
    - If the outcome data is missing for specific students, you can create a sub-file of just the students that were missing data in the original upload
- If my application is missing a few students in both the application and CEDARS, can I add them to my template and load them to the application? No.
    - Students may only be added to the application through successful submission to CEDARS

FAQs - Download File Results

- If students are missing in the initial downloaded template, what steps do I need to take?
    - Check Student List to ensure student is populated:
        - If yes and student is not in downloaded template, contact OSPI Customer Support, contact information available in the contacts section of this document
        - If no, review rules for pre-populating students from CEDARS.
- If students are missing in the downloaded results file, after upload, what do I need to do?
    - Review error log to ensure any data errors have been correct and no records remain in error log.
- Student missing outcome results.
    - Review master file and complete records as appropriate.
        - Re-upload.

Reports

The Reports tab provides links to two reports, a student level report and a summary report that provides aggregate data for each program pathway in your district.
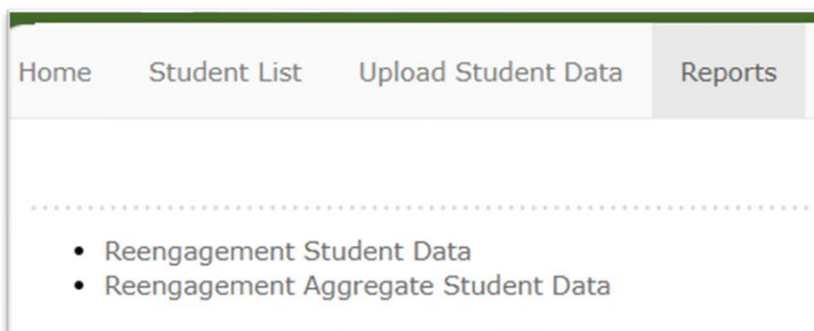
- Reengagement Student Data Report
    - Report provides a list of each student in the current reporting school year with all data displayed.

- o The download button creates an excel file containing all students and data contained in the application.
- Reengagement Aggregate Student Data
  - o Report provides a summary of data for each program pathway in the district.
  - o The download button creates an excel file containing a summary of data for each program pathway in the district.

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