CEDARS
Non-Standard
User Guide

CEDARS Non-Standard User Guide

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PUBLIC INSTRUCTION

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INTRODUCTION

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 is structured to allow school districts to submit data from previous school years to ensure accuracy and integrity in their data.

CEDARS Non-Standard was developed to -

1. Provide school districts with the ability to import data previously submitted to CEDARS, apply edits and resubmit data to CEDARS for prior school years if they do not have the ability to do this for prior years from their student information system (SIS)
2. Allow school districts that do not have a commercial SIS to create and submit student, course and staff data to CEDARS using CEDARS Non-Standard
3. Update merged ssid's
4. Mass update ssid's across all CEDARS files for students assigned a new ssid due to a ssid split.

SUMMARY

Data created, updated or corrected in CEDARS Non-standard and then submitted to CEDARS is received and processed in the same manner as submissions received from commercial student information (SIS) systems.

Data submitted to CEDARS from CEDARS Non-Standard is processed each night when the CEDARS nightly process is run.

CEDARS Non-Standard files and data elements, for each school year, aligns with CEDARS.

Data Dictionary

CEDARS – Comprehensive Education Data and Research System

EDS – Educational Data System

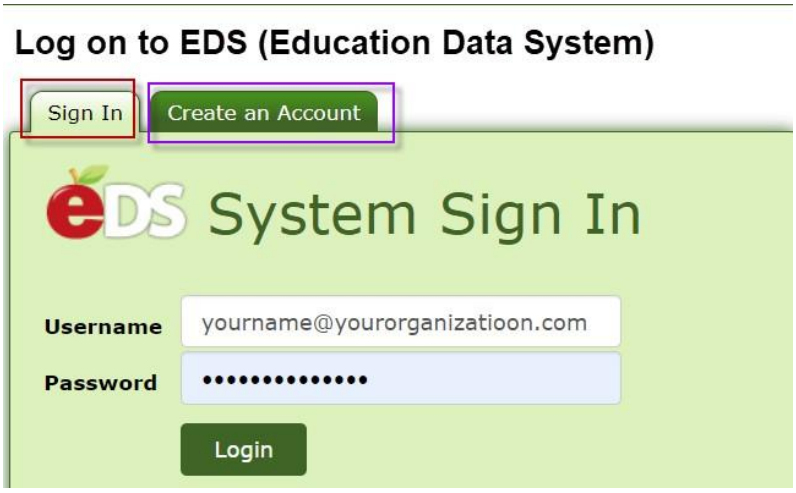
LEA – Local Education Agency, often referred to as a school district, or district. An LEA may be a school district, state tribal education compact (STEC), charter, educational service district (ESD) operating as a school district or a direct funded technical college (DFTC) operating as a school district

Accessing the application

The link to access CEDARS Non-Standard is in the Education Data System (EDS). To access the link, users must first have access to EDS and must have the CEDARS District Administrator role assigned to them. To access the Upload link, users must –

- log into the Education Data System (EDS)
- clicking on the CEDARS Non-Standard link

Access to EDS requires a login account and password. 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



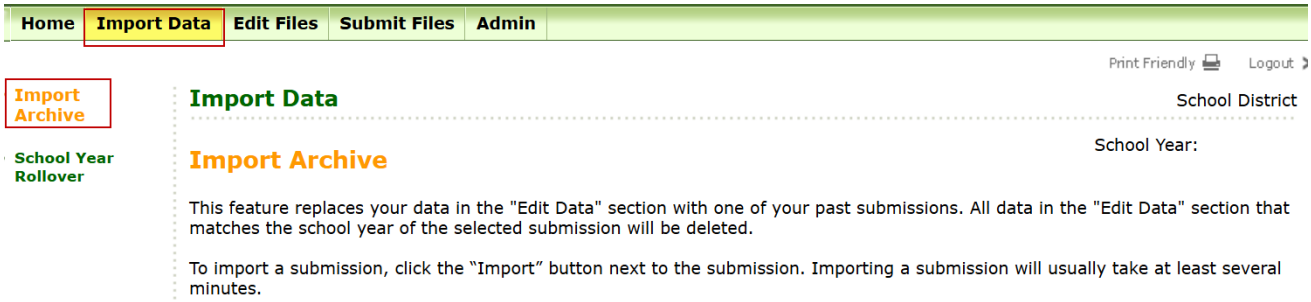
If you do not yet have the CEDARS District Administrator role assigned to you, your District Data Security Manager (DDSM) can assign this role. A list of the DDSM's for each district is found at https://eds.ospi.k12.wa.us/SecurityManagerList.aspx.

