

Comprehensive Education Data and Research System (CEDARS) Data Manual

Data Manual for the 2017–2018
School Year



Chris Reykdal
State Superintendent of
Public Instruction

January 2018 – Version 10.2

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Comprehensive Education Data and Research System (CEDARS)

Data Manual
for the
2017-18 School Year

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Superintendent of Public Instruction

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Director
Student Information

January 2018, Version 10.2

Revisions Made in Current Manual

| Revision | Authors | Date | Description |
|----------|--------------|---------------|---|
| 10.0 | Lisa Ireland | February 2017 | Data Files and Descriptions Data File Submission Format Data Element Summary Publication Process Element A07 – Initial School Start Date Element A08 – Last School End Date Element B17 – Student Primary Language Code Element B18 – Student Language Spoken at Home Element B19 – Social Security Number (no longer an active data element) Element B21 – Is Student Homeless Element B36 – Preferred Last Name Element B37 – Preferred First Name Element C07 – School Entry Code (no longer an active data element) Element D12 – CTE Course Equivalency Identification Element D13 – CTE Equivalency Student Schedule File (E) Element E05 – Location ID Element E06 – Location ID Element F08 - Legal Middle Name Staff Schedule File (G) Element G03 – Location ID Element G05 – Course ID Element H05 – Location ID (no longer an active data element) Element H06 – Staff ID (no longer an active data element) Element H28 – CTE Course Equivalency Identification (no longer an active data element) Element H29 – CTE Credit Equivalency (no longer an active data element) Student Attributes and Programs File (I) Element I05 – Location ID Element I06 – Attributes or Programs Code Element I07 – Start Date Element I08 – Exit Date Element I10 – Qualification Code English Learners Student Limited English Proficiency File (J) Element J06 – Instructional Model Code Element J07 – Program Status Start Date Element J08 – Program Exit Date Element J09 – Exit Reason Code Element J13 – Initial WA Placement Date Element J18 – Placement Test Code Element J20 – Placement Test Score Element J21 – Placement Status Level Element J22 – Placement Test Date Element K10 – Referral Date (no longer an active data element) Element K11 – Initial Eligibility Date (no longer an active data element) Student Growth Learning Assistance Program File (Q) Element Q05 – Location ID Element Q06 – Program Code Element Q07 – Start Date Element Q08 – Identification Assessment Element Q09 – Amount of Academic Growth Element Q11 – Beginning Score Element Q13 – End Score Element Q14 – Date of End Score |

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| | | | Element Q15 – Extended Learning Time Intervention Outside of the Regular School Day Element Q16 – Tutoring Tutoring Intervention During Regular School Day Element Q17 – At Grade Level Student Met Learning Goal |
| 10.1 | Lisa Ireland | August 2017 | Element B37 – Preferred First Name Element J06 – Instructional Model Code Element J09 – Exit Reason Code Element J21 – Placement Status Level Student Absence File (N) Element N07 – Absence Code Element P15 – Emergency Expulsion Days Data Element Summary |
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CEDARS Data Manual

TABLE OF CONTENTS

| | |
|--|-----------|
| Revisions Made in Current Manual | 4 |
| TABLE OF CONTENTS | 6. |
| INTRODUCTION TO CEDARS | 11 |
| PUBLICATION PROCESS | 11 |
| SUCCESSFUL CEDARS SUBMISSION | 11 |
| CEDARS DATA FILES | 13 |
| Data Files and Descriptions | 13 |
| Data File Submission Format..... | 17 |
| File Formats and Layouts..... | 18 |
| Data Type Definitions..... | 18 |
| Data Security..... | 19 |
| DATA COLLECTION INFORMATION | 20 |
| Data Collection Changes Effective Date | 20 |
| Data Collection Due Date | 20 |
| State Student ID (SSID) Assignment..... | 20 |
| Reports and Processes Generated from CEDARS..... | 21 |
| DATA ELEMENT SUMMARY | 22 |
| DATA FILE AND ELEMENT DEFINITIONS | 30 |
| Location File (A)..... | 30 |
| Element A01 – School Year..... | 30 |
| Element A02 – County District Code | 30 |
| Element A03 – District Name..... | 30 |
| Element A04 – Location ID | 30 |
| Element A05 – School Code..... | 31 |
| Element A06 – School Name..... | 31 |
| Element A07 – Initial School Start Date..... | 31 |
| Element A08 – Last School End Date | 31 |
| District Student File (B)..... | 33 |
| Element B01 – School Year..... | 33 |
| Element B02 – Serving County District Code | 33 |
| Element B03 – Home County District Code | 33 |
| Element B04 – District Student ID | 34 |
| Element B05 – State Student ID (SSID) | 34 |
| Element B06 – Legal Last Name..... | 34 |
| Element B07 – Legal First Name..... | 34 |
| Element B08 – Legal Middle Name(s) | 35 |
| Element B09 – Birth Date | 35 |
| Element B10 – Birth Country | 35 |
| Element B11 – No Longer An Active Data Element | 36 |
| Element B12 – Gender | 36 |
| Element B13 – Grade Level..... | 36 |
| Element B14 – Date Enrolled in District..... | 36 |
| Element B15 – Date Exited from District | 37 |
| Element B16 – Disability Code | 37 |
| Element B17 – Student Primary Language Code..... | 37 |
| Element B18 – Student Language Spoken at Home..... | 38 |
| Element B19 – No Longer An Active Data Element | 38 |
| Element B20 – Residential Zip Code + 4..... | 38 |
| Element B21 – Is Student Homeless? | 38 |
| Element B22 – Is Student an Approved Private–School Student Attending Class Part Time?.. | 39 |
| Element B23 – Is Student a Home–Schooled Student Attending Class Part Time?..... | 39 |
| Element B24 – Student Exchange Status..... | 40 |
| Element B25 – No Longer An Active Data Element | 40 |
| Element B26 – Graduation Requirements Year | 40 |

| | |
|---|----|
| Element B27 – Expected Year of Graduation..... | 41 |
| Element B28 – Cumulative Grade Point Average | 42 |
| Element B29 – Credits Attempted | 42 |
| Element B30 – Credits Earned | 42 |
| Element B31 – Is Student Identified as Immigrant? | 43 |
| Element B32 – Initial USA School Enrollment | 43 |
| Element B33 – Not An Active Data Element | 43 |
| Element B34 – Number of Months Non US Attendance in School..... | 43 |
| Element B35 – Military Parent or Guardian | 43 |
| Element B36 – Preferred Last Name..... | 44 |
| Element B37 – Preferred First Name..... | 44 |
| School Student File (C)..... | 45 |
| Element C01 – School Year | 45 |
| Element C02 – Serving County District Code..... | 45 |
| Element C03 – District Student ID..... | 45 |
| Element C04 – State Student ID (SSID)..... | 45 |
| Element C05 – Location ID..... | 46 |
| Element C06 – Date Student Enrolled in School..... | 46 |
| Element C07 – No Longer An Active Data Element..... | 47 |
| Element C08 – Date Student Exited from School..... | 47 |
| Element C09 – School Withdrawal Code..... | 47 |
| Element C10 – Is this the School that is Primarily Responsible for the Student? | 47 |
| Element C11 – School Choice Code | 48 |
| Element C12 – Cumulative Days Present this Enrollment Period..... | 49 |
| Element C13 – No Longer An Active Data Element..... | 49 |
| Course Catalog File (D) | 50 |
| Element D01 – School Year | 50 |
| Element D02 – Serving County District Code..... | 50 |
| Element D03 – Location ID..... | 50 |
| Element D04 – Course ID..... | 50 |
| Element D05 – Course Title..... | 51 |
| Element D06 – Content Area Code | 51 |
| Element D07 – Course Designation Code..... | 51 |
| Element D08 – State Course Code | 52 |
| Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code | 53 |
| Element D10 – Classification of Instructional Program (CIP) Code Number | 53 |
| Element D11 – No Longer An Active Data Element..... | 54 |
| Element D12 – CTE Course Equivalency Identification | 54 |
| Element D13 – CTE Equivalency | 54 |
| Student Schedule File (E) | 56 |
| Element E01 – School Year..... | 56 |
| Element E02 – Serving County District Code..... | 56 |
| Element E03 – District Student ID | 56 |
| Element E04 – State Student ID (SSID) | 57 |
| Element E05 – Location ID | 57 |
| Element E06 – Course ID | 57 |
| Element E07 – Section ID..... | 57 |
| Element E08 – Term..... | 58 |
| Element E09 – ALE Course Type..... | 58 |
| Staff File (F)..... | 59 |
| Element F01 – School Year..... | 59 |
| Element F02 – Serving County District Code | 59 |
| Element F03 – Staff ID..... | 59 |
| Element F04 – Staff Type Code | 60 |
| Element F05 – Certification Number..... | 60 |
| Element F06 – Legal Last Name | 60 |
| Element F07 – Legal First Name | 60 |
| Element F08 – Legal Middle Name | 61 |
| Element F09 – Birth Date | 61 |
| Staff Schedule File (G) | 62 |

| | |
|--|----|
| Element G01 – School Year | 62 |
| Element G02 – Serving County District Code | 62 |
| Element G03 – Location ID..... | 62 |
| Element G04 – Staff ID..... | 63 |
| Element G05 – Course ID..... | 63 |
| Element G06 – Section ID | 63 |
| Element G07 – Term..... | 64 |
| Element G08 – Instruction Start Date | 64 |
| Element G09 – Instruction End Date | 64 |
| Element G10 – Teacher Indicator | 64 |
| Element G11 – Term Start Date | 65 |
| Element G12 – Term End Date | 65 |
| Student Grade History File (H)..... | 66 |
| Element H01 – School Year | 66 |
| Element H02 – Serving County District Code..... | 66 |
| Element H03 – District Student ID | 66 |
| Element H04 – State Student ID (SSID)..... | 67 |
| Element H05 – No Longer An Active Data Element..... | 67 |
| Element H06 – No Longer An Active Data Element..... | 67 |
| Element H07 – Course ID..... | 67 |
| Element H08 – Course Title..... | 67 |
| Element H09 – Grade Level Code..... | 68 |
| Element H10 – Letter Grade..... | 68 |
| Element H11 – Credits Attempted | 68 |
| Element H12 – Credits Earned | 69 |
| Element H13 – Course Designation Code..... | 69 |
| Element H14 – Content Area Code | 70 |
| Element H15 – State Course Code | 70 |
| Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code | 70 |
| Element H17 – Classification of Instructional Program (CIP) Code Number | 71 |
| Element H18 – Term End Date..... | 71 |
| Element H19 – Term..... | 71 |
| Element H20 – Is the Student a Career and Technical Education (CTE) Program Completer? | 72 |
| Element H21 – Did Student Receive a State or Nationally Recognized Industry Certification? | 72 |
| Element H22 – No Longer An Active Data Element..... | 73 |
| Element H23 – Is the Student a Tech Prep Completer? | 73 |
| Element H24 – Did the Student Take or Pass a State or Nationally Recognized Assessment of Technical Skill and Knowledge? | 73 |
| Element H25 – Certification Number | 74 |
| Element H26 – School Code | 74 |
| Element H27 – ALE Course Type..... | 74 |
| Element H28 – No Longer An Active Data Element..... | 75 |
| Element H29 – No Longer An Active Data Element..... | 75 |
| Element H30 – Course School Year..... | 75 |
| Student Attributes and Programs File (I)..... | 76 |
| Element I01 – School Year | 76 |
| Element I02 – Serving County District Code | 76 |
| Element I03 – District Student ID..... | 76 |
| Element I04 – State Student ID (SSID) | 76 |
| Element I05 – Location ID | 77 |
| Element I06 – Attribute or Program Code..... | 77 |
| Element I07 – Start Date | 77 |
| Element I08 – Exit Date | 78 |
| Element I09 – Exit Reason Code..... | 78 |
| Element I10 – Qualification Code | 79 |
| English Learners Student Limited English Proficiency File (J) | 80 |
| Element J01 – School Year | 80 |
| Element J02 – Serving County District Code | 80 |
| Element J03 – District Student ID..... | 80 |
| Element J04 – State Student ID (SSID)..... | 81 |
| Element J05 – Location ID..... | 81 |

| | |
|--|-----|
| Element J06 – Instructional Model Code | 81 |
| Element J07 – Program Status Start Date..... | 82 |
| Element J08 – Program Exit Date | 82 |
| Element J09 – Exit Reason Code..... | 83 |
| Element J10 – No Longer An Active Data Element..... | 83 |
| Element J11 – No Longer An Active Data Element..... | 83 |
| Element J12 – No Longer An Active Data Element..... | 84 |
| Element J13 – Initial WA Placement Test Date | 84 |
| Element J14 – No Longer An Active Data Element..... | 84 |
| Element J15 – No Longer An Active Data Element..... | 84 |
| Element J16 – No Longer An Active Data Element..... | 84 |
| Element J17 – Program Designation | 84 |
| Element J18 – Placement Test Code | 85 |
| Element J19 – Grade Level at Placement | 85 |
| Element J20 – Placement Test Score | 85 |
| Element J21 – Placement Status Level..... | 86 |
| Element J22 – Placement Test Date | 86 |
| Student Special Education Programs File (K) | 87 |
| Element K01 – School Year..... | 87 |
| Element K02 – Serving County District Code | 87 |
| Element K03 – District Student ID | 87 |
| Element K04 – State Student ID (SSID) | 88 |
| Element K05 – Location ID | 88 |
| Element K06 – Least Restrictive Environment (LRE) Code | 88 |
| Element K07 – Initial Washington Service Date | 88 |
| Element K08 – Exit Date..... | 88 |
| Element K09 – Exit Reason Code | 89 |
| Element K10 – No Longer An Active Data Element | 89 |
| Element K11 – No Longer An Active Data Element | 89 |
| Element K12 – No Longer An Active Data Element | 90 |
| Element K13 – No Longer An Active Data Element | 90 |
| Element K14 – Program Start Date | 90 |
| Ethnicity File (L)..... | 91 |
| Element L01 – School Year | 91 |
| Element L02 – Serving County District Code | 91 |
| Element L03 – District Student ID..... | 91 |
| Element L04 – State Student ID (SSID) | 91 |
| Element L05 – Ethnicity Code | 92 |
| Race File (M) | 93 |
| Element M01 – School Year | 93 |
| Element M02 – Serving County District Code | 93 |
| Element M03 – District Student ID..... | 93 |
| Element M04 – State Student ID (SSID) | 93 |
| Element M05 – Race Code..... | 94 |
| Student Absence File (N)..... | 95 |
| Element N01 – School Year | 95 |
| Element N02 – Serving County District Code..... | 95 |
| Element N03 – District Student ID | 95 |
| Element N04 – State Student ID (SSID)..... | 96 |
| Element N05 – Location ID..... | 96 |
| Element N06 – Absence Date | 96 |
| Element N07 – Absence Code | 97 |
| Student Discipline File (P)..... | 99 |
| Element P01 – School Year..... | 99 |
| Element P02 – Serving County District Code..... | 99 |
| Element P03 – District Student ID | 99 |
| Element P04 – State Student ID (SSID) | 100 |
| Element P05 – Location ID | 100 |
| Element P06 – Incident Date | 100 |
| Element P07 – Behavior Code | 100 |

| | |
|---|------------|
| Element P08 – Corrective or Disciplinary Action Date | 101 |
| Element P09 – Corrective or Disciplinary Action Applied | 101 |
| Element P10 – Number of Corrective or Disciplinary Action Days | 102 |
| Element P11 – Incident ID | 102 |
| Element P12 – Weapon Type | 103 |
| Element P13 – Interim Alternative Education Setting | 103 |
| Element P14 – Emergency Expulsion | 103 |
| Element P15 – Emergency Expulsion Days | 104 |
| Element P16 – Other Behaviors | 104 |
| Element P17 – Academic Services | 104 |
| Element P18 – Behavior Services | 105 |
| Element P19 – Date Petition for Readmission Submitted | 105 |
| Element P20 – Date Petition for Readmission Granted | 105 |
| Element P21 – Petition for Extension of an Expulsion | 106 |
| Element P22 – Date Reengagement Meeting Held..... | 106 |
| Element P23 – Reengagement Plan | 106 |
| Element P24 – Appeal Code | 106 |
| Student Growth Learning Assistance Program File (Q) | 108 |
| Element Q01 – School Year | 108 |
| Element Q02 – Serving County District Code | 108 |
| Element Q03 – District Student ID..... | 109 |
| Element Q04 – State Student ID (SSID)..... | 109 |
| Element Q05 – Location ID..... | 109 |
| Element Q06 – Program Code | 110 |
| Element Q07 – Start Date..... | 110 |
| Element Q08 – Identification Assessment..... | 110 |
| Element Q09 – Amount of Academic Growth..... | 110 |
| Element Q10 – Progress Monitoring Assessment..... | 111 |
| Element Q11 – Beginning Score | 112 |
| Element Q12 – Date of Beginning Score..... | 112 |
| Element Q13 – End Score | 112 |
| Element Q14 – Date of End Score | 113 |
| Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day | 113 |
| Element Q16 – Tutoring Intervention During Regular School Day..... | 114 |
| Element Q17 – At Grade Level Student Met Learning Goal..... | 115 |
| Publication History | 116 |
| RESOURCES | 125 |

INTRODUCTION TO CEDARS

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 replaced the former data collection tool used by OSPI, the Core Student Record System (CSRS), in September 2009.

PUBLICATION PROCESS

CEDARS Data Manuals and supporting documents are published and changes put into the system at regular intervals. Starting in the 2017-18 school year, the following dates will be used for both publishing minor changes to the data manual (including all supporting documents) as well as updating the CEDARS system to accommodate those minor changes.

| Activity | Date for Publishing and System Changes | Notes |
|------------------------|--|---|
| Version 1 - Original | 1-Mar | Data Manual, Appendices, and Reporting Guidance. Reporting Guidance may be posted for the first time at a later date. |
| Version 2 - 1st update | 1-Sep | When CEDARS is rolled-over to the new school year. |
| Version 3 - 2nd update | 1-Jan | At a minimum to accommodate new reengagement codes |
| Version 4 - 3rd update | 1-Apr | Final version, at a minimum to accommodate new reengagement codes. |

SUCCESSFUL CEDARS SUBMISSION

It is expected that Washington State Public School Districts will continually strive to consistently report the highest quality and most complete data possible for Students, Staff and Courses to the CEDARS data collection system. However, a minimum submission expectation has been developed to establish accountability and enforcement. This minimum submission expectation is for the sole purpose of determining when and where OSPI may enforce WAC 392–117–038. At regularly published dates within each school year, specific program activities will utilize data from CEDARS which may require more rigorous submission expectations. It is possible for a District to satisfy this minimum expectation yet fail to provide the quantity or quality of data needed for program area reporting. If a district chooses to only meet this minimum submission expectation, they are accepting the risk of failing to meet other more specific expectations by program area reporting.

CEDARS minimum submission expectations:

No later than the 15th of each month between October and June every Washington State Public School District will successfully complete a CEDARS submission resulting in Student, Staff and Course data being fully loaded into CEDARS without errors. Each subsequent monthly submission will demonstrate an effort to improve the quality and completeness of the District CEDARS submission data.

This minimum submission expectation purposefully does not set a standard for the initial quantity or quality of data, but focuses on the demonstration of willingness and ability to successfully load some data into CEDARS followed by continuous improvement. It is not the intent of this minimum submission expectation to penalize any district working towards full, complete and accurate CEDARS submission. It is the intent of this minimum submission to hold accountable any district unwilling or unable to successfully load into CEDARS by October 15th any Student, Staff and Course data.

Examples

1. District A1 having 1,000 enrolled students and 50 teachers offering 50 courses. On October 1st, District A1 submits a CEDARS file that results in 990 students, 49 teachers and 49 courses all failing validations and placing the submission into a 'Logical Delete' pending state.
 - a. Prior to October 15th District A1 submits a new CEDARS file that corrects the majority of validation errors and passes the 'Logical Delete' threshold. As a result 990 students, 49 teachers and 49 courses are loaded without errors into CEDARS. The minimum submission expectation is satisfied.
 - b. Prior to October 15th District A1 overrides the 'Logical Delete' hold and as a result, 10 students, 1 teacher and 1 course are loaded without errors into CEDARS. The minimum submission expectation is satisfied.
 - c. District A1 does nothing with this submission and does not make any other submission prior to October 15th. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.
2. District A1 from example 1 above having met the minimum submission expectations by override of 'Logical Delete' threshold (1a):
 - a. Submits a new CEDARS submission by November 15th that results in additional students, teachers and courses loading without errors into CEDARS. The minimum submission expectation is satisfied.
 - b. Does NOT submit a CEDARS submission by November 15th. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.
 - c. Submits a new CEDARS submission by November 15th that results in a 'Logical Delete' hold and no data is loaded to CEDARS. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.

CEDARS DATA FILES

There are sixteen (16) files that will be submitted each time a district submits data. Each file is made up of data elements pertaining to students, staff, courses and locations. In this document, we have attempted to simplify the naming convention for files and/or data elements by assigning each file a letter (A–Q) and each data element a number (1–99). As we refer to specific data elements throughout the document, we will provide this reference letter and number to better guide you to the element definitions. Below is a list and brief description of the sixteen files.

Data Files and Descriptions

1. Location File (A)

This file contains information about each district with an OSPI assigned County–District Code and each school within the district. Each of the District’s schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between the sixteen (16) CEDARS files. Placeholder records that districts may use for programs or sub–sets of schools should not be reported in this file.

2. District Student File (B)

This file contains the record(s) for each served student’s enrollment occurrences in the district during the current school year. Multiple records within one district, along with the basic demographic data associated with the student, will be necessary if the student enters, exits, and re–enters a district. These entry and exit dates may not overlap for an individual student.

Children aged birth through two receiving services through an Individualized Family Service plan (Early Childhood kids served in Special Education) *must* be included in CEDARS submissions.

3. School Student File (C)

This file consists of a record(s) for each student of the enrollment data associated with each entry and exit for every school that served the student within the current school year. A student should have a record for each enrollment. Multiple enrollment records within one school will be necessary if the student enters, exits, and re–enters a school. Entry and exit dates may not overlap for individual students.

4. Course Catalog File (D)

This file is a catalog of all courses for all grades in the current school year offered at each school in the district. There should be one record for each course offered at each school within the district. For example, if Eng101 is offered at two schools, there would be two records in this file for Eng101, one for each school in the district offering the course.

5. Student Schedule File (E)

Schedules for each student in grade PK through grade 12 will be provided in this file. Include all courses attempted for the student during the current school year up to point of data submission. All students reported in File (E) must have a corresponding enrollment record reported for them in School Student File (C) **at the same school**. Records will be rejected if there is no corresponding enrollment record in School Student File (C) **for that school**.

All courses reported in File (E) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course Catalog File (D).

6. Staff File (F)
This file contains information about district staff teaching a course or assigned to a homeroom for the current school year in grades PK–12. There should be one entry for each staff type for each staff member. If a staff member serves more than one school, then that information is captured in the Staff Schedule File G.

7. Staff Schedule File (G)
Schedules for each staff member in all grades PK–12 teaching a course or assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single assignment.
**All staff reported in File (G) must have a corresponding staff record reported for them in Staff File (F). Records will be rejected if there is no corresponding staff record in Staff File (F).
All courses reported in File (G) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course Catalog File (D).**

8. Student Grade History File (H)
This file contains all high school credit courses where credit was attempted for every student served during the current school year, including those who exit the school. Final grade and credit information for each course must match what will appear on the student’s transcript. Each student’s entire grade history must be submitted. Grade history records for courses the student received from schools outside the serving district should be reported using a LocationID of 9999 within Element H26 – School Code.

9. Student Attributes and Programs File (I)
This file contains information for students participating in/receiving services from specific programs, eligibility for Free/Reduced Meal participation and individual student attributes. **A record must be submitted for each program, service or attribute the student participates in or is identified with.**
All students reported in File (I) must have an enrollment record reported for them in School Student File (C). **See the business rules for each code in Appendix F for exact business rules for each code.**

10. English Learners Student Limited English Proficiency File (J)
This file captures information unique to those students who tested but did not qualify or who are receiving State Transitional Bilingual Instruction Program (STBIP) services and Native American students receiving, under Title III, English Language Development services. There should be one entry for each student identified for the current school year. For example, if a student enters, exits and re–enters the State Transitional Bilingual Instruction Program (STBIP), there should be two entries to reflect these two separate enrollments into the Program.

11. Student Special Education Programs File (K)
This file captures program information unique to the Special Education Program. There should be one entry for each student per enrollment into the program for the current school year per location. For example, if a student enters, exits and re–enters the Special Education Program, there should be two entries to reflect these two separate enrollments into the Program.
All students reported in File (K) must be reported with a disability in Student Attributes and Programs File (I). Records will be rejected if there is no corresponding enrollment record in Student Attributes and Programs File (I).

12. Ethnicity File (L)

This file captures ethnicity information unique to each student. There must be at least one record for each student. If Ethnicity Code equals '10' (Non-Hispanic), there cannot be other records in this file for the same student. If the student is Hispanic, there can be multiple records for the student identifying all sub-categories of Hispanic with which the student identifies.

13. Race File (M)

This file captures race information unique to each student. This file consists of at least one record for each student served in the district during the current school year along with race data associated with the student. For students who are multiracial, individual records will be submitted; one for each race.

