



Comprehensive Education Data and Research System (CEDARS) Reporting Guidance

For the 2017-2018 School Year

September 2017 – Version 10.1

Office of Superintendent of Public Instruction
Old Capitol Building
P.O. Box 47200
Olympia, WA 98504-7200

For more information about the contents
of this document, please contact:
Customer Support, OSPI
E-mail: customersupport@k12.wa.us
Phone: 1-800-725-4311
360-725-6371

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Comprehensive Education Data and Research System (CEDARS)

Reporting Guidance
for the
2017-2018 School Year

Chris Reykdal
Superintendent of Public Instruction

Katie Weaver Randall
Director
Student Information

September 2017

Publication History

Revision	Authors	Date	Description
10.0	Lisa Ireland – OSPI	March 2107	<ul style="list-style-type: none"> ➤ Introduction ➤ Publication Process ➤ Reporting Student Names ➤ Students Enrolling in Charter Schools ➤ Establishing Student Grade Level ➤ Reporting Students Past Age 18 ➤ Determining Enrollment Eligibility for Students Enrolling from Out-of-State / Out-of-Country Students ➤ Reporting Students as Confirmed Transfers ➤ Reporting Students Dropped for 20 Days Unexcused Absences or Non-Attendance ➤ Students Who Exit Between School Years ➤ Reporting Students Dual Enrolled in Multiple Districts ➤ Establishing Expected Year of Graduation ➤ Home- or Private-School Students Enrolled in Public School ➤ Disability Code ➤ Updating Student Demographic Information ➤ Student Attributes and Programs ➤ Learning Assistance Program (LAP) ➤ Title I, Part A ➤ Free- and Reduced-Price Meals ➤ Title VII Native American ➤ Truancy Petitions ➤ College Bound Scholarship ➤ Recruiting Washington Teachers ➤ GRADS Program (Graduation, Reality and Dual-Role Skills) ➤ Foster Care ➤ English Learners (Bilingual) ➤ Special Education ➤ Reporting State Course Codes ➤ Reporting District Transfers for Skills Center Students ➤ Reporting College in the High School ➤ Student Grade History ➤ Content Area Codes ➤ CTE Course and Credit Equivalency ➤ Student Discipline
10.1	Lisa Ireland	September 2017	<ul style="list-style-type: none"> ➤ Truancy Petitions ➤ Recruiting Washington Teachers ➤ Student Discipline ➤ Military Parent or Guardian ➤ Student Absence

CEDARS Reporting Guidance

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Introduction

In an effort to assist schools and districts in understanding Comprehensive Education Data and Research System (CEDARS) reporting requirements and to answer frequently asked questions, we have prepared this CEDARS Reporting Guidance. This document supplements the CEDARS manual and appendices to assist districts with submitting data to OSPI for CEDARS.

Information contained within this document is intended to be complementary to information contained within other OSPI documents, namely the CEDARS manual itself. Please contact Customer Support if you find inconsistencies in our guidance.

The information contained within this document is grouped into the following topics:

1. Student Enrollment and Graduation
2. Updating Student Demographic Information
3. Student Attributes and Programs
4. ~~English Learners Limited English Proficiency~~ (Bilingual)
5. Special Education
6. Courses, Student and Staff Schedules, and Grade History
7. Ethnicity and Race
8. Student Absence
9. Student Discipline
10. Teacher Information
11. Other Information
12. Resources

Where appropriate or necessary, this document will refer to the appropriate CEDARS Manual submission file(s) and elements affected by this guidance.

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	Accommodate new reengagement codes at least
Version 4 - 3rd update	1-Apr	Final version, accommodate new reengagement codes at least.

Student Enrollment and Graduation

In this section, guidance is given to assist in general questions relating to enrollment, graduation or withdrawal codes, and demographic data elements.

Reporting Student Names

The following guidelines should be followed for the student name elements in the CEDARS data collection. **Beginning in the 2017-18 school year, OSPI will use preferred first and last name for reports and processes (including assessments), except when matching to other data sources that require legal name.**

Legal Name:

- Whenever possible, the student's legal name should be reflected in **District Student File (B) Element B06 – Legal Last Name and Element B07 – Legal First Name**. If the student's legal name is not available, or not provided, submit the name as provided by the parent/guardian.
- Districts should change a student's legal name in CEDARS if the student or his or her parent provides documentation of a legal name change, such as documentation of a court-ordered name change or an affidavit of name change made pursuant to common law. **School districts may adopt their own policies and procedures as to what constitutes confirmation of legal name change.**
- If the student is eligible for Direct Certification or Medicaid funding, the funding may be lost if the legal name is not provided correctly, because Department of Social and Health Services (DSHS) only has the student's legal name and the records will not match in the automatic match process performed by OSPI that communicates to DSHS.
- If a student has only one **legal** name, report this in Element B06 – Legal Last Name and leave Element B07 – Legal First Name null.

Preferred Name:

- **If a student has only one preferred name, report this in Element B36 – Preferred Last Name and leave Element B37 – Preferred First Name null.**
- **Students have the right to be addressed by their preferred name while at school. Schools may not require a legal name change for changes to the student's preferred name or for staff to use the student's preferred name during class, on seating charts, during roll call, on tests and assignments and on other school records.**

Requiring Birth Certificate for Enrollment

OSPI does not require districts to submit information to the state regarding the collection of proof of age, nor does OSPI require that districts collect this information.

Under RCW 28A.225.160, "Except as otherwise provided by law or rules adopted by the superintendent of public instruction, districts may establish uniform entry qualifications, including but not limited to birth date requirements, for admission to kindergarten and first grade programs of the common schools."

While a birth certificate can be one way for a district to verify a student's name or age, a school district should accept a variety of documents for this purpose. Alternative documents could include, but are not limited to: a religious, hospital, or physician's certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; a birth certificate; or previously verified school records. School districts should make parents aware of these alternatives.

Requests for documents, such as birth certificates, must not unlawfully bar or discourage a student from enrolling and attending school, including a student who is undocumented or has parents who are undocumented, or a child

or youth who is homeless as defined by the McKinney-Vento Homeless Assistance Act. A school district must not bar or discourage a student from attending school because the student does not have a birth certificate or has records that indicate a foreign place of birth.

Moreover, a district should not use a student’s birth certificate or other documentation provided as a basis for inquiring into the citizenship or immigration status of the student, his or her parents, or other families members. Such requests would likely have a discouraging effect on the enrollment of a student on the basis of immigration status and may violate state and federal civil rights laws, including Title VI of the Civil Rights Act of 1964 and Chapters 28A.642 RCW and 392-190 WAC.

For more information, please see the following guidance from the Office for Civil Rights at the U.S. Department of Education:

- Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts, and Parents (revised May 8, 2014): www2.ed.gov/about/offices/list/ocr/docs/qa-201405.pdf
- Dear Colleague Letter on the Rights of All Children to Enroll in School (May 8, 2014): www2.ed.gov/ocr/letters/colleague-201405.pdf

Students Enrolling in Charter Schools

Students who wish to transfer from their home/sending school to enroll in a Charter School in Washington may do so without completing a Choice Transfer agreement.

Charter schools do not have the specific service, or enrollment, boundaries that other public school district have.

If a student transfers to a charter school, the home/sending school should report them with an exit from district and school with a school withdrawal code of T0 – Confirmed transfer to another school district within Washington State.

Establishing Student Grade Level

The determination of grade level placement and/or promotion is a district determination.

Washington does not have any RCW’s or WAC’s that state this is a district’s responsibility. As school districts in Washington operate under local control, decisions that are not guided by state laws are to be determined by local school district policy, this includes grade level placement.

The determination of a student’s grade level, upon initial enrollment to a school district should be based upon:

1. Social promotion or,
2. Age level placement or,
3. Transcript review for grade level determination.

The district policy should be applied consistently with all newly enrolling students and not on a case by case basis.