Import, Update and Resubmit Data for a Previous School Year

Import a File

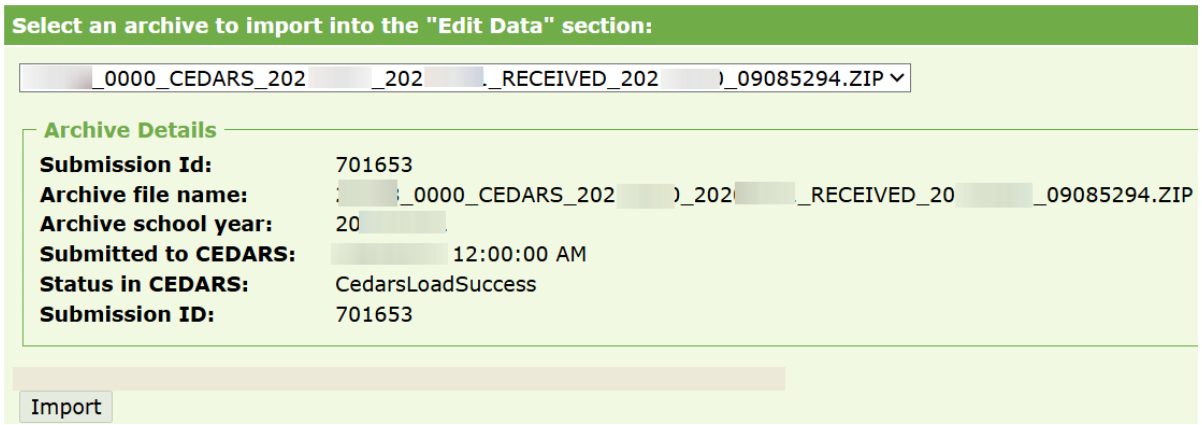
To update data in CEDARS Non-Standard, a submission must first be imported from CEDARS using the last known good (processed) submission for the selected school year.

To import a submission into the application, the user must login to the application, selecting the school year to be updated. Within the application click on the Import Data tab in the top menu bar and then click on Import Archive from the menu on the left.

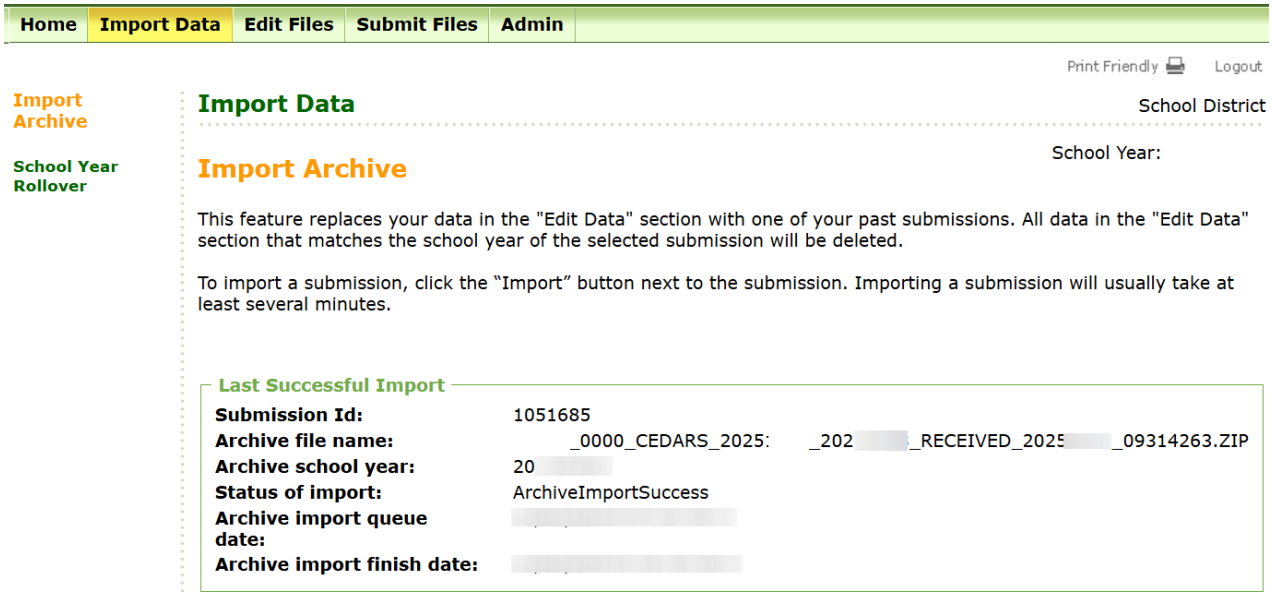


You will be prompted to select a submission from the school year that you selected. Submissions are listed in descending order, with the most recent submission at the top of the drop down. *It is highly recommended that you select your most recent successful submission*. To learn more about a particular 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.

Note - if you have imported your most recent submission previously, instead of importing another submission, you can go straight to "Editing a Submission - Edit Files" below. Data previously imported 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**.



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 EDS Technical Support, eds.support@k12.wa.us.

