

# **CEDARS**

## **Non-Standard User Guide**

# CEDARS Non-Standard User Guide

2026

## Prepared by:

- **Lisa Ireland**, CEDARS Data Manager, Student Information – Data Foundations  
[AskSI@k12.wa.us](mailto:AskSI@k12.wa.us) | 360-725-6358

## Contacts/Questions:

For questions regarding data or reporting procedures, please contact:

- **Lisa Ireland**, CEDARS Data Manager  
[AskSI@k12.wa.us](mailto:AskSI@k12.wa.us) | 360-725-6358

For technical questions, please contact:

- **EDS Support**  
[EDS.Support@k12.wa.us](mailto:EDS.Support@k12.wa.us) | 1 (800)725-4311



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# TABLE OF CONTENTS

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Table of Contents .....                                           | 2  |
| Introduction .....                                                | 3  |
| SUMMARY .....                                                     | 3  |
| Data Dictionary .....                                             | 3  |
| Accessing the application .....                                   | 4  |
| Import, Update and Resubmit Data for a Previous School Year ..... | 5  |
| Import a File .....                                               | 5  |
| Edit Data .....                                                   | 6  |
| Add New Records .....                                             | 9  |
| Delete Records .....                                              | 10 |
| Submit Updates to CEDARS .....                                    | 11 |
| Use of CEDARS Non-Standard as a Student Information System .....  | 12 |
| Create Submission Files Within Non-Standard .....                 | 12 |
| School Year Rollover .....                                        | 12 |
| Update Merged SSIDs .....                                         | 15 |
| SSID Mass Update .....                                            | 16 |

# 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

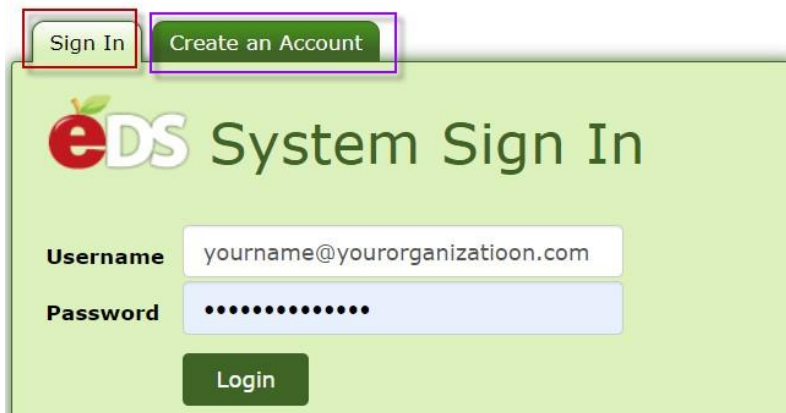
The link to access CEDARS Non-Standard is in the Education Data System (EDS). To access the link, users must first have access to EDS and must have the CEDARS District Administrator role assigned to them. To access the Upload link, users must –

- 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

---

### Log on to EDS (Education Data System)



Sign In Create an Account

**eDS System Sign In**

**Username** yourname@yourorganization.com

**Password** .....

Login

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.

The screenshot shows the application's top navigation bar with tabs: Home, Import Data (highlighted), Edit Files, Submit Files, and Admin. On the left sidebar, there is a menu with 'Import Archive' (highlighted) and 'School Year Rollover'. The main content area is titled 'Import Data' and contains a sub-section 'Import Archive'. To the right of the 'Import Archive' section, there are links for 'Print Friendly' and 'Logout', and labels for 'School District' and 'School Year:'. The 'Import Archive' section contains two paragraphs of text: 'This feature replaces your data in the "Edit Data" section with one of your past submissions. All data in the "Edit Data" section that matches the school year of the selected submission will be deleted.' and 'To import a submission, click the "Import" button next to the submission. Importing a submission will usually take at least several minutes.'

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.**

The screenshot shows a dialog box titled 'Select an archive to import into the "Edit Data" section:'. It features a dropdown menu with the selected item '\_0000\_CEDARS\_202\_202\_ \_RECEIVED\_202\_ )\_09085294.ZIP'. Below the dropdown is a section titled 'Archive Details' which contains the following information: 'Submission Id: 701653', 'Archive file name: \_0000\_CEDARS\_202\_202\_ \_RECEIVED\_20\_ \_09085294.ZIP', 'Archive school year: 20', 'Submitted to CEDARS: 12:00:00 AM', 'Status in CEDARS: CedarsLoadSuccess', and 'Submission ID: 701653'. At the bottom of the dialog box is an 'Import' button.