14. Student Absence File (N)

This file captures daily absence information for each student. Absences from Alternative Learning and Online classes that don't require regular seat-time attendance do not have to be reported in this file. WAC 392-401-015(a)(b) provides the definition of 'absent' or 'absences' for student's: [An absence is defined as when a student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for at least fifty percent of the student's scheduled school day.](#)

This file consists of one record for each student served in the district during the current school year for each absence associated with the student for each school the student is enrolled. Even when a student leaves the school associated with these absence records, these records must continue to be reported through the remainder of the school year.

Absences must be reported for students in grades K-12. Students reported in this file must also be reported in District Student File (B) and School Student File (C). If attendance is tracked for pre-school students, those absences may also be reported in this file.

15. Student Discipline File (P)

This file captures information regarding discipline, incidents and corrective actions unique to those students involved in incidents during school or school related activities. This file is only intended to collect information related to the student being disciplined and is not to include the student affected by the student's behavior, if any.

This file consists of one record for each student and incident during the current school year. If multiple students are associated with the same incident, then one record must be submitted for each student being disciplined.

Students reported in this file must also be reported in District Student File (B) and School Student File (C).

16. ~~Student Growth Learning Assistance Program~~ File (Q)

This file captures information regarding academic growth for students participating in the Learning Assistance Program (LAP) ~~and/or Washington Reading Corps (WRC)~~. Districts are required to report to OSPI the amount of academic growth gained by students participating in the LAP English Language Arts (program code 37), LAP Math (program code 6), LAP Academic Readiness (program code 7), LAP Behavior (program code 38), ~~and Washington Reading Corps Literacy Support Program (program code 44)~~. Districts are also required to report student entrance and exit assessment data as well as the services used to support students. There should be one record per student per ~~program~~ enrollment for the current school year. For example, if a student enters, exits, and re-enters a program, there will be two records reflecting two separate enrollments in the program. If a student is participating in or received services for more than one program, there should be a record for each program.

Students reported in this file must also be reported in District Student File (B), School Student File (C), and Student Attributes and Programs File (I).

Districts must submit File Q data for students submitted in Element I06 – Attribute or Program Code with any of the valid values of 6, 7, 37, 38 or 44 by the end of the current school year. Prior to the end of the current school year submission of student level data to File Q is optional.

LAP data submitted to File Q will be used to populate the LAP Student Growth Report in EDS. The deadline for reviewing and validating the data in the LAP Student Growth Report will be July 1st of each year. Data in LAP File Q must be complete and accurate prior to this date. WRC data in File Q is also due on July 1st of each year.

Data File Submission Format

Sixteen (16) files are to be submitted at least monthly; weekly submissions are encouraged. Submissions will eventually be increased to more frequent intervals as the process of submitting and processing files is refined. All sixteen files are to be placed in a Zip File for transfer to the OSPI FTP Server.

Naming conventions for all files must include school year identifiers. This allows districts to submit files for multiple years to accommodate year end rollovers and to update records from the previous year. The naming convention for each file is as follows:

COUNTY–DISTRICT CODE_SCHOOL CODE_FileName_YYYYMMDD_FULLLSCHOOLYR.TXT

County–District Code Five Digit county–district code. Include leading zeros where necessary.

School Code For district level submissions, this space should always be “0000”. This section of the file name is reserved for those special circumstances where an individual school may have to submit data separately from the district file. In those rare instances, the four digit OSPI school code would be reflected here. Contact OSPI Customer Support at 1–800–725–4311 or CustomerSupport@k12.wa.us for assistance.

File Name File names as shown in the Data File Definitions Section

YYYYMMDD Date of the Extract. All files must have the same date of extract.

SCHOOLYR School Year data represents. All files in each submission must have the same school year reported.

For example, each of the sixteen files submitted for September 2017 enrollments would appear as follows:

12345_0000_Location_20170906_20172018.txt
12345_0000_DistrictStudent_20170906_20172018.txt
12345_0000_SchoolStudent_20170906_20172018.txt
12345_0000_CourseCatalog_20170906_20172018.txt
12345_0000_StudentSchedule_20170906_20172018.txt
12345_0000_Staff_20170906_20172018.txt
12345_0000_StaffSchedule_20170906_20172018.txt
12345_0000_StudentGradeHistory_20170906_20172018.txt
12345_0000_StudentPrograms_20170906_20172018.txt
12345_0000_BilingualPrograms_20170906_20172018.txt
12345_0000_SpecEdPrograms_20170906_20172018.txt
12345_0000_StudentEthnicity_20170906_20172018.txt
12345_0000_StudentRace_20170906_20172018.txt
12345_0000_StudentAbsence_20170906_20172018.txt
12345_0000_StudentDiscipline_20170906_20172018.txt
12345_0000_LAPStudentGrowth_20170906_20172018.txt



All files submitted are **text tab delimited** and include headers that are exactly as specified in the *Field Name* found in the Data File Definitions Section.

The naming convention for the Zip file containing the sixteen data files, for a 2017-18 school year submission is as follows:

12345_0000_CEDARS_20170906_20172018.zip

File Formats and Layouts

Code lookup files and descriptions are available at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Data Type Definitions

The following are definitions for the data types referenced in this document. Please see the Microsoft SQL Server web site at [http://msdn2.microsoft.com/en-us/library/Aa258271\(SQL.80\).aspx](http://msdn2.microsoft.com/en-us/library/Aa258271(SQL.80).aspx) for more information on a specific data type.

Integers

int

Integer (whole number) data from -2^{31} ($-2,147,483,648$) through $2^{31} - 1$ ($2,147,483,647$).

Numeric

numeric

Fixed precision and scale numeric data from $-10^{38} + 1$ through $10^{38} - 1$.

- Numeric (3, 2) is a number with 3 total digits in the number (precision) and 2 of those digits must be to the right of the decimal point (scale).
- 1.00 is a valid number for Numeric (3, 2).

Decimal – no longer used

Date

date

Date and time data from January 1, 1753, through December 31, 9999, with an accuracy of three-hundredths of a second or 3.33 milliseconds.

Please note that the dates should be formatted to include slashes and that the time stamp is not necessary, and will be disregarded if provided.

Smalldatetime – no longer used

Character Strings

char

Fixed-length (non-Variable) non-Unicode character data.

varchar

Variable-length non-Unicode data with a maximum of 8,000 characters.

Null Values

A value of NULL indicates that the data is unknown, not applicable, or to be added at a later time.

Data elements which contain an empty string (blank), or a string composed entirely of spaces, will be converted to a NULL value during the CEDARS loading process. Please note: do not provide any alternative data to represent a NULL value. For instance, a value of "0", "12/31/9999", "NULL" or any other non-empty field will be interpreted exactly as provided, and may cause submission exceptions according to the business rules defined for that data element.

Leading and Trailing Spaces

All leading and trailing white-space will be removed when OSPI processes the CEDARS data submitted. The tab character will not be treated as whitespace.

Data Security

The data files are transmitted to OSPI securely via Secure File Transfer Protocol, SFTP. As part of the file transfer process data is sent in an encrypted format. Further details regarding data security and the SFTP process can be found in the OSPI Security Guidelines or by contacting OSPI Customer Support at 1-800-725-4311 or CustomerSupport@k12.wa.us for assistance.

DATA COLLECTION INFORMATION

Data Collection Changes Effective Date

The specifications in this data manual become effective for the 2017-18 school year.

Data Collection Due Date

The first submission for the 2017-18 school year is due no later than October 15, 2017. Districts may begin their 2017-18 submissions on or after August 1, 2017.

Submissions are required monthly, due no later than the 15th of each month. More frequent submissions are encouraged as corrections to prior submissions occur through resubmission.

State Student ID (SSID) Assignment

Each student is issued an SSID number upon initial enrollment in the state. It is important that only one SSID is issued to any student and that only one student is ever issued a particular SSID. There are several ways to find an existing SSID for a student or to generate a new SSID for a student who does not already have an SSID assigned. SSID is a required field for all CEDARS student records.

The simplest way to obtain an SSID for one student is to use the SSID Submission – Screen Entry feature in CEDARS. Once you enter a few data elements for the student, this information is compared to the state-wide database of students to locate students who are possible matches. Those matches will be returned to you to determine if they are truly matches or if a new SSID needs to be generated. This same procedure can be done for a group of students by using the SSID Submission – SSID File Upload feature in CEDARS. Upload a student data file for all students in your district for whom you need an SSID. The file is then compared to the state-wide database of students to locate students who are possible matches to the students in your file. Those matches will be returned to you to determine if they are truly matches or if new SSIDs need to be generated.

SSID's must be submitted for all student records in CEDARS. Any CEDARS student record without an SSID present in the submission file, will be rejected.

Reports and Processes Generated from CEDARS

Processes and State and Federal compliance reports generated from the CEDARS data submissions include, but are not limited to:

- Adjusted Cohort Graduation and Dropout annual Reporting (P210)
- Annual Behavior and Weapons reporting
- Annual CTE Student Enrollment Review (P210VOC)
- Annual Measurable Objectives and Adequate Yearly Progress
- Annual Unexcused Student Absence reporting
- Assessment Test Pre-ID (MSP, HSPE, EOC, WELPA, DAPE, PORT, WAKids and SBA)
- Certificate of Academic Achievement/Certificate of Individual Achievement Status Listing
- Direct Certification Free Lunch
- Discipline Summary reporting
- Dual Credit annual reporting
- EDEN Reporting (Federal)
- EdFacts Reporting (Federal)
- Eligibility for State-funded Full Day Kindergarten programs
- English Language Learners (ELL) Legislative Report
- Enrollment information used in the allocation of applicable Federal programs
- Gifted/Highly Capable Program End of Year reporting
- High Poverty School determination for National Board Certification salary bonus
- Educator Equity Data report (formerly Highly Qualified Teacher report)
- Homeless Children and Youth reports, including McKinney-Vento
- Homeless End of Year reporting
- K-3 High Poverty
- K-4 Literacy
- Key Performance Indicator Analytics
- LAP Funding Data
- LAP Program Student Growth and End of Year reporting
- Medicaid Eligibility Rate
- November Special Education Federal Child Count Report
- November Special Education Federal Least Restrictive Environment (LRE) Report
- October Public School Enrollment Count
- Online Provider Accountability Data and Reports
- Principal and Teacher Evaluations
- Safety Net Application
- Special Education Federal Allocations based on October Public School Enrollment Count
- State Board Accountability Index
- Title I Program End of Year reporting
- Title III Immigrant student eligibility for federal funding
- Transitional Bilingual reports
- Updating the MSIS database managed by MSDR for Migrant Reporting
- Washington State Report Card

DATA ELEMENT SUMMARY

Each box below represents one of the sixteen (16) files that make up a CEDARS submission. Within the box are the data elements that are to be submitted in the file. Data elements referred to as an ID are district assigned values; data elements referred to as Codes are OSPI assigned values.

The key elements for each file are noted in the left-hand column. The combination of key elements within each file creates the primary key which is used to uniquely identify each record.

| Location File (A) | | | | |
|-------------------|-----|---------------------------|--------------|-----------|
| Key | | Column Name | Data Type | Required? |
| Yes | A01 | School Year | char(4) | Yes |
| Yes | A02 | County District Code | char(5) | Yes |
| | A03 | District Name | varchar(250) | No |
| Yes | A04 | Location ID | varchar(4) | Yes |
| Yes | A05 | School Code | char(4) | Yes |
| | A06 | School Name | varchar(250) | No |
| | A07 | Initial School Start Date | Date | Yes |
| | A08 | Final School End Date | date | Yes |

| District Student File (B) | | | | |
|---------------------------|-----|---------------------------------|-------------|---|
| Key | | Column Name | Data Type | Required? |
| Yes | B01 | School Year | char(4) | Yes |
| Yes | B02 | Serving County District Code | char(5) | Yes |
| Yes | B03 | Home County District Code | char(5) | Yes |
| | B04 | District Student ID | varchar(50) | Yes |
| Yes | B05 | SSID | char(10) | Yes |
| | B06 | Last Name | varchar(60) | Yes |
| | B07 | First Name | varchar(60) | Conditional. May only be left blank if student has no first name. |
| | B08 | Middle Name | varchar(60) | Conditional. May only be left blank if student has no middle name. |
| | B09 | Birth Date | date | Yes |
| | B10 | Birth Country | char(3) | Yes. |
| | B11 | CSRS Ethnicity Code | | Element is inactive. |
| | B12 | Gender | char(1) | Yes |
| | B13 | Grade Level | varchar(2) | Yes |
| Yes | B14 | District Enrollment Date | date | Yes |
| | B15 | District Exit Date | date | Conditional. Must match Element C08 from school that the student last attended. |
| | B16 | Disability code | | Element is inactive. |
| | B17 | Primary Language Code | int | Yes |
| | B18 | Student Language Spoken at Home | int | Yes |
| | B19 | SSN | | Element is inactive. |
| | B20 | Zip Code | varchar(9) | No |
| | B21 | Is Homeless | char(1) | Yes |

| | | | | |
|--|-----|--|--------------|--|
| | B22 | Is Approved Private School Student Attending Part Time | char(1) | Yes |
| | B23 | Is Home Based Student Attending Part Time | char(1) | Yes |
| | B24 | Student Exchange Status | char(1) | Yes |
| | B25 | Is Student in Foster Care | char(1) | Element is inactive. |
| | B26 | Grad Requirements Year | char(4) | Conditional. Data is required for students in grades 9 – 12. |
| | B27 | Expected Grad Year | char(4) | Conditional. Data is required for students in grades 9 – 12. |
| | B28 | GPA | numeric(4,3) | Conditional. Data is required for students in grades 9 – 12, if GPA has been earned. |
| | B29 | Credits Attempted | numeric(6,2) | Conditional. Reported for all credits attempted by the student for courses earning high school credit. |
| | B30 | Credits Earned | numeric(6,2) | Conditional. Reported for all credits earned by the student for courses earning high school credit. |
| | B31 | Is Student Identified As Immigrant | | Element is inactive. |
| | B32 | Initial USA School Enrollment | date | Conditional. If Element B10 is not USA then data must be entered. |
| | B33 | Number Months US Attendance in School | | Element is inactive. |
| | B34 | Number of Months Non US Attendance in School | int | No |
| | B35 | Military Parent or Guardian | char(1) | Yes |
| | B36 | Preferred Last Name | varchar(60) | Yes |
| | B37 | Preferred First Name | varchar(60) | Yes |

| School Student File (C) | | | | |
|-------------------------|-----|------------------------------|-------------|--|
| Key | | Column Name | Data Type | Required? |
| Yes | C01 | School Year | char(4) | Yes |
| Yes | C02 | Serving County District Code | char(5) | Yes |
| | C03 | District Student ID | varchar(50) | Yes |
| Yes | C04 | SSID | char(10) | Yes |
| Yes | C05 | Location ID | varchar(4) | Yes |
| Yes | C06 | School Enrollment Date | date | Yes |
| | C07 | School Entry Code | | Element is inactive |
| | C08 | School Exit Date | date | Conditional. Must be greater than or equal to the data in Element C06. |
| | C09 | School Withdrawal Code | varchar(2) | Conditional. If date entered in Element C08, data must be entered. |
| | C10 | Is Primary School | char(1) | Yes |
| | C11 | School Choice Code | int | Yes |
| | C12 | Cumulative Days Present | int | Yes |
| | C13 | Num Unexcused Absence | | Element is inactive. |

| Course Catalog File (D) | | | | |
|-------------------------|-----|------------------------------|-----------|-----------|
| Key | | Column Name | Data Type | Required? |
| Yes | D01 | School Year | char(4) | Yes |
| Yes | D02 | Serving County District Code | char(5) | Yes |

| | | | | |
|-----|-----|---------------------------------------|---------------|---|
| Yes | D03 | Location ID | varchar(4) | Yes |
| Yes | D04 | Course ID | varchar(20) | Yes |
| | D05 | Course Title | varchar(50) | Yes |
| | D06 | Content Area Code | varchar(3) | Conditional |
| | D07 | Course Designation Code | varchar(10) | Conditional. Data is required for grades 7 – 12 for all courses that receive high school credit. |
| | D08 | State Course Code | char(6) | Yes |
| | D09 | AP/IB Course Code | numeric (4,2) | Conditional. If Element D07 valid value contains an A or an I, data must be provided. |
| | D10 | CIP Code | char(6) | Conditional. If the course being reported is an approved CTE/Vocational course a CIP Code must be reported. |
| | D11 | Is Direct Transcription Available | | Element is inactive |
| | D12 | CTE Course Equivalency Identification | char(1) | Conditional. If Element D10 contains a value then Element D12 may not be null. |
| | D13 | CTE Equivalency | char(2) | Conditional |

| Student Schedule File (E) | | | | |
|---------------------------|-----|------------------------------|-------------|-----------|
| Key | | Column Name | Data Type | Required? |
| Yes | E01 | School Year | char(4) | Yes |
| Yes | E02 | Serving County District Code | char(5) | Yes |
| | E03 | District Student ID | varchar(50) | Yes |
| Yes | E04 | SSID | char(10) | Yes |
| Yes | E05 | Location ID | varchar(4) | Yes |
| Yes | E06 | Course ID | varchar(20) | Yes |
| Yes | E07 | Section ID | varchar(20) | Yes |
| Yes | E08 | Term | varchar(12) | Yes |
| | E09 | ALE Course Type | char (1) | Yes |

| Staff File (F) | | | | |
|----------------|-----|------------------------------|-------------|--|
| Key | | Column Name | Data Type | Required? |
| Yes | F01 | School Year | char(4) | Yes |
| Yes | F02 | Serving County District Code | char(5) | Yes |
| Yes | F03 | Staff ID | varchar(20) | Yes |
| Yes | F04 | Staff Type Code | varchar(8) | Yes |
| | F05 | Certification Number | char(7) | Conditional. Data must be entered for all educators who teach classes in Washington State schools. |
| | F06 | Last Name | varchar(60) | Yes |
| | F07 | First Name | varchar(60) | Conditional. May only be left blank if staff member has no first name. |
| | F08 | Middle Name | varchar(60) | Conditional. May only be left blank if staff member has no middle name. |
| | F09 | Birth Date | date | Conditional. If Element F05 is not UNK, birth date must be reported. |

| Staff Schedule File (G) | | | | |
|-------------------------|-----|------------------------------|-------------|---|
| Key | | Column Name | Data Type | Required? |
| Yes | G01 | School Year | char(4) | Yes |
| Yes | G02 | Serving County District Code | char(5) | Yes |
| Yes | G03 | Location ID | varchar(4) | Yes |
| Yes | G04 | Staff ID | varchar(20) | Yes |
| Yes | G05 | Course ID | varchar(20) | Yes |
| Yes | G06 | Section ID | varchar(20) | Yes |
| Yes | G07 | Term | varchar(12) | Yes |
| Yes | G08 | Instruction Start Date | date | Yes |
| | G09 | Instruction End Date | date | Conditional. If teacher ceases instructing the course, the end date must be provided. |
| | G10 | Teacher Indicator | char(1) | Yes |
| | G11 | Term Start Date | date | Yes |
| | G12 | Term End Date | date | Yes |

| Student Grade History File (H) | | | | |
|--------------------------------|-----|------------------------------|--------------|---|
| Key | | Column Name | Data Type | Required? |
| Yes | H01 | School Year | char(4) | Yes |
| Yes | H02 | Serving County District Code | char(5) | Yes |
| | H03 | District Student ID | varchar(50) | Yes |
| Yes | H04 | SSID | char(10) | Yes |
| | H05 | Location ID | | Element is inactive. |
| | H06 | Staff ID | | Element is inactive. |
| | H07 | Course ID | varchar(20) | Yes |
| | H08 | Course Title | varchar(50) | Yes |
| | H09 | Grade Level Code | varchar(2) | Yes |
| | H10 | Letter Grade | varchar(2) | Yes |
| | H11 | Credits Attempted | numeric(4,2) | Yes |
| | H12 | Credits Earned | numeric(4,2) | Yes |
| | H13 | Course Designation Code | varchar(10) | Conditional. If the course falls under one of the listed values it must be reported. |
| | H14 | Content Area Code | varchar(3) | Conditional. Used to indicate block or non-instructional class for school years beginning 2015-16 and on. For courses prior to 2015-16 indicate the primary content area of the course. |
| | H15 | State Course Code | char(6) | Conditional. This element is not required when entering transfer or historical information, unless known. |
| | H16 | AP/IB Course Code | numeric(4,2) | Conditional. If Element H13 valid value contains an A or an I, data must be provided. |
| | H17 | CIP Code | char(6) | Conditional. CIP code reported must currently be, or have been, an approved CTE course in your district. |
| | H18 | Term End Date | char(7) | Yes |
| | H19 | Term | varchar(12) | Conditional. This is not required for transfer credits. |
| | H20 | Is Vocational Completer | char(1) | Conditional. If Element H13, valid value is T and Element A05 matches H26 then data must be entered. |

| | | | | |
|--|-----|---------------------------------------|----------|--|
| | H21 | HasIndustryCertification | char(1) | Conditional. If Element H17 is not NULL then data must be entered. |
| | H22 | Is Direct Transcription Available | | Element is inactive. |
| | H23 | Is Tech Prep Completer | char(1) | Conditional. If Element H13, valid value is T then data must be entered. |
| | H24 | CTE Assessment | char(1) | Conditional. If H17 is not NULL then data must be entered |
| | H25 | Certification Number | char(7) | Conditional. |
| | H26 | School Code | char(4) | Yes |
| | H27 | ALE Course Type | char (1) | Conditional. This element is not required when entering transfer information |
| | H28 | CTE Course Equivalency Identification | | Element is inactive. |
| | H29 | CTE Credit Equivalency | | Element is inactive. |
| | H30 | Course School Year | char(4) | Yes |

Student Attributes and Programs File (I)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|---|
| Yes | I01 | School Year | char(4) | Yes |
| Yes | I02 | Serving County District Code | char(5) | Yes |
| | I03 | District Student ID | varchar(50) | Yes |
| Yes | I04 | SSID | char(10) | Yes |
| Yes | I05 | Location ID | varchar(4) | Yes |
| Yes | I06 | Attribute or Program Code | int | Yes. If student is eligible for or being served by the program. |
| Yes | I07 | Start Date | date | Yes |
| | I08 | Exit Date | date | Conditional |
| | I09 | Exit Reason Code | char(1) | Conditional |
| | I10 | Qualification Code | varchar(60) | Conditional |