If a student’s grade level changes mid-year, e.g., student is grade 9 in School A from September 15 – January 1 and then obtains enough credits to be promoted to grade 10 in School A on January 2, the following is an example how the district should report this change:

Location ID	District & School Entry (Elements B14 & C06)	District & School Exit (Elements B15 and C08)	School Withdrawal Code (Element C09)	Grade Level (Element B13)
School A	9/1/2017	01/01/2018	T0	9
School A	01/02/2018			10

Reporting Students Past Age 18

Students can be served in public school past age 18, if they have not graduated, and should be reported as actively enrolled. Students are no longer eligible for services if they turn 21 prior to August 31 of the upcoming school year. E.g., Student turns 21 on August 30, 2017, the student is not eligible for the 2017-2018 school year and is considered “aged out.” Student turns 21 September 1, 2017 or later, the student is eligible for services for the 2017-2018 school year.

Eligibility of Students Previously Graduated

Per WAC 392-121-108 districts may not continue to provide public education services for students who have been reported to CEDARS as Graduates. This includes special education students and students in CTE programs.

Example 1:

Student is graduated and has been reported as a graduate to CEDARS but wishes to continue participating in vocational skills center courses. This student is not eligible to continue enrollment in Skills Center once they are reported as a graduate.

Example 2:

Student is a special education student who is graduated with his/her class at grade 12 and reported as a graduate to CEDARS. The student wishes to continue participating in Life Skills or transitional skills courses or programs. This student is not eligible to continue enrollment once they are reported as a graduate.

Determining Enrollment Eligibility for Students Enrolling from Out-of-State / Out-of-Country Students

Districts are often faced with the challenge of reviewing transcripts for students from out-of-state, or country, whom may have received a high school diploma or the equivalent.

The responsibility of determining whether or not the student qualifies to enroll in a high school(s) falls to the district. The district that wishes to enroll the student must review the enrollment records, transcripts or other available educational records to determine if the student would be considered a graduate by the district.

For students enrolling from another state, the task should be fairly easy. For students enrolling from out of country, the district may need to enlist the assistance of an interpreter or other individual(s) to translate credits earned, etc.

If it is determined the student has received a high school diploma or the equivalent, or if when enrolled in the district, they would qualify to be graduated, they are not eligible to receive state funded schooling in Washington.

For CEDARS reporting purposes, if it is determined the student is not eligible to be enrolled but was previously submitted to CEDARS, the student would need to be flagged in the Student Information System (SIS) so he/she would not be submitted in any further CEDARS submissions. Removing them from the CEDARS submissions will cause the student to be logically deleted from CEDARS, which is appropriate.

If it is determined the student has not received a diploma, nor qualifies for one, the district may enroll and serve the student.

Reporting Student Completers/Graduates

High school diplomas may be issued by a school district or by a community or technical college approved to issue high school diplomas. Both districts and community or technical colleges must at least require the State Board minimums but, school districts and community or technical colleges may add local graduation requirements to those set by the State Board of Education. Regardless of the district or community or technical college requirements, the diploma issued is simply a high school diploma. The appropriate Valid Value to use when reporting a graduate earning a regular High School Diploma is:

- School Student File (C), Element C09 – School Withdrawal Code, Valid Value G0 – Graduated with regular High School Diploma.

Students receiving Special Education Services may be awarded a high school diploma with modifications to their graduation requirements specified in their Individualized Education Program (IEP). The appropriate Valid Value to use when reporting a graduate with modifications due to their IEP is:

- School Student File (C), Element C09 – School Withdrawal Code, Valid Value C2 – Graduated with a High School Diploma with modifications identified in students Individualized Education Program (IEP)

In 2009, the state Legislature passed *Substitute House Bill 1758*, Pathways to a High School Diploma, which allows students earning an associate’s degree from a community or technical college to earn/receive a high school (HS) diploma from the college they are enrolled in, even if they have not otherwise met the high school graduation requirements (credits, state assessments, high school and beyond plan and culminating project).

The appropriate Valid Value to use when reporting a graduate earning an Associate’s Degree is:

- School Student File (C), Element C09 – School Withdrawal Code, Valid Value GA – Graduated with Associate’s Degree.

The state Legislature passed Substitute House Bill 1524, recognizing the International Baccalaureate Diploma, allows students who complete specified requirements of an International Baccalaureate Diploma Programme, if they have met state standard on required state assessments and studied the U.S. and Washington Constitutions as required by law, to be recognized as graduates. The appropriate Valid Value to use when reporting student who graduates with an International Baccalaureate Diploma is:

- School Student File (C), Element C09 – School Withdrawal Code, Valid Value GB – Graduated with International Baccalaureate Diploma.

Reporting Students Who Did Not Graduate Due to Not Meeting Assessment Requirements

Students who did not graduate due to not meeting all state assessment requirements, and will continue their enrollment in the school year in the fall, should not be reported as exiting. Their enrollment should continue to be reported, similar to other students who are continuing their education within the school/district.

Students who did not graduate due to not meeting all state assessment requirements, and will not be continuing their enrollment in the following school year must be reported as a dropout. A school and district exit date must be reported with a school withdrawal code of dropout.

Students who are reporting as dropping out but later meet the state assessment requirements and are to be graduated should be re-enrolled and reported as a graduate either:

- On the data the assessment was taken, e.g., August retakes.
- The date notice was received the student passed the assessment in the fall.

Reporting Students as Confirmed Transfers

During the school year, students move in and out of districts throughout the state, often without notifying the ‘sending’ district of where they will be enrolling in school once they have moved. This then presents the challenge to schools/districts of attempting to locate these students, so the school/district can report the student as a confirmed transfer and to ensure the student’s educational records are forwarded, as appropriate.

Below are guidelines for determining confirmed transfers and the Valid Values to be used when submitting a confirmed transfer to School Student File (C), Element C09 – School Withdrawal Code:

- T0 – Confirmed transfer to another school district within Washington

- Student whose transcripts and/or student records have been requested by another school/district in Washington or the district can identify the student as enrolled in another school/district in Washington using our state level student reporting system.
- T1 – Confirmed transfer from one school to another within the same district
 - The student has moved enrollment, changed schools, within the district and is actively enrolled and participating in education
- T2 – Confirmed transfer to private or homeschool within Washington
 - Student’s parent/guardian have filed a signed ‘Intent to Provide Home-Based Instruction’ with the school/district or the student’s transcripts and/or student records have been requested by a private school in Washington along with information that the student is being enrolled in the private school
- T3 – Confirmed transfer out of Washington
 - Student whose transcripts and/or student records have been requested by a school/district outside of Washington,
 - Student was enrolled in the school/district as a foreign exchange student, their exchange term has ended, **and the student has returned to their home country,**
 - Student’s parent/guardian is a member of the military and confirmation is received that the family has moved out of the country,
 - Student and their parent/guardian have moved out of the country for work purposes **and confirmation is received that the family has moved out of the country,** or
 - Student meets the district policy for confirmation of leaving the U.S. to return to their country of origin

CEDARS has several tools to assist with finding confirmed transfer students:

- Search Students tab
- Student Record Exchange
- P210 Withdrawal Report

These tools allow schools/districts enrolling students to determine if a student has been enrolled elsewhere in the state prior to their enrolling in the receiving school/district. The Student Record Exchange Request Records feature also enables the enrolling school/district the ability to request enrollment information for these students.

Confirming transfers for students who become enrolled in school outside of Washington public schools can be done in a variety of ways. Below are examples of information that would allow a student to be submitted with a confirmed transfer withdrawal code:

- **Written request for records from enrolling school/district**
- **Faxed request for records from enrolling school/district**
- **Sending school/district may contact the school/district of reported enrollment and obtain verification of a student’s enrollment**

Regardless of the manner in which the request for records or verification of enrollment is received, it is the responsibility of the sending school/district to ensure the request is valid and that the information will hold up to audit and review. E.g., a phone call requesting records could be from anyone. Documenting the requestor’s information (name, date, name of enrolling entity, address) to whom the records are being sent, verifying them via internet search or other means, and then storing all information within your student information system would ensure the request was valid.