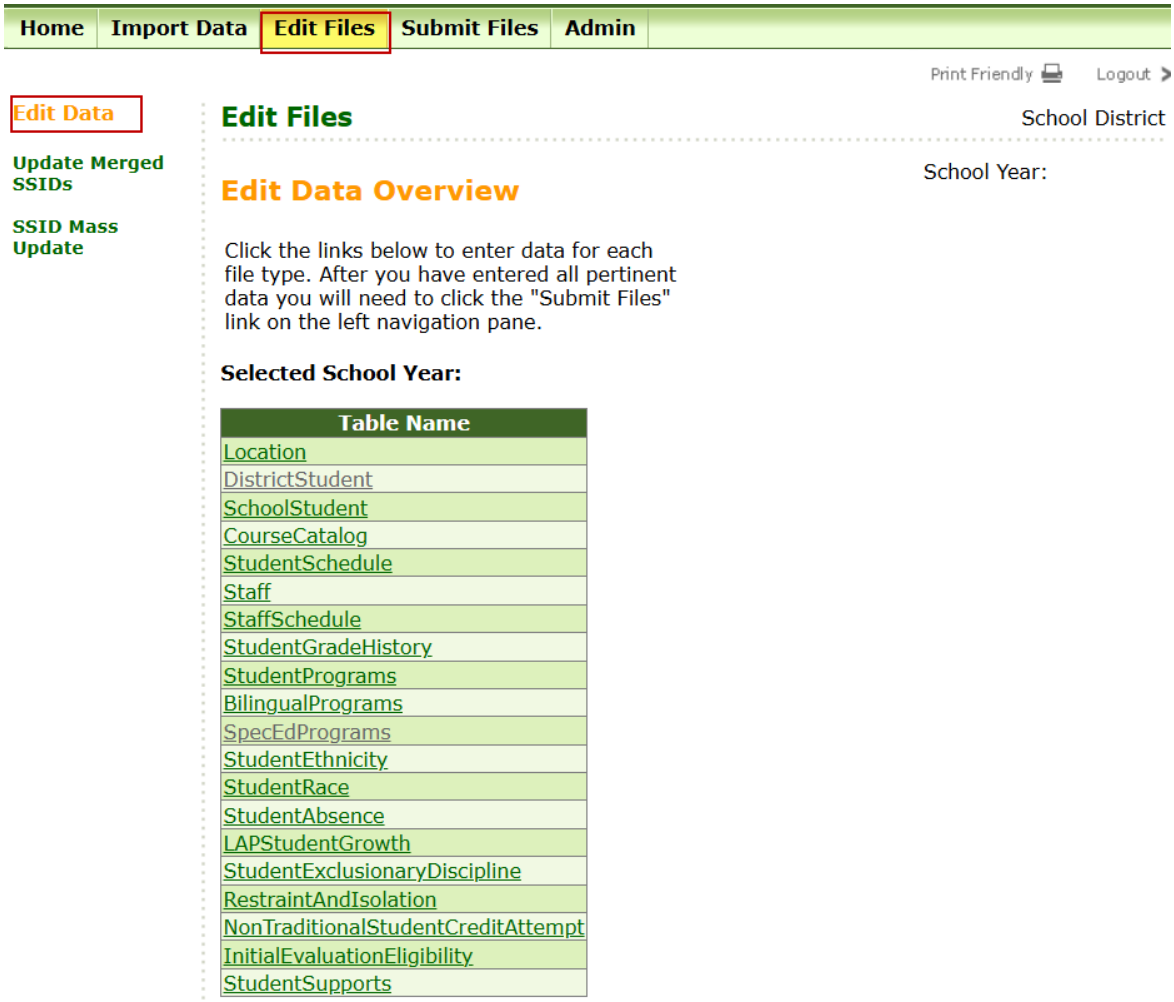


As noted above, once you start the process of importing an archive, all data previously in CEDARS Non-Standard for that school year is immediately deleted.

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.

Edit Data

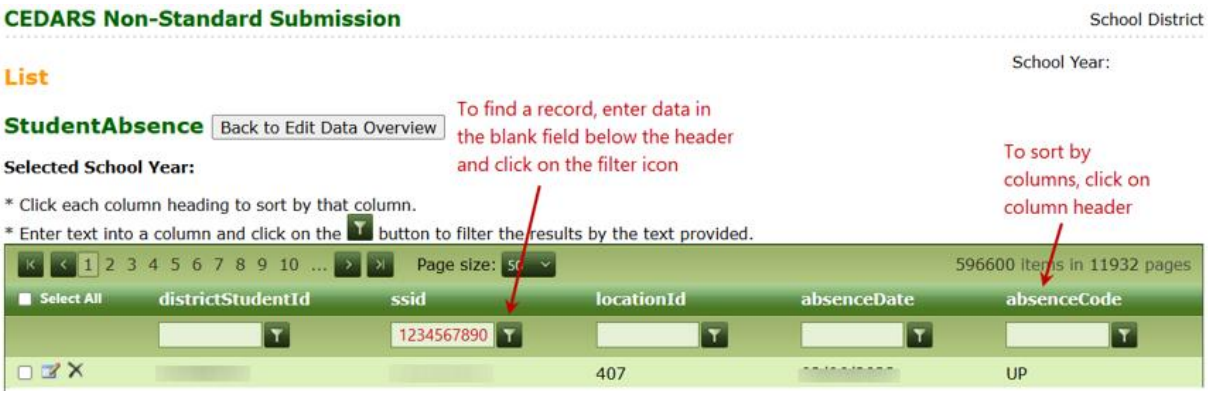
When the archive import has finished, the user can edit data within that file. To edit data, select the “Edit Files” tab at the top of the screen, then click on Edit Data on the left. A list of the CEDARS files (tables) for the selected school year will appear. Clicking on any of these files will reveal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