English Learners ~~Student Limited English Proficiency~~ File (J)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|---|
| Yes | J01 | School Year | char(4) | Yes |
| Yes | J02 | Serving County District Code | char(5) | Yes |
| | J03 | District Student ID | varchar(50) | Yes |
| Yes | J04 | SSID | char(10) | Yes |
| Yes | J05 | Location ID | varchar(4) | Yes |
| | J06 | Instructional Model Code | char(1) | Conditional |
| Yes | J07 | Program Status Start Date | date | Yes |
| | J08 | Exit Date | date | Conditional. An Exit Date must be entered if Element J09 is not NULL. |
| | J09 | Exit Reason Code | char(1) | Conditional. If Element J08 is not NULL, then data must be entered. |
| | J10 | Placement Test Scale Score | | Element is inactive |
| | J11 | Placement Test Level Score | | Element is inactive |
| | J12 | Placement Test Date | | Element is inactive |

| | | | | |
|--|-----|--|------------|---------------------|
| | J13 | Initial WA Placement Test Date | date | Yes |
| | J14 | Initial USA School Enrollment | | Element is inactive |
| | J15 | Number of Months US Attendance | | Element is inactive |
| | J16 | Number of Months Non US Formal Education | | Element is inactive |
| | J17 | Program Designation | int | Yes |
| | J18 | Placement Test Code | int | Yes |
| | J19 | Grade Level at Placement | varchar(2) | Yes |
| | J20 | Placement Test Scale Score | numeric(4) | Conditional |
| | J21 | Placement Status Test Level | char(2) | Conditional |
| | J22 | Placement Test Date | date | Yes |

| Student Special Education Programs File (K) | | | | |
|---|-----|---------------------------------|-------------|--|
| Key | | Column Name | Data Type | Required? |
| Yes | K01 | School Year | char(4) | Yes |
| Yes | K02 | Serving County District Code | char(5) | Yes |
| | K03 | District Student ID | varchar(50) | Yes |
| Yes | K04 | SSID | char(10) | Yes |
| | K05 | Location ID | | Element is inactive. |
| | K06 | LRE Code | numeric | Yes. If Element K14 is not NULL, then data must be entered. |
| | K07 | Initial Washington Service Date | | Element is inactive. |
| | K08 | Exit Date | date | Conditional. An Exit Date must be entered if data Element K09 is not NULL. |
| | K09 | Exit Reason Code | char(1) | Conditional. If Element K08 is not NULL, then data must be entered. |
| | K10 | Referral Date | | Element is inactive. |
| | K11 | Initial Eligibility Date | | Element is inactive. |
| | K12 | Last IEP Review Date | | Element is inactive. |
| | K13 | Last Evaluation Date | | Element is inactive |
| Yes | K14 | Program Start Date | date | Yes |

| Student Ethnicity File (L) | | | | |
|----------------------------|-----|------------------------------|-------------|-----------|
| Key | | Column Name | Data Type | Required? |
| Yes | L01 | School Year | char(4) | Yes |
| Yes | L02 | Serving County District Code | char(5) | Yes |
| | L03 | District Student ID | varchar(50) | Yes |
| Yes | L04 | SSID | char(10) | Yes |
| | L05 | Ethnicity Code | char(1) | Yes |

| Student Race File (M) | | | | |
|-----------------------|-----|------------------------------|-------------|-----------|
| Key | | Column Name | Data Type | Required? |
| Yes | M01 | School Year | char(4) | Yes |
| Yes | M02 | Serving County District Code | char(5) | Yes |
| | M03 | District Student ID | varchar(50) | Yes |
| Yes | M04 | SSID | char(10) | Yes |
| | M05 | Race Code | char(3) | Yes |

| Student Absence File (N) | | | | |
|--------------------------|-----|------------------------------|-------------|-----------|
| Key | | Column Name | Data Type | Required? |
| Yes | N01 | School Year | char(4) | Yes |
| Yes | N02 | Serving County District Code | char(5) | Yes |
| | N03 | District Student ID | varchar(50) | Yes |
| Yes | N04 | SSID | char(10) | Yes |
| Yes | N05 | Location ID | varchar(4) | Yes |
| Yes | N06 | Absence Date | date | Yes |
| Yes | N07 | Absence Code | varchar (2) | Yes |

| Student Discipline File (P) | | | | |
|-----------------------------|-----|--|---------------|---|
| Key | | Column Name | Data Type | Required? |
| Yes | P01 | School Year | char(4) | Yes |
| Yes | P02 | Serving County District Code | char(5) | Yes |
| | P03 | District Student ID | varchar(50) | Yes |
| Yes | P04 | SSID | char(10) | Yes |
| Yes | P05 | Location ID | varchar(4) | Yes |
| Yes | P06 | Incident Date | date | Yes |
| | P07 | Behavior Code | int | Yes |
| | P08 | Corrective or Disciplinary Action Date | date | Conditional. If data is provided in P09, then data must be entered. |
| | P09 | Corrective or Disciplinary Action Applied | varchar(2) | Yes |
| | P10 | Number of Corrective or Disciplinary Action Days | numeric(3,1) | Conditional. If data is provided in P09, then data must be entered. |
| Yes | P11 | Incident ID | varchar(20) | Yes |
| | P12 | Weapon Type | varchar(2) | Conditional. If Element P07 valid value is 8, then data is required. |
| | P13 | Interim Alternative Education Setting | varchar(1) | Conditional. If student is receiving Special Education services, reported in Special Education Programs File (K) |
| | P14 | Emergency Expulsion | varchar(1) | Yes |
| | P15 | Emergency Expulsion Days to Conversion | numeric (4,1) | Conditional. If Element P14 valid value is Y the number of school days between the initial EE and the date it was converted must be reported. |
| | P16 | Other Behaviors | varchar(40) | No |
| | P17 | Academic Services | char | Conditional. If Element P09 valid value is SS, LS or EX then Element P17 may not be blank. |
| | P18 | Behavior Services | char | Conditional. If Element P09 valid value is SS, LS or EX then Element P18 may not be blank. |
| | P19 | Date Petition for Readmission Submitted | date | No |
| | P20 | Date Petition for Readmission Granted | date | No |
| | P21 | Petition for extension of an Expulsion by District to Exceed more than one year Code | char | Conditional. If Element P09 valid value is LS or EX then Element P21 may not be blank. |
| | P22 | Date Reengagement Meeting Held | date | No |
| | P23 | Reengagement Plan | char | Conditional. If Element P09 valid value is SS, LS or EX then Element P24 may not be blank. |
| | P24 | Appeal Code | char | Conditional. If Element P09 valid value is SS, LS or EX then Element P24 may not be blank. |

| Student Growth Learning Assistance Program File (Q) | | | | |
|---|-----|--|--------------|--|
| Key | | Column Name | Data Type | Required? |
| Yes | Q01 | School Year | char(4) | Yes |
| Yes | Q02 | Serving County District Code | char(5) | Yes |
| | Q03 | District Student ID | varchar(50) | Yes |
| Yes | Q04 | SSID | char(10) | Yes |
| Yes | Q05 | Location ID | varchar(4) | Yes |
| Yes | Q06 | Program Code | int | Yes |
| Yes | Q07 | Start Date | date | Yes |
| | Q08 | Identification Assessment | int | Yes |
| | Q09 | Amount of Academic Growth | int | Conditional. May only be null if student should not be counted in the end of year LAP reporting application. |
| | Q10 | Progress Monitoring Assessment | int | Conditional. If Element Q09 is not null, then data is required. |
| | Q11 | Beginning Score | numeric(6,2) | Conditional. May only be null if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is null. |
| | Q12 | Date of Beginning Score | date | Conditional. May only be null if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is null. |
| | Q13 | End Score | numeric(6,2) | Conditional. May only be null if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is null. |
| | Q14 | Date of End Score | date | Conditional. May only be null if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is null. |
| | Q15 | Extended Learning Time Intervention Outside of Regular School Day | char(2) | Conditional. If Element Q09 is not null, then data is required. |
| | Q16 | Tutoring Intervention During Regular School Day | char(4) | Conditional. If Element Q09 is not null, then data is required. |
| | Q17 | At Grade Level Student Met Learning Goal | char(1) | Conditional. May only be null if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is null. |

DATA FILE AND ELEMENT DEFINITIONS

Location File (A)

File Name: Location
Description: This file contains information about each district with an OSPI assigned County–District Code and each school within the district. Each of the District’s schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between the sixteen (16) CEDARS files. Placeholder records that districts may use for programs or sub–sets of schools should not be reported in this file.

Sample File Name: 12345_0000_Location_20170906_20172018.txt

Element A01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element A02 – County District Code

Field Name: CountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The county district code for the district submitting the data.
Business Rules: Must be a valid value from the County District Codes in Appendix A. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI.
Example: 12345
Valid Values: Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element A03 – District Name

Field Name: DistrictName
Data Type: varchar
Size: 250
Allow NULL? Yes. This is an optional field.
Description: The school district name assigned to the county district code. Data provided in this element is not stored in CEDARS.
Business Rules: Report the name of the school district as reported to OSPI
Example: ABC School District
Valid Values: Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: February 2016

Element A04 – Location ID

Field Name: LocationId
Data Type: varchar

Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the District's Student Information System (SIS).
Business Rules: This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report the OSPI school code reported in [Element A05 – School Code](#).
Example: 1234
Last Updated: September 2007

Element A05 – School Code

Field Name: SchoolCode
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: This is a four-digit code assigned to the school by OSPI.
Business Rules: The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS).
Example: 1234
Valid Values: Refer to EDS for valid values: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>
Last Updated: January 2013

Element A06 – School Name

Field Name: SchoolName
Data Type: varchar
Size: 250
Allow Null? Yes. This is an optional field.
Description: The name of the school.
Business Rules: Include the school name as maintained by the district. Data provided in this element is not stored in CEDARS.
Example: ABC Elementary School
Last Updated: February 2016

Element A07 – Initial School Start Date

Field Name: InitialSchoolStartDate
Data Type: date
Allow NULL? No. Data is required.
Description: The date on which instruction **for this school year** first begins for students.
Business Rules: This date must be the first instructional date of the regular school year (not including summer school) that classes are offered for students at **this school**. **Year of this date must be one year earlier than the year reported in [Element A01 - School Year](#). If multiple location Id's that belong to the same school contain different dates for Initial School Start Date, then OSPI will use the earliest date for reporting purposes.**
Example: 08/01/2017
Last Updated: February 2017

Element A08 – Last School End Date

Field Name: LastSchoolEndDate
Data Type: date
Allow NULL? No. Data is required.
Description: The final instructional date on which classes for students are scheduled to end.
Business Rules: This date must be the final instructional date of the regular school year (not including summer school) that classes are scheduled to be offered for students

at this school. Date must be after the date reported in Element A07 – Initial School Start Date but not by more than 365 days. If multiple location Id's that belong to the same school contain different dates for Last School End Date, then OSPI will use the latest date for reporting purposes.

Example:

07/31/2018

Last Updated:

February 2017

District Student File (B)

File Name: DistrictStudent
Description: This file contains the record(s) for each served student's enrollment occurrences in the district during the current school year. Multiple records within one district, along with the basic demographic data associated with the student, will be necessary if the student enters, exits, and re-enters a district. These entry and exit dates may not overlap for an individual student.

Children aged birth through two receiving services through an Individualized Family Service Plan (Early Childhood kids served in Special Education) *must* be included in CEDARS submissions.

Sample File Name: 12345_0000_DistrictStudent_20170906_20172018.txt

Element B01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four digit year in which the current school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element B02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element B03 – Home County District Code

Field Name: ResidentCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The county district code where the student physically resides. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code. Students enrolled in a district due to residence in a non-high district, or through school choice, must have the county district code in which they reside reported in this element.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data

type. Report the code representing the district where the student physically resides as assigned by OSPI in EDS.

Example: 02345

Valid Values: Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.

Last Updated: January 2015

Element B04 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element B05 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No.

Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.

Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890

Last Updated: January 2015

Element B06 – Legal Last Name

Field Name: LastName

Data Type: varchar

Size: 60

Allow Null? No. Data is required.

Description: The legal last name of the student.

Business Rules: Every effort should be made to obtain the student's legal last name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F-1 Visa, Birth Certificate or previously verified school records.

Example: Smith

Last Updated: February 2016

Element B07 – Legal First Name

Field Name: FirstName

Data Type: varchar

Size: 60

Allow Null? Yes. Conditional.
Description: The legal first name of the student.
Business Rules: May be left blank only when student has no first name. Every effort should be made to obtain the student's legal first name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F-1 Visa, Birth Certificate or previously verified school records.
Example: John
Last Updated: February 2016

Element B08 – Legal Middle Name(s)

Field Name: MiddleName
Data Type: varchar
Size: 60
Allow Null? Yes. Conditional.
Description: The legal middle name(s) of the student.
Business Rules: May be left blank only when student has no middle name. Every effort should be made to obtain the student's legal middle name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F-1 Visa, Birth Certificate or previously verified school records.
Example: Ray
Last Updated: February 2016

Element B09 – Birth Date

Field Name: BirthDate
Data Type: date
Allow Null? No. Data is required.
Description: The student's birthday.
Business Rules: Students who have obtained age 21 on or before August 31 of the [reporting](#) school year are not eligible to be served for the current school year. WAC 392-121-31 defines school year as "the annual period commencing on the first day of September". Students who obtain age 21 on or after September 1 of the [reporting](#) school year are eligible to be served. Date should be formatted as MM/DD/YYYY
Example: 01/02/2003
Last Updated: [September 2017](#)

Element B10 – Birth Country

Field Name: BirthCountry
Data Type: char
Size: 3
Allow Null? No. Data is required.
Description: The country where the student was born. This element is intended to collect the physical location of the student's birth, it is not intended to collect information related to citizenship.
Business Rules: Birth Country must be reported for all students. Must be a valid national origin country code.
Example: Student born on military base in Germany would be reported with Birth Country of DEU.
Valid Values: Refer to the valid values table in Appendix C, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: January 2014

Element B11 – No Longer An Active Data Element

Field Name: CSRSEthnicityCode
Description: This data element is no longer used in CEDARS; see expanded collection in Files L and M.
Last Updated: September 2010

Element B12 – Gender

Field Name: Gender
Data Type: char
Size: 1
Allow Null? No. Data is required.
Description: The student's gender.
Business Rules: All students must have a gender of male or female assigned.
Example: M
Valid Values: F – Female
M – Male
Last Updated: September 2007

Element B13 – Grade Level

Field Name: GradeLevel
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: The grade level in which the student is enrolled.
Business Rules: All students must have a grade level assigned based on district policy and consistent with the Grade Level Codes defined in Appendix E.
Example: 1 or 01
Valid Values: Refer to the valid values table in Appendix E, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>. A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices.
Last Updated: September 2007

Element B14 – Date Enrolled in District

Field Name: DistrictEnrollmentDate
Data Type: date
Allow NULL? No. Data is required.
Description: The date on which the student began school in the district.
Business Rules: This date must be the same as, or earlier than, the date contained in Element C06 – Date Student Enrolled in School.
If the student has been enrolled in the district for many years, but the district's Student Information System is not able to track historical data because it re-enrolls students each year, you may use the date in Element C06 – Date Student Enrolled in School, which is the date enrolled for the current school year.
If, during the current school year, the student exits the district and then returns, the date the student returned to the district and resumed participation in class becomes the district enrollment date. The district enrollment date shall be reported in the current school year in which the enrollment occurred.
If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple records for the student).
If a student has multiple records the Date Enrolled in District may not overlap with another record for the student.

If the student enrolls during the summer when school is not in session, use the date the student will begin classes (the first day of the current school year) as the district enrollment date.

The enrollment date must be on or after Element B09 – Birth Date, and can be no more than six months greater than the date in which the file is being submitted. Continuously enrolled status for the district will be calculated for AYP purposes based on this element and Element B15 – Date Exited from District. Date should be formatted as MM/DD/YYYY

Example: 01/01/2000

Last Updated: July 2011

Element B15 – Date Exited from District

Field Name: DistrictExitDate

Data Type: date

Allow NULL? Yes. Conditional.

Description: The date on which the student withdraws from the school district. The last day the student attended or received services from the district. This date will change each time a student leaves the district.

Business Rules: If a date is entered, then Element C08 – Date Student Exited from School should have a matching exit date for the school within the district that was last attended by the student.

If the student enters and exits on the same date, the same date is used in Elements B14 – District Enrollment Date, B15 – District Exit Date, C06 – School Enrollment Date and C08 – School Exit Date.

If the student exits and returns within a current school year all of the entry/exit dates shall be reported (requires multiple records for the student).

If the student leaves the district during the summer, use the actual date the student left the district as the district exit date.

Continuously enrolled status for the district will be calculated for AYP purposes based on this element and Element B14 – Date Enrolled District.

Example: 01/01/2000

Last Updated: February 2011

Element B16 – Disability Code

Field Name: DisabilityCode

Business Rules: Beginning with the 2014–15 school year Disability Code will be reported in Student Programs and Attributes File (I)

Last Updated: January 2014

Element B17 – Student Primary Language Code

Field Name: PrimaryLanguageCode

Data Type: int

Allow NULL? No. Data is required.

Description: The first learned language spoken by the student.

Business Rules: This language will always be the student's native or first language spoken.

Must be a valid value from the Language Codes listed in Appendix K.

Students receiving State Transitional Bilingual Instruction Program (STBIP) services, reported in ~~English Learners Student Limited English Proficiency~~ File (J), must have a valid value other than 639 (English) reported in either Element B17 or Element B18 – Student Language Spoken at Home.

Native American student's receiving, under Title III, English Language Development Services, reported in ~~English Learners Student Limited English Proficiency~~ File (J), must have a valid value of either 639 (English) or 640 (American Sign Language).

Upon exiting the State Transitional Bilingual Instruction Program, this element should remain the student's native or first language spoken.

Example: 015

Valid Values: Refer to valid values table in Appendix K, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: February 2017

Element B18 – Student Language Spoken at Home

Field Name: LanguageSpokenAtHome

Data Type: int

Allow NULL? No. Data is required.

Description: The primary language the student speaks at home.

Business Rules: Must be a valid value from the Language Codes listed in Appendix K. If a student speaks multiple languages, indicate the language the student uses to communicate at home.
Students receiving State Transitional Bilingual Instruction Program (STBIP) services, reported in English Learners ~~Student Limited English Proficiency~~ File (J), must have a valid value other than 639 (English) reported in either Element B18 or [Element B17](#) – Student Primary Language Code.

This data element became mandatory beginning with the 2012–13 school year.

Example: 15

Valid Values: Refer to valid values table in Appendix K found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: February 2017

Element B19 – **No Longer An Active Data Element**

Field Name: SSN

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element B20 – Residential Zip Code + 4

Field Name: ZipCode

Data Type: varchar

Size: 9

Allow Null? Yes. This is an optional field.

Description: The zip code of the student's residential address.

Business Rules: This should be the five digit postal code, and the four digit extension (no hyphen), if available. Valid value must be five or nine numeric digits

Example: 985040001 or 98504

Last Updated: January 2007

Element B21 – Is Student Homeless?

Field Name: IsHomeless

Data Type: char

Size: 1

Allow NULL? No. Data is required.

Description: Indicates whether or not the student was homeless at any time during the current school year as defined in McKinney–Vento Act, Section 725(2).

Business Rules: Section 725 of the McKinney–Vento Act defines the terms used within the valid values. If the students housing situation changes during the year, the valid value should not be updated. If the student finds permanent housing during the year, the initial reported homeless situation/status should be reported for the remainder of the school year, i.e., do not update to a Valid Value of N until the next school year.

Example: A

- Valid Values:**
- N – Student has not been identified as homeless during this school year.
 - A – Shelters: Defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. Examples include (but are not limited to) children and youth who are living in homeless shelters, domestic violence shelters **or** transitional housing **or awaiting foster care.**
 - B – Doubled-Up: Defined as children and youth (including runaway and unaccompanied youth) who are “sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason” [725(2)(B)]. This classification particularly requires a case-by-case determination, keeping in mind the determining factor is whether the accommodation is a “fixed, regular and adequate nighttime residence”. (The term “similar” is not defined in law, but is generally understood to include (but not be limited to) such circumstances as family turmoil, domestic violence, incarceration, hospitalization, drug/alcohol treatment, etc.)
 - C – Unsheltered: Examples include (but are not limited to) children and youth who live in abandoned buildings, campgrounds, vehicles, trailer parks, FEMA shelters, bus/train stations, abandoned in the hospital, living in substandard or inadequate housing, or on the “streets”.
 - D – Hotels/Motels: Children and youth residing in hotels/motels due to lack of alternative housing.

Last Updated: February 2017

Element B22 – Is Student an Approved Private-School Student Attending Class Part Time?

Field Name: IsApprovedPrivateSchoolStudentAttendingPartTime
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether or not the student is enrolled in an approved private school and is attending class(es) part time. Per WAC 392-121-182, private-school students attending class part time in Alternative Learning Experience (ALE) funded courses must be reported according to their claimed FTE. Per WAC 392-121-182 ‘any student whose alternative learning experience enrollment is claimed as greater than 0.8 full-time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to existing state and federal accountability rules and procedures’.

Business Rules: A student is defined as Approved Private School Attending Class Part Time when they are attending a private school but are also enrolled in a public school for the purpose of taking any course or courses.

Example: 3
Valid Values: 0 – No

- 1 – Yes, student is/was a private-school student participating in public school courses and has not claimed any ALE funding in any month through the January count date.
- 2 – Yes, student is/was a private-school student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE.
- 3 – Yes, student is/was a private-school student participating in public school courses and in at least one month through the January count date the students ALE Enrollment was claimed as greater than 0.8 FTE.

Last Updated: February 2013

Element B23 – Is Student a Home-Schooled Student Attending Class Part Time?

Field Name: IsHomeBasedStudentAttendingPartTime

Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether or not the student is a home-schooled student attending class(es) part time. Per WAC 392-121-182, home-schooled students attending class part time in Alternative Learning Experience (ALE) funded courses must be reported according to their claimed FTE.
Per WAC 392-121-182 'any student whose alternative learning experience enrollment is claimed as greater than 0.8 full-time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to existing state and federal accountability rules and procedures'.
Business Rules: A student is defined as Home-Schooled Attending Class Part Time when they are participating in home-based instruction and also are enrolled in a public school for the purpose of taking any course or courses.
Example: 2
Valid Values: 0 – No
1 – Yes, student is/was a home-schooled student participating in public school courses and has not claimed any ALE funding in any month through the January count date.
2 – Yes, student is/was a home-schooled student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE.
3 – Yes, student is/was a home-schooled student participating in public school courses and in at least one month through the January count date the students ALE Enrollment was claimed as greater than 0.8 FTE.
Last Updated: February 2013

Element B24 – Student Exchange Status

Field Name: IsF1VisaForeignExchangeStudent
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether a student is enrolled in your school as a J-1 Foreign Exchange student or is enrolled with an F-1 Visa.
Business Rules: J-1 VISA students are in a program that 'exchanges' a student from our country with a student from another country. As a result, foreign exchange students are regarded as 'regular' students in the district and generate apportionment for the district like any other resident student.
Students on F-1 Visas do not generate apportionment because someone is paying tuition to the district to enable their enrollment.
Example: N
Valid Values: N – No
J – J-1 VISA Foreign Exchange Student
F – F-1 VISA Student
Last Updated: January 2014

Element B25 – No Longer An Active Data Element

Field Name: IsStudentInFosterCare
Description: This data element is no longer collected through CEDARS
Last Updated: January 2013

Element B26 – Graduation Requirements Year

Field Name: GradRequirementsYear
Data Type: char

Size: 4

Allow NULL? Yes. Conditional.

Description: The year for which the student is held accountable for meeting the requirements of graduation.

Business Rules: Data is required if the student is in grades 9–12.
The year to be assigned is four years after the year the student enters 9th grade. This year is not to be changed due to IEP or State Transitional Bilingual Instruction plans. If an IEP or State Transitional Bilingual Instruction plan indicates the student may have additional years to meet the requirements of graduation, then Element B27 – Expected Year of Graduation will reflect this extension. Regardless of the information reported within Element B27, the student is still held to the graduation requirements that are defined for the year recorded within this element.

Example: For the school year 2012–2013, you would enter 2016

Student Graduation Requirements:

- Students must meet the minimum graduation requirements in place for their assigned graduation requirements year. Students entering 9th grade in the 2012–13 school year are assigned a graduation requirements year of 2016 (four years).
- The requirements for the graduation requirements year stay with the students throughout their high school experience regardless of the length of time it takes to graduate.
- If special education, transitional bilingual, or migrant students have an adjusted **expected graduation year**, they must meet the requirements of their unadjusted **graduation requirements year** (9th grade entry plus 4 years).
- Students who take more time or less time to graduate still must meet the graduation requirements for their assigned graduation requirements year, not the year of actual graduation.

Last Updated: February 2011

Element B27 – Expected Year of Graduation

Field Name: ExpectedGradYear

Data Type: char

Size: 4

Allow NULL? Yes. Conditional.

Description: The year in which the student is expected to graduate.

Business Rules: Data is required if the student is in grades 9–12.
Students shall be assigned an expected graduation year that is four school years greater than the year they begin 9th grade, or for transfer students (out-of-district or out-of-state), based on a transcript evaluation.

- Special Education students may be assigned an expected graduation year beyond the standard four-year period, up to a maximum of seven years, and their expected year of graduation can be changed during or prior to the school year in which the student turns 16, if determined by their IEP team. If a student is determined eligible for services after the student turns 16, the IEP team reviews the information and assigns an expected graduation date at the IEP meeting following the eligibility requirement.
- Students in transitional bilingual education programs may be assigned an expected graduation year beyond the standard four-year period, up to a maximum of seven years.
- Migrant students may be assigned an expected graduation year beyond the standard four-year period, up to a maximum of five years,

If a mistake was made in the original assignment of Expected Graduation Year, please update in your next CEDARS submission.

Example: 2015
Last Updated: February 2011

Element B28 – Cumulative Grade Point Average

Field Name: GPA
Data Type: numeric
Size: 4,3 (Five characters including the decimal point)
Allow NULL? Yes. Conditional
Description: This is the student's cumulative grade point average (GPA) as reported on the state standardized transcript.
Business Rules: This data element is reported for students in grades 9–12. Data is required if the student has earned a GPA. Report using a numerical range from 0.000 to 4.000. If a student has a zero grade point average because of failure in all classes, the GPA would be reported as 0.000. The GPA must be a “positive” number. Pass/Fail courses (passed or failed) do not generate a GPA. If only Pass/Fail courses are taken, the data element should be left blank since no numerical GPA has been earned. Incoming freshmen might not have GPAs until the end of the first semester/grading period. If GPA is not assigned, the GPA may be left blank. For GPAs stored in other formats, make the appropriate transformation (WAC 180–57–050, WAC 180–57–055).
Example: 3.256
Valid Values: 0.000 to 4.000
Last Updated: April 2010

Element B29 – Credits Attempted

Field Name: CreditsAttempted
Data Type: numeric
Size: 6,2 (Seven characters including the decimal point)
Allow NULL? Yes. Conditional.
Description: The total cumulative number of credits the student has attempted for courses earning high school credit.
Business Rules: This data element is reported for all credits attempted by the student for courses earning high school credit. The Credits Attempted reported within Element B29 must be equal to or greater than the Credits Earned reported within [Element B30](#) – Credits Earned.
Example: 1234.56
Valid Values: 0.00 to 9999.99
Last Updated: February 2011

Element B30 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 6,2 (Seven characters including the decimal point)
Allow NULL? Yes. Conditional.
Description: The total cumulative number of credits the student has earned for high school credit courses.
Business Rules: This data element is reported for all credits earned by the student for courses earning high school credit. If a student has zero credits earned because of failure in all classes, the credits earned would be reported as 0.00.

Incoming freshmen may have high school credits for courses taken in an earlier grade level.

The Credits Earned reported within Element B30 must be less than or equal to the Credits Attempted reported within Element B29 – Credits Attempted.

Example: 1234.56
Valid Values: 0.00 to 9999.99
Last Updated: February 2011

Element B31 – Is Student Identified as Immigrant?