Reporting Students as Unconfirmed Transfers

Students in Washington who leave their enrollment, with the student and/or parent or guardian indicating they are moving and will be enrolling in education elsewhere, but confirmation of re-enrollment in education is not received are to be reported as:

1. U3 – Unconfirmed transfer until such time confirmation is received or it is determined the student is a dropout.
 - a. Student’s reported with a U3 – Unconfirmed transfer are included as a dropout for state accountability and all other reporting purposes.

Reporting Students Dropped for 20 Days Unexcused Absences or Non-Attendance

Students who have 20 consecutive days of unexcused full-day absences should be dropped from enrollment. The student is to be reported with:

- District and school exit that is on or after the 20th day of unexcused absence
- School withdrawal code of U1 – Unknown dropout
- The full-day unexcused absences leading up to the student being dropped for non-attendance are to be submitted to CEDARS

Students who are exited from their school and district due to non-attendance must be included in a districts CEDARS submissions for the remainder of the reporting school year. For information regarding students who have a truancy action in place, and are dropped from enrollment, please see the [Truancy and Compulsory Attendance](#) page on the OSPI web site.

Students Who Exit **Between School Years**

There are several categories of students who exit **between school years** –

1. District receives a records request for a student **between school years** (confirmed transfer, school withdrawal code of T0, T2 or T3 dependent upon type of transfer confirmation received)
2. District receives notice from parent/guardian/student that student is moving and will not be enrolled in new school year (unconfirmed transfer, school withdrawal code of U3)
3. Student is enrolled through end of prior school year, expected to enroll/participate in new school year and does not appear in the fall (school withdrawal code of U2)

The exit/withdrawal information for each of these students **should be** reported in the prior school year. Reporting the exit in the prior school year ensures the student is not inappropriately included in any reporting for the new school year, e.g., Title I, Gifted, LAP, Unexcused Student Absences, LEP/Bilingual, etc.

The decision on how/when to report students who exit from a district **between school years** is a district decision. As always, we do recommend that districts be consistent with how they report these students and apply the same business rules to all.

The T1 Withdrawal Code

The T1 withdrawal code may be used to tell CEDARS a variety of new information about a student within one school year:

- For situations where the student is changing primary status but not actually leaving the school.
- For students changing schools within the district within the **same school year ONLY**.
- For dual enrolled students who change to enrollment in only one of the schools within the district E.g., student half-time at school A and school B in the district chooses to go full-time at school A part way through the school year).

When **NOT** to use the T1 withdrawal code:

- To “roll-up” students at the end of the school year to a new school, e.g., elementary to middle school)
- To “roll-up” students at the end of the school year to the next grade level (ex: grade 3 to grade 4)
- Re-enrolling a student who was previously reported as a drop-out from your district.

School districts may use a T1 withdrawal code for records that have overlapping school enrollment spans. The purpose of using T1 is to reflect that the student transferred their primary school, allowing these records to be loaded by the CEDARS database for reporting and to remove them from the submission exception errors page.

An example of these records using T1 as the withdrawal code that will NOT cause a CEDARS error in the school student file:

Student enrolls in School A (Primary School) and School B on 9/1/09. Student withdraws from School A (Primary School) on 3/10/10 and is still enrolled in School B. School B becomes students Primary School on 3/11/10. Three records are reported in the School Student file for the student as:

Location ID	School Entry	School Exit	School Withdrawal Code	Primary School Flag
School A	9/1/2009	3/10/2010	T1	Yes
School B	9/1/2009	3/10/2010	T1	No
School B	3/11/2010			Yes

Reporting Students Dual Enrolled in Multiple Districts

Students who are dual enrolled in multiple districts must have their enrollment and appropriate course information submitted by both serving districts.

An inter-district agreement or contract between the home/sending district and the second district should detail which district is to submit the student as IsPrimary = Yes, whom is responsible for annual assessments and the portion of fee each district is to claim for the student.

If the student quits attending the second district, and the student remains enrolled in their home/sending district, the second district would submit district and school exit dates and a school withdrawal code of T0 – Confirmed transfer to another school district within Washington State.

If the student quits attending the home/sending district, but wishes to remain enrolled in the second district, a Choice agreement must be created and the district would then assume all responsibility for the student, including but not limited to Primary responsibility, assessments, accountability and reporting.

Reporting Home/Resident District

Districts should report the district where a student physically resides in CEDARS District Student File (B) Element B03 – Home County District Code. Homeless students enrolled in a district, but staying outside of a district’s boundaries, should have their Home County District Code be the serving district until they are identified as having a fixed residence. At that time, you would update the value in B03 to correspond to their new fixed residence. Also, students living in ‘border states’ (Idaho or Oregon) but who have special agreement to be enrolled in a school in Washington, should also have Element B03 reported as the serving district.

Establishing Expected Year of Graduation

Students in Washington are to be assigned an expected year of graduation, reported in CEDARS District Student File (B), Element B27 – Expected Year of Graduation, at the beginning of grade 9 to reflect a 4-year period.

- Special education students may be assigned an extended expected year of graduation, but this must be done by the time they are 16. Special education students may be given up to 7 years to graduate if their Individualized Education Plan (IEP) determines the need for 7 years.
- **English Learners** ~~Limited English Proficient~~ may also be given up to 7 years to graduate, and migrant students may be given up to 5 years.
- There are very few instances or exceptions in which a student’s expected year of graduation may be changed once it is assigned within a school/district. If an error was made and is documented, when the expected year of graduation is first determined and reported, it is acceptable to update the incorrect record. For example, a student’s IEP indicates the student will take 7 years to obtain the credits or skills to graduate, even though 4 years was initially reported; or an LEP student had an expected year of graduation set at 4 years prior to LEP assessment or transcript review from a sending school or district.
- If a student transfers in from another school district, the receiving school/district has the option, based on district policy, to assign an expected year of graduation based upon the number of credits the student has obtained. This can reset the expected year of graduation.

While the annual estimated graduation and dropout data are no longer being used for **accountability purposes**, these data are utilized at OSPI by many entities, including the Building Bridges and Re-engagement program, requested by the legislature and researchers, and **federally reported**. The expected year of graduation is a vital component in

calculating these rates, and this element is still requested by researchers as it answers a different question than Graduation Requirements Year. In addition to being used to calculate the annual rates, these data are used internally and externally for data review and research purposes.

Establishing Graduation Requirements Year

Students in Washington are to be assigned a graduation requirements year for which the student is held accountable for meeting the requirements for graduation, reported in CEDARS District Student File (B), Element B26 – Graduation Requirements Year. To determine the Graduation Requirements Year, report the school year (Spring) that is four years after the student enters 9th grade for the first time, regardless of where the initial grade 9 enrollment occurred. For example, students entering 9th grade in the 2017–18 school year are assigned a graduation year of 2021. If the student transfers to a new district and their expected year of graduation is adjusted, due to credit attainment or for any other reason, their Graduation Requirements Year may not be updated.

The Graduation Requirements Year is used in the Actual Cohort Graduation rate calculation and for End of Course assessment pre-id.

Regardless of the year reported for Expected Year of Graduation, the student is held to the graduation requirements that are defined for the Graduation Requirements Year. Students who take more, or less, time to graduate still must meet the graduation requirements for their assigned graduation year, not the year of actual graduation.

- Even if special education, transitional bilingual, or migrant students have an adjusted *Expected Year of Graduation*; they must meet the requirements of their unadjusted *Graduation Requirements Year* (9th grade entry plus 4 years). In other words, students are always held to the graduation requirements in place for their entering 9th grade class.
- 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 graduate, Expected Year of Graduation will reflect this extension.

Immigrant

Immigrant is an attribute of a student, and does not indicate the student is enrolled in a program or receiving services. **A student meets the definition of Immigrant if they are between the ages of 3 and 21, were born outside of the United States** and have attended school in the United States for less than three full academic years. Students born in any of the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico (Section 3301(6) of ESEA) are not considered immigrant.

Starting with the 2014-2015 School Year, we will no longer be collecting Element B31 – Is Student Identified as Immigrant.