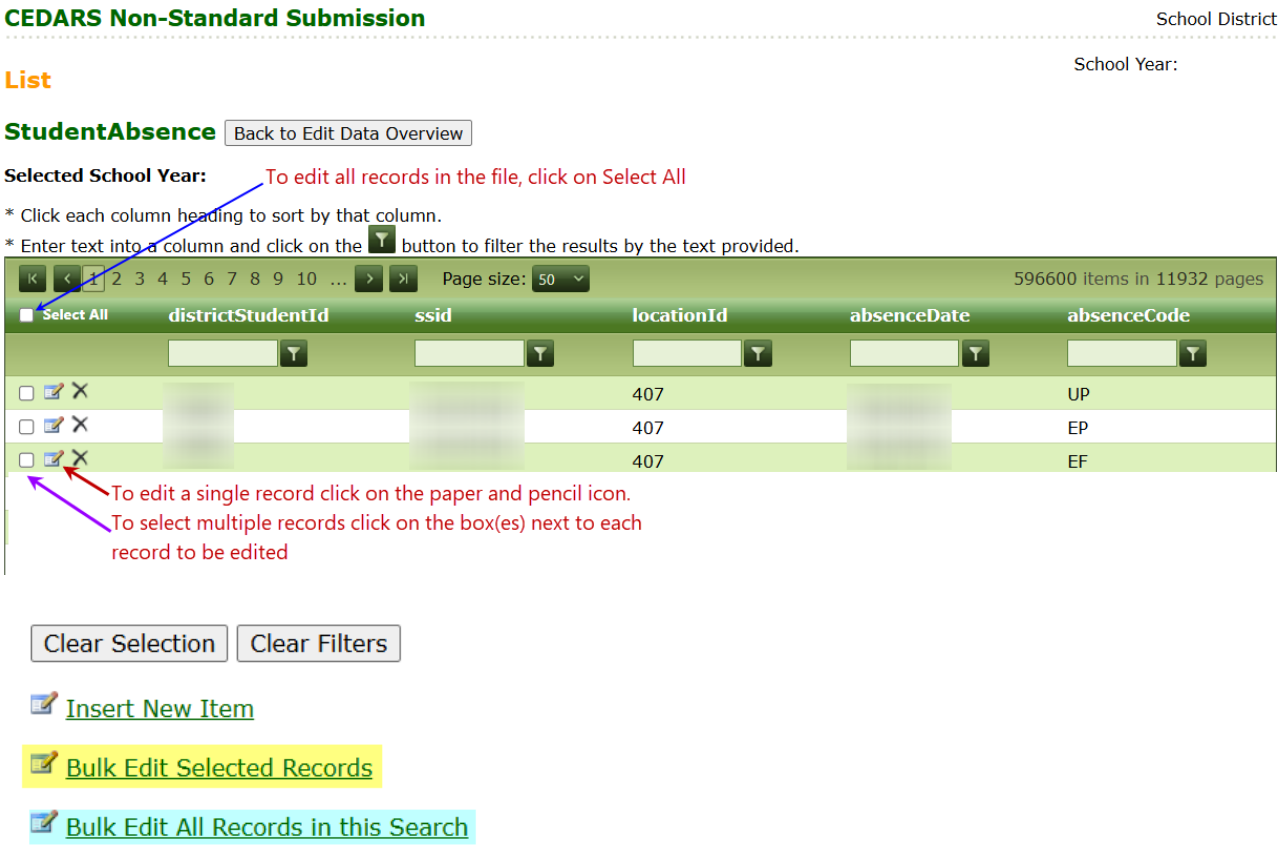
By selecting one of the files listed, the application directs you to a page displaying all data from the submission you imported. The columns on the page represent each data element within the selected CEDARS file.

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

To sort or filter data, to select a record to edit, you can either enter specific data in a field, click on the filter icon and then select one of the filter options or click on a header to sort data.