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](mailto:eds.support@k12.wa.us).

Home

Import Data

Edit Files

Submit Files

Admin

Print Friendly  Logout

School District

School Year:

Import Archive

School Year Rollover

Import Data

Import Archive

This feature replaces your data in the "Edit Data" section with one of your past submissions. All data in the "Edit Data" section that matches the school year of the selected submission will be deleted.

To import a submission, click the "Import" button next to the submission. Importing a submission will usually take at least several minutes.

Last Successful Import

Submission Id:

1051685

Archive file name:

\_0000\_CEDARS\_2025: \_202 RECEIVED\_2025\_09314263.ZIP

Archive school year:

20

Status of import:

ArchiveImportSuccess

Archive import queue date:

Archive import finish date:

**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.

**Edit Data**

Update Merged  
SSIDs

SSID Mass  
Update

**Edit Files**

**Edit Data Overview**

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

**Selected School Year:**

| Table Name                                         |
|----------------------------------------------------|
| <a href="#">Location</a>                           |
| <a href="#">DistrictStudent</a>                    |
| <a href="#">SchoolStudent</a>                      |
| <a href="#">CourseCatalog</a>                      |
| <a href="#">StudentSchedule</a>                    |
| <a href="#">Staff</a>                              |
| <a href="#">StaffSchedule</a>                      |
| <a href="#">StudentGradeHistory</a>                |
| <a href="#">StudentPrograms</a>                    |
| <a href="#">BilingualPrograms</a>                  |
| <a href="#">SpecEdPrograms</a>                     |
| <a href="#">StudentEthnicity</a>                   |
| <a href="#">StudentRace</a>                        |
| <a href="#">StudentAbsence</a>                     |
| <a href="#">LAPStudentGrowth</a>                   |
| <a href="#">StudentExclusionaryDiscipline</a>      |
| <a href="#">RestraintAndIsolation</a>              |
| <a href="#">NonTraditionalStudentCreditAttempt</a> |
| <a href="#">InitialEvaluationEligibility</a>       |
| <a href="#">StudentSupports</a>                    |

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.

## List

School Year:

StudentAbsence [Back to Edit Data Overview](#)

To find a record, enter data in the blank field below the header and click on the filter icon

To sort by columns, click on column header

Selected School Year:

\* Click each column heading to sort by that column.

\* Enter text into a column and click on the  button to filter the results by the text provided.

|                                                                                   |                                                                                   |                                                                                              |                                                                                   |                                                                                     |                                                                                     |   |   |   |   |   |    |     |                                                                                   |                                                                                   |               |                             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---|---|---|---|---|----|-----|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------|-----------------------------|
|  |  | 1                                                                                            | 2                                                                                 | 3                                                                                   | 4                                                                                   | 5 | 6 | 7 | 8 | 9 | 10 | ... |  |  | Page size: 50 | 596600 items in 11932 pages |
| <input type="checkbox"/> Select All                                               | districtStudentId                                                                 | ssid                                                                                         | locationId                                                                        | absenceDate                                                                         | absenceCode                                                                         |   |   |   |   |   |    |     |                                                                                   |                                                                                   |               |                             |
|                                                                                   |  | 1234567890  |  |  |  |   |   |   |   |   |    |     |                                                                                   |                                                                                   |               |                             |
|  |  |                                                                                              | 407                                                                               |                                                                                     | UP                                                                                  |   |   |   |   |   |    |     |                                                                                   |                                                                                   |               |                             |

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.

## CEDARS Non-Standard Submission

School District

## List

School Year:

StudentAbsence [Back to Edit Data Overview](#)Selected School Year: [To edit all records in the file, click on Select All](#)

\* Click each column heading to sort by that column.