Immigrant status will be determined using a combination of:

- Element B09 – Birth Date
- Element B10 – Birth Country
- Element B32 – Initial USA School Enrollment
- Element B24 – Student Exchange Status

Students born on military bases outside of the 50 states or the District of Columbia must have the country in which they were born reported in Element B10 – Birth Country.

For students who enroll new to your district their transcript or other school records should provide the information necessary to complete Element B32 – Initial USA School Enrollment.

If your district enrolls a student prior to receiving the transcript or other student records, and you do not have the Initial USA Public School Enrollment you may treat the student as if your district is the first district they are entering in the United States and provide information accordingly. After you have received the student(s) transcript or enrollment records from their previous school(s) you may then update the information as appropriate.

School districts may not use this information to bar or discourage students' enrollment based on their or their parents' actual or perceived immigration or citizenship status (see Title VI of the Civil Rights Act and Chapters 28A.642 and 392-190 WAC).

Home- or Private-School Students Enrolled in Public School

Determining Primary Status

The final decision as to whether or not to report Home- or Private-School students, enrolled and receiving educational services in a school within your district, as IsPrimary=Yes, within School Student File (C), Element C10 – Is this the School that is Primarily Responsible for the Student?, is a district decision.

Students who are enrolled and participating in classes must be submitted to CEDARS. The decision as to whether or not to report these students as IsPrimary=Yes is a district decision. However, it is the recommendation of the Student Information office to report the students as IsPrimary=Yes to CEDARS if your district is the only public school/district providing public education services. Reporting the students as IsPrimary=Yes will allow the students to be included in your enrollment reporting, including but not limited to, October and May 1 student enrollment, November 1 Child Count for Special Education Students, Free/Reduced Meal Reporting (if students are determined eligible) and a host of other reports.

Participation in Running Start or Skills Centers

Any student seeking credit through Running Start must enroll through the local public school district, at the high school, and have obtained junior or senior standing. Junior or senior standing is determined in accordance with a school district's grade placement policies.

Any student seeking to enroll/participate in a Skills Center must enroll through the local public school district at the high school and have obtained at least grade nine standing. Grade nine standing is determined in accordance with a school district's grade placement policies.

Home- or Private-School students enrolled in your district for the sole purpose of participating in a Skills Center must be reported as IsPrimary=Yes at the high school and IsPrimary=No at the Skills Center.

Additional information can be found at <https://www.sbctc.edu/colleges-staff/programs-services/running-start/>

Regardless of a student's Home/Private/Public school status, students may not enroll *only* in a Skills Center.

Home- or Private-School students who are only participating in ancillary / non-credit activities - such as after school sports or clubs – do not need to be submitted to CEDARS.

Valid values collected within the data elements listed below **are to** meet the reporting requirements of [WAC 392-121-182](#). Due to requirements outlined in the WAC districts are required to report if private- or home-school students are participating in approved ALE programs and if they are claimed with an FTE 'less than or equal to 0.8' or 'greater than 0.8' at any time from the start of a school year through January of the same school year.

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

The valid values are:

- 0 – No
- 1 – Yes, student is/was a private-school/home-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/home-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/home-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.

An excerpt from [WAC 392-121-182](#) states ‘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’. This means some private- or home-school students (those reported with valid value of 3) will be included in state and federal reporting. **Prior to the 2012-13 school year when this WAC was implemented,** these students had previously been excluded from annual state testing requirements, reports and other calculations.

If at any time prior to January 31 of the reporting school year a private- or home-school student, enrolled and participating in an approved ALE program, is claimed with an FTE above 0.8 the student would be reported in the appropriate data element, B22 or B23, with a valid value of 3 – *Students ALE Enrollment was claimed as greater than 0.8 FTE in any one month through January.*

While we recognize the enrollment/FTE percentage for private- or home-school students participating in approved ALE programs can change after January, once a value of 3 is submitted, it should not be changed for the remainder of the school year, regardless of any change in FTE for that student.

Home- or Private-School student who are not claimed at greater than 0.8 FTE for ALE in any one month through January of the current school year, may choose to participate in/take the state assessments. Their results are not included in the aggregate results for their enrolled school/district nor are they included in any **accountability** determinations for schools/districts, regardless of the primary status of the student(s).

Military Parent or Guardian

With approximately one hundred thirty-six thousand military families in Washington State, it was determined an identifier is needed which allows educators and policymakers to monitor critical elements of education success.

District Student File (B) Element B35 – Military Parent or Guardian collects information that indicates whether or not a student’s 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](#). Information about parent or guardian military status should be collected regardless of custodial rights or whether or not the student resides with the parent affiliated with the military. The parent or guardian who usually fills out the student’s personal information should fill out to the information to the best of their ability.

Upon initial enrollment of the student and in each subsequent school year served thereafter, the school is charged with ascertaining the student’s family military status. Schools and districts are not being asked to actively collect changes to this element in real-time throughout a school year. 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.

Valid value X – Data Not Available is to be used only as a placeholder when needed, while schools and districts are in the process of collecting the data. Valid value X should not be the final valid value submitted for students in Element B35 – Military Parent or Guardian. The expectation is that the data submitted to Element B35 will be updated and included in the districts next CEDARS submission to reflect the actual valid value that applies to the student.

Reporting ALE Course Type Instruction

Student Schedule File (E), Element E09 – ALE Course Type and Student Grade History File (H), Element H27 – ALE Course Type collect course type information as opposed to funding information. This change was a requirement of WAC: 392-121-182 (3) (a) (ii).

Districts are required to indicate whether or not the course was taught through ALE and, if so, the valid values below must be reported in E09 and H27:

- O – “Online course” means an alternative learning experience course that has the same meaning as provided in RCW 28A.250.010

- R – “Remote course” means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for less than twenty percent of the total weekly time for the course.
- S – “Site-based course” means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for at least twenty percent of the total weekly time for the course.

Reporting Students Enrolled in Running Start

All students participating in Running Start must be reported in CEDARS through their home or enrolled high school and have obtained junior or senior standing. Junior or senior standing is determined in accordance with a school district’s grade placement policies.

Full-time Running Start students must be reported as IsPrimary ‘Yes’ in School Student File (C), Element C10 Is this the School that is Primarily Responsible for the Student?. These students are not excluded from state accountability reporting solely based on their Running Start status.

Students enrolled in your district for the sole purpose of attending Running Start, with a signed 'Intent to Home School' form on file or who are enrolled in a Private School but are enrolled for Running Start, must be reported in CEDARS. If these students are attending Running Start classes, they are choosing to access public education and therefore must fill out the required district enrollment paperwork, be assigned an SSID, and be reported in CEDARS.

Home- or Private school students seeking credit through Running Start must enroll through the local public school district, or high school and have obtained junior or senior standing. Junior or senior standing is determined in accordance with a school district’s grade placement policies.

All credits attempted by students participating in Running Start must be reported through CEDARS Grade History (H).

The Running Start FAQ document can be found at http://www.sbctc.edu/college/studentsvcs/2013_rs_questions_and_answers.pdf.

Reporting Students Enrolled in Juvenile Justice Schools

Special attention is required to manage enrollment data for students who are served in juvenile justice schools, inside county detention centers, adult jails, group homes and state juvenile justice facilities. Juvenile justice schools are managed by a school district or Educational Service District (ESD). Enrollment and transfers in and out of juvenile justice schools are expected to be managed just like any other in-district or out-of-district transfers.

Only those students who have been enrolled in and received educational services or those scheduled to engage in educational activity during the current week while at a juvenile detention center are to be reported to CEDARS. Children detained, but not provided educational services (e.g., enter Friday night, released Sunday morning) are not to be reported in CEDARS.

The following information provides guidance for determining if a student is to be reported as enrolled in a juvenile justice school and the appropriate school withdrawal codes.

- **How to determine if a child/youth, detained at a juvenile detention center should be enrolled/reported in CEDARS**
 - Children/youth who enter juvenile detention centers are not always served by juvenile justice schools; and, therefore, may not need to be entered into CEDARS. Children/youth who must be reported are those who are receiving educational services while at a juvenile justice school or those scheduled to engage in educational activity during the current week.
 - The following scenarios provide guidelines for determining if a student is considered enrolled in a juvenile justice center school and needs to be reported in CEDARS.