Field Name: IsStudentImmigrant
Description: This data element is no longer collected through CEDARS
Last Updated: January 2014

Element B32 – Initial USA School Enrollment

Field Name: InitialUSAPlacementDate
Data Type: date
Allow NULL? Yes. Conditional.
Description: The date the student first enrolled in education anywhere in the United States in grade K or higher, excluding education in Department of Defense or Embassy schools.
Business Rules: If Element B10 – Birth Country is other than USA, information is required. Date should be formatted as MM/DD/YYYY.
Example: 09/25/2001
Last Updated: February 2016

Element B33 – Not An Active Data Element

Field Name: NumMonthsUSAAttendance
Description: This data element is no longer collected through CEDARS
Last Updated: January 2014

Element B34 – Number of Months Non US Attendance in School

Field Name: NumMonthsNonUSFormalEducation
Data Type: int
Allow NULL? Yes.
Description: Number of months the student received formal education outside the US in his/her native language (equivalent to grades K–12) prior to enrolling in this district.
Business Rules: Report the number of months. This number should reflect the school months in a year and exclude summer months.
Example: 24
Last Updated: October 2014

Element B35 – Military Parent or Guardian

Field Name: MilitaryFamilyIndicator
Data Type: Char
Size: 1
Allow NULL? No. Data is required
Description: Indicates whether or not the students parent or guardian is currently in the military as required by [RCW 28A.300.505\(2\)\(b\)](#) and further defined in [Substitute Senate Bill 5163](#).
Business Rules: If the student’s family military status changes during the school year, the valid value first reported should only be updated if the student/family reports a parent or guardian has entered military service or if it becomes apparent a reporting

error has occurred; in which case, the valid value should be corrected as appropriate.

Example:
Valid Values:

- A
- N – Student/family reported no parent or guardian is currently serving as a member of the active duty U.S. Armed Forces, Reserves of the U.S. Armed Forces or the National Guard of Washington or other State
- A – Student/family reported having a parent or guardian who is a current member of the active duty U.S. Armed Forces
- R – Student/family reported having a parent or guardian who is a current member of the reserves of the U.S. Armed Forces
- G – Student/family reported having a parent or guardian who is a current member of the National Guard of Washington or other State
- M – Student/family reported having more than one parent or guardian who is currently either a member of the active duty U.S. Armed Forces, Reserves of the U.S. Armed Forces or the National Guard of Washington or other State
Examples include students who have been identified as having one parent or guardian who is a member of the active duty U.S. Armed Forces or Reserves or the National Guard of Washington or other State and the other parent or guardian is also a member of the active duty U.S. Armed Forces or Reserves or the National Guard of Washington or other State
- Z – No Response/Refused to State
- X – Data Not Available

Last Updated:

June 2016

Element B36 – Preferred Last Name

- Field Name:** PreferredLastName
- Data Type:** varchar
- Size:** 60
- Allow Null?** No. Data is Required.
- Description:** The preferred last name of the student. If the student's preferred last name is their legal last name, Element B36 and [Element B06](#) – Legal Last Name should contain the same last name.
- Business Rules:** Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred last name.
- Example:** Smith
- Last Updated:** February 2017

Element B37 – Preferred First Name

- Field Name:** PreferredFirstName
- Data Type:** varchar
- Size:** 60
- Allow Null?** Yes. Conditional.
- Description:** May be left blank only when student has no first name. The preferred first name of the student. If the student's preferred first name is their legal first name, Element B37 and [Element B07](#) – Legal First Name should contain the same first name.
- Business Rules:** Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred first name.
- Example:** John
- Last Updated:** [September 2017](#)

School Student File (C)

File Name: SchoolStudent
Description: This file consists of a record(s) for each student of the enrollment data associated with each entry and exit for every school that served the student within the current school year. A student should have a record for each enrollment. Multiple enrollment records within one school will be necessary if the student enters, exits and re-enters a school. Entry and exit dates may not overlap for individual students.

Sample File Name: 12345_0000_SchoolStudent_20170906_20172018.txt

Element C01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element C02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element C03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element C04 – State Student ID (SSID)

Field Name: SSID
Data Type: char

Size: 10
Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
 Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element C05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the District's Student Information System (SIS).
Business Rules: This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report OSPI school code reported in Element A05 – School Code. The ID reported in Element C05 must be included in the Location File A.
Example: 1234
Last Updated: September 2007

Element C06 – Date Student Enrolled in School

Field Name: SchoolEnrollmentDate
Data Type: date
Allow NULL? No. Data is required.
Description: The date on which the student began school.
Business Rules: This date must be equal to or greater than the date contained in Element B14 – Date Enrolled in District.
 If during this current school year, the student exits the school and then returns, the date the student returned to the school and resumed participation in class becomes the school enrollment date. The school enrollment date shall be reported in the current school year in which the enrollment occurred.
 If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student).
 If a student has multiple records the Date Student Enrolled in School may not overlap with another record for the student.
 If the student enrolls during the summer when school is not in session, use the date the student will begin classes (the first day of the current school year) as the school enrollment date.
 The enrollment date must be on or after Element B09 – Birth Date.
 Continuously enrolled status for the school will be calculated for AYP purposes based on this element and Element C08 – Date Student Exited from School.
 Date should be formatted as MM/DD/YYYY
Example: 01/01/2000
Last Updated: April 2011

Element C07 – No Longer An Active Data Element

Field Name: SchoolEntryCode
Description: This data element is no longer collected through CEDARS
Last Updated: February 2017

Element C08 – Date Student Exited from School

Field Name: SchoolExitDate
Data Type: date
Allow Null? Yes. Conditional.
Description: The date on which the student withdraws from the school. The last day the student attended or received services from the school. This date will change each time a student leaves the school.

Business Rules: This date must be equal to or greater than the date in Element C06 – Date Student Enrolled in School.
If the student exits during the summer, use the actual date on which the student left the school.
If the student enters and exits the school on the same date, the same date is used in Element C06 – School Enrollment Date and C08 – School Exit Date. If C08 – School Exit Date is reported for student, information must be provided for Element C09 – School Withdrawal Code.
If the student is also leaving the district Element B15 – Date Exited from District must also be provided.
Continuously enrolled status for the school will be calculated for AYP purposes based on this element and Element C06 – Date Student Enrolled in School.
Date should be formatted as MM/DD/YYYY.

Example: 01/01/2000
Last Updated: February 2011

Element C09 – School Withdrawal Code

Field Name: SchoolWithdrawalCode
Data Type: varchar
Size: 2
Allow Null? Yes. Conditional.
Description: When a student has withdrawn from the school, this element contains the code identifying the type/reason for the withdrawal.

Business Rules: If the student has withdrawn from the school, the valid value reported must be a valid value from School Withdrawal Codes, Appendix M. Use the numeric character 0 for zero, not the letter O.
If the value in Element C09 is C2, the student must be identified in Element I06 – Attribute or Program Code with a valid value of 36 - Disability, have a disability code reported in Element I10 – Qualification Code and the student must be included in the Student Special Education Programs File K.
If a valid value is reported in Element C09, then Element C08 – Date Exited from School, is required. If valid value reported is any valid value other than T1 – Confirmed Transfer out of school within district, then Element B15 – Date Exited from District, is also required and must contain the same date as that reported in Element C08.

Example: G0
Valid Values: Refer to the valid values in Appendix M, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: January 2014

Element C10 – Is this the School that is Primarily Responsible for the Student?

Field Name: IsPrimarySchool
Data Type: char

| | |
|------------------------|---|
| Size: | 1 |
| Allow NULL? | No. Data is required. |
| Description: | Indicates whether or not this is the school with primary responsibility for the student. |
| Business Rules: | <p>Each student must have only one school of primary responsibility designated at any point in time during the academic school year. For students who attend only one school in the state of Washington, that one school is the school primarily responsible for the student.</p> <p>For students who move from one school to another school in the same reporting period, it is possible that two or more records will be submitted indicating more than one school as the primary school for a given student. In this case, entry and exit dates should not overlap for each of the schools flagged as being a school of primary responsibility. The school entry and exit dates (Element C06 and Element C08) for each of the schools will be used to determine that the records are not in error.</p> <p>There are cases where a student attends more than one school in the state of Washington simultaneously, and following are some guidelines to assist you in determining which school to flag as the school primarily responsible for the student.</p> <ul style="list-style-type: none"> • If a student receives services in another district (part time or full time) by way of an inter–district agreement, the inter–district agreement must specify who is to claim primary responsibility. • If a student attends two schools within the same district, the district determines which school shall report primarily responsibility for the student’s education. This can be done by choosing the school that is geographically located closest to the student’s residence, or by another method that the district deems acceptable. • If a student attends a skill center, the student’s sending high school is reported as the student’s school of primary responsibility. Note: a student cannot attend only a skill center; they must be assigned to a high school. • If a student is enrolled in an online school, defined as a school in which more than half of both the course content and teaching are conducted online, this data element is coded ‘Y’ only when the online school is, in fact, the student’s school of primary responsibility. • If a student participates in Running Start full time, the school s/he is enrolled in, and would attend if not participating in Running Start, is the school of primary responsibility. |
| Example: | Y |
| Valid Values: | N – No Y – Yes |
| Last Updated: | September 2010 |

Element C11 – School Choice Code

| | |
|------------------------|--|
| Field Name: | SchoolChoiceCode |
| Data Type: | int |
| Allow Null? | No. Data is required. |
| Description: | <p>Indicates whether or not the student is attending a school as a result of the school choice option as defined under federal accountability, either because their prior school did not meet AYP or is deemed “persistently dangerous”. Any child who has been the victim of a violent crime on the grounds of his or her school is also eligible for school choice (Title IX, section 9532 of ESEA). Note: Students enrolled based on an inter–district agreement should not be reported as “school choice.”</p> |
| Business Rules: | If the student is enrolled under school choice due to Public School Choice or Persistently Dangerous Schools an appropriate valid value of 1 or 2 must be |

reported. If the student has enrolled in your district, after being released from their original district, under Student Enrollment Options a valid value of 3 – Student Enrollment Options (State Law) must be reported.

Example:
Valid Values:

- 1 or 01
0 – Not Applicable
1 – School Choice (Federal requirement). Parents have selected this school because the student’s school has failed to meet AYP requirements as defined under federal accountability.
2 – Persistently Dangerous Schools (Federal requirement). Parents have selected this school because the student’s school of geographic residence has been identified as “Persistently Dangerous” as defined under federal accountability.
3 – Student Enrollment Options (State Law)
Parents have selected this district and school because the student/parents choose to have the student attend school in another district based on the provisions of [RCW 28A.225.310](#).

Last Updated: February 2012

Element C12 – Cumulative Days Present this Enrollment Period

Field Name: CumulativeDaysPresent

Data Type: int

Allow Null? No. Data is required.

Description: The total cumulative number of days the student has been present and in attendance in this enrollment period for this school.

Business Rules: Must be a positive number less than or equal to 366. For this purpose, enrollment period is defined as the first day of enrollment in this school, during this school year, through the end of the reporting period. If the student enrolls in a school multiple times in the same school year, report only from the first day of the most current enrollment within this school year. This total is a cumulative total number, and the total should reflect any corrections made to the student’s enrollment and attendance that have been made since the last reporting submission.

Example: The student enrolled on October 5th and continued the enrollment through the end of November. There are 30 school days between October 5th and November 30th, and the student was absent 6 days. This element should then reflect 24 (30 school days – 6 days absent).

The student enrolled on October 1st and continued enrollment through the end of the school year. The first submission including the student was done October 7th, representing 5 school days, and the student was absent 1 day during this time period. This element should then reflect 4 school days (5 school days – 1 absent). A later submission, e.g., November 27th, would show a larger number of school days.

Last Updated: January 2013

Element C13 – No Longer An Active Data Element

Field Name: NumUnexcusedAbsence

Description: This data element is no longer collected through CEDARS

Last Updated: February 2012

Course Catalog File (D)

File Name: CourseCatalog
Description: This file is a catalog of all courses for all grades in the current school year offered at each school in the district. There should be one record for each course offered at each school within the district. For example, if Eng101 is offered at two schools, there would be two records in this file for Eng101, one for each school in the district offering the course.

Sample File Name: 12345_0000_CourseCatalog_20170906_20172018.txt

Element D01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element D02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element D03 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school where the course is offered as generated by the District’s Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI school code reported in Element A05 – School Code. The ID reported in Element D03 must be included in the Location File A.
Example: 1234
Last Updated: August 2008

Element D04 – Course ID

Field Name: CourseId
Data Type: varchar

Size: 20
Allow NULL? No. Data is required.
Description: The course ID used by the district or school to represent the unique course number.
Business Rules: Include the Course ID for all courses offered for the current school year for grades PK–12.
Example: Hist101A16
Last Updated: July 2011

Element D05 – Course Title

Field Name: CourseTitle
Data Type: varchar
Size: 50
Allow NULL? No. Data is required
Description: Course title given to the course in this school and district.
Business Rules: Include the Course Title for grades PK–12. If Element D07 – Course Designation Code contains a valid value of A – Advanced Placement, the Course Title must include the official AP course title or abbreviation. If Element D07 contains a valid value of I – International Baccalaureate the Course Title must include the official IB course title or abbreviation. If districts provide course titles specific to their district, both AP and/or IB Course titles may be provided in brackets before or after the district course title. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find.
Example: AP Western Civilization [AP European History]
Last Updated: June 2013

Element D06 – Content Area Code

Field Name: ContentAreaCode
Data Type: varchar
Size: 3
Allow NULL? Yes. Conditional
Description: Indicates that the class is a block class (123) with more than one core content area associated or that it is a non-instructional (ZZZ) class with no teacher providing instruction.
Business Rules: If a valid value is submitted, it must be a valid Content Area Code of 123 or ZZZ.
Example: 123
Valid Values: 123 – More than one core content area (block class)
 ZZZ – Non-instructional time
 NULL
Last Updated: February 2016

Element D07 – Course Designation Code

Field Name: CourseDesignationCode
Data Type: varchar
Size: 10
Allow Null? Yes. Conditional.
Description: The Course Designation Codes outlined in WAC 392–415–070. In addition to the Course Designation Codes provided in the WAC, the Course Designation

Codes specific to the Cambridge Program and Online courses may be reported.

Business Rules: Report Course Designation Codes for all courses for which a Course Designation Code is appropriate.
A Course Designation Code of R—Running Start may not also be reported as I—International Baccalaureate, C—College in the High School, T—Tech Prep, A—Advanced Placement, K—Cambridge Program, L—Local Competency Test or N—National Competency Test.
A Course Designation Code of Z—Non Instructional may not also be reported as A—Advanced Placement, K—Cambridge Program, C—College in the High School, I—International Baccalaureate, R—Running Start, S—Science Lab or T—Tech Prep.
If Element D07 contains an A—Advanced Placement or an I—International Baccalaureate, then Element D09—Advanced Placement (AP) and International Baccalaureate (IB) Code must have a valid code from the appropriate Advanced Placement and International Baccalaureate Codes table. AP and IB codes may only be reported by schools with approved courses. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>.
A list of schools with approved IB courses can be found at http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find.

Example:
Valid Values:

IC
I—International Baccalaureate
C—College in the High School
T—Tech Prep
H—Honors
A—Advanced Placement
R—Running Start
B—College Academic Distribution Requirements (CADR)
K—Cambridge Program
O—Online (does not print on the transcript)
L—Local Competency Test
N—National Competency Test
Q—Quantitative
S—Science Lab
Z—Non Instructional

Last Updated: September 2014

Element D08 – State Course Code

Field Name: StateCourseCode
Data Type: char
Size: 6
Allow Null? No. Data is required.
Description: The course code used by the State to represent the unique course.
Business Rules: Must be a valid State Course Code. State Course Codes must be provided for all courses.
High school rigor courses must use the High School Rigor State Course Codes, this includes those courses offered in middle or junior high schools that are of high school rigor.
Middle schools, Grades 6-8, must use the Non-High Rigor State Course Codes for core content area courses including electives and enrichment courses when

core content is part of the coursework and the course is of non-high school rigor.

For other courses, districts are encouraged to use the Non-High School Rigor State Course Codes that identify non-high school rigor.

The generic Middle/Jr. High code of 40000 should only be used when the content of the course does not fit the provided Non-High School Rigor State Course Codes.

District may use the Elementary code of 80000 for reporting elementary school courses.

State Course Code 23000 (high school rigor) or 72007 (non-high school rigor) – AVID (Advanced Via Individual Determination) may only be submitted by schools authorized to offer AVID Courses. A list of the authorized schools can be found in Appendix H, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Example: 02051 (Pre-Algebra).

Valid Values: Refer to the valid values in the State Course Code Lists, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: September 2015

Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code

Field Name: APIBCourseCode

Data Type: numeric

Size: 4,2 (Five characters including the decimal point)

Allow Null? Yes. Conditional

Description: The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course.

Business Rules: If Element D07 – Course Designation Code contains an A – Advanced Placement or an I – International Baccalaureate, then Element D09 must have a valid code. If an AP or IB code is provided, it must be a valid value from the Advanced Placement and International Baccalaureate Codes table. Beginning with the 2013–14 school year, AP and IB codes may only be reported by schools with approved courses.

AP and IB codes may only be reported by schools with approved courses. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find.

Validations for this element will be implemented on January 30 of the current reporting school year.

Example: 1234.56

Valid Values: Refer to the valid table in Appendix Q, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: January 2015

Element D10 – Classification of Instructional Program (CIP) Code Number

Field Name: CIPCode

Data Type: char

Size: 6

Allow NULL? Yes. Conditional.

Description: The Classification of Instructional Program (CIP) Code Number assigned by OSPI to the approved Career and Technical Education (CTE) course.

Business Rules: Data is required for Career and Technical Education (CTE) courses. If Element D07 – Course Designation Code, contains a T – Tech Prep and the course is an approved CTE Course listed for your district in the Career and Technical

Education application in EDS, then Element D10 must have a valid CIP Code Number, from the CIP Code Numbers and Course Titles for Approved CTE Courses for the current reporting year, found in Appendix S.

Example: 010103
Valid Values: Refer to the approved Classification of Instructional Program (CIP) Codes approved specifically for your School District for the reporting school year in the Career and Technical Education application in the Education Data System (EDS).
Last Updated: January 2013

Element D11 – No Longer An Active Data Element

Field Name: IsDirectTranscriptionAvailable
Description: This data element is no longer collected through CEDARS
Last Updated: February 2011

Element D12 – CTE Course Equivalency Identification

Field Name: CourseEquivalencyIdent
Data Type: Char
Size: 1
Allow NULL? Yes. Conditional
Description: RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to determine course equivalency for Career and Technical Education (CTE) courses. Element D12 is designed to collect the course identification for which districts authorize course equivalency to each CTE course offered within the course catalog collection file. A course must meet the mandatory hours of 180 or 540, as designated, to achieve statewide course equivalency.
Business Rules: Data is required for Career and Technical Education (CTE) courses. If [Element D10](#) – Classification of Instructional Program (CIP) Code Number, contains a value, then Element D12 may not be NULL.
Example: A
Valid Values: A – Statewide Equivalency Course
B – Local Equivalency Course
C – No Course Equivalency
Last Updated: February 2017

Element D13 – CTE Equivalency

Field Name: CTEEquivalency
Data Type: Char
Size: 02
Allow NULL? Yes. Conditional
Description: RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to determine course equivalency for Career and Technical Education (CTE) courses. Element D13 is designed to collect the type of equivalency applied to each CTE course offered within the course catalog for which the district utilizes a course equivalency.
Business Rules: Data is required when [Element D12](#) – CTE Course Equivalency Identification valid value is A – Statewide Equivalency Course or B – Local Equivalency Course.
Example: 02
Valid Values: 01 – Other Local Equivalency not aligned with valid values 02-19
02 – Algebra 1
03 – Algebra 2
04 – Geometry
05 – Statistics
06 – Biology

- 07 – Physics
 - 08 – Lab Science
 - 09 – Science (Other than Biology, Physics or Lab Science)
 - 10 – 1 Credit Beyond Geometry
 - 11 – 3rd Year Math
 - 12 – 3rd Year Math and Science
 - 13 – Biology or Lab Science
 - 14 – English
 - 15 – English and 3rd Year Math
 - 16 – English and Science
 - 17 – English, 3rd Year Math, and Science
 - 18 – Life Science or Lab Science
 - 19 – Physics or Lab Science
- Last Updated:** February 2017

Student Schedule File (E)

File Name: StudentSchedule
Description: Schedules for each student in grade PK through grade 12 will be provided in this file. Include all courses attempted for the student during the current school year up to point of data submission.
All students reported in File (E) must have a corresponding enrollment record reported for them in School Student File (C) **at the same school**. Records will be rejected if there is no corresponding enrollment record in School Student File (C) **for that school**.
All courses reported in File (E) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course Catalog File (D).

Sample File Name: 12345_0000_StudentSchedule_20170906_20172018.txt

Element E01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element E02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element E03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element E04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No.

Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890

Last Updated: January 2015

Element E05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required.

Description: The Location ID for the school where the student completed or is attending the course as generated by the District's Student Information System (SIS).

Business Rules: This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report OSPI school code reported in [Element A05 – School Code](#).

The ID reported in Element E05 must be included in the [Location File A](#).

The Location ID submitted in Element E05 and [Element D03 – Location ID](#), for the same course, must map to the same School Code submitted in [Location File \(A\)](#), [Element A05 – School Code](#).

Example: 1234

Last Updated: February 2017

Element E06 – Course ID

Field Name: CourseId

Data Type: varchar

Size: 20

Allow NULL? No. Data is required.

Description: The course ID used by the district or school to represent the unique course number.

Business Rules: Include course id for all courses attempted during the current school year. Course IDs must be reported for all courses offered in grades PK–12. This course ID must be included in the [Course Catalog File \(D\)](#).

The Course ID submitted in Element E06 and [Element D04 – Course ID](#), for the same course, must map to the same School Code submitted in [Location File \(A\)](#), [Element A05 – School Codes](#)

Example: Hist101A16

Last Updated: February 2017

Element E07 – Section ID

Field Name: SectionId

Data Type: varchar
Size: 20
Allow Null? No. Data is required.
Description: Section number used for the identification of a unique occurrence of a class/staff/location. The section ID is intended to uniquely identify each class/period of students that occur. It is not intended to broadly identify a course(s) offered.
Business Rules: Include the Section ID for all courses attempted or completed during the current school year for students in grades PK–12.
Example: 7
Last Updated: January 2013

Element E08 – Term

Field Name: Term
Data Type: varchar
Size: 12
Allow NULL? No. Data is required.
Description: Term in which the course is being taken.
Business Rules: Include the Term for all courses attempted during the current school year for all students. This value will be used to connect teacher and student schedules so the designator for Term must be the same for Element E08 and Element G07 – Term.
Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks into the school year.
When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise, use the Semester designation.
Example: Sem1 or TRI3
Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: January 2012

Element E09 – ALE Course Type

Field Name: ALEFunded
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Identifies how the instruction for the course reported in Element E06 – Course ID was provided.
Business Rules: Report the valid value that describes the type of ALE instruction provided for the course reported in Element E06 – Course ID. If Element E09 contains a valid value of O – Online then Element D07 – Course Designation Code must contain a valid value of O – Online.
Example: O
Valid Values: N – No, course was not taught through ALE
 O – Online
 R – Remote
 S – Site Based
Last Updated: January 2014

Staff File (F)

File Name: Staff
Description: This file contains information about district staff teaching a course or assigned to a homeroom for the current school year in grades PK–12. There should be one entry for each staff type for each staff member. If a staff member serves more than one school, then that information is captured in the Staff Schedule File G. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single assignment.

Sample File Name: 12345_0000_Staff_20170906_20172018.txt

Element F01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element F02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element F03 – Staff ID

Field Name: StaffId
Data Type: varchar
Size: 20
Allow NULL? No. Data is required.
Description: The unique staff code as generated by the District.
Business Rules: This is an internal number generated by the district. If you do not have an ID assigned to this field use the OSPI Certification Number. The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to twenty characters in length. This ID should follow the staff member throughout their employment with the district and should not be reassigned to another staff member.
Example: 123456789101112 or 123 or 315502E
Last Updated: January 2012

Element F04 – Staff Type Code

Field Name: StaffTypeCode
Data Type: varchar
Size: 8
Allow NULL? No. Data is required.
Description: The type of staff member (i.e., Elementary Teacher, Secondary Teacher).
Business Rules: Must be a valid value from the Staff Type Codes in Appendix U. Data must be entered for all staff types listed in Element F05 – Certification Number.
Example: 311
Valid Values: Refer to the valid values table in Appendix U, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

Element F05 – Certification Number

Field Name: CertificationNumber
Data Type: char
Size: 7
Allow NULL? Yes. Conditional.
Description: The State Certification number assigned to this staff member's certificate.
Business Rules: Data must be entered for all educators who teach classes in Washington State schools. The certification must be a valid Washington State Certification number, a Z number, a temporary certificate number, or a special exception indicator.
The Z number is reported as the Certification Number (A2) in the S275 Report for non-certified staff. All teachers who have applied for certification in Washington State will receive a Temporary certificate number. Currently the only special exceptions to the certification requirements are teachers in Reengagement programs. In that case, enter the code "R999999". If the certification number does not exist on the OSPI Certification database, the entire record will be rejected. Z numbers will be rejected if a certification number has been issued for the staff member.
If staff type code, reported in Element F04 – Staff Type Code, contains a valid value of 910, 913, 990 or 993 then a certification number is not required.
Example: 315502E, or Z123456 or R999999
Last Updated: June 2013

Element F06 – Legal Last Name

Field Name: LastName
Data Type: varchar
Size: 60
Allow NULL? No. Data is required.
Description: The legal last name as maintained by the district of the staff member or the name that matches the certification record.
Business Rules: The legal last name of the staff member as maintained by the district or the name listed on the State Certification.
Example: Lincoln
Last Updated: September 2010

Element F07 – Legal First Name

Field Name: FirstName
Data Type: varchar
Size: 60
Allow NULL? Yes. Conditional.
Description: The legal first name of the staff member as maintained by the district or the name that matches the certification record.