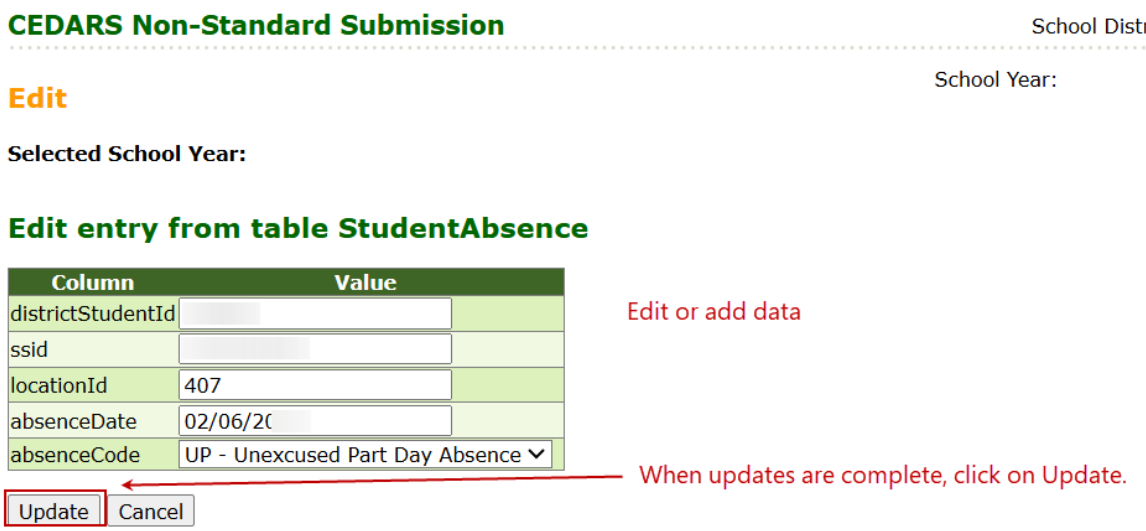


To edit a single record identified using either the filter or sort option, click on the paper and pencil icon on the left side of the record. To edit multiple records the user can either click on the box in the header row that will select all records or click on the box next to the records to be edited and then click on Bulk Edit Selected Records at the bottom of the page. If individual records have not been selected, the user can click on Bulk Edit All Records in this Search.



When an editing selection is made, a window will appear that displays each of the elements in the file.

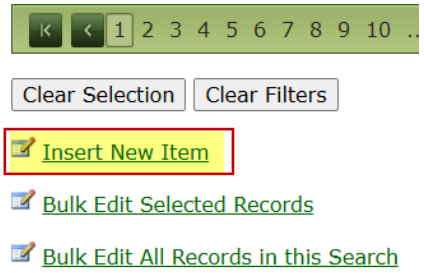
Edit or update the incorrect or missing data. When edits or updates are complete, click on the Update icon at the bottom of the page. The user will be returned to the main page.



If any data in the record being updated does not meet business rules within non-standard, the update will not occur, and an error message will be displayed indicating what must be updated or corrected. Once any updates or corrections are made, the Update button can be clicked, and the User will then be returned to main page.

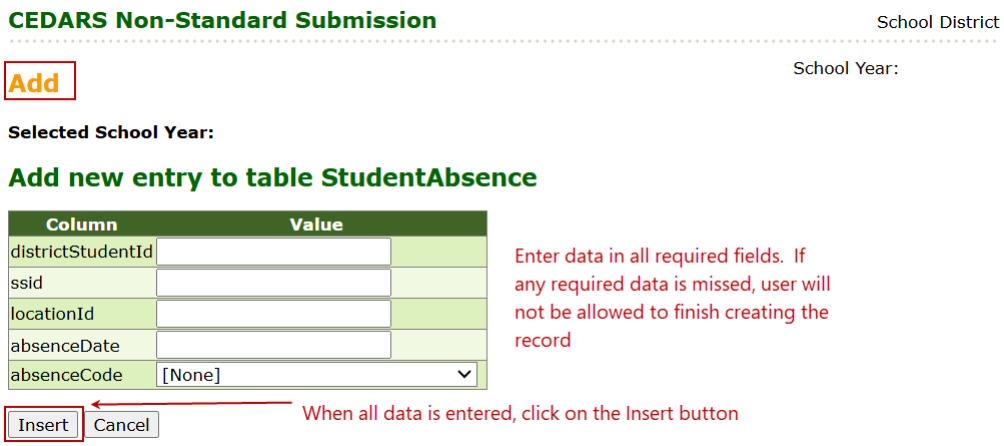
Add New Records

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



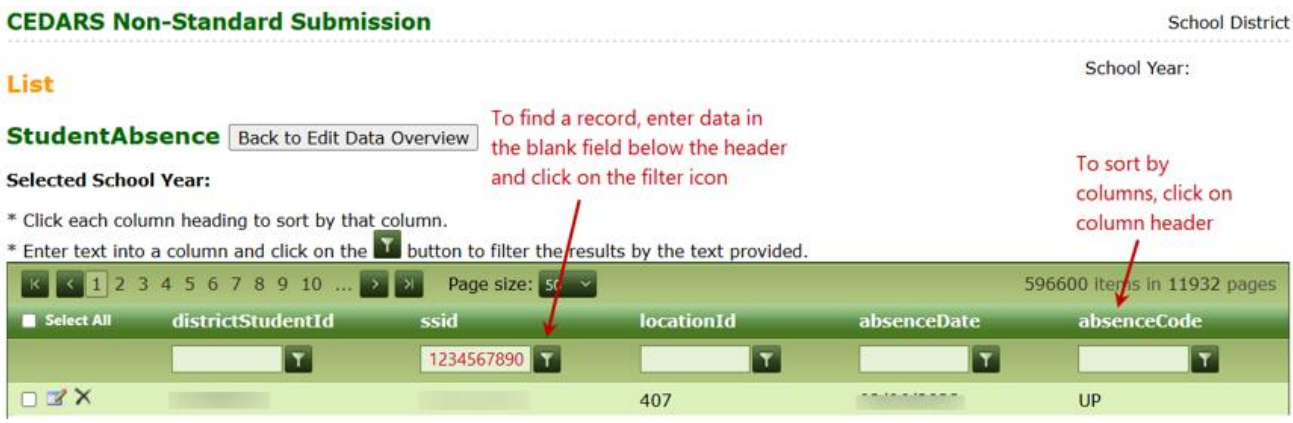
A window will appear that displays each of the elements in the file. The user will need to enter all required data prior to inserting the new record. The CEDARS User Manual, for the school year the record is being inserted, identifies which elements are required, which are conditional and the business rules for each. When all data is entered, click on the Insert icon at the bottom of the page.