- **Enrolled** – A student enters a juvenile facility on a Monday morning, receives educational evaluation Monday afternoon and attends classes starting Tuesday morning in the juvenile justice school classroom. Educational evaluation and services have been provided and the student should be reported in CEDARS.
- **Enrolled** – A student enters a juvenile facility on Sunday afternoon, and by mid-day Monday their sending school provides the student’s current classroom and homework assignments. With the assistance of the juvenile justice school teacher(s), the student works on their school work in the classroom each day. Educational evaluation and services have been provided and the student should be reported in CEDARS.
- **Enrolled** – A student enters a juvenile facility on Saturday night, and Monday morning receives educational evaluation and is assigned school work by the juvenile justice school teacher(s). Student is in attendance through Tuesday and then exits Tuesday night. Educational evaluation and services have been provided and the student is reported in CEDARS.
- **Not enrolled** – A student enters a juvenile facility Friday night and exits Sunday morning. No educational evaluation or other services have been provided. Student should not be reported in CEDARS.
- **Not enrolled** – A student enters a juvenile facility Saturday night and Monday morning is taken to court for his/her hearing. Student is released/exits at 2:00 p.m. on Monday. No educational evaluation or other services have been provided. Student is not reported in CEDARS.

Districts may choose whether or not to withdraw the student once they learn of the enrollment in the juvenile center. If the student is at the juvenile center for a few days, a district may choose to keep the student enrolled in their school and wait for the student to return after the suspension or expulsion has elapsed. If the student has a longer stay at the juvenile center, the district may choose to withdraw the student. Either way, this is a district decision.

- If the student is withdrawn from the district school due to a suspension or expulsion and is enrolled at a juvenile center:
 - The district should report the days of absence, submitted in Student Absence File (N), related to the suspension or expulsion up to the point the student is withdrawn.
- If the student is not withdrawn from the district school due to a suspension or expulsion and is enrolled at a juvenile center:
 - The district must change the student’s Primary status to No until the student returns to enrollment in their district.
 - The district may not claim FTE funding for the student while they are enrolled in a juvenile center.
 - The district must report the days of absence, submitted in Student Absence File (N), related to the suspension or expulsion up to the point the student returns from the suspension or expulsion. These absences should be reported as excused.

Students Enrolling Through School Choice

Students may opt to enroll in a district that is outside of their serving district for a variety of reasons. These students must be granted a release from their serving district and be accepted into enrollment in the district they wish to attend. Students who choose this enrollment option must be reported within CEDARS, through School Student File (C), Element C11 – School Choice Code of “3” (Student Enrollment Options, State Law). Information regarding Learning by Choice can be found at <http://www.k12.wa.us/GeneralInfo/EnrollmentOptions.aspx>.

There are three methods by which students can be enrolled or served outside of their home/serving school without physically moving outside of the school boundaries. They are intra-district enrollment, inter-district enrollment, and enrollment through School Choice. Some, but not all, of these enrollment choices require the student(s) to be reported within CEDARS School Student File (C), Element C11 – School Choice Code.

Choice Enrollment:

Students who request a release from their home/serving school to enroll in a public school outside of their district are considered to be enrolling by Choice. A student who chooses to enroll full-time in an alternative program in a neighboring district would be utilizing Choice Enrollment. A student whose parent enrolls them in a district near their

work for purposes of child care would be a student enrolled by School Choice. Students who request, and are provided, a release from their serving district and are accepted into enrollment in another district are those who would be reported within School Student File (C), Element C11 – School Choice Code, valid value 3.

Intra-district (i.e., within district) enrollment through personal choice:

Students who enroll in another school within their district, due to parent or student choice, for purposes of educational opportunities, day care, or other personal reasons are not to be reported as enrolling through School Choice. The correct school enrollment for the student is to be reported but there are no further reporting requirements.

Intra-district (i.e., within district) enrollment tied to **accountability or a school being identified as ‘persistently dangerous’:**

Students who transfer schools within their district due to their home/serving school failing to meet **accountability** requirements, or being identified as “Persistently Dangerous”, as originally defined in No Child Left Behind (NCLB) are also to be reported within School Student File (C), Element C11 – School Choice Code, valid values 1 and 2, respectively.

Inter-district enrollment for student services:

Schools/districts may have students who require special services or educational opportunities they cannot provide, e.g., special education services or gifted education. The home/school may then enter into an inter-district agreement with a local school/district to provide the needed services or education for the student(s). These students are also not to be reported as being enrolled through School Choice.

Reporting Preschool Students

All students enrolled in and receiving preschool education/services should be reported to CEDARS (this includes PK students in special education).

The following must be included when submitting data for PK students to CEDARS:

- District and school enrollment
- Ethnicity and Race
- All appropriate program information

Districts are not required to submit student course, student/staff schedule or staff file information.

Preschool, or PreK, students who are withdrawn from schools/districts often present a challenge when determining the correct, or proper, school withdrawal code to utilize.

This unique population of students differs from the grades K-12 population in that they may be enrolled and served for a very short time period for speech services, contracted special education, or early head start learning.

PreK students whose reason for withdrawal is not clear, reporting a T0 – transferred out of district/school withdrawal code is appropriate/acceptable.

Coding of Students Who Exit School and/or District

Accurate coding of students who exit a school and/or district can be a challenge for many districts. Following are examples of how and when to report students who exit.

In-district transfer with no break in service

Student enrolls on November 1, 2010 in District A, High School #1. On January 10, 2011 the student transfers to High School #2 within the same district. The district would report a T1 school withdrawal on January 10, 2011 from High School #1 and an entry of January 11, 2011 to High School #2. A district withdrawal is not reported since the student is still enrolled within the district.

Student reported as dropout/unconfirmed transfer, but information on enrollment is later received.

Student exits school and district on February 22, 2011, informing school they are moving to another state. As information is not available as to where the student will be enrolled the school withdrawal code must be reported as an

Unconfirmed Transfer-U3 and report an exit from school and district date of February 22, 2011. April 25, 2011 the district receives a transfer request for the student from their new enrolling school. The school should then update the withdrawal code for the student to reflect a T0-Confirmed Transfer out of District in their SIS system. CEDARS will reflect the change in the student's status after the next submission of data from the district.

- **Student exits with Unconfirmed Transfer, confirmation is received in next school year.**
Student exits school and district on June 8, 2010, informing school they are moving to another state. As information is not available as to where the student will be enrolled the school withdrawal code must be reported as an Unconfirmed Transfer-U3 and report an exit from school and district date of June 8, 2010. On September 29, 2010 – after the district has completed their year-end transition filings, the district receives a transfer request for the student from their new enrolling school. As the final year end files have been submitted, the district will need to update the withdrawal code for the student to reflect a T0-Confirmed Transfer out of District in their SIS system and within CEDARS via a CEDARS submission for the appropriate school year.
- **Student enrolls in a school/district but never attends.**
A student who enrolls in a school within your district but never attends should not be submitted to CEDARS. If the student's records are submitted to CEDARS and then it is determined that the student did not receive educational services and should not be reported the student should be removed from your CEDARS submissions. Their records will be appropriately logically deleted after the CEDARS submission in which their records are removed/not reported. If a district chooses to report the student's enrollment and exit during the school year the student did not attend the student may be included in some reports.