Business Rules: May only be left blank if staff member has no first name. The legal first name of the staff member as maintained by the district or the name listed on the State Certification.

Example: Lilly

Last Updated: April 2011

Element F08 – Legal Middle Name

Field Name: MiddleName

Data Type: varchar

Size: 60

Allow NULL? Yes. **Conditional.**

Description: The legal middle name as maintained by the district or the name that matches the certification record.

Business Rules: The legal middle name of the staff member as maintained by the district or the name listed on the State Certification. **May be left blank only when the staff member has no middle name.**

Example: Leone

Last Updated: **February 2017**

Element F09 – Birth Date

Field Name: BirthDate

Data Type: date

Allow NULL? No. Data is required.

Description: The staff member's birthday.

Business Rules: The date of birth provided must calculate an age of at least 18 years. Date should be formatted as MM/DD/YYYY.

Example: 03/24/1955

Last Updated: January 2013

Staff Schedule File (G)

File Name: StaffSchedule
Description: Schedules for each staff member in all grades PK–12 teaching a course or assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single assignment.
All staff reported in File (G) must have a corresponding staff record reported for them in Staff File (F). Records will be rejected if there is no corresponding staff record in Staff File (F).
All courses reported in File (G) must have a corresponding course record reported for them for the same school in Course Catalog File (D). Records will be rejected if there is no corresponding course record at that school in Course Catalog File (D).

Sample File Name: 12345_0000_StaffSchedule_20170906_20172018.txt

Element G01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element G02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element G03 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school where the staff member is currently teaching or has taught the course as generated by the District’s Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required.

If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05 – School Code](#).

The ID reported in Element G03 must be included in the [Location File A](#).

The Location ID submitted in Element G03 and [Element D03 – Location ID](#), for the corresponding record in both files, must map to the same School Code submitted in Location File (A), [Element A05 – School Code](#).

Example: 1234

Last Updated: February 2017

Element G04 – Staff ID

Field Name: StaffId

Data Type: varchar

Size: 20

Allow NULL? No. Data is required.

Description: The unique staff code as generated by the District.

Business Rules: This is an internal number generated by the district. If you do not have an ID assigned to this field use the OSPI Certification Number. The value is unique within the district. The value can be any combination of alpha and/or numeric values up to twenty characters in length. This ID should follow the staff member throughout their employment with the district and should not be reassigned to another staff member.

The ID reported in Element G04 must be included in the [Staff File F](#).

Example: 123456789101112 or 123 or 315502E.

Last Updated: January 2012

Element G05 – Course ID

Field Name: CourseId

Data Type: varchar

Size: 20

Allow NULL? No. Data is required.

Description: The course ID used by the district or school to represent the unique course number.

Business Rules: Include course ID for all courses the staff member is currently teaching or has taught during the current school year for grades PK–12.

This course ID must be included in the [Course Catalog File D](#).

The Location ID submitted in [Element G03 – Location ID](#), affiliated with the Course ID, submitted in Element G05 and [Element D04 – Course ID](#), for the corresponding record in both files, must map to the same School Code submitted in Location File (A), [Element A05 – School Code](#).

Example: Hist101A16

Last Updated: April 2011

Element G06 – Section ID

Field Name: SectionId

Data Type: varchar

Size: 20

Allow Null? No. Data is required.

Description: Section number used for the identification of a unique occurrence of a class/staff/location. The section id is intended to uniquely identify each class/period of students that occur. It is not intended to broadly identify a course(s) offered.

Business Rules: Include the section ID for all courses the staff member is currently teaching or has taught during the current school year.

Example: 7

Last Updated: January 2013

Element G07 – Term

| | |
|------------------------|---|
| Field Name: | Term |
| Data Type: | varchar |
| Size: | 12 |
| Allow NULL? | No. Data is required. |
| Description: | Term in which the course is being offered. |
| Business Rules: | Include the Term for all courses offered during the current school year for all students. This value will be used to connect teacher and student schedules so the designator for Term must be the same for <u>Element E08 – Term</u> and Element G07. Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks into the school year. When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise, use the Semester designation. |
| Example: | Sem1 or TRI3 |
| Valid Values: | Refer to the valid values in Appendix P, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx . |
| Last Updated: | January 2012 |

Element G08 – Instruction Start Date

| | |
|------------------------|--|
| Field Name: | InstructionStartDate |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The date the Teacher began instructing this course, during this term, at this school. |
| Business Rules: | Date reported must be on or after the date reported in <u>Element G11 – Term Start Date</u> . Date should be formatted as MM/DD/YYYY. |
| Example: | 09/22/2014 |
| Last Updated: | January 2014 |

Element G09 – Instruction End Date

| | |
|------------------------|---|
| Field Name: | InstructionEndDate |
| Data Type: | date |
| Allow NULL? | Yes. Conditional |
| Description: | The date the Teacher stopped instructing this course. If the Teacher remained in the course for the full duration of the term, or if the Teacher is still in this course, NULL should be in this field. |
| Business Rules: | If a date is reported it must be on or before the date reported in <u>Element G12 – Term End Date</u> . Date should be formatted as MM/DD/YYYY. |
| Example: | 12/22/2014 |
| Last Updated: | January 2014 |

Element G10 – Teacher Indicator

| | |
|---------------------|---|
| Field Name: | TeacherIndicator |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | No. Data is required |
| Description: | The type of role the teacher is filling in this course. |

Business Rules: Include the Teacher Indicator for all teachers. Default would be primary. Districts are not required to submit data for short term substitutes.

Example: A

Valid Values: P – Primary
A – Alternate
T – Team-Primary
U – Team-Alternate
V – Team-Substitute
W – Team-Long Term Substitute
S – Substitute
L – Long Term Substitute
J – Job Share-Primary
B – Job Share-Alternate
C – Job Share-Substitute
D – Job Share-Long Term Substitute

Last Updated: January 2014

Element G11 – Term Start Date

Field Name: TermStartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the Term for this course/session began. This date may be before the students are in attendance.

Business Rules: The date reported must be equal to or greater than the date reported in Element A07 – Initial School Start Date.
Data in the format of MM/DD/YYYY.

Example: 09/22/2014

Last Updated: April 2014

Element G12 – Term End Date

Field Name: TermEndDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the Term for this course/session ends.

Business Rules: The date reported must be equal to or less than the date reported in Element A08 – Last School End Date.
Data in the format of MM/DD/YYYY.

Example: 12/22/2014

Last Updated: January 2014

Student Grade History File (H)

File Name: StudentGradeHistory
Description: This file contains all high school credit courses where credit was attempted for every student served during the current school year, including those students who exit the school. Final grade and credit information for each course must match what will appear on the student's transcript. Each student's entire grade history must be submitted. Grade history records for courses the student received from schools outside the serving district should be reported using a LocationID of 9999 within Element H26 – School Code.

Sample File Name: 12345_0000_StudentGradeHistory_20170906_20172018.txt

Element H01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: This value will be the same year for every record as this element is NOT used to identify the year in which the student took the course. For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element H02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element H03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element H04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element H05 – No Longer An Active Data Element

Field Name: LocationId
Description: This data element is no longer collected through CEDARS
Last Updated: February 2017

Element H06 – No Longer An Active Data Element

Field Name: StaffId
Description: This data element is no longer collected through CEDARS
Last Updated: February 2017

Element H07 – Course ID

Field Name: CourseId
Data Type: varchar
Size: 20
Allow NULL? No. Data is required.
Description: The course ID used to represent the course number.
Business Rules: Only courses where high school credit was attempted should be reported.
Example: Hist101A16
Last Updated: September 2007

Element H08 – Course Title

Field Name: CourseTitle
Data Type: varchar
Size: 50
Allow NULL? No. Date is required
Description: Course title given to the course.
Business Rules: Only course titles where high school credit was attempted should be reported. If Element H13 – Course Designation Code contains a valid value of A – Advanced Placement, the Course Title must include the official AP course title or abbreviation. If Element H13 contains a valid value of I – International Baccalaureate the Course Title must include the official IB course title or abbreviation. If districts provide course titles specific to their district, both AP and/or IB Course titles may be provided in brackets before or after the district course title. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at

http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find.

Example: AP Western Civilization [AP European History]
Last Updated: June 2013

Element H09 – Grade Level Code

Field Name: GradeLevelCode
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: Student's grade level at the time the high school rigor course was taken.
Business Rules: Grade level reported must reflect the grade level the student was enrolled in when the high school level course was taken.
Example: 9 or 09
Last Updated: March 2012

Element H10 – Letter Grade

Field Name: LetterGrade
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: The letter grade earned by the student for this course.
Business Rules: The final letter grade the student received upon completion or withdrawal from the course as displayed below.
Example: B+
Valid Values: A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
E 0.0
F 0.0
P Pass
N No Pass
CR Credit
NC No Credit
S Satisfactory
U Unsatisfactory
W Withdraw
Last Updated: February 2011

Element H11 – Credits Attempted

Field Name: CreditsAttempted
Data Type: numeric
Size: 4,2 (Five characters including the decimal point)
Allow NULL? No. Data is required.
Description: Credits attempted by the student for the course that was taken.
Business Rules: The valid range of values is 00.00 to 99.99. Multiple records may be required to report each final grading period in the academic year.

The Credits Attempted reported within Element H11 must be equal to or greater than the Credits Earned reported within Element H12 – Credits Earned.

Example: 1.50
Last Updated: February 2011

Element H12 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 4,2 (Five characters including the decimal point)
Allow NULL? No. Data is required.
Description: Credits earned by the student upon completion or withdrawal from the course.
Business Rules: The valid range of values is 00.00 to 99.99.
The Credits Earned reported within Element H12 must be equal to or less than the Credits Attempted reported within Element H11 – Credits Attempted.

Example: 0.5 or 1.0
Last Updated: February 2011

Element H13 – Course Designation Code

Field Name: CourseDesignationCode
Data Type: varchar
Size: 10
Allow Null? Yes. Conditional.
Description: The Course Designation Codes outlined in WAC 392–415–070. In addition to the Course Designation Codes provided in the WAC, the Course Designation Codes specific to the Cambridge Program and Online courses may be reported.

Business Rule: Report Course Designation Codes for all courses for which a Course Designation Code is appropriate.
A Course Designation Code of R–Running Start may not also be reported as I –International Baccalaureate, C – College in the High School, T – Tech Prep, A – Advanced Placement, K – Cambridge Program, L – Local Competency Test or N – National Competency Test.
A Course Designation Code of Z – Non-Instructional may not also be reported as A – Advanced Placement, K – Cambridge Program, C – College in the High School, I – International Baccalaureate, R – Running Start, S – Science Lab or T – Tech Prep.
If Element H13 contains an A – Advanced Placement or an I – International Baccalaureate, then Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code must have a valid code from the appropriate Advanced Placement and International Baccalaureate Codes table. AP and IB codes may only be reported by schools with approved courses, or when reporting transfer courses. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find.

Example: IC
Valid Values: I – International Baccalaureate
C – College in the High School
T – Tech Prep
H – Honors
A – Advanced Placement

R – Running Start
 B – College Academic Distribution Requirements (CADR)
 K – Cambridge Program
 O – Online (does not print on the transcript)
 L – Local Competency Test
 N – National Competency Test
 Q – Quantitative
 S – Science Lab
 Z – Non-Instructional

Last Updated: September 2014

Element H14 – Content Area Code

Field Name: ContentAreaCode
Data Type: varchar
Size: 3
Allow NULL? Yes. Conditional.
Description: Indicate that the class is a block class (123) with more than one core content area associated or that it is a non-instructional (ZZZ) class with no teacher providing instruction for courses taken in the 2015-16 school year. For courses taken prior to the 2015-16 school year indicate the primary content area of the course.
Business Rules: Must be a valid Content Area Code from the Content Area Codes found in Appendix O based on the school year the course was taken. School year is determined by Element H18 – Term End Dates, September through August.
Example: 7
Valid Values: Refer to the valid values table in Appendix O, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: January 2015

Element H15 – State Course Code

Field Name: StateCourseCode
Data Type: char
Size: 6
Allow Null? Yes. Conditional.
Description: The course code used by the State to represent the unique course.
Business Rules: Must be a valid State Course Code. State Course Codes must be provided for all courses of High School Rigor.
 This element must be entered for transfer or historical courses if known. State Course Code 23000 – AVID (Advanced Via Individual Determination) may only be submitted by schools authorized to offer AVID Courses or when reporting transfer courses. A list of the authorized schools can be found in Appendix H, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Example: 02154 (Business Math)
Valid Values: Refer to the valid values in the State Course Code Lists, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: September 2015

Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code

Field Name: APIBCourseCode
Data Type: numeric
Size: 4,2 (Five characters including the decimal point)
Allow Null? Yes. Conditional.
Description: The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course.

Business Rules: If Element H13 – Course Designation Code, contains an I – International Baccalaureate or an A – Advanced Placement, then Element H16 must have a valid code. If an AP or IB code is provided, it must be a valid value Course Code from the Advanced Placement Course Codes found in Appendix Q. Beginning with the 2013–14 school year, AP and IB codes may only be reported by schools with approved courses or when reporting transfer courses. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find. Only courses where high school credit was attempted should be reported.

Example: 12.56

Valid Values: Refer to valid values in Appendix Q, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: February 2013

Element H17 – Classification of Instructional Program (CIP) Code Number

Field Name: CIPCode

Data Type: char

Size: 6

Allow NULL? Yes. Conditional.

Description: The Classification of Instructional Program (CIP) Code Number assigned by OSPI to the approved Career and Technical Education (CTE) course.

Business Rules: Data is required for Career and Technical Education (CTE) courses and must be approved specifically for your School District for the reporting school year in the Career and Technical Education application in the Education Data System (EDS). If the course was an approved CTE/Vocational course in a previous year, then the CIP Code Number reported in H17 must be a valid CIP Code Number approved for that year. If the course is not a transfer credit, and Element A05 – School Code matches Element H26 – School Code, then the same CIP Code Number must also be reported in Element D10 – CIP Code. CIP Codes are recommended but not required for transfer courses (when Element H26 – School Code valid value = 9999). This element must be entered for transfer or historical courses if known.

Example: 010103

Valid Values: Refer to the Classification of Instructional Program (CIP) Codes approved specifically for your School District for the reporting school year in the Career and Technical Education application in the Education Data System (EDS)

Last Updated: January 2013

Element H18 – Term End Date

Field Name: TermEndDate

Data Type: char

Size: 7

Allow NULL? No. Data is required.

Description: Month/Year of the final grading period for the course or courses completed.

Business Rules: The term end date should be formatted as MM/YYYY.

Example: 12/2007

Last Updated: May 2010

Element H19 – Term

Field Name: Term

Data Type: varchar

Size: 12

Allow NULL? Yes. Conditional.

Description: Term in which course was taken.

Business Rules: Include the Term for all courses attempted. If Element A05 – School Code matches Element H26 – School Code (indicating this is not a transfer credit) then term must be supplied. This element is not required when entering transfer information.
Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks into the school year.
When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise, use the Semester designation.
Refer to the valid values table, below, and in Appendix P, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Example: Sem1 or TRI3

Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/default.aspx>.

Last Updated: January 2012

Element H20 – Is the Student a Career and Technical Education (CTE) Program Completer?

Field Name: IsVocationalCompleter

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: Indicates whether, as a result of having been enrolled in the CTE course identified in Element H17 – Classification of Instruction Program (CIP) Code Number, the student has acquired 360 hours of instruction in a CTE program. A CTE program completer has completed all courses taken within that CTE program, with grades of D or better.
Report CTE Program Completer status when it occurs – when a student receives a final grade for all courses and reaches 360 hours of instruction in a CTE program.

Business Rules: If data is entered in Element H17 – Classification of Instruction Program (CIP) Code Number AND If Element A05 – School Code matches Element H26 – School Code (indicating this is not a transfer credit), then data is required in Element H20. This element is not required for students who transferred into the reporting district.

Example: Y

Valid Values: N – No
Y – Yes

Last Updated: January 2014

Element H21 – Did Student Receive a State or Nationally Recognized Industry Certification?

Field Name: HasIndustryCertification

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: Indicates whether, as a result of taking the CTE course identified in Element H17, Classification of Instruction Program (CIP) Code Number, the student received a state or nationally recognized industry certification or successfully passed a certification exam as part of a state or nationally recognized industry certification program during the reporting period.

Industry certification is based on the student's ability to demonstrate skills and knowledge to industry standards. Some industry certifications may be earned in fewer than 360 hours of instruction. Therefore, the student is not required to be a "CTE program completer" at the time the industry certification is earned.

Business Rules: If data is entered in Element H17, Classification of Instruction Program (CIP) Code Number, then data is required in Element H21. This element is not required when entering transfer information.

Example: Y
Valid Values: N – No
Y – Yes
Last Updated: July 2014

Element H22 – No Longer An Active Data Element

Field Name: IsDirectTranscriptionAvailable
Description: This data element is no longer used in CEDARS
Last Updated: January 2012

Element H23 – Is the Student a Tech Prep Completer?

Field Name: IsTechPrepCompleter
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: Indicates whether the student completed a sequence of courses in accordance with the definition of Tech Prep Completer. A Tech Prep Completer is any student who completes all courses, with a B grade or better, that are the high school's portion of the Tech Prep Articulation Agreement for that program area.

Business Rules: If Element H13, Course Designation Code, contains a T –Tech Prep, then data is required in Element H23. CEDARS will not accept NULL values. This element is not required when entering transfer information.
If Element H13, Course Designation Code, does not contain a T –Tech Prep, then Element H23 must be N.

Example: Y
Valid Values: N – No
Y – Yes
Last Updated: April 2010

Element H24 – Did the Student Take or Pass a State or Nationally Recognized Assessment of Technical Skill and Knowledge?

Field Name: CTEAssessment
Data Type: char
Size: 1
Allow Null? Yes. Conditional.
Description: Indicates whether the student has taken and/or passed a state or nationally recognized assessment in the approved CTE course identified in Element H17, Classification of Instruction Program (CIP) Code Number.

An assessment based on the necessary training to prove knowledge and demonstrate skill level to obtain employment and/or recognition in an industry; a tool that demonstrates skill level and knowledge. Not limited to practicum.
Business Rules: If data is entered in Element H17, Classification of Instruction Program (CIP) Code Number, then data is required in Element H24 and NULL values will not be accepted.

If Element H21 – Did Student Receive a State or Nationally Recognized Industry Certification has a valid value of Y–Yes, then Element H24 must be 2.
Example: 2
Valid Values: 0 = no, did not take an assessment

1 = yes, took the test but did not pass
2 = yes, took the test and passed

Last Updated: January 2013

Element H25 – Certification Number

Field Name: CertificationNumber
Data Type: char
Size: 7
Allow NULL? Yes. Conditional.
Description: The State Certification number assigned to this staff member's certificate.
Business Rules: Beginning with the 2014-15 school year, the Certification Number may be blank for courses submitted with a Course Designation Code of Z – Non Instructional. The Certification Number may be blank for any high school transfer credits taken outside the submitting district. The certification must be a valid Washington State Certification number, a Z number, a temporary certificate number, or a special exception indicator. The Z number is reported as the Certification Number (A2) in the S275 Report for non-certified staff. All teachers who have applied for certification in Washington State will receive a Temporary certificate number. Currently the only special exceptions to the certification requirements are teachers in Reengagement programs. In that case, enter the code "R999999". If the certification number does not exist on the OSPI Certification database, the entire record will be rejected. Z numbers will be rejected if a certification number has been issued for the staff member.
Example: 315502E, or Z123456, or T123456, or R999999
Last Updated: March 2015

Element H26 – School Code

Field Name: SchoolCode
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: This is a four-digit code assigned to the school by OSPI.
Business Rules: The School Code for the school where the student attempted high school credit for a course. OSPI school codes must be a valid school listed in the Education Data System (EDS). If credits were attempted at another school outside your district, enter 9999.
Example: 1234
Valid Values: Refer to EDS for valid values: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2013

Element H27 – ALE Course Type

Field Name: ALEFunded
Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: Identifies how the instruction for the course reported in Element H07 – Course ID was provided.
Business Rules: Report the valid value that describes the type of ALE instruction provided for the course reported in Element H07 – Course ID for courses taken beginning with the 2014-15 school year. If Element H27 contains a valid value of O – Online then Element H13 – Course Designation Code must contain a valid value of O – Online.
This element is not required when entering transfer information.
Example: O

Valid Values: N – No, course was not taught through ALE
O – Online
R – Remote
S – Site Based
Y – Yes (only applicable for school years prior to 2014-15)
Last Updated: January 2014

Element H28 – No Longer An Active Data Element

Field Name: CourseEquivalencyIdent
Description: This data element is no longer collected through CEDARS
Last Updated: February 2017

Element H29 – No Longer An Active Data Element

Field Name: CTECreditEquivalency
Description: This data element is no longer collected through CEDARS
Last Updated: February 2017

Element H30 – Course School Year

Field Name: CourseYear
Data Type: char
Size: 4
Allow NULL? No. Data is required
Description: The second year of the four-digit school year in which the course was taken. Transfer courses must also include the year they were taken at the previous school and data for these courses must be reported in this element.
Business Rules: This element is used to identify the year in which the student took the course. For a course taken in the 2013-14 school year, report 2014.
Example: 2014
Last Updated: February 2016

Student Attributes and Programs File (I)

File Name: StudentPrograms
Description: This file contains information for students participating in/receiving services from specific programs, eligibility for Free/Reduced Meal participation and individual student attributes. **A record must be submitted for each program, service or attribute the student participates in or is identified with.**
All students reported in File (I) must have an enrollment record reported for them in School Student File (C). **See the business rules for each code in Appendix F for exact business rules for each code.**

Sample File Name: 12345_0000_StudentPrograms_20170906_20172018.txt

Element I01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element I02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element I03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element I04 – State Student ID (SSID)

Field Name: SSID

Data Type: char
Size: 10
Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
 Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element I05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the District's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. The ID reported in Element I05 must be included in the Location File A. See the business rules for this element in [Appendix F](#). Unique rules apply to each value reported in [Element I06](#).
Example: 1234
Last Updated: February 2017

Element I06 – Attribute or Program Code

Field Name: ProgramCode
Data Type: int
Allow NULL? No. Data is required.
Description: The state assigned service, program or attribute code from the list of valid values below.
Business Rules: Report a record in this file if the student received services, participated in a program or is identified with an attribute listed in the valid values from [Appendix F](#) at any point in the current school year, ~~then include a record for that student in this file at the school where the student received services, participated in a program or was enrolled.~~
 If the student is reported in Special Education File (K) they must be reported with a valid value equal to 36 – Student Identified With a Disability in Element I06.
Example: 2
Valid Values: Refer to the valid values in Appendix F, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2017

Element I07 – Start Date

Field Name: StartDate
Data Type: date
Allow NULL? No
Description: The date the student begins receiving services, is enrolled in a program or is identified with a specific attribute.

Business Rules: This is the first day the student attends or receives services, is enrolled in a program or is identified with a specific attribute **or corresponds with the first day of enrollment**.
 This date must be equal to or greater than the date contained in Element B14 – Date Enrolled in District.
 The program start date must be on or after Element B09 – Birth Date. Date **must** be formatted as MM/DD/YYYY.

Example: 01/01/2007
Last Updated: February 2017

Element I08 – Exit Date

Field Name: ExitDate
Data Type: date
Allow NULL? Yes. Conditional.
Description: The date the student exits a program, ceases to receive services or is no longer identified with a specific attribute.

Business Rules: This is the last day the student receives services, is enrolled in a program or is identified with a specific attribute.
 This date must be equal to or greater than the date in Element I07 – Start Date. If the student enters and exits on the same date, the same date is used in Elements I07 – Start Date and this Element, I08.
 If I08 – Exit Date is reported for student, information must be provided within Element I09 – Exit Reason Code. An exit date must be entered if Element I09 – Exit Reason Code is submitted.
 Date **must** be formatted as MM/DD/YYYY.

Example: 02/15/2007
Last Updated: February 2017

Element I09 – Exit Reason Code

Field Name: ExitReasonCode
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: The reason the student is exiting the program.

Business Rules: An Exit Reason Code must be entered if Element I08 – Exit Date is submitted. Students identified in Element I06 – Attribute or Program Code with a valid value of 36 – Disability and an exit date reported in Element I08 – Exit Date are not required to report a valid value in Element I09.
 If Element I06 – Attribute or Program Code valid value is equal to 41 – Washington State Seal of Biliteracy Earned or 42 – Washington State Seal of Biliteracy Proficient then a valid value from Appendix L must be entered.

Example: B
Valid Values: A – Program no longer needed
 B – Graduated (not to be used with WA Reading Corps Literacy Support)
 C – No longer enrolled
 D – Opted out of program (students/parent/guardian withdrew from program)
 F – Other
 G – Transferred to GED Program (only for use with GRADS program students)
 H – End of school year transition
 I – Student no longer qualifies for gifted program services based upon multiple objective assessment results (only for use with Gifted Program)
 K – Parent/Guardian/Student declined services for this year only (only for use with Gifted Program)

Appendix L – Washington State Seal of Biliteracy and Competency valid values are found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx> for reporting.

Last Updated: **September 2017**

Element I10 – Qualification Code

Field Name: QualificationCode

Data Type: varchar

Size: 60

Allow NULL? Yes. Conditional.