If a new record is being created in District Student and/or School Student, a record must also be created in Student Ethnicity, Student Race and all other tables in which the student has membership. E.g., if the student is identified as eligible for Free-Reduced Meals or is Direct Certified, a program record providing this information must be created in Student Programs.

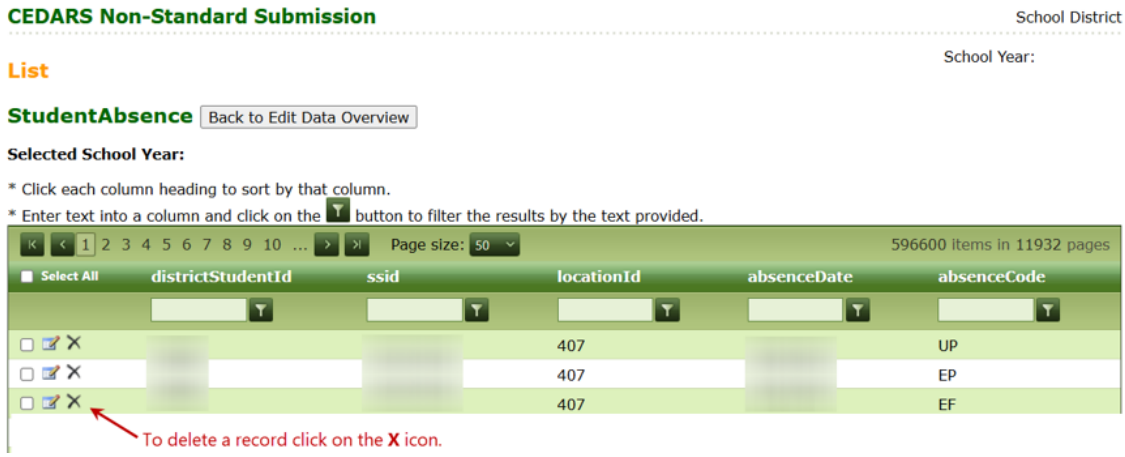


Delete Records

To delete a record the user can either enter specific data in a field, click on the filter icon and then select one of the filter options or click on a header to sort data.



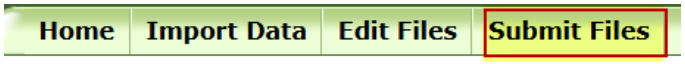
To delete a record, click on the **X** icon on the left side of the record. Records cannot be deleted in bulk.



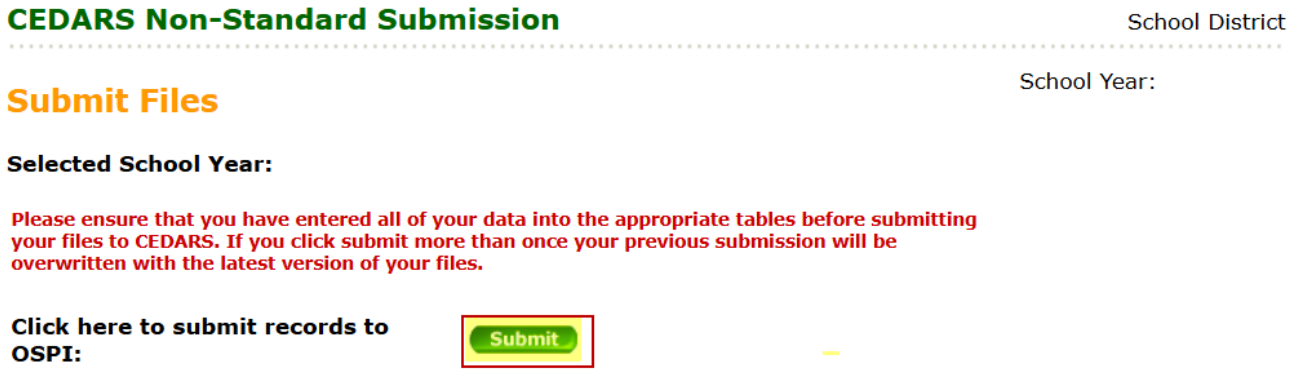
NOTE: *Users have the option here of deleting a single record, however the record is only deleted in the selected file.*
CEDARS records are often dependent on the data in each table and if a record is deleted from only one file, it may cause exceptions and rejections of other records. For example, deleting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

Submit Updates to CEDARS

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



Click on the Submit button, when the submission has been successfully submitted a message will be displayed.