Disability Code

If a student is identified as having one of the 15 disability categories listed in CEDARS Appendix I - Disability Codes, whether or not they are receiving special education program services, the disability is to be reported in Students Attributes and Program File (I). **For more information, reference [WAC 392-172A-0G1035](#).**

The data should be submitted to CEDARS in the following elements:

- Element I06 – Attribute or Program Code, Valid Value 36 – Student Identified with a Disability
- Element I10 – Qualification Code, Valid Value from Appendix I

There are two disability codes listed in CEDARS Appendix I that have restrictions for reporting applied to them –

Disability Code 1 – Developmental Delays

- Students reported with Developmental Delays must be under the age of 9
 - Developmental Delay for a child birth through 2: A toddler shall be eligible if he or she demonstrates a delay of 1.5 standard deviations or 25% of chronological age delay in one or more of the following developmental areas, as measured by appropriate diagnostic instruments and procedures, including the use of informed clinical opinion, and administered by qualified personnel.
 - a. Cognitive development
 - b. Physical (vision, hearing, fine or gross motor) development
 - c. Communication (receptive and expressive language) development
 - d. Social or Emotional development
 - e. Adaptive development
 - f. Informed Clinical Opinion
 - (i) The State Lead Agency (SLA) must ensure that informed clinical opinion given by qualified personnel may be used as an independent basis to establish a child's eligibility even when instruments do not establish eligibility.
 - (ii) In no event may informed clinical opinion be used to negate the results of evaluation instruments used to establish eligibility.
 - Developmental delay for a student 3 through 8 who is experiencing developmental delays that adversely affect the student's educational performance in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development and who demonstrates a delay on a standardized norm referenced test, with a test-retest or split-half reliability of .80 that is at least:
 - 1) Two standard deviations below the mean in one or more of the five developmental areas; or

- 2) One and one-half standard deviations below the mean in two or more of the five developmental areas

Disability Code 15 – Diagnosed Physical/Mental Condition

- Only students under the age of 3 can be reported with the disability category of Diagnosed Physical/Mental Condition

A toddler shall be eligible if he or she has a diagnosed physical or mental condition that has a high probability of resulting in developmental delay. Procedures used to determine eligibility under diagnosed physical or mental condition must include the use of informed clinical opinion. Such conditions include, but are not limited to:

- a. Chromosomal abnormalities;
- b. Genetic or congenital disorders;
- c. Sensory Impairments;
- d. Inborn errors of metabolism;
- e. Disorders reflecting disturbance of the development of the nervous system;
- f. Congenital infections;
- g. Severe attachment disorders; and
- h. Disorders secondary to exposure to toxic substances, including fetal alcohol syndrome.
- i. Deafness/hearing loss – a hearing loss that adversely affects a child’s development is:
 - (i) Unilateral sensorineural hearing loss and/or permanent conductive hearing loss of 45 dB or greater.
 - (ii) Bilateral sensorineural hearing loss and or permanent conductive hearing loss, which includes:
 - A. Hearing loss of 20 dB or greater, better ear average of the frequencies 500, 1,000, and 2,000 Hz.;
 - B. High frequency loss greater than 25 dB at two or more consecutive frequencies or average of three frequencies between 2,000 and 6,000 Hz, in the better ear;
 - C. Low frequency hearing loss greater than 30 dB at 250 and 500 Hz, in the better ear; or
 - D. Thresholds greater than 25 dB on Auditory Brainstem Response threshold testing in the better ear; or
 - (iii) A six-month history of fluctuating conductive hearing loss or chronic middle ear effusion/infection of three months, unresolved past initial evaluation; or
- j. Vision Impairment – infants and toddlers with visual impairment/blindness are:
 - (i) Those children who have a visual impairment that adversely affects the child’s development, even with correction. Eligibility shall be dependent on documentation of a visual impairment, including one or more of the following conditions:
 - (ii) Legal blindness or visual handicap, as they are customarily defined, either in terms of qualifying reduction in visual acuity and/or a qualified reduction in visual fields.
 - (iii) A visual impairment that is progressive in nature and can be expected to lead to blindness within a reasonable period of time.
 - (iv) If a visual acuity or field cannot be determined:
 - A. The qualified personnel must identify a diagnosis or medical history that indicates a high probability of visual loss that may adversely affect the child’s development.
 - B. A functional vision evaluation by a qualified professional is necessary to determine eligibility.

This definition does not include infants and toddlers from birth to age three who do not meet the above criteria and who are at risk of having substantial developmental delays if early intervention services are not provided.

Updating Student Demographic Information

School districts may change the demographic items listed below upon student or parent/guardian request. Districts may determine the process by how the requests are made, e.g., verbal or written.

- **Legal Last Name**
- **Preferred Last Name**

- Legal First Name
- Preferred First Name
- Middle Name(s)
- Ethnicity and/or Race
- Gender (see additional information below regarding Gender Identification)

The change(s) should be made within the district's Student Information System (SIS) and sent as the new value in the next CEDARS submission. The new value will replace the value previously sent for the student.

Gender Identification -

From the Equity and Civil Rights Office - In our state, because there are no requirements for how gender is collected for the purpose of maintaining student records, school districts should adopt a process similar to the one they use for a student who wishes to change their ethnicity. It provides a process for parents and/or youth to change their gender designation in student information systems and on school documents. The process should not be overly cumbersome, and the district should not require verification from a physician. In other words, it should be relatively simple. This change is not retro-active, but it should be effective moving forward. The following is the official language sent to school districts in our student information management newsletter and reporting guidance:

“School districts may change a student's gender designation upon parent/student request, by using a process similar to the one they use to change a student's ethnicity. The change should be recorded in the district's Student Information System and sent as the new value in the next CEDARS submission. The new value will replace the value previously sent for the student.”

Student Attributes and Programs

The following CEDARS guidance is regarding student participation **in programs, services provided, and attributes.**

21st Century Learning Centers Program

Students participating in the 21st Century Program receive opportunities for academic enrichment, including providing tutorial services to help students (particularly students in high-poverty areas and those who attend low-performing schools) meet state and local student performance standards in core academic subjects such as reading and mathematics.

The program also offers students a broad array of additional services, programs, and activities, such as, youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students. In addition, the program offers families of students served by community learning centers opportunities for literacy and related educational development.

Students served in the 21st Century Learning program are to be reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code Valid Value “1”.

Additional information regarding the 21st Century Learning program may be found at the following link, <http://www.k12.wa.us/21stCenturyLearning/default.aspx>.

Early Education Program

Early education is no longer collected by CEDARS.

Highly Capable/Gifted Program

The Highly Capable/Gifted Program are state, district and locally funded programs designed to provide educational opportunities that meet the unique academic needs of students identified as highly capable/gifted.

Students served in a Highly Capable/Gifted program are to be reported in CEDARS Student Attributes and Programs File (I), Element I06 Program Code, using one of the four valid values listed below:

- 32 – Gifted – services or programs provided in the general education classroom
- 33 – Gifted – services or programs provided in a unique highly capable program
- 34 – Gifted – services or programs provided through acceleration
- 35 – Gifted – services or programs provided outside the traditional school setting

Additional information regarding the Highly Capable/Gifted program may be found at the following link, <http://www.k12.wa.us/HighlyCapable/default.aspx>.

Learning Assistance Program (LAP)

LAP is a supplemental services program to assist underachieving students and reduce disruptive behaviors in the classroom. LAP programs serve eligible students who need academic support for English language arts and mathematics, or who need to develop the readiness skills to successfully learn these core subjects. LAP funds can be used to support eligible 11th and 12th graders who are not on track to meet local or state graduation requirements as well as 8th graders who need additional assistance to have a successful entry into high school. LAP programs also serve students who need support to reduce disruptive behavior in the classroom. School districts implementing a Learning Assistance Program shall focus first on addressing the needs of students in grades K-4 who are deficient in reading or reading readiness skills to improve reading literacy.

Additionally, 5% of LAP funds may be used for “Readiness to Learn” services to form partnerships with organizations to provide academic and non-academic supports for participating students. These supports are intended to reduce barriers to learning, increase student engagement, and improve readiness to learn.

Students served in the Learning Assistance Program are to be reported in CEDARS Student Attributes and Programs File (I), Element I06, using one of the codes listed below:

- 37 - LAP English Language Arts – **Reading Writing and Communication**
- 6 - LAP Math
- 7 - LAP Academic Readiness
- 11 - LAP Extended Learning Opportunities Program (Graduation Assistance **for students in grades 11 & 12 & Transition services for students in grade 8**)
- 38 - LAP Behavior
- 39 - RTL (Readiness to Learn)

Students served in English Language Arts, Math, Academic Readiness, and Behavior also need to be reported in CEDARS Student Growth File (Q).

