High School and Beyond Plans Data Reporting Tips

This is a resource for High School and Beyond Plan leaders, data leaders and IT leaders in Washington's local education agencies (LEAs) and schools.

High School and Beyond Plan in SchooLinks

The High School and Beyond Plan (HSBP) is a graduation requirement designed to help students plan their education toward their post high school goals. SchooLinks is the universal HSBP platform for Washington State. OSPI and SchooLinks provide training and support so that districts can make a smooth and successful transition this year. The primary goal for using a universal platform is to ensure every student in Washington will have equal access to high-quality career and college readiness tools.

Contacts and Access

Local education agencies (LEAs), including school districts, state tribal education compacts, charters, ESDs acting as LEAs, and other LEAs have identified **HSBP Champions** and **District Program Mangers (DPMs)** as main contacts for this work.

- Champions and DPMs receive important communications from SchooLinks and OSPI's HSBP Implementation Support Team.
- DPMs manage the SchooLinks platform for their LEA. Much like the District Data Security Mangers in EDS, DPMs establish access for staff, roster students, and other essential functions in SchooLinks.
- To change DPMs or Champions or to update contacts, LEAs can make updates in their rostering nightly sync, such as Clever or Classlink. Alternatively, if SchooLinks settings are enabled to allow it, updates can be made in SchooLinks Staff Account Management (**Admin Tools > Staff Account Management**).

Rostering and Supporting Students

LEAs participating in High School and Beyond Planning with SchooLinks *roster* students, or enroll students on the platform.

- Only one SchooLinks account should be created for each student.
- Each account must include the student's State Student Identifier (SSID).
- In CEDARS, only one LEA enrolls a student in a school as *primary*. (Data is submitted to CEDARS Element C10, IsPrimary, with a valid value Yes). This is the school that should roster the student in SchooLinks.
- DPMs can work with their CEDARS Administrators if there are questions about how to roster students consistent with CEDARS reporting.

More than one LEA may provide services to a student.

- In CEDARS, these are reported as Serving District, and details are governed by agreements between districts/LEAs.
- In SchooLinks, the primary LEA may chose to provide access to others who support students in High School and Beyond Planning.

Schools

LEAs should roster students in SchooLinks using the same school codes and school names as in the school and district directory.

- The school and district directory are the official numbers and information used to identify all schools, LEAs, and other education agencies in Washington.
- The directory and its records are stored in the Education Data System Administration (EDS Admin) application and is published at Office of Superintendent of Public Instruction (select Report=School to see schools).
- These records are managed by District Data Security Managers (DDPMs). DPMs can work with their DDPMs if there are questions about directory records.
- Special Cases:
  - For students who attend Skill Centers, students are rostered at their home district.
  - For students who participate in Youth Reengagement programs, the enrolled school that submits the student as IsPrimary=Yes is responsible for rostering students.

HSBP Pulse Checks

To support statewide platform access and implementation, OSPI is conducting **HSBP Pulse Checks** for specific, time-sensitive HSBP activities. Pulse Checks apply to key HSBP activities throughout the school year, and when taken together, reflect intentional and consistent implementation of High School and Beyond Planning in schools.

On specified dates, OSPI checks completion of key activities in SchooLinks. We then send an email to staff assigned the DPM role in any district with schools below 50% completion of that activity as of the Pulse Check date. The purpose of the email is to:

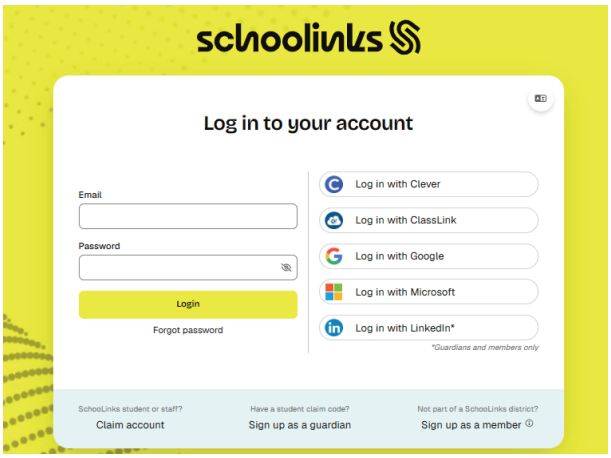
- share moment-in-time HSBP activity completion data by school,
- elevate implementation gaps and awareness of inequities in platform access based on that data,
- ask districts for feedback about barriers delaying access and/or activity completion, and
- provide an opportunity for districts to request direct and personalized support.
- DPMs can log into SchooLinks at any time to see data for their schools. Log in using the method your district used for rostering (see screenshot on the next page).