The submission process is the same as for any 'normal' CEDARS submission. Once a message indicating the submission was successful is displayed, within approximately 10-15 minutes, the user can log in to CEDARS to view what stage the submission is in. Within CEDARS>Submissions, after the non-standard submission has been processed through the Data Validation and 'Hold for Loading' steps, the submission exceptions can be viewed. If further changes are needed at any of these steps, the user can make additional changes in CEDARS Non-Standard and resubmit the files to CEDARS. If the submission hits Logical Delete in CEDARS due to submission exceptions, the user can opt to make additional updates in non-standard and resubmit or accept and load the file.

You may edit and resubmit as many times as needed, though CEDARS will only process one submission per day, per school year. Submissions submitted in one day for different school years will be processed overnight. If the user submits multiple submissions in a single day to CEDARS, only the latest one received will be processed overnight.

Use of CEDARS Non-Standard as a Student Information System

A school district with a very small number of students, which does not have a commercial student information system (SIS) can opt to use CEDARS Non-Standard to maintain their student, course and staff data. Districts that utilize Non-Standard as their SIS are expected to meet the same reporting requirements and timelines as all other districts.

Create Submission Files Within Non-Standard

To utilize Non-Standard as an SIS, the district must initially insert, or create records in each of the files found within the Edit Files>Edit Data tab. Directions as how to do this can be found in the Edit Data>Add New Records section of this document. In subsequent years, the district can use the prior years data to rollover to the new school year.

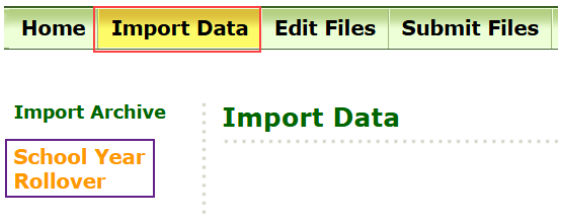
If the district does not have any students in a specific student group, e.g., special education or bilingual, no data is required to be added in the file(s).

The CEDARS User Manual, for the school year the record is being inserted, identifies which elements are required, which are conditional and the business rules for each.

School Year Rollover

Districts that used Non-Standard as their SIS in the prior school year, will need to rollover their files at the start of each new school year.

To perform a school year rollover, click on the Import Data tab and then click on the School Year Rollover link, found on the left side of the page.



After clicking on the School Year Rollover link, a screen appears with two tables. The first, titled 'Source school year' displays the files and number of records in each, the second, titled 'Target school year' displays the files and the number of records. If the district has not yet rolled over to the new school year, the number of records in the second table should be zero.

School Year Rollover

This feature copies all records existing in the "Edit Data" section for one school year over to another school year. Any existing data in the target school year will be removed and replaced with the data from the source school year.

< **Change Source School Year** >

Source school year:	99294 records
BilingualPrograms	647 records
CourseCatalog	818 records
DistrictStudent	3822 records
Location	14 records
SchoolStudent	4366 records

Target school year:	0 records
BilingualPrograms	0 records
CourseCatalog	0 records
DistrictStudent	0 records
Location	0 records
SchoolStudent	0 records

If the Source and Target school years are not correct, there is a feature above the Source school year table that allows the user to navigate to later or earlier school years.

School Year Rollover

< **Change Source School Year** >

Source school year:

When the Source and Target school years are set, navigate to the bottom of the page and click on 'Copy to Target School Year'. It is important to note the records that are NOT included in the school year rollover

Copy to Target School Year ← Click to rollover prior school year records to the new school year

Note, the records in the StudentAbsence, LAPStudentGrowth, StudentExclusionaryDiscipline, RestraintAndIsolation, NonTraditionalStudentCreditAttempt and InitialEvaluationEligibility files will not be copied to the target school year due to the nature of the reporting expectations.

When the school year rollover is complete a measure, in red text, will appear at the top of the page.

School Year Rollover

This feature copies all records existing in the "Edit Data" section for one school year over to another school year. Any existing data in the target school year will be removed and replaced with the data from the source school year.

The Edit Files data was successfully copied to the school year.

Once the rollover is complete, please ensure you have selected the appropriate school year prior to making any edits or additions in the files or submitting to CEDARS.