Additional information regarding LAP may be found at the following links:

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

<http://app.leg.wa.gov/rcw/default.aspx?cite=28A.165>

Title I, Part A

Title I, Part A is a Preschool through grade 12 federal program that provides financial assistance to local educational agencies and public schools with high numbers or high percentages of children eligible for free and reduced lunch to help ensure that all children meet challenging state academic standards. Title I is a formula grant program for "improving the academic achievement of the disadvantaged students." Students receiving Title I funded supplemental services may receive assistance with ELA, mathematics, science and or graduation assistance (credit retrieval) grades 9 through 12.

There are two types of programs within Title I: **Targeted Assistance** program (TAS) serves individual students that are 'targeted' to receive services. **Schoolwide** program (SWP) funds are provided to serve and benefit all students in a school or building. Students receiving Title I funded services may receive assistance with reading, language arts, mathematics, and science.

Students served in Title I *Targeted Assistance (TAS)* are to be reported in CEDARS Student Attributes and Programs File (I), Element I06 – using one of the codes listed below:

- **47 – Title I TAS Career Technical Education**
- **9 – Title I TAS Language Arts**
- **10 – Title I TAS Math**
- **48 – Title I TAS Other**
- **12 – Title I TAS Science**
- **49 – Title I TAS Social Sciences**

Beginning with the 2017-18 school year data for students served in a Title I *Schoolwide* program who also receive additional Title I assistance will NOT be submitted to CEDARS. Students served in Title I *Schoolwide* programs prior to the 2017-18 school year must be reported in CEDARS Student Attributes and Programs File (I), Element I06 using the applicable Title I *Schoolwide* – Additional Program Assistance valid values (21, 22, 26 or 27).

Title I, Part A Schoolwide programs have the flexibility to use Title I, Part A funds in lieu of LAP funds to meet the K-4 literacy first focus. Districts exercising this option need to have received approval through iGrants, and are then required to report students receiving K-4 Literacy Interventions through the Title I, Part A Schoolwide as LAP participants AND Title I, Part A Schoolwide students. [K-4 Literacy — Report Student Data for Title I, Part A and LAP.](#)

Please refer to the instructions for reporting those students in the CEDARS Student Attributes and Programs File (I), valid values for Learning Assistance Program and CEDARS Student Growth File (Q), <http://www.k12.wa.us/CEDARS/Manuals.aspx>

Additional information regarding Title I, Part A programs may be found at the following link:
<http://www.k12.wa.us/TitleI/default.aspx>.

504 Plan

Section 504 of the Rehabilitation Act of 1973 defines disability as a physical or mental impairment which substantially limits one or more major life activities. This definition of disability should be interpreted broadly.

- Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, bending, reading, concentrating, thinking, and communicating. Major life activities also include major bodily functions, such as functions of the digestive, bowel, bladder, brain, circulatory, reproductive, neurological, or respiratory systems.
- Substantially limits should also be interpreted broadly. A student's impairment does not need to prevent, or severely or significantly restrict, a major life activity to be substantially limiting.

Students who are entitled to a 504 plan (1) have a physical or mental impairment which substantially limits one or more major life activities, and (2) need accommodations, aids, or services—because of their disability—so they can access and benefit from their education.

If a 504 team determines that student is eligible for a 504 plan, a written plan is developed by the district with consent from the student's parent/guardian, detailing accommodations, related aids and services that will be provided to ensure the student has access to programs and activities maintained by the district until such time it is determined the student no longer meets eligibility requirements.

Section 504 is a separate law from Special Education under the Individuals with Disabilities Education Act (IDEA). Under Section 504, there is no requirement that a student's disability to fit into a specific category, unlike in Special Education. Rather, Section 504 requires that each school district provide a free appropriate public education (FAPE) to qualified students who have "a physical or mental impairment that substantially limits one or more major life activities." A student does *not* need to meet any Special Education definition or category to qualify under Section 504.

Students with a 504 plan must be reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value "16". CEDARS does *not* require a disability code for students who are reported with a 504 plan.

Additional information regarding the 504 plans may be found at the following link,
<http://www.k12.wa.us/equity/Families/Section504.aspx>.

Migrant Education Program

The Migrant Education Program **is** no longer being collected in CEDARS **as of** the 2012-13 school year. Migrant information for students in your district should be reported/obtained from the Migrant Student Data Records System (MSDR). Please contact the OSPI Migrant Bilingual office for any additional questions:

<http://www.k12.wa.us/MigrantBilingual/Services.aspx>

NCLB Supplemental Services

Title I Supplemental Services **is** no longer collected in CEDARS.

Free- and Reduced-Price Meals

OSPI currently uses a student's free and reduced lunch eligibility as reported in CEDARS as an indicator of poverty.

The National School Lunch/School Breakfast Program serving students in Washington are designed to promote the health and well-being of children by providing free and reduced-price meals to all students in need.

Only students eligible for or served free and reduced-price meals program are to be reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value "19".

For free and reduced-price meals, the federal rules state that students who were eligible the previous school year remain eligible for program services for up to the first thirty (30) serving days in the following school year or until a new eligibility determination is made.

It is important to note that if a student's Qualification Code changes during the year, e.g., 11 – Reduced price via household application changes to 1 – Free via household income/family size application, the change in Qualification Code does not affect the continuous eligibility of the student and the continuous eligibility should be reflected within CEDARS.

Students who were eligible for free and reduced meals in the prior school year are eligible for the same free and reduced meal benefits for up to the first 30 serving days in the new school year or until a new eligibility determination is made. As students are deemed eligible in the new school year via a new application, direct certification or participation in other programs (i.e., homeless, migrant, etc.), the dates need to be reflected in CEDARS Student Attributes and Programs File (I) as follows:

- **Carryover Record:** The student should first have a record that indicates the eligibility information from the prior school year while the new school year information is being processed. The start date should be on or before the student's first day of school in the new school year. It is acceptable to have the start date still reflect the date from the last school year, if necessary. Once the new application is processed, or the 30 serving days expire, the carryover record should be ended.
 - **Not eligible in new year:** If the student is determined to not be eligible in the new school year, an end date should be reported on the carryover record from the previous year that reflects the last day the student was eligible.
 - **Eligible in new year:** If the student is determined to be eligible in the new school year, an end date should be reported on the carryover record from the previous year that reflects the end of the carryover record and a new record created for the new school year.
- **New School Year Record:** A new record should be reported in order to reflect the new eligibility for the new school year, with the appropriate qualification code. The start date of this new record should be one school day past the end date of the carryover record to ensure the student is identified as being continuously eligible for free and reduced lunch for the entire school year.

There are no rules that say one qualification code has precedence over another for students who qualify for free and reduced meals via several avenues (e.g., migrant, homeless, direct certification, etc.). Following are two tips that will assist you in making the decision on how to code these students:

For any student who qualifies via the DSHS Direct Certification, report the qualification code that is identified in the DSHS Direct Certification District List download file in Element I10 – Qualification Code. The Direct Certification District List download file will identify students with qualification codes of 19 – Directly Certified **Basic Food DSHS/CEDARS Match List - Free**, 20 - Directly Certified **TANF DSHS/CEDARS Match List - Free**, or 21 – Directly Certified **Foster Child DSHS/CEDARS Match List – Free**, or 3 - Directly Certified **Migrant - Free**. **Qualification Code 19 is preferred when the student qualifies in other ways. For example, a student that qualifies code 19 and code 3 or, code 19 and code 1, should be coded 19.**

For students who do not qualify via the DSHS Direct Certification but have multiple qualification codes that apply, use the lowest qualification code that is applicable to the student. For a student who is homeless, and has an approved household income/family size application, for example, report a qualification code of 1 – Free Via Household Income/Family Size Application in Element I10 – Qualification Code.

Family Income Economic Survey

The **Family Income Economic Survey** can be used to identify students eligible for free/reduced meals in schools that do not offer meal programs, who are enrolled in Provision 2 or CEP schools or do not have access to a meal program at a participating school, e.g. full-time Running Start.