Description: The reason the student qualifies for program services.

Business Rules: ~~Free Form. Must be equal to or less than 60 characters.~~

If **Element I06** – Attribute or Program Code valid value is equal to 19 – Free and Reduced Meals then a program code from Appendix X must be entered.

If **Element I06** – Attribute or Program Code valid value is equal to 30 – GRADS Program then a valid value from the list below must be reported.

If **Element I06** – Attribute or Program Code valid value is equal to 36 – Disability then a valid value from Appendix I must be reported.

If **Element I06** – Attribute or Program Code valid value is equal to 36 – Disability and **Element I10** valid value = 1, the student must be under the age of 9. The value must be changed from 1 to another valid value prior to the student's ninth birthday.

If **Element I06** – Attribute or Program Code valid value is equal to 36 – Disability and **Element I10** valid value = 15, the student must be under the age of 3. The value must be changed from 15 to another valid value prior to the student's third birthday.

If **Element I06** – Attribute or Program Code valid value is equal to 40 - Student is participating in a 1418 Reengagement Program then a valid value from Appendix R must be reported.

If **Element I06** – Attribute or Program Code valid value is equal to 41 – Washington State Seal of Biliteracy Earned or 42 – Washington State Seal of Biliteracy Proficient then a language code from Appendix K must be entered

If **Element I06** – Attribute or Program Code valid value is 43 – Truancy Action then a valid value from the list below must be reported.

Example: 7 – Free via Head Start.

Valid Values: Free and Reduced Meal code qualification codes:

Refer to valid values table in Appendix X, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx> for reporting.

Disability Codes:

Refer to valid values table in Appendix I, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx> for reporting.

Reengagement Codes:

Refer to valid values table in Appendix R, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx> for reporting.

GRADS Program qualification codes:

A – Pregnant secondary school student

B – Father-to-be secondary school student

C – Parenting secondary school student (female or male)

Washington State Seal of Biliteracy language codes:

Refer to valid values found in Appendix K found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx> for reporting.

Truancy Action qualification codes:

1 – Truancy Petition Filed with Juvenile Court

Last Updated: **February 2017**

English Learners Student Limited English Proficiency File (J)

File Name: BilingualPrograms
Description: This file captures information unique to those students who are receiving services or tested but did not qualify for:

- State Transitional Bilingual Instruction Program (STBIP) services
- English Language Development services for Native American students under Title III

There should be at least one entry for each student identified for the current school year. For example, if a student enters, exits and re-enters the State Transitional Bilingual Instruction Program (STBIP), there should be two entries to reflect these two separate enrollments into the Program.

Only placement test data is to be reported in this file. This file is not intended to collect annual test data for students.

Sample File Name: 12345_0000_BilingualPrograms_20170906_20172018.txt

Element J01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element J02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element J03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This

ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element J04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element J05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the District's Student Information System (SIS) where the student is tested for, participates in or receives services for the program.
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05 – School Code](#).
The ID reported in Element J05, must be included in the [Location File A](#).
Example: 1234
Last Updated: February 2011

Element J06 – Instructional Model Code

Field Name: InstructionalModelCode
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: The assigned Instructional Model Code associated with the student eligible for or receiving services.
Business Rules: If [Element J17 – Program Eligibility/Designation](#), valid value contains a 1 – State Transitional Bilingual Program then an Instructional Model Code must be provided.
If [Element J17 – Program Eligibility/Designation](#), valid value contains a 3 – Native American Student receiving, under Title III, English Language Development Services Element J06 must be null.
If [Element J21 – Placement Status Level](#) is = L4 or L5, indicates the student is NOT eligible for services, Element J06 must be Null.
If [Element J09 – Exit Reason Code](#) is = O, Student Tested but did not Qualify, Element J06 must be null.
Example: C

Valid Values: A – Dual Language
B – Transitional Bilingual – Late Exit
C – Transitional Bilingual – Early Exit
D – Content ESL (sheltered instruction)
E – Supportive Mainstream (formerly Pull out model)
N – Newcomer Program
P – Waiver (Parent Waiver from Program Services)

Last Updated: [September 2017](#)

Element J07 – Program Status Start Date

Field Name: StartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the student begins receiving services, waives services or tested but did not qualify for services during the current school year.

Business Rules: This is the first day of the current school year the student begins receiving services, changes program status or waives services.
The Program Status Start Date shall be during the current school year in which the enrollment occurred **except for records being submitted in the current school year for students who tested but did not qualify in a prior school year.** All students will be provided with a new Program Status Start Date when services commence during the current school year, regardless of prior school year services.

If the student tested but did not qualify **in the current school year** the Program Status Start Date is the date the student took the placement test as reported in Element J22 – Placement Test Date. **If the student tested but did not qualify in a prior school year and the data is to be reported in the current school year, use the original placement test datae for Element J07 – Start Date.**

If during this current school year the student exits and then returns, the date the student returned and resumed participation becomes the Program Status Start Date.

If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student). If the student enrolls during the summer when school is not in session, use the date the student will begin (the first day of the current school year) as the Program Status Start Date.

If the student qualifies for services, the Program Status Start Date must be on or after Element A07 – Initial School Start Date, on or after Element B14 – Date Enrolled in District and on or after Element J22 – Placement Test Date.

If student tested but did not qualify for services **in the current year**, the Program Status Start Date must be the same as the date reported in Element J08 – Program Exit Date. Element J09 – Exit Reason Code must be a valid value of 'O'.

Date should be formatted as MM/DD/YYYY.

Example: 01/01/2007

Last Updated: [January 2018](#)

Element J08 – Program Exit Date

Field Name: ExitDate

Data Type: date

Allow NULL? Yes. Conditional.

Description: The date the student is tested but did not qualify for, transitions out of, **parent waives services**, or exits.

Business Rules: This is the last day the student is tested but did not qualify for or received services.

This date must be equal to or greater than the date in Element J07, Program Start Date.

If the student exits during the summer, use the actual date on which the student left.

If the student enters and exits on the same date, the same date is used in Elements J07 – Program Status Start Date and in this Element, J08.

If J08 – Program Exit Date is reported for student, information must be provided within Element J09, – Exit Reason Code. An exit date must be entered if Element J09 – Exit Reason Code is not NULL.

If the student exits and returns within the same current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student). Date should be formatted as MM/DD/YYYY.

Example: 02/15/2007

Last Updated: February 2017

Element J09 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: The reason the student is ending the bilingual enrollment segment.

Business Rules: Data Element J09 is left blank until student tested but did not qualify or exits the program. An Exit Reason Code must be entered if Element J08 – Program Exit Date is not NULL.

If Element J21 – Placement **Status Level** is = **L4** or **L5**, indicates the student is **NOT eligible for services**, Element J09 must be 0 – Tested but did not qualify.

Example: B

Valid Values: A – Re–designated/Transitioned

B – Graduated

C – Drop–out

D – Left for other Reasons (left district for unknown reasons)

E – Transferred/Moved out of district

F – *No longer used (Parent Waiver)*

G – *No longer used (Primary LEP factors attributed to Special Education)*

H – Deceased

I – *No longer used (Expulsion, Long Term)*

M - Student Moved Out of Country

T – Transfer within district, between models (~~except exit due to Parent Waiver~~), or end of school year rollover

O – Student Tested but did not Qualify

P - Re-designated / Parent Written Request to Change Original Home Language Survey (HLS) responses

N – Change of Ethnicity/Race Status (Native American students receiving Title III English Language Services)

Last Updated: September 2017

Element J10 – No Longer An Active Data Element

Field Name: PlacementTestScaleScore

Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be collected through Element J20 – Placement Test Score.

Last Updated: January 2012

Element J11 – No Longer An Active Data Element

Field Name: PlacementTestLevelScore

Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be collected through Element J21 – Placement **Status Level**.

Last Updated: January 2012

Element J12 – No Longer An Active Data Element

Field Name: PlacementTestDate

Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be collected through Element J22 – Placement Test Date.

Last Updated: January 2012

Element J13 – Initial **WA** Placement Test Date

Field Name: InitialWAPlacementDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the student first took the placement test ~~in any district in Washington~~. This date, once reported, will never change.

Business Rules: Date should be formatted as MM/DD/YYYY.

Example: 09/25/2001

Last Updated: **February 2017**

Element J14 – No Longer An Active Data Element

Field Name: InitialUSAPlacementDate

Description: This data element has been moved to District Student File (B), Element B32 – Initial USA School Enrollment Date.

Last Updated: February 2011

Element J15 – No Longer An Active Data Element

Field Name: NumMonthsUSAttendance

Description: This data element has been moved to District Student File (B), Element B33 – Number of Months US Attendance in School.

Last Updated: February 2011

Element J16 – No Longer An Active Data Element

Field Name: NumMonthsNonUSFormalEducation

Description: This data element has been moved to District Student File (B), Element B34 – Number of Months Non US Attendance in School.

Last Updated: February 2011

Element J17 – Program Designation

Field Name: ProgramDesignation

Data Type: int

Allow NULL? No. Data is required.

Description: Program designation appropriate for student being reported.

Business Rules: If Element J17 contains valid value = 1 and Element J09 does not contain a valid value of P, one of the elements, Element B17 – Primary Language Code or Element B18 – Student Language Spoken at Home, must have a language code other than 639 – English.

If Element J17 contains valid value = 3, Element B17 – Primary Language Code and Element B18 – Student Language Spoken at Home, must be 639 – English or 640 – American Sign Language.

Example: 3

Valid Values: 1 – State Transitional Bilingual Instructional Program

2 – No longer an active valid value

3 – Native American Student, Title III, English Language Development services

Last Updated: September 2014

Element J18 – Placement Test Code

Field Name: PlacementTestCode

Data Type: int

Allow NULL? Yes. Conditional.

Description: Enter the code that represents the most recent placement test the student took ~~in Washington~~ as described in Element J22 – Placement Test Date. This element only refers to the most recent placement test, and is not for reporting of annual assessment information.

Business Rules: Must be a valid value contained in the list below. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J18 may be null.

Example: 1

Valid Values: 1 – LASO
2 – LPTS
3 – PLAS
4 – WLPT
5 – WELPA
6 – ELPA21 Screener (in Washington Public Schools)
7 – ELPA21 Annual Assessment (not in Washington Public Schools)
8 – WIDA ACCESS

Last Updated: February 2017

Element J19 – Grade Level at Placement

Field Name: GradeLevelAtPlacement

Data Type: varchar

Size: 2.

Allow NULL? No. Data is required.

Description: The student's grade level at the time of the most recent placement test as reported in Elements J18 – Placement Test Code, J20 – Placement Test Score, J21 – Placement Level and J22 – Placement Test Date.

Business Rules: Report the grade level the student was enrolled in at the time of the most recent placement test. Students enrolled in Kindergarten who took the placement test prior to enrollment should use Kindergarten (K1 or K2) as their grade level at placement.

Example: 04

Valid Values: See Appendix E – Grade Level Codes, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: January 2012

Element J20 – Placement Test Score

Field Name: PlacementTestScaleScore

Data Type: numeric

Size: 4

Allow NULL? Yes. Conditional.

Description: Enter the scale score the student earned upon taking the most recent placement test for the State Transitional Bilingual Instruction Program as described in Element J22 – Placement Test Date. This element only refers to the most recent placement test, and is not for reporting of annual assessment information. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J20 may be null if data is not available.

Business Rules: Must be a value between 0 and 9999.

Example: 431

Valid Values: 0 to 9999

Last Updated: February 2017

Element J21 – Placement Status Level

Field Name: PlacementTestLevelScore

Data Type: char

Size: 2

Allow NULL? Yes. Conditional.

Description: The ~~status level score~~, as defined below in the valid values section, associated with the scale score the student earned upon taking the most recent placement test for the State Transitional Bilingual Instruction Program or English Language Development services. Enter the ~~status level score~~ the student earned upon taking the most recent placement test. This element only refers to the most recent placement test, and is not for reporting of annual assessment information. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J21 may be null if data is not available. If J06 – Instructional Model code is NOT NULL, ~~this value MUST NOT BE L4 or L5~~ the valid value submitted must indicate the student is eligible for services.

Business Rules: Refer to [Appendix N](#) for a list of valid values mapped to the placement test codes found in Element J18 – Placement Test Code.

Example: ~~L~~2

Valid Values: ~~L~~1

~~L~~2

~~L~~3

~~L~~4

~~L~~5

6

Last Updated: September 2017

Element J22 – Placement Test Date

Field Name: PlacementTestDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date of the most recent placement test, ~~submitted in Element J18 – Placement Test Code~~, taken by the student ~~in Washington~~. This element only refers to the most recent placement test, and is not for reporting of annual assessment information.

Business Rules: The month, day and year of the student's placement test must be in the MM/DD/YYYY format. Enter the most recent date the student took the placement test for a State Transitional Bilingual Instruction Program.

Example: 09/25/2001

Last Updated: February 2017

Student Special Education Programs File (K)

File Name: SpecEdPrograms
Description: This file captures program information unique to the Special Education Program. There should be one entry for each student per enrollment into the program for the current school year per location. For example, if a student enters, exits and re-enters the Special Education Program, there should be two entries to reflect these two separate enrollments into the Program. All students reported in File (K) must be reported as having a disability in Student Attributes and Programs File (I). Records will be rejected if there is no corresponding enrollment record in Student Attributes and Programs File (I).

Sample File Name: 12345_0000_SpecEdPrograms_20170906_20172018.txt

Element K01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element K02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element K03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element K04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element K05 – Location ID

Field Name: LocationId
Description: This data element is no longer used in CEDARS.
Last Updated: January 2014

Element K06 – Least Restrictive Environment (LRE) Code

Field Name: LRECode
Data Type: int
Allow NULL? No. Data is required.
Description: Least Restrictive Environment (LRE) Code.
Business Rules: Students currently enrolled in and receiving special education services, or who were receiving but exited special education during the current school year, must have a valid LRE code. LRE codes reported must be appropriate to current age of student.
Example: 2
Valid Values: Refer to the valid values in Appendix W, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2014

Element K07 – Initial Washington Service Date

Field Name: SpecialEducationProgramStartDate
Description: This data element is no longer used in CEDARS.
Last Updated: January 2014

Element K08 – Exit Date

Field Name: ExitDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? Yes. Conditional.
Description: The last date the student receives (exits) Special Education services or has a change reported in Element K06 – Least Restrictive Environment (LRE) Code.
Business Rules: This is the last day the student attends or receives services from the Special Education Program.
This date must be equal to or greater than the date in Element K14 – Program Start Date.
If the student exits during the summer, use the actual date on which the student received their final services from the Special Education Program.

If the student enters and exits on the same date, the same date is used in Element K14 – Program Start Date and in this Element, K08.

If K08 –Exit Date is reported for a student, information must be provided within Element K09 – Exit Reason Code. An exit date must be entered if Element K09 – Exit Reason Code is submitted.

If the student exits and returns within the same current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student). Date should be formatted as MM/DD/YYYY.

If an updated LRE Code is reported for the student in Element K06, an exit date must be provided.

Example: 02/15/2007
Last Updated: January 2014

Element K09 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: Indicates the reason the student is no longer receiving (exited) Special Education services, student has a change reported in Element K06 – Least Restrictive Environment (LRE) Code or is no longer enrolled as reported in Element C09 – School Withdrawal Code.

Business Rules: An Exit Reason Code must be entered if Element K08 – Program Exit Date is submitted. An Exit Reason Code is not to be submitted unless the reason for exit matches one of the Valid Values listed below.
Exit Reason Code valid values 1 and 4 may only be reported for those students who will no longer be receiving Special Education services due to specified reasons.

Exit Reason Code valid value 2 may only be reported for those students who have obtained age 21 during the current reporting school year and are no longer eligible for Special Education services.

Exit Reason Code, valid value 5, must be entered if Element K06 – Least Restrictive Environment (LRE) Code is updated.

Exit Reason Code, valid value 6, is to be entered if the exiting district has confirmed that the student is no longer enrolled in the district (this includes students who have graduated). Element C09 – School Withdrawal Code must indicate withdrawal from district.

Example: 2

Valid Values:
1 – Re-evaluated and no longer needs Special Education Services
2 – Aged Out (student obtained age 21 during current reporting school year)
3 – *No longer used (Graduated with High School Diploma)*
4 – Parent Revokes Consent for Special Education Services
5 – Least Restrictive Environment (LRE) Code change
6 – No longer enrolled in District (not to be used to report in-district school transfers)

Last Updated: January 2015

Element K10 – No Longer An Active Data Element

Field Name: ReferralDate

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element K11 – No Longer An Active Data Element

Field Name: InitialEligibilityDate

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element K12 – No Longer An Active Data Element

Field Name: LastIEPReviewDate
Description: This data element is no longer used in CEDARS.
Last Updated: January 2013

Element K13 – No Longer An Active Data Element

Field Name: LastEvaluationDate
Description: This data element is no longer used in CEDARS.
Last Updated: January 2013

Element K14 – Program Start Date

Field Name: StartDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? No. Data is required.
Description: The date the student began receiving services in the Special Education Program in the reporting district or had a change in the Least Restrictive Environment (LRE) Code reported for the student.
Business Rules: Report the first day the student attends or receives services from a Special Education Program in the reporting district or the date the LRE code reported for the student in Element K06 – Least Restrictive Environment Code is updated or changed.
If the student enrolls during the summer when school is not in session, use the date the student will begin the Special Education Program (the first day of the current school year) as the Special Education Program Start date.
Date should be formatted as MM/DD/YYYY.
Example: 01/01/2007
Last Updated: April 2014

Ethnicity File (L)

File Name: StudentEthnicity
Description: This file captures ethnicity information unique to each student. There must be at least one record for each student. If Ethnicity Code equals '10' (Non-Hispanic), there cannot be other records in this file for the same student. If the student is Hispanic, there can be multiple records for the student identifying all sub-categories of Hispanic with which the student identifies.

Sample File Name: 12345_0000_StudentEthnicity_20170906_20172018.txt

Element L01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element L02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element L03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element L04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element L05 – Ethnicity Code

Field Name: EthnicityCode
Data Type: char
Size: 2
Allow Null? No. Data is required.
Description: This code distinguishes whether the student is Hispanic or Non-Hispanic and if Hispanic, which Hispanic subgroups.
Business Rules: There must be at least one record for each student if Ethnicity Code equals '10' (Non-Hispanic), there cannot be other records in this file for the same student. If Ethnicity Code contains one of the Hispanic ethnicities, there can be multiple records for the student.
Valid Values: Refer to valid values table in Appendix Y, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Example: 10
Last Updated: February 2011

Race File (M)

File Name: StudentRace
Description: This file captures race information unique to each student. This file consists of at least one record for each student served in the district during the current school year along with race data associated with the student. For students who are multiracial, individual records will be submitted; one for each race.

Sample File Name: 12345_0000_StudentRace_20170906_20172018.txt

Element M01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element M02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element M03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Last Updated: September 2007

Element M04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow Null? No.

Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890

Last Updated: January 2015

Element M05 – Race Code

Field Name: RaceCode

Data Type: char

Size: 3

Allow Null? No. Data is required.

Description: This element indicates the student's selected race(s).

Business Rules: There must be at least one record for each student. For students who are multiracial, individual records will be submitted; one for each race.

Example: 123

Valid Values: Refer to valid values table in Appendix Z, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: February 2011

Student Absence File (N)

File Name: StudentAbsence
Description: This file captures daily absence information for each student. Absences from Alternative Learning and Online classes that don't require regular seat-time attendance do not have to be reported in this file. WAC 392-401-015(a)(b) provides the definition of 'absent' or 'absences' for student's: [An absence is defined as when a student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for at least fifty percent of the student's scheduled school day.](#)

This file consists of one record for each student served in the district during the current school year for each absence associated with the student for each school the student is enrolled. Even when a student leaves the school associated with these absence records, these records must continue to be reported through the remainder of the school year.

Absences must be reported for students in grades K–12. If attendance is tracked for pre–school students, those absences may also be reported in this file.

Sample File Name: 12345_0000_StudentAbsence_20170906_20172018.txt

Element N01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element N02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element N03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.

Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example: 123456789012 or 124 or TG096

Last Updated: January 2012

Element N04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No.

Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890

Last Updated: January 2015

Element N05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required.

Description: The Location ID for the school as generated by the District's Student Information System (SIS).

Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in Element A05 – School Code. The ID reported in Element N05, must be included in the Location File A. The location reported here should be the location from which the student was absent.

Example: 1234

Last Updated: January 2012

Element N06 – Absence Date

Field Name: AbsenceDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the absence occurred.

Business Rules: Date should be formatted as MM/DD/YYYY and may not be later than the submission date.

Example: 09/25/2012

Last Updated: January 2013

Element N07 – Absence Code

Field Name: AbsenceCode

Data Type: varchar

Size: 2

Allow Null? No. Data is required.

Description: This element indicates the Excused/Unexcused status and the amount of the day of the absence.

Business Rules: Report each absence for a student who is absent from for at least part of their scheduled school day. Absences from Alternative Learning and Online classes that don't require regular seat-time attendance do not have to be reported in this file.

Excused Absences

Valid excused absences from school as defined in [WAC 392-401-020](#) :

- Participation in a district or school approved activity [that is not instruction-related](#);
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible for;
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010
- Absences [due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC, unless the student is receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC](#); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student educational progress consistent with RCW 28A.225.010.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused Absences

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence.

Part Day Absence

Student failing to attend a portion of the hours or periods in that student's average school day of seat-time classes (less than 50% of the day unattended).

Full Day Absence

Student failing to attend the majority of hours or periods in that student's average school day of seat-time classes (50% or greater of the day unattended).

Students enrolled in more than one school will be reported as absent from each school, if applicable, based on the definitions for full day and part day as stated above. Students who are enrolled for only part of the day will be reported as absent in a part day or full day increment as stated above. For example, if a high school student is enrolled for only one period each day, they will be reported as a full day absence if they fail to attend that period.

Example:

EF or UP

Valid Values:

EF – Excused Full Day Absence

UF – Unexcused Full Day Absence

EP – Excused Part Day Absence

UP – Unexcused Part Day Absence

Last Updated:

[September 2017](#)

Student Discipline File (P)

File Name: StudentDiscipline
Description: This file captures information regarding behavior and corrective or disciplinary actions for students involved in incidents during school or school-related activities when they are removed from their regular education setting. All firearm incidents must be reported, regardless of the corrective or disciplinary action applied. This file is only intended to collect information related to the student being disciplined and is not to include information regarding the student affected by the student being disciplined.

This file consists of one record for each student and incident during the current school year. If multiple students are associated with the same incident, then one record must be submitted for each student being disciplined.

Students reported in this file must also be reported in District Student File (B) and School Student File (C).

Sample File Name: 12345_0000_StudentDiscipline_20170906_20172018.txt

Element P01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element P02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Last Updated: January 2015

Element P03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow Null? No. Data is required.
Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This

ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example: 123456789012 or 124 or TG096
Last Updated: January 2012

Element P04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow Null? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2015

Element P05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the District's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05 – School Code](#).
The ID reported in Element P05, must be included in the [Location File A](#). The Location ID reported should be the enrolled Location ID of the student at the time of the reported behavior or incident. If the behavior or incident occurred on other school grounds, do not report that Location ID.
Example: 1234
Last Updated: January 2012

Element P06 – Incident Date

Field Name: IncidentDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? No. Data is required.
Description: The date the reported incident occurred.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 09/25/2012
Last Updated: January 2012

Element P07 – Behavior Code

Field Name: BehaviorCode
Data Type: int
Size: 2
Allow Null? No. Data is required.

Description: This element indicates the behavior for the student as it relates to the incident being reported. If more than one behavior occurs within an incident, school districts are to report the most serious behavior, as determined by the district, in Element P07. Other behaviors related to this incident are to be reported in Element P16 – Other Behaviors. School district policy shall determine hierarchical order for reporting purposes. If multiple students are related to a single incident the behavior associated with the individual student is to be reported.

Business Rules: Only use valid value 9 if the specific behavior of the student cannot be covered by codes 2–8 or 10–21.
If there are multiple behaviors in one incident, and one or more of the behaviors are identified as being included for federal reporting purposes, the most serious of the behaviors must be reported in Element P07.
Element P07 may not be reported with a valid value of 9 or 12, 13 or 17-21 if Element P16 – Other Behaviors contains a valid value of 2-8, 10, 11 or 14-16. Appendix B identifies the behaviors that will be included in Federal Reporting.

Example: 2 or 6

Valid Values: Refer to valid values table in Appendix B, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>

Last Updated: March 2015

Element P08 – Corrective or Disciplinary Action Date

Field Name: InterventionDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? Yes. Conditional.

Description: Date initial corrective or disciplinary action began.

Business Rules: If more than one corrective or disciplinary action was applied, report the date of the first corrective or disciplinary action related to this incident. This element may only be null if Element P09 – Intervention Applied has a valid value of “NA”. Date should be formatted as MM/DD/YYYY.

Example: 09/25/2012

Last Updated: September 2015

Element P09 – Corrective or Disciplinary Action Applied

Field Name: InterventionApplied

Data Type: varchar

Size: 2

Allow Null? No. Data is required.

Description: This element indicates the corrective or disciplinary action applied for the behavior reported in Element P07 – Behavior Code.

Business Rules: If multiple corrective or disciplinary actions are assigned to a student for one incident and a Short- or Long-Term Suspension or Expulsion is one of the actions, do not report any assigned corrective disciplinary action that occurs after the ‘out of school’ action. E.g., If a LS – Long Term Suspension is applied and then the student is assigned an IS – In School Suspension, report the LS – Long Term Suspension.