For assistance with adding new, updating existing, deleting records or submitting data to CEDARS follow directions in the sections in this document, linked below –

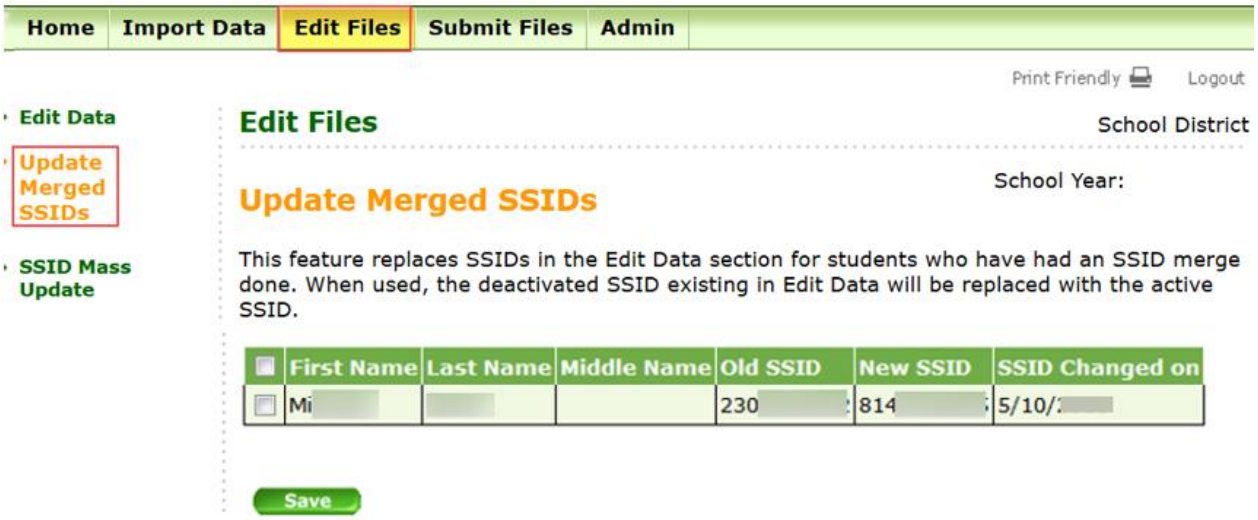
- Add New Records
- Edit Data

- Delete Records
- Submit to CEDARS

Update Merged SSIDs

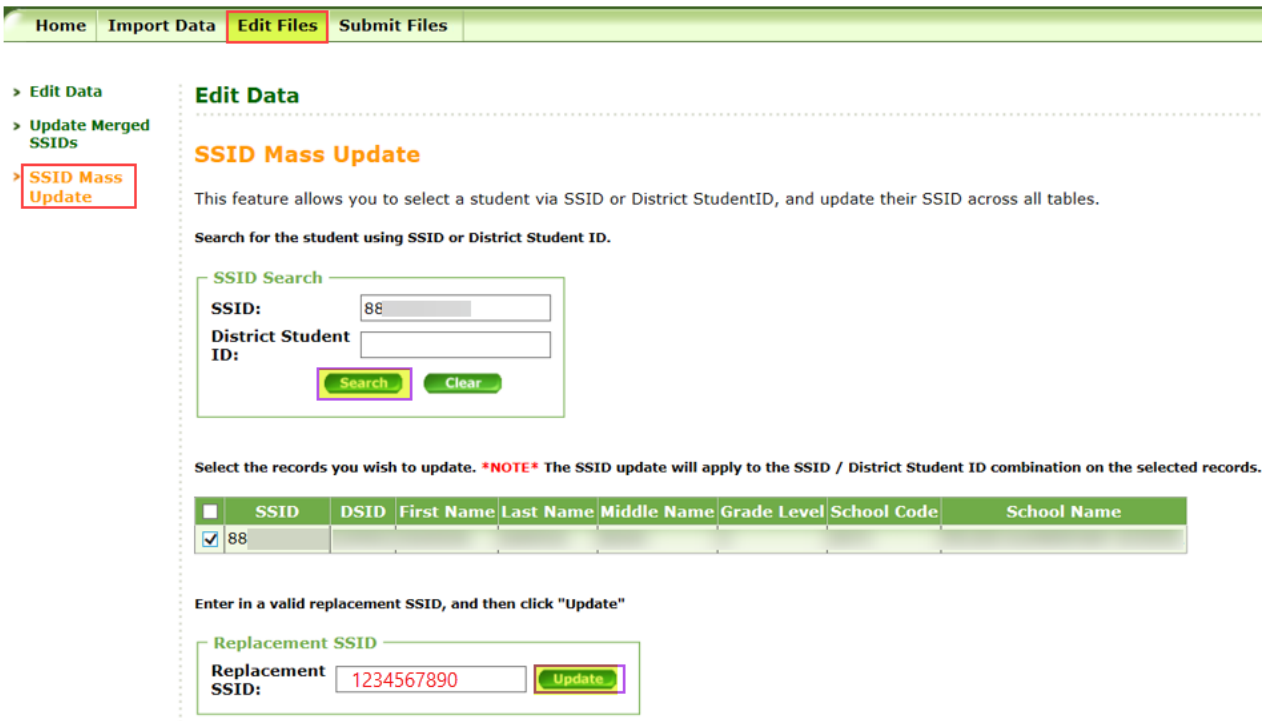
The Merged SSIDs tool is available under the Edit Files tab. This feature affects records for students who have had an SSID merge done. When used, the deactivated SSID currently in Edit Data is replaced with the active SSID resulting from the SSID merge. In order to use this feature, you must have data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



SSID Mass Update

The SSID Mass Update tool is available under the Edit Files tab

This feature allows you to search for a student by SSID or District Student ID, then update/replace their SSID 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, in 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.