Key Dates

HSBP Pulse Checks:	Target Completion Date:	Outreach to Districts:
Onboarding Activity	October 1	October 2–30
SMART Goal Setting Activity	November 1	November 16 – December 9
Financial Aid Application Support Survey Activity (except Fall 2026 Cohort)	December 1	December 10 (Info only)
Submit High School and Beyond Plans	May 1	May 4–June 4

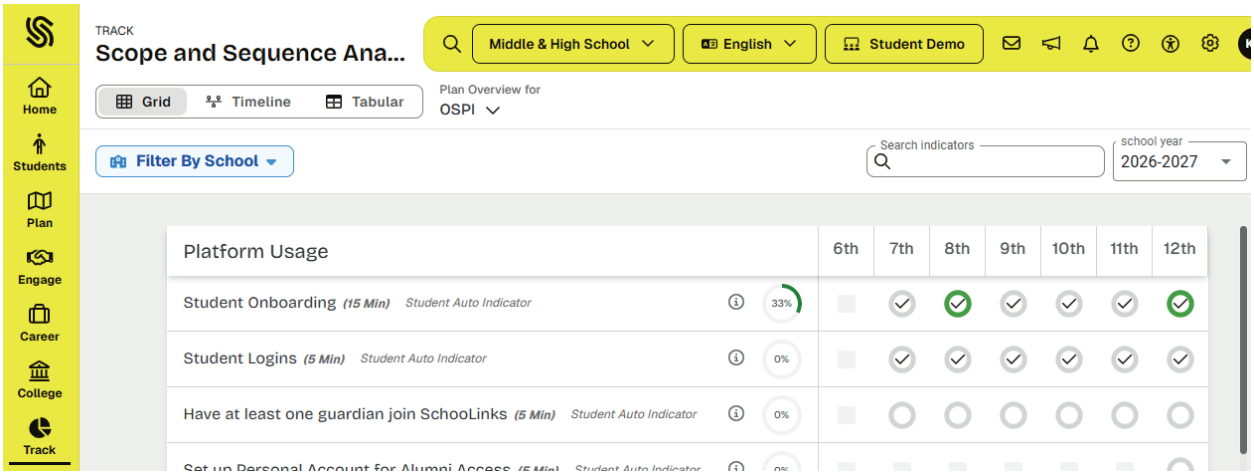
Logging into SchooLinks

DPMs can log into SchooLinks at any time to see data for their schools. Log in using the method your district used for rostering (see screenshot on the next page).

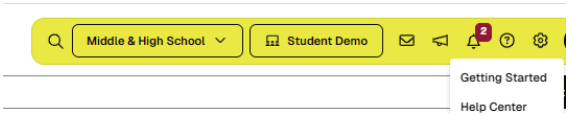


HSBP activity completion data are in **Track > Scope and Sequence Analytics**. The Scope and Sequence Analytics landing page displays an aggregate completion rate for each HSBP activity by grade level. Staff can filter by school and analyze the data using different views or change the school year to assess annual improvement.

This demo example of the Onboarding activity shows a 100% completion for 8th and 12th grades, and 0% completion for grades 7 and 9–11, for a 33% overall completion rate –



When logged in, the **Help Center** is linked in the top right, bright yellow navigation bar on the screen (click on the question mark icon), with resources such as Overview of Scope and Sequence Analytics and much more.



Resources

- High School and Beyond Plan
- High School and Beyond Plan Universal Platform Data Q&A
- EDS Administration Manual
- Bulletin 012-26 School & District Directory Review Process for 26-27

Contacts

Teams are available to support LEAs in implementing HSBP in SchooLinks. Reminder: do not include student data in an email as it can compromise student privacy.

- OSPI's HSBP Implementation Support Team – HSBP@k12.wa.us
- SchooLinks HSBP Technical Support Team – hsbp@schoolinks.com