Only use “OT – Other” if a corrective or disciplinary action is applied for this incident and the corrective or disciplinary action is not found on this valid value list.

Example: SS or EX

Valid Values: EX – Expulsion

LS – Long-term Suspension (greater than 10 consecutive school days)

SS – Short Term Suspension (10 or fewer consecutive school days)

IS – In School Suspension (student is temporarily removed from their regular educational setting for disciplinary purposes but remains under direct supervision of school personnel)
EE – Emergency Expulsion
NA – No Corrective or Disciplinary Action Applied
OT – Other (any corrective or disciplinary action applied that is not described in the above codes)

Last Updated: February 2016

Element P10 – Number of Corrective or Disciplinary Action Days

Field Name: NumInterventionDays

Data Type: numeric

Size: 4,1 (Five characters including the decimal point)

Allow Null? Yes. Conditional.

Description: The total number of consecutive school days a student is excluded from their regular education setting as a result of the corrective or disciplinary action(s). The number of days reported may not be greater than the length of an academic term as defined by the school board. This must be reported in half (0.5) or full day increments.

Students removed from their regular education setting for an entire school day are to be reported as excluded for a full day. Students removed from their regular education setting for less than a full school day are to be reported as excluded for a half day. For this reporting, a school day is defined as the span of time the school is open. It is not defined at a student level based on their scheduled courses.

Business Rules: Report the total number of consecutive school days for the corrective or disciplinary action reported in Element P09 – Corrective or Disciplinary Action Applied and Element P14 – Emergency Expulsion. If a student received an additional intervention not reported in Element P09 – Corrective or Disciplinary Action Applied, the days of the additional corrective or disciplinary action are not to be included in this element. For example, if a student is suspended and received in school suspension upon returning to school, the out of school suspension should be reported in Element P09 – Corrective or Disciplinary Action Applied, and only the days of the out of school suspension and emergency expulsion (if any) should be reported in this element. The in school suspension days that occur after the out of school suspension would not be included.

Example: 2.5 or 105

Last Updated: August 2016

Element P11 – Incident ID

Field Name: IncidentID

Data Type: varchar

Size: 20

Allow Null? No. Data is required.

Description: The unique ID that identifies the incident, regardless of the number of students associated with it.

Business Rules: This ID will be used to tie multiple students to the same incident, and it will be used to identify the unduplicated number of incidents when completing federal reporting. Multiple students could be involved in an incident and should be reported with the same incident ID.

Example: HS412 or Bully01HS

Last Updated: January 2012

Element P12 – Weapon Type

Field Name: WeaponType

Data Type: varchar

Size: 2

Allow Null? Yes. Conditional.

Description: If the incident reported involved a weapon, this element provides the type of weapon involved.

Business Rules: If Element P07 – Behavior Code reports a valid value of 8 – Possession of a Weapon, this element may not be null. If Element P07 is a valid value other than 8 – Possession of a Weapon, this element is requested but not required. Definitions for the valid values below can be found in Appendix D, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Example: HG or KD

Valid Values: HG – Handgun
RS – Rifle or Shotgun
MF – Multiple Firearms
OF – Other Firearms
KD – Knife or Dagger
OW – Other Weapon
FO – Firearm and Other Weapon

Last Updated: January 2012

Element P13 – Interim Alternative Education Setting

Field Name: IAES

Data Type: varchar

Size: 1

Allow Null? Yes. Conditional. Must be reported for special education students if applicable.

Description: This element is to be used to indicate if students, identified as receiving special education services, are receiving educational services in an Interim Alternative Education Setting due to disciplinary action. Element P13 must contain a valid value of Y – Yes.

Business Rules: If Element P09 – Corrective or Disciplinary Action Applied reports a valid value other than NA – No Corrective or Disciplinary Action Applied, and the student is reported as receiving special education services in Student Special Education Programs File (K), then Element P13 must be reported. Students identified as receiving Special Education Services on the date reported in Element P06 – Incident Date, must be provided with a valid value of Y or N.

Example: Y

Valid Values: N – No
Y – Yes

Last Updated: January 2015

Element P14 – Emergency Expulsion

Field Name: EmergencyExp

Data Type: varchar

Size: 1

Allow Null? No.

Description: This element is to be used to indicate if an EE – Emergency Expulsion was applied for this incident.

Business Rules: When the emergency expulsion ends or is converted to another corrective or disciplinary action, Element P14 must be reported with a valid value of Y – Yes for the remainder of the reporting school year. It may not be removed unless inaccurate data was submitted and an emergency expulsion never took place.

Example: Y
Valid Values: N – No
Y – Yes
Last Updated: February 2016

Element P15 – Emergency Expulsion Days

Field Name: EEConversionDays
Data Type: numeric
Size: 4,1 (Five characters including the decimal point)
Allow Null? Yes. Conditional
Description: This is the number of school days from the date the EE – Emergency Expulsion began to the date it ended or was converted to a new Corrective or Disciplinary action other than EE.
Students removed from their regular education setting for an entire school day are to be reported as excluded for a full day. Students removed from their regular education setting for less than a full school day are to be reported as excluded for a half day. For this reporting, a school day is defined as the span of time the school is open. It is not defined at a student level based on their scheduled courses.
Business Rules: This element is required if Element P14 – Emergency Expulsion has a valid value of Y – Yes. [The number of days are to be reported when the EE has ended or been converted, and the total number of EE days is known.](#) This must be reported in half (0.5) or full day increments.
Example: 3 or 03
Last Updated: [September 2017](#)

Element P16 – Other Behaviors

Field Name: OtherBehaviors
Data Type: varchar
Size: 40
Allow Null? Yes.
Description: This element is to be used to indicate there was more than one behavior associated with the incident by this student.
Example, student is involved in an incident in which they were bullying and had tobacco and alcohol. The reporting district will report in Element P07 – Behavior Code the behavior that is determined to be the most serious offense. All additional behaviors are to be reported in Element P16.
Business Rules: This data is required when more than one behavior is attributed for students involved in incidents. Behavior codes submitted in Element P16 must be a valid value listed in Element P07 – Behavior Code. Valid values submitted in Element P16 may not also be listed in Element P07 – Behavior Code. All behaviors reported in this element must contain two digits and be reported as a string with commas separating the valid values.
Element 16 may not be reported with a valid value of 2-8, 10, 11 or 14-16 if Element P07 – Behavior Code contains a valid value of 9, 12, 13 or 17-21. Definitions for the valid values contained in Element P07 – Behavior Code can be found in Appendix B.
Example: 02,03,13
Last Updated: March 2015

Element P17 – Academic Services

Field Name: AcademicServices
Data Type: char
Size: 1
Allow Null? Yes. Conditional

Description: This element reports if academic services, as defined by district policy, were offered and if student participated during the suspension or expulsion.

Business Rules: This element is required if the student was removed from their regular educational setting and any value other than NA – No Corrective or Disciplinary Action Applied was reported in Element P09 – Corrective or Disciplinary Action Applied. Valid Value reported must be from the list below.

Example: 1

Valid Values: 1 – Academic Services were not offered
2 – Student offered Academic Services and participated
3 – Student offered Academic Services and did not participate

Last Updated: August 2016

Element P18 – Behavior Services

Field Name: BehaviorServices

Data Type: char

Size: 1

Allow Null? Yes. Conditional

Description: This element reports if behavior services, as defined by district policy, were offered and if student participated during the suspension or expulsion.

Business Rules: If Element P09 – Corrective or Disciplinary Action Applied has a valid value of SS - Short Term Suspension, LS - Long Term Suspension or EX – Expulsion then Element P18 may not be NULL. Valid Value reported must be from the list below.

Example: 2

Valid Values: 1 – Behavior Services were not offered
2 – Student offered Behavior Services and participated
3 – Student offered Behavior Services and did not participate

Last Updated: January 2015

Element P19 – Date Petition for Readmission Submitted

Field Name: PetitionforReadmission

Data Type: Date

Size: See Data Type Definitions

Allow Null? Yes.

Description: This element is the date that a Petition for Readmission was submitted by or on behalf of the student expelled or suspended.

Business Rules: If no Petition for Readmission was submitted, then this field should be left null. If a date is entered, it must be on or after the date entered in Element P08 - Corrective or Disciplinary Action Date. If a date is entered Element P20 – Date Petition for Readmission Granted, Element P19 – Date Petition for Readmission Submitted may not be null.

Example: 09/25/2015

Last Updated: September 2015

Element P20 – Date Petition for Readmission Granted

Field Name: GrantedPetitionforReadmission

Data Type: Date

Size: See Data Type Definitions

Allow Null? Yes.

Description: This element is the date that a Petition for Readmission was granted or approved for the expelled or suspended student.

Business Rules: If the Petition for Readmission was not granted or approved, or a Petition for Readmission was not filed, then this field should be left null. If a date is entered, it must be on or after the date entered in Element P08 - Corrective or

Disciplinary Action Date and must be on or after the date entered in [Element P19](#) - Date Petition for Readmission Submitted.

Example: 09/25/2015
Last Updated: September 2015

Element P21 – Petition for Extension of an Expulsion

Field Name: PetitionforOverOneYear
Data Type: char
Size: 1
Allow Null? Yes. Conditional
Description: This element indicates if a petition was made for an expulsion to exceed the length of an academic term as defined by the school board.
Business Rules: If [Element P09](#) – Corrective or Disciplinary Action Applied reports a valid value of EX – Expulsion then Element P21 must contain one of the valid values listed below.
Example: 1
Valid Values: 0 – No petition made
1 – Petition to exceed the length of an academic term. Petition denied.
2 – Petition to exceed the length of an academic term. Petition granted.
Last Updated: August 2016

Element P22 – Date Reengagement Meeting Held

Field Name: ReengagementMeeting
Data Type: Date
Size: See Data Type Definitions
Allow Null? Yes.
Description: This element is the date that a reengagement meeting was held with the student returning from a suspension or expulsion.
Business Rules: If no reengagement meeting was held, then this field should be left null. If a date is entered, it must be on or after the date entered in [Element P08](#) – [Corrective or Disciplinary Action Date](#)
Example: 09/25/2015
Last Updated: [January 2018](#)

Element P23 – Reengagement Plan

Field Name: ReengagementPlan
Data Type: char
Size: 1
Allow Null? Yes. Conditional
Description: This element indicates if the district developed a reengagement plan for the student's return from a suspension or expulsion.
Business Rules: If [Element P09](#) – Corrective or Disciplinary Action Applied reports a valid value of SS – Short Term Suspension, LS – Long Term Suspension or EX – Expulsion then Element P24 must contain one of the valid values listed below.
Example: 1
Valid Values: 0 – No Reengagement Plan
1 – Reengagement Plan With Academic Services
2 – Reengagement Plan With Behavior Services
3 – Reengagement Plan With Both Academic and Behavior Services
Last Updated: March 2015

Element P24 – Appeal Code

Field Name: Appeal
Data Type: char
Size: 1

Allow Null? Yes. Conditional
Description: This element indicates if a suspension or expulsion was appealed.
Business Rules: If Element P09 – Corrective or Disciplinary Action Applied reports a valid value of LS – Long Term Suspension or EX – Expulsion then Element P24 must contain one of the valid values listed below.
Example: 1
Valid Values: 0 – No appeal made
1 – Appeal made and granted
2 – Appeal made and denied, not appealed to the school board
3 – Appeal made and denied, appealed to the school board, denied by school board
4 – Appeal made and denied, appealed to the school board and granted by school board
Last Updated: March 2015

Student Growth Learning Assistance Program File (Q)

File Name: LAPStudentGrowth
Description: This file captures information regarding academic growth for students participating in the Learning Assistance Program (LAP) and/or **Washington Reading Corps (WRC)**. Districts are required to report to OSPI the amount of academic growth gained by students participating in the LAP English Language Arts (program code 37), LAP Math (program code 6), LAP Academic Readiness (program code 7), LAP Behavior (program code 38), and **Washington Reading Corps Literacy Support (program code 44)**. Districts are also required to report student entrance and exit assessment data as well as the services used to support students. There should be one record per student per **program** enrollment for the current school year. For example, if a student enters, exits, and re-enters a program, there will be two records reflecting two separate enrollments in the program. If a student is participating in or received services for more than one program, there should be a record for each program.

Students reported in this file must also be reported in District Student File (B), School Student File (C) and Student Attributes and Programs File (I).

Districts must submit LAP File Q data for students submitted in [Element I06](#) – Attribute or Program Code with any of the valid values of 6, 7, 37, 38 or 44 by the end of the current school year. Prior to the end of the current school year submission of student level data to File Q is optional.

LAP data submitted to File Q is used to populate the LAP Student Growth Report in EDS. The deadline for reviewing and validating the data in the LAP Student Growth Report will be July 1st of each year. Data in LAP File Q must be complete and accurate prior to this date. **WRC data in File Q is also due on July 1st of each year.**

Sample File Name: 12345_0000_LAPStudentGrowth_20150906_20162015.txt

Element Q01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2017-18 school year, report 2018.
Example: 2018
Valid Values: 2018
Last Updated: February 2017

Element Q02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this

is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: February 2016

Element Q03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example: 123456789012 or 124 or TG096

Last Updated: February 2016

Element Q04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? No. Data is required

Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.

Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890

Last Updated: February 2016

Element Q05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required.

Description: The Location ID for the school as generated by the District's Student Information System (SIS).

Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05](#) – School Code.

The ID reported in Element Q05, must be included in the [Location File A](#).

The Location ID reported should be the enrolled Location ID of the student at the time of ~~LAP~~-enrollment.

Example: 1234

Last Updated: February 2017

Element Q06 – Program Code

Field Name: ProgramCode
Data Type: int
Allow NULL? No. Data is required.
Description: The State assigned program code from the list of valid values below.
Business Rules: If the student received services from the list of valid values below at any point during the current school year, then include a record for that student in this file at the school where the student received services. The student **must** also be reported in Student Attribute and Programs File (I).
Example: 37
Valid Values: 37 – LAP English Language Arts
6 – LAP Math
7 – LAP Academic Readiness (K-2)
38 – LAP Behavior
44 – Washington Reading Corps Literacy Support
Last Updated: February 2017

Element Q07 – Start Date

Field Name: StartDate
Data Type: date
Allow Null? No. Data is required.
Description: The date the student begins receiving services. This date must be equal to the date contained in [Element I07](#) – Start Date.
Business Rules: If the student exits and returns to a specific program one or more times within the current school year, all of the entry dates must be reported (requires multiple entries for the student). If the student exits and then returns, the date the student returned to the program becomes the start date for the new record. The program start date must be equal to [Element I07](#) – Start Date. Date should be formatted as MM/DD/YYYY.
Example: 01/01/2015
Last Updated: February 2017

Element Q08 – Identification Assessment

Field Name: IdentificationAssessment
Data Type: int
Allow NULL? No. Data is required.
Description: LAP requires multiple measures of performance to determine student eligibility (RCW 28A.165.015). **WRC serves students struggling with literacy or reading as identified by diagnostic assessment.** The assessment identified is the measure that most heavily influences identification of student eligibility for services.
Business Rules: If the student received services, identify the assessment used to determine eligibility from the list of valid values below.
Example: 20
Valid Values: Refer to the valid values in Appendix J, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2017

Element Q09 – Amount of Academic Growth

Field Name: AcademicGrowth
Data Type: int
Allow Null? Yes. Conditional.
Description: Districts are required to report to OSPI the amount of academic growth gained by students participating in LAP **and/or WRC**. Determine a formula for

converting assessment data to months of growth and be consistent in applying that formula to every student. 10 months of growth is equivalent to one academic year. Months of growth should reflect growth during the enrollment period only (i.e., if a student is enrolled in **the program** for less than 10 months, reported growth should not reflect the student's growth for the full academic year—only the time served). Growth should be based on the progress monitoring assessments.

Recommended conversion can be found here:

<http://www.k12.wa.us/LAP/DataReporting.aspx>

Business Rules: This data element only **needs to be reported if the student is served in LAP and/or WRC for 14 days or longer.**

Example: 12

Valid Values:

- 1– Negative Growth
- 0 – 0 months
- 1 – 1 month
- 2 – 2 months
- 3 – 3 months
- 4 – 4 months
- 5 – 5 months
- 6 – 6 months
- 7 – 7 months
- 8 – 8 months
- 9 – 9 months
- 10 – 10 months
- 11 – 11 months
- 12 – 12 months
- 13 – 13 months
- 14 – 14 months
- 15 – 15 months
- 16 – 16 months
- 17 – 17 months
- 18 – 18 months
- 19 – 19 months
- 20 – 20 months
- 21 – More than 20 months
- 22 – N/A - Movement to Title 1
- 23 – N/A - Movement to SpEd
- 24 – N/A - No pre-test
- 25 – N/A - No post-test
- 26 – N/A - No pre-/post-test
- 27 – N/A - Student Exited Prior to Assessing

Last Updated: **February 2017**

Element Q10 – Progress Monitoring Assessment

Field Name: ProgressMonitoringAssessment

Data Type: int

Allow Null? Yes. Conditional.

Description: The assessment that is used to monitor student progress. A pre-test and post-test score should be available. (This may or may not be the same assessment used in identification of eligibility).

Business Rules: This element is required if [Element Q09](#) – Amount of Academic Growth is not null.

Example: 12

Valid Values: Refer to the valid values in Appendix J, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Last Updated: June 2016

Element Q11 – Beginning Score

Field Name: BeginningScore

Data Type: Numeric(6,2)

Allow Null? Yes. Conditional.

Description: This should be the raw score or scale score from the progress monitoring assessment. Report the scale score rather than the raw score unless a scale score is not available.

Raw Score: Number of items correct.

Scale Score: Scale Scores take the raw scores earned on different test forms and place those raw scores on a converted scale to adjust for different difficulties of forms of the assessment. The statistical properties of scale scores can be used for longitudinal tracking of students' progress. Scale scores can also be used to make direct comparisons among schools and districts using the same assessment. An RIT (Rasch Unit) Score is a type of scale score that is calibrated according to the difficulty of each item.

Guidance on the reporting of raw and scale scores can be found here:

<http://www.k12.wa.us/LAP/DataReporting.aspx>

Business Rules: This element may only be null if [Element Q09](#) – Amount of Academic Growth has a valid value of “22”, “23”, “24”, “25”, “26” or “27” or if [Element Q09](#) is null.

Example: 1234.56

Last Updated: February 2017

Element Q12 – Date of Beginning Score

Field Name: DateBeginning

Data Type: Date

Allow Null? Yes. Conditional.

Description: This is the date that the initial progress monitoring assessment was given.

Business Rules: This element may only be null if [Element Q09](#) – Amount of Academic Growth has a valid value of “22”, “23”, “24”, “25”, “26” or “27” or if [Element Q09](#) is null.

Example: 01/01/2015

Last Updated: February 2016

Element Q13 – End Score

Field Name: EndScore

Data Type: Numeric(6,2)

Allow Null? Yes. Conditional.

Description: This should be the raw score or scale score from the progress monitoring assessment. Report the scale score rather than the raw score unless a scale score is not available.

Raw Score: Number of items correct.

Scale Score: Scale Scores take the raw scores earned on different test forms and place those raw scores on a converted scale to adjust for different difficulties of forms of the assessment. The statistical properties of scale scores can be used for longitudinal tracking of students' progress. Scale scores can also be used to make direct comparisons among schools and districts using the same assessment. An RIT (Rasch Unit) Score is a type of scale score that is calibrated according to the difficulty of each item.

Guidance on the reporting of raw and scale scores can be found here:

<http://www.k12.wa.us/LAP/DataReporting.aspx>

Business Rules: This element may only be null if [Element Q09](#) – Amount of Academic Growth has a valid value of “22”, “23”, “24”, “25”, “26” or “27” or if [Element Q09](#) is null.

Example: 1234.56

Last Updated: February 2017

Element Q14 – Date of End Score

Field Name: DateEnd
Data Type: Date
Allow Null? Yes. Conditional.
Description: This is the date that the final progress monitoring assessment was given.
Business Rules: This element may only be null if [Element Q09](#) – Amount of Academic Growth has a valid value of “22”, “23”, “24”, “25”, “26” or “27” or if [Element Q09](#) is null.
The Date of End Score (Q14) must be on or after the Date of Beginning Score (Q12).
Example: 01/01/2015
Last Updated: February 2017

Element Q15 – Extended Learning Time Intervention **Outside of Regular School Year/Day**

Field Name: ExtendedLearningTime
Data Type: char
Size: 2
Allow Null? Yes. Conditional.
Description: Extended day learning occurs outside the **regular school day or school year** and can include before-school hours, after-school hours, on Saturdays, and during the summer. For students who receive multiple extended learning time interventions, please select the primary intervention.
Before/After School Instruction: Structured learning environment; instruction is provided by a trained professional.
Homework Club: Loosely structured environment where students work independently or in small groups on academic assignments; an educator may provide supervision and/or offer assistance as needed.
Book Programs: Structured program where students/**families are provided access to books to support literacy skills beyond the regularly scheduled school day.**
Computer-Based or Online Programs: Online or computer programs assigned to students to complete at home or on campus outside of regular school hours. For example, students may be assigned a login to an online academic program to complete at home. If parents are trained to work with their child on this program, please also record this as “parent involvement outside of school” on the parent involvement tab.
Saturday Programs: Structured learning on Saturdays; instruction is provided by a trained professional.
Summer School: Summer programs extend the school year into the summer months by providing students with opportunities to increase academic and non-academic skills.
Business Rules: This element is required if [Element Q09](#) – Amount of Academic Growth is not null.
Example: HC
Valid Values: BA – Before/After school instruction
HC – Homework Club
BP – Book Programs
CI – Computer-Based or Online Instruction
SP – Saturday Programs
SS – Anticipated Summer School Participation
NE – No Extended Learning Programs offered
SD – Student Declined Services
O – Other
Last Updated: January 2018

Element Q16 – Tutoring Intervention During Regular School Day

Field Name: Tutoring

Data Type: varchar

Size: 4

Allow Null? Yes. Conditional.

Description: Tutoring includes any interaction with a trained adult or peer using an intervention program or practice that addresses students' unique academic needs during the regular school day. **Tutoring as an intervention should be provided in addition to regularly scheduled core classroom instruction.** Tutoring may be implemented through a push-in or pull-out model. **Push-in tutoring occurs in the classroom in order for the student to receive extra support or instruction from the tutor. The tutor may provide support during core instruction or outside of core instructional time. Pull-out tutoring is when the student is removed from the classroom in order to receive extra support or instruction. All supplemental pull-out tutoring models must be provided outside of core instructional time.** Tutoring may serve students one-on-one, in small groups (**best practice is 3-6 students**), or in a classroom setting. For students who receive multiple tutoring interventions, please select the primary intervention. For services outside of the regular school day, please select from the Extended Learning Time **Intervention** options in [Element Q15](#) – Extended Learning Time Intervention Outside of Regular School Day.
Double Dosing: This is a second period of instruction during the school day. This model is more common at the secondary level where students are enrolled in an additional full-length period of academic instruction.
Intervention Specialist: This may be the “LAP teacher” or other certificated teacher who only works with LAP **and/or WRC** students during the day who are pulled out from the general education classroom.
Trained Teacher: A core general education teacher who may work with LAP students on a limited basis or through a double dose of instruction during the school day.

Business Rules: This element is required if [Element Q09](#) – Amount of Academic Growth is not null.

Example: ATV

Valid Values: DD – Double Dosing

ATIS – **Push-In** One-on-One Adult Tutoring (Intervention Specialist)

ATTT – **Push-In** One-on-One Adult Tutoring (Trained Teacher)

ATP – **Push-In** One-on-One Adult Tutoring (Paraeducator)

ATV – **Push-In** One-on-One Adult Tutoring (Volunteer)

GTIS – **Push-In Small** Group Tutoring with an Adult (Intervention Specialist)

GTTT – **Push-In Small** Group Tutoring with an Adult (Trained Teacher)

GTP – **Push-In Small** Group Tutoring with an Adult (Paraeducator)

GTV – **Push-In Small** Group Tutoring with an Adult (Volunteer)

ATIP – Pull-Out One-on-One Adult Tutoring (Intervention Specialist)

ATTP – Pull-Out One-on-One Adult Tutoring (Trained Teacher)

ATPP – Pull-Out One-on-One Adult Tutoring (Paraeducator)

ATVP – Pull-Out One-on-One Adult Tutoring (Volunteer)

GTIP – Pull-Out Small Group Tutoring with an Adult (Intervention Specialist)

GTTT – Pull-Out Small Group Tutoring with an Adult (Trained Teacher)

GTPP – Pull-Out Small Group Tutoring with an Adult (Paraeducator)

GTV – Pull-Out Small Group Tutoring with an Adult (Volunteer)

PTS – Peer Tutoring (Same age)

PTC – Peer Tutoring (Cross age)

NTP – No tutoring programs offered

SDS – Student Declined Services

O – Other

Last Updated: February 2017

Element Q17 – At Grade Level Student Met Learning Goal

Field Name: MetLearningGoal

Data Type: char

Size: 1

Allow Null? Yes. Conditional.

Description: Based on assessment(s) and/or progress monitoring, it was determined that the student no longer needed supplemental education services to meet standard in the general education classroom. The student is eligible to exit **the program** (but does not necessarily need to be exited from **the program in CEDARS**).