\* Enter text into a column and click on the  button to filter the results by the text provided.

|                                                                                                              |                                                                                     |                                                                                     |                                                                                     |                                                                                       |                                                                                       |   |   |   |   |   |    |     |                                                                                     |                                                                                     |               |                             |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---|---|---|---|---|----|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------|-----------------------------|
|                           |  | 1                                                                                   | 2                                                                                   | 3                                                                                     | 4                                                                                     | 5 | 6 | 7 | 8 | 9 | 10 | ... |  |  | Page size: 50 | 596600 items in 11932 pages |
| <input type="checkbox"/> Select All                                                                          | districtStudentId                                                                   | ssid                                                                                | locationId                                                                          | absenceDate                                                                           | absenceCode                                                                           |   |   |   |   |   |    |     |                                                                                     |                                                                                     |               |                             |
|                                                                                                              |  |  |  |  |  |   |   |   |   |   |    |     |                                                                                     |                                                                                     |               |                             |
| <input type="checkbox"/>  |                                                                                     |                                                                                     | 407                                                                                 |                                                                                       | UP                                                                                    |   |   |   |   |   |    |     |                                                                                     |                                                                                     |               |                             |
| <input type="checkbox"/>  |                                                                                     |                                                                                     | 407                                                                                 |                                                                                       | EP                                                                                    |   |   |   |   |   |    |     |                                                                                     |                                                                                     |               |                             |
| <input type="checkbox"/>  |                                                                                     |                                                                                     | 407                                                                                 |                                                                                       | EF                                                                                    |   |   |   |   |   |    |     |                                                                                     |                                                                                     |               |                             |

To edit a single record click on the paper and pencil icon.  
To select multiple records click on the box(es) next to each record to be edited

[Clear Selection](#)[Clear Filters](#)[Insert New Item](#)[Bulk Edit Selected Records](#)[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.

**Edit**

School Year:

Selected School Year:

**Edit entry from table StudentAbsence**

| Column            | Value                             |
|-------------------|-----------------------------------|
| districtStudentId |                                   |
| ssid              |                                   |
| locationId        | 407                               |
| absenceDate       | 02/06/20                          |
| absenceCode       | UP - Unexcused Part Day Absence ▼ |

Edit or add data

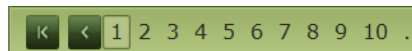
When updates are complete, click on Update.

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.

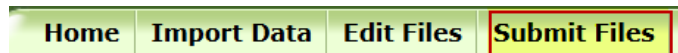


**NOTE:** Users have the option here of deleting a single record, however the record is only deleted in the selected file.

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.



### CEDARS Non-Standard Submission

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

#### CEDARS Non-Standard Submission

School District

#### Submit Files

School Year:

**Selected School Year:**

Please ensure that you have entered all of your data into the appropriate tables before submitting your files to CEDARS. If you click submit more than once your previous submission will be overwritten with the latest version of your files.

Click here to submit records to OSPI:



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.

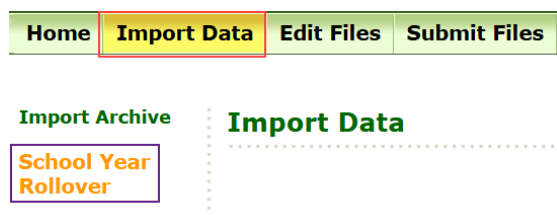
If the district does not have any students in a specific student group, e.g., special education or bilingual, no data is required to be added in the file(s).

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 | Target school year: | 0 records |
| BilingualPrograms             | 647 records   | BilingualPrograms   | 0 records |
| CourseCatalog                 | 818 records   | CourseCatalog       | 0 records |
| DistrictStudent               | 3822 records  | DistrictStudent     | 0 records |
| Location                      | 14 records    | Location            | 0 records |
| SchoolStudent                 | 4366 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.

Home

Import Data

Edit Files

Submit Files

Admin

Print Friendly

Logout

Edit Data

Update Merged SSIDs

SSID Mass Update

Edit Files

School District

School Year:

Update Merged SSIDs

This feature replaces SSIDs in the Edit Data section for students who have had an SSID merge done. When used, the deactivated SSID existing in Edit Data will be replaced with the active SSID.

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

Save

# 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.

HomeImport DataEdit FilesSubmit Files

> Edit Data  
> Update Merged SSIDs  
> SSID Mass Update

Edit Data

SSID Mass Update

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

Search for the student using SSID or District Student ID.

SSID Search

SSID: 88  
District Student ID:  

SearchClear

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

|                                     | SSID | DSID | First Name | Last Name | Middle Name | Grade Level | School Code | School Name |
|-------------------------------------|------|------|------------|-----------|-------------|-------------|-------------|-------------|
| <input checked="" type="checkbox"/> | 88   |      |            |           |             |             |             |             |

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

Replacement SSID

Replacement SSID: 1234567890

Update