Business Rules: This element may only be null if [Element Q09](#) – Amount of Academic Growth has a valid value of “22”, “23”, “24”, “25”, “26” or “27” or if [Element Q09](#) is null.

Example: Y

Valid Values: N – No

Y – Yes

Last Updated: February 2017

Publication History

| Revision | Authors | Date | Description |
|-------------|-----------------------|---------------|---|
| 2.0 | Kendra Hensley – OSPI | | FINAL |
| 2.1 | Kendra Hensley – OSPI | February 2009 | Element B10 – Birth Country Element B11 – CSRS Ethnicity Code Element B16 – Disability Code Element B26 – Graduation Requirements Year Element B27 – Student expected year of graduation Element D09 – AP and IB Code Element F05 – Certification number Student Grade History File (H) Intro Description text Element H16 – AP and IB Code Element H20 – Is the student a CTE program completer Element H21 – Did student receive a state or nationally recognized industry certification Element H23 – Is Tech Prep Completer Element I09 – Exist Reason Code Element L05 – Ethnicity Code Element M05 – Race Code |
| 2.2 | Kendra Hensley – OSPI | August 2009 | Element B16 – Disability Code Element B17 – Student Primary Language Code Element B18 – Student Language Spoken at Home Element C10 – Is this the School that is Primarily Staff File (F) Intro Description text Element H12 – Credits Earned Element H16 – AP and IB Code Element H20 – Is the Student a CTE Program Completer Element I06 – Program Code Element I07 – Program Start Date Element I10 – Qualification Code Student Bilingual Programs File (J) Intro Desc text Element J06 – Instructional Model Code Element J07 – Program Start Date Element J09 – Exit Reason Code Element J10 – Placement Test Scale Score Element J11 – Placement Test Level Score Student Special Education Programs File (K) – Intro Element K07 – Start Date |
| 2.2 Revised | Lisa Ireland – OSPI | February 2010 | Element L05 – Ethnicity Code Element M05 – Race Code |
| 3.0 | Lisa Ireland – OSPI | May 2010 | Date updates for 2010–2011 school year Element B27 – Student Expected Year of Graduation Element C09 – School Withdrawal Code Element H13 – Course Designation Code Element H15 – State Course Code Element I06 – Program Code Element J15 – Number of Months US Attendance Element L05 – Ethnicity Code Element K05 – Race Code |
| 3.1 | Lisa Ireland – OSPI | Sept 2010 | Data File Submission Format District Student File (B) Description Element B11 – CSRS Ethnicity Code Element B26 – Graduation Requirements Year Element B27 – Student Expected Year of Graduation Element C08 – Date Student Exited from School Element C09 – School Withdrawal Code |

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| | | | <p>Element C10 – Is This The School That Is Primarily Responsible for the Student</p> <p>Element C12 – Cumulative Days Present This Enrollment Period</p> <p>Element C13 – Cumulative Number of Unexcused Absences Enrollment Period</p> <p>Element D07 – Course Designation Code</p> <p>Element D09 – AP and IB Code</p> <p>Element D11 – CTE Direct Transcription Available</p> <p>Student Schedule File I – Description</p> <p>Staff File (F) – Description</p> <p>Staff Schedule File (G) – Description</p> <p>Element F06 – Last Name</p> <p>Element F07 – First Name</p> <p>Student Grade History File (H) – Description</p> <p>Element H05 – Location ID</p> <p>Element H09 – Grade Level Code</p> <p>Element H13 – Course Designation Code</p> <p>Element H14 – Content Area Code</p> <p>Element H15 – State Course Code</p> <p>Element H16 – AP and IB Code</p> <p>Element H17 – Classification of Instructional Program (CIP) Code Number</p> <p>Element I08 – Program Exit Date</p> <p>Element I09 – Exit Reason Code</p> <p>Element J08 – Program Exit Date</p> <p>Element J09 – Exit Reason Code</p> <p>Element K06 – Least Restrictive Environment (LRE) Code</p> <p>Element K08 – Program Exit Date</p> <p>Element K09 – Exit Reason Code</p> |
| 4.0 | Lisa Ireland – OSPI | April 2011 | <p>Element B10 – Birth Country</p> <p>Element B16 – Disability Code</p> <p>Element B17 – Student Primary Language Code</p> <p>Element B18 – Student Language Spoken at Home</p> <p>Element B21 – Is Student Homeless</p> <p>Element B25 – Is Student in Foster Care</p> <p>Element B29 – Credits Attempted</p> <p>Element B30 – Credits Earned</p> <p>Element B31 – Is Student Identified as Immigrant</p> <p>Element B32 – Initial USA School Enrollment Date</p> <p>Element B33 – Number Months US Attendance in School</p> <p>Element B34 – Number of Months Non US Attendance in School</p> <p>Element C06 – Date Student Enrolled in School</p> <p>Element D08 – State Course Code</p> <p>Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code</p> <p>Element D10 – Classification of Instructional (CIP) Code Number</p> <p>Element D11 – Is Direct Transcription Available (no longer active element)</p> <p>Element E06 – Course ID</p> <p>Element E08 – Term</p> <p>Element F04 – Staff Type Code</p> <p>Element F05 – Certification Number</p> <p>Element F07 – Legal First Name</p> <p>Element F08 – Legal Middle Name</p> <p>Element G03 – Location ID</p> <p>Element G05 – Course ID</p> <p>Element G06 – Section ID</p> <p>Element G07 – Term</p> <p>Student Grade History File (H)</p> <p>Element H06 – Staff ID</p> |

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| | | | <p>Element H09 – Grade Level Code Element H10 – Letter Grade Element H11 – Credits Attempted Element H12 – Credits Earned Element H15 – State Course Code Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code Element H19 – Term Element H20 – Is the Student a Career and Technical Education (CTE) Program Completer Student Programs File (I) Element I06 – Program Code Element I09 – Exit Reason Code Student Bilingual Programs File (J) Element J06 – Instructional Model Code Element J07 – Program Start Date Element J08 – Program Exit Date Element J09 – Exit Reason Code Element J10 – Placement Test Scale Score Element J11 – Placement Test Level Score Element J12 – Placement Test Date Element J13 – Initial WA Placement Test Date Element J14 – Initial USA School Enrollment (no longer active element) Element J15 – Number of Months US Attendance (no longer active element) Element J16 – Number of Months Non US Formal Education (no longer active element) Element J17 – Program /Eligibility Designation Element K06 – Least Restrictive Environment (LRE) Code Element K08 – Exit Date Element K10 – Initial Referral Date Element K11 – Initial Eligibility Date Element K12 – Last IEP Review Date Element K13 – Last Evaluation Date</p> |
| 4.1 | Lisa Ireland | July 2011 | <p>Staff Schedule File Descriptor Data Collection Information – Data Collection Changes Effective Date Data Collection Due Date Data Element Summary Element B14 – Date Enrolled in District Element B17 – Student Primary Language Code Element B21 – Is Student Homeless Element D04 – Course ID Element D07 – Course Designation Code Element E08 – Term Element F05 – Certification Number Element G07 – Term Element I06 – Program Code Element J09 – Exit Reason Code</p> |
| 4.2 | Lisa Ireland | October 2011 | <p>Element B33 – Number Months US Attendance in School Element B34 – Number of Months Non US Attendance in School</p> |
| 5.0 | Lisa Ireland | January 2012 | <p>Element B09 – Birth Date Element B16 – Disability Code Element B17 – Primary Language Code Element B18 – Language Spoken at Home Element B21 – Is Student Homeless Element B22 – Is Student an Approved Private–School Student Attending Class Part Time Element B23 – Is Student a Home–Schooled Student Attending Class Part Time Element C11 – School Choice Code</p> |

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| | | | <p>Element C13 – Cumulative Number of Unexcused Absences</p> <p>Element F03 – Staff ID</p> <p>Element F05 – Certification Number</p> <p>Element H22 – Is Direct Transcription Available</p> <p>Student Programs File (I)</p> <p>Element I06 – Program Code</p> <p>Element I08 – Program Exit Date</p> <p>English Learners (Student Limited English Proficiency) File (J) – name change</p> <p>Element J10 – Placement Test Scale Score</p> <p>Element J11 – Placement Test Level Score</p> <p>Element J12 – Placement Test Date</p> <p>Element J13 – Initial Placement Test Date</p> <p>Element J17 – Program Designation</p> <p>Element J18 – Placement Test Code</p> <p>Element J19 – Grade Level at Placement</p> <p>Element J20 – Placement Test Scale Score</p> <p>Element J21 – Placement Test Level Score</p> <p>Element J22 – Placement Test Date</p> <p>Element K06 – LRE Code</p> <p>Student Absence File (N) NEW</p> <p>Student Discipline File (P) NEW</p> |
| 5.1 | Lisa Ireland | March 2012 | <p>Element D07 – Course Designation Code</p> <p>Element H09 – Grade Level Code</p> <p>Element H13 – Course Designation Code</p> |
| 5.2 | | June 2012 | <p>Reports and Processes Generated from CEDARS</p> <p>Element B22 – Is Student an Approved Private–School Student Attending Class Part Time</p> <p>Element B23 – Is Student a Home–Schooled Student Attending Class Part Time</p> <p>Student Programs File (I)</p> <p>N07 – Absence Code</p> <p>P10 – Number of Intervention Days</p> |
| 6.0 | Lisa Ireland | January 2013 | <p><u>Successful CEDARS Submission</u></p> <p><u>Data Files and Descriptions</u></p> <p><u>File Formats and Layouts</u></p> <p><u>Data Type and Definitions</u></p> <p><u>Reports and Processes Generated from CEDARS</u></p> <p>Element A05 – School Code</p> <p><u>District Student File (B)</u></p> <p>Element B03 – Home County District Code</p> <p>Element B17 – Student Primary Language Code</p> <p>Element B22 – Is Student an Approved Private–School Student Attending Class Part Time</p> <p>Element B23 – Is Student a Home–Schooled Student Attending Class Part Time</p> <p>Element B25 – Is Student in Foster Care (no longer active element)</p> <p>Element B33 – Number Months US Attendance in School</p> <p>Element B34 – Number of Months Non US Attendance in School</p> <p>Element C12 – Cumulative Days Present this Enrollment Period</p> <p>Element D05 – Course Title</p> <p>Element D07 – Course Designation Code</p> <p>Element D08 – State Course Code</p> <p>Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code</p> <p>Element D10 – Classification of Instructional Program (CIP) Code Number</p> <p><u>Student Schedule File (E)</u></p> <p>Element E07 – Section ID</p> <p>Element E09 – ALE Funded</p> <p>Element F05 – Certification Number</p> <p>Element F09 – Birth Date</p> <p>Element G06 – Section ID</p> |

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| | | | <p> <u>Element H05</u> – Location ID <u>Element H06</u> – Staff ID <u>Element H13</u> – Course Designation Code <u>Element H15</u> – State Course Code <u>Element H16</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code <u>Element H17</u> – Classification of Instructional Program (CIP) Code Number <u>Element H24</u> – Did the Student Take or Pass a Nationally Recognized Assessment of Technical Skill and Knowledge <u>Element H25</u> – Certification Number <u>Element H26</u> – School Code <u>Element H27</u> – ALE Funded Student Attributes and Programs File (I) <u>Element I05</u> – Location ID <u>Element I06</u> – Attribute or Program Code <u>Element I07</u> – Start Date <u>Element I08</u> – Exit Date <u>Element I09</u> – Exit Reason Code <u>Element I10</u> – Qualification Code <u>Element J06</u> – Instructional Model Code <u>Element J07</u> – Program Start Date <u>Element J09</u> – Exit Reason Code <u>Element J17</u> – Program Designation <u>Element J18</u> – Placement Test Code <u>Element J20</u> – Placement Test Score <u>Element J21</u> – Placement Level <u>Element K06</u> – Least Restrictive Environment (LRE) Code <u>Element K07</u> – Initial Washington Service Date <u>Element K09</u> – Exit Reason Code <u>Element K10</u> – Initial Referral Date <u>Element K11</u> – Initial Eligibility Date <u>Element K12</u> – Last IEP Review Date (no longer active element) <u>Element K13</u> – Last Evaluation Date (no longer active element) <u>Element K14</u> – Program Start Date <u>Element N06</u> – Absence Date <u>Element P07</u> – Behavior Code <u>Element P09</u> – Intervention Applied <u>Element P10</u> – Number of Intervention Days <u>Element P13</u> – Interim Alternative Education Setting </p> |
| 6.2 | Lisa Ireland | June 2013 | <p> <u>Element D05</u> – Course Title <u>Element D07</u> – Course Designation Code <u>Element D09</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code <u>Staff File (F)</u> <u>Element F05</u> – Certification Number <u>Staff Schedule File (G)</u> <u>Element H08</u> – Course Title <u>Element H13</u> – Course Designation Code <u>Element H25</u> – Certification Number <u>Element I06</u> – Attribute or Program Code <u>Element I09</u> – Exit Reason Code <u>Element J06</u> – Instructional Model Code <u>Element J09</u> – Exit Reason Code <u>Element J17</u> – Program Designation <u>Element K10</u> – Initial Referral Date <u>Element K11</u> – Initial Eligibility Date </p> |
| 6.3 | Lisa Ireland | July 2013 | <p> <u>Data Files and Descriptions</u> – Student Grade History File (H) <u>Student Grade History File (H)</u> <u>Element H17</u> – Classification of Instructional Program (CIP) Code Number <u>Element H19</u> – Term </p> |

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| | | | <p><u>Element H20</u> – Is the Student a Career and Technical Education (CTE) Program Completer?</p> <p><u>Element K08</u> – Exit Date</p> |
| 6.4 | Lisa Ireland | January 2014 | <p><u>Successful CEDARS Submission</u></p> <p><u>Element D08</u> – State Course Code</p> <p><u>Element D10</u> – Classification of Instructional Program (CIP) Code Number</p> <p><u>Element E09</u> – ALE Funded</p> <p><u>Element P09</u> – Intervention Applied</p> |
| 7.0 | Lisa Ireland | January 2014 | <p>Date changes to reflect 2014–15 school year</p> <p><u>Data Element Summary</u></p> <p><u>Location File (A)</u></p> <p><u>Element A07</u> – Initial School Start Date</p> <p><u>Element A08</u> – Last School End Date</p> <p><u>Element B10</u> – Birth Country</p> <p><u>Element B16</u> – Disability Code (no longer an active element)</p> <p><u>Element B24</u> – Student Exchange Status</p> <p><u>Element B31</u> – Is Student Identified as Immigrant (no longer an active data element)</p> <p><u>Element B32</u> – Initial USA Public School Enrollment</p> <p><u>Element B33</u> – Number of Months US Attendance In School (no longer an active data element)</p> <p><u>Element B34</u> – Number of Months Non US Attendance in School</p> <p><u>Element C09</u> – School Withdrawal Code</p> <p><u>Element E09</u> – ALE Course Type</p> <p><u>Staff Schedule File (G)</u></p> <p><u>Element G08</u> – Instruction Start Date</p> <p><u>Element G09</u> – Instruction End Date</p> <p><u>Element G10</u> – Teacher Indicator</p> <p><u>Element G11</u> – Term Start Date</p> <p><u>Element G12</u> – Term End Date</p> <p><u>Element H05</u> – Location ID</p> <p><u>Element H20</u> – Is the Student a Career and Technical Education (CTE) Program Completer</p> <p><u>Element H27</u> – ALE Course Type</p> <p><u>Student Attributes and Programs File (I)</u></p> <p><u>Element I06</u> – Attribute or Program Code</p> <p><u>Element I09</u> – Exit Reason Code</p> <p><u>Element I10</u> – Qualification Code</p> <p><u>Element J07</u> – Program Status Start Date</p> <p><u>Element J17</u> – Program Designation</p> <p><u>Student Special Education Programs File (K)</u></p> <p><u>Element K05</u> – Location ID (no longer active data element)</p> <p><u>Element K06</u> – Least Restrictive Environment</p> <p><u>Element K07</u> – Initial Washington Service Date (no longer active data element)</p> <p><u>Element K08</u> – Exit Date</p> <p><u>Element K09</u> – Exit Reason Code</p> <p><u>Element K11</u> – Initial Eligibility Date</p> <p><u>Element K14</u> – Program Start Date</p> <p><u>Element P07</u> – Behavior Code</p> <p><u>Element P09</u> – Intervention Applied</p> <p><u>Element P14</u> – Emergency Expulsion</p> <p><u>Element P15</u> – Emergency Expulsion Days to Conversion</p> <p><u>Element P16</u> – Other Behaviors</p> |
| 7.1 | Lisa Ireland | April 2014 | <p><u>Element G11</u> – Term Start Date</p> <p><u>Element I06</u> – Attribute or Program Code</p> <p><u>Element I09</u> – Exit Reason Code</p> <p><u>Element K06</u> – Least Restrictive Environment</p> <p><u>Element K14</u> – Program Start Date</p> <p><u>Element P15</u> – Emergency Expulsion Days to Conversion</p> |
| 7.2 | Lisa Ireland | July 2014 | <p><u>Element H21</u> – Did Student Receive a State or Nationally Recognized Industry Certification</p> |

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| | | | <u>Element I10</u> – Qualification Code <u>Element J07</u> – Program Status Start Date <u>Element P13</u> – Interim Alternative Education Setting |
| 7.3 | Lisa Ireland | September 2014 | <u>Element D07</u> – Course Designation Code <u>Element H13</u> – Course Designation Code <u>Element J17</u> – Program Designation |
| 7.4 | Lisa Ireland | October 2014 | <u>Element B32</u> – Initial USA Public School Enrollment <u>Element B34</u> – Number of Months Non US Enrollment in School |
| 8.0 | Lisa Ireland | January 2015 | Sample file names and corresponding dates updated throughout document to reflect current school year <u>Data Files and Descriptions</u> <u>State Student SSID Assignment</u> <u>Element A02</u> – County District Code <u>Element A03</u> – District Name <u>District Student File (B)</u> <u>Element B02</u> – Serving Country District Code <u>Element B03</u> – Home County District Code <u>Element B05</u> – State Student ID (SSID) <u>Element B18</u> – Student Language Spoken at Home <u>Element B32</u> – Initial USA School Enrollment <u>Element C02</u> – Serving County District Code <u>Element C04</u> – State Student ID (SSID) <u>Element D02</u> – Serving County District Code <u>Element D06</u> – Content Area Code <u>Element D08</u> – State Course Code <u>Element D09</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code <u>Element E02</u> - Serving Country District Code <u>Element E04</u> – State Student ID (SSID) <u>Element F02</u> – Serving County District Code <u>Element G02</u> - Serving County District Code <u>Element H02</u> - Serving County District Code <u>Element H04</u> – State Student ID (SSID) <u>Element H14</u> – Content Area Code <u>Student Attributes and Programs File (I)</u> <u>Element I02</u> – Serving County District Code <u>Element I04</u> – State Student ID (SSID) <u>Element I06</u> – Attribute or Program Code <u>Element I07</u> – Start Date <u>Element I08</u> – Exit Date <u>Element I09</u> – Exit Reason Code <u>Element I10</u> – Qualification Code <u>Element J02</u> – Serving County District Code <u>Element J04</u> – State Student ID (SSID) <u>Element J07</u> – Program Status Start Date <u>Element J09</u> – Exit Reason Code <u>Element K02</u> – Serving County District Code <u>Element K04</u> – State Student ID (SSID) <u>Element K09</u> – Exit Reason Code <u>Element L02</u> – Serving County District Code <u>Element L04</u> – State Student ID (SSID) <u>Element M02</u> – Serving County District Code <u>Element M04</u> – State Student ID (SSID) <u>Element N02</u> – Serving County District Code <u>Element N04</u> – State Student ID (SSID) <u>Student Discipline File (P)</u> <u>Element P02</u> – Serving County District Code <u>Element P04</u> – State Student ID (SSID) <u>Element P07</u> – Behavior Code <u>Element P08</u> – Corrective or Disciplinary Action Date <u>Element P09</u> – Corrective or Disciplinary Action Applied <u>Element P10</u> – Number of Corrective Action or Disciplinary Days <u>Element P13</u> – Interim Alternative Education Setting <u>Element P14</u> – Emergency Expulsion |

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| | | | <u>Element P15</u> – Emergency Expulsion Days to Conversion <u>Element P16</u> – Other Behaviors <u>Element P17</u> – Academic Services <u>Element P18</u> – Behavior Services <u>Element P19</u> – Date Petition for Readmission Submitted <u>Element P20</u> – Date Petition for Readmission Granted <u>Element P21</u> – Petition to Exceed More Than One Year Code <u>Element P22</u> – Date Reengagement Meeting Held <u>Element P23</u> - Reengagement Plan <u>Element P24</u> – Appeal Code |
| 8.1 | Lisa Ireland | March 2015 | <u>Element B32</u> – Initial USA School Enrollment <u>Element P07</u> – Behavior Code <u>Element P16</u> – Other Behaviors <u>Element P17</u> – Academic Services <u>Element P18</u> – Behavior Services <u>Element P19</u> – Date Petition for Readmission Submitted <u>Element P20</u> – Date Petition for Readmission Granted <u>Element P21</u> – Petition to Exceed More Than One Year Code <u>Element P22</u> – Date Readmission Meeting Held <u>Element P23</u> – Reengagement Plan <u>Element P24</u> – Appeal Code |
| 8.2 | Lisa Ireland | September 2015 | <u>Element D06</u> – Content Area Code <u>Element D08</u> – State Course Code <u>Element H15</u> – State Course Code <u>Element I10</u> – Qualification Code <u>Element J17</u> – Program Designation <u>Element P09</u> – Corrective or Disciplinary Action Applied <u>Element P10</u> – Number of Corrective or Disciplinary Action Days <u>Element P15</u> – Emergency Expulsion Days <u>Element P19</u> – Date Petition for Readmission Submitted <u>Element P20</u> – Date Petition for Readmission Granted |
| 8.3 | Lisa Ireland | November 2015 | <u>Element P10</u> – Number of Corrective or Disciplinary Action Days |
| 9.0 | Lisa Ireland | February 2016 | <u>CEDARS Data Files</u> <u>Data Files and Descriptions</u> <u>Data File Submission Format</u> <u>Data Element Summary</u> <u>Element A03</u> – District Name <u>Element A06</u> – School Name <u>Element B06</u> – Legal Last Name <u>Element B07</u> – Legal First Name <u>Element B08</u> – Legal Middle Name(s) <u>Element B17</u> – Student Primary Language Code <u>Element B18</u> – Student Language Spoken at Home <u>Element B32</u> – Initial USA School Enrollment <u>Element B35</u> – Military Parent or Guardian <u>Element D06</u> – Content Area Code <u>Element D12</u> – CTE Course Equivalency Identification <u>Element H28</u> – CTE Course Equivalency Identification <u>Element H29</u> – CTE Credit Equivalency <u>Element H30</u> – Course School Year <u>Element I06</u> – Attribute or Program Code <u>Element I09</u> – Exit Reason Code <u>Element I10</u> – Qualification Code <u>Element J06</u> – Instructional Model Code <u>Element J09</u> – Exit Reason Code <u>Element J18</u> – Placement Test Code <u>Element N07</u> – Absence Code <u>Discipline File (P)</u> |

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| | | | <p><u>Element P09</u> – Corrective or Disciplinary Action Applied</p> <p><u>Element P10</u> – Number of Corrective or Disciplinary Action Days</p> <p><u>Element P14</u> – Emergency Expulsion</p> <p><u>Element P15</u> – Emergency Expulsion Days</p> <p><u>Learning Assistance Program Student Growth File (Q)</u></p> <p><u>Element Q01</u> – School Year</p> <p><u>Element Q02</u> – Serving County District Code</p> <p><u>Element Q03</u> – District Student Id</p> <p><u>Element Q04</u> – State Student ID (SSID)</p> <p><u>Element Q05</u> – Location ID</p> <p><u>Element Q06</u> – Program Code</p> <p><u>Element Q07</u> – Start Date</p> <p><u>Element Q08</u> – Identification Assessment</p> <p><u>Element Q09</u> – Amount of Academic Growth</p> <p><u>Element Q10</u> – Progress Monitoring Assessment</p> <p><u>Element Q11</u> – Beginning Score</p> <p><u>Element Q12</u> - Date of Beginning Score</p> <p><u>Element Q13</u> – End Score</p> <p><u>Element Q14</u> – Date of End Score</p> <p><u>Element Q15</u> – Extended Learning Time Intervention</p> <p><u>Element Q16</u> – Tutoring Intervention</p> <p><u>Element Q17</u> – Student Met Learning Goal</p> |
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RESOURCES

U.S. Department of Education Resources

U.S. Department of Education

<http://www.ed.gov>

No Child Left Behind (NCLB)

<http://www.ed.gov/nclb>

Every Student Succeeds Act (ESSA)

<http://www.ed.gov.essa>

Office of Superintendent of Public Instruction Resources

Comprehensive Education Data and Research System (CEDARS)

<http://www.k12.wa.us/CEDARS/default.aspx>

Special Education

<http://www.k12.wa.us/SpecialEd>

K12 Website

<http://www.k12.wa.us>

Bulletins and Memos

<http://www.k12.wa.us/BulletinsMemos>

School Apportionment and Financial Services

<http://www.k12.wa.us/safs>

Enrollment Reporting Handbook

<http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp#>

OSPI Customer Support

(800) 725-4311 or (360) 725-6371

customersupport@k12.wa.us

OSPI TTY

(360) 664-3631

[End of CEDARS Data Manual]