The eligibility for free/reduced meals can be determined for a student using the Family **Income Economic** Survey and then reported to CEDARS Student Attributes and Programs File (I). This will ensure that free and reduced lunch rates are more accurately reflected in various determinations and reports including Report Card and **accountability measures**.

The Family **Income Economic** Survey can be found [here](#). Students identified as eligible for free/reduced meals by the Family **Income Economic** Survey will then be reported to CEDARS Attributes and Programs File (I), Element I06-Attribute or Program Code with a valid value of **19** and Element I10 – Qualification Code with a valid value of **25**. A complete list of Free/Reduced Meal valid values are listed in CEDARS Appendix X, found at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Provision 2 and CEP schools need to submit information to CEDARS regarding students who are eligible for free/reduced meals. Districts should report students who are direct certified in the same way as has been done previously for CEDARS, using valid values 3-7, 14, 18-21 and 24. For students in Provision 2 and CEP schools who are not direct certified, districts should use the [Family Income Economic Survey](#) to identify, collect and submit to CEDARS those students eligible for free/reduced meals in schools.

Students transferring into a CEP or Provision 2 school from another school within their district, identified in their sending school as eligible for free/reduced meals via application, should continue to be reported with that eligibility in the CEP or Provision 2 schools. A Family **Income Economic** Survey does not need to be completed for these students.

Students transferring from a Provision 2 or CEP school, at the beginning of the school year, to a school that does not participate in these special programs has a carryover period of 30 serving days or until a new eligibility determination has been made. Students transferring from a Provision 2 or CEP school, during the school year, to a school that does not participate in these special programs has a carryover period of 10 serving days or until a new eligibility determination has been made. Valid value 26 is used.

Foster Children are directly certified for free meals in several ways. The student may be on the direct certification match list, the student may be on a list from the school foster liaison, the student may be on a list that the school receives directly from a foster care agency, or the household may provide the food service office with a signed letter from a state court or agency placing the foster child in their care. Valid value 21 is used.

District or individual schools without meal programs. Districts, or individual schools, that do not have meal programs should utilize the [Family Income Economic Survey](#) to identify, collect and submit to CEDARS those students eligible for free/reduced meals in schools. This includes districts or schools that do not sponsor meal programs and schools such as online schools that do not have direct contact with students.

Students enrolled that do not have access to a meal program, e.g., ALE, Running Start, Home Based. Districts, or individual schools, that offer meal programs but have students enrolled who do not have access to meals should utilize the [Family Income Economic Survey](#) to identify, collect and submit to CEDARS those students eligible for free/reduced meals in schools. All other students in the district/school, with access to the meal program, should be reported using direct certification or the official free and reduced price meal application.

Districts or schools not participating in the National School Lunch Program (NSLP), the School Breakfast Program (SBP) or who have students that do NOT have access to a meal program may not use the official free and reduced price meal application to determine eligibility as it is against federal regulations. The [Family Income Economic Survey](#) is the tool that should be used to collect and determine eligibility for these students.

Additional information regarding Free Reduced Meals program may be found at the following link, <http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/default.aspx>.

Title I Neglected/Delinquent Supplemental Services

Title I Neglected/Delinquent Supplemental Services, was no longer collected in CEDARS effective with the 2013-14 school year.

Title VII Native American

The Title VII Native American program is designed to address the unique education and culturally related academic needs of American Indian and Alaska Native students. Grant funds supplement the regular school program and activities such as after-school programs, enrichment programs, tutoring, and dropout prevention.

Students served in the Title VII Native American program are to be reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value 23 – **Title VII Indian Education Supplemental Services**.

Additional information regarding the Title VII Native American program may be found at the following link, <http://www2.ed.gov/policy/elsec/leg/esea02/pg98.html>.

Truancy Petitions

Districts must submit information to CEDARS for students who have an initial Truancy Petition filed on them in Juvenile Court, following rules described in RCW 28A.225.030.

Information regarding the Truancy Petition must be reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code with a valid value of 43 – Truancy Action, Element I07 – Start Date – providing the date the Truancy Petition was filed, and Element I10 – Qualification Code with a valid value of 1 – Truancy Petition Filed with Juvenile Court.

Districts are not required to report Elements I08 – Exit Date and I09 – Exit Reason Code when submitting information for Truancy Petitions.

If a truancy petition is withdrawn or “stayed” by Juvenile Court, the information regarding the initial truancy filing must still be reported to CEDARS.

Only the initial truancy petition filed in Juvenile Court is to be submitted to CEDARS. If the action applied to the student as a result of the truancy petition carries into the next school year districts are not to report the filing in the new school year.

Unaccompanied Youth

The term ‘unaccompanied youth’ identifies students who are not in the physical custody of a parent or guardian. These students may or may not be homeless. If a student is identified as an ‘unaccompanied youth’ they are to be reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value “24”

College Bound Scholarship

Beginning with the 2017-18 school year, OSPI will obtain information regarding all students who have submitted College Bound applications solely from WSAC. This information will be uploaded to CEDARS. A report identifying students identified as College Bound in your district is available by accessing CEDARS>Reports>Enrollment, selecting the appropriate school year and indicating yes on the ‘radio button’ for College Bound. The report may be created at the district and school level.

The Washington Student Achievement Council (WSAC) offers the College Bound Scholarship to students. Low income 7th and 8th grade students who sign a pledge by June 30 of their 8th grade year are eligible for this scholarship. These students promise to graduate from high school, demonstrate good citizenship, and seek admission to a college or university. More details about the scholarship can be found on this website: <http://www.wsac.wa.gov/ProgramAdministration/FinancialAid/CollegeBound>. Counselors and others in your schools likely know about this opportunity and have been connecting students with this scholarship over the last couple of years.

Reengagement Programs (Open Doors Youth Reengagement)

A reengagement program is defined as ‘A dropout reengagement system that provides education and services to youth, ages 16-21 who have dropped out of school or are not expected to graduate from high school by the age of 21.

Open Doors reengages disconnected youth through programs that:

- Encourage community partnerships
- Create multiple pathways for students to realize success
- Provide an on-ramp to post-secondary achievement through a performance based, individualized support model.

Students enrolled in reengagement programs must be reported to CEDARS the same as students enrolled in other public schools and programs in Washington.

Information regarding reengagement programs, including links to RCW's and WACs can be found online at <http://www.k12.wa.us/GATE/SupportingStudents/StudentRetrieval.aspx>.

Reporting Reengagement Students to CEDARS

School districts, educational service districts, agencies or colleges who are involved with OSPI approved youth reengagement programs (Open Doors 1418) in any of the models of operations listed below must report student level information to CEDARS regarding the program the student is receiving services through and where the services are being provided.

Youth reengagement models of operation are:

- District operated program with district resources
- District contracted partnership with an agency or college, or
- District participation within a consortium agreement

This information will be reported to CEDARS Student Attributes and Programs File (I) using program qualification codes. A program qualification code will be assigned by OSPI to each approved reengagement program service provider and maintained in CEDARS Appendix R, found at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

The program/school providing the reengagement services must submit reengagement program codes to CEDARS and the sending, or home, district/school must also submit the reengagement code for students being served through a consortium agreement.

Example:

District reengagement program enrollment only from within district. District contracts with one or more providers/programs. This includes district programs that are contracting with an organization or a consortium whose reengagement program does not operate as a school.

- CEDARS Student Attributes and Programs File (I)
 - Element I06 – Attribute or Program Code, valid value 40 - Student is participating in a 1418 Reengagement Program
 - Element I10 – Qualification Code, valid value from CEDARS Appendix R that identifies the district and program code specific to the contracted provider/program.

Reengagement program operating as a school within a Consortium (has a school code) with students enrolled from multiple participating districts.

- Resident/sending district submits district and school enrollment data and submits the following information to CEDARS Student Attributes and Programs File (I)
 - Element I06 – Attribute or Program Code, valid value 40 - Student is participating in a 1418 Reengagement Program
 - Element I10 – Qualification Code, valid value from CEDARS Appendix R that identifies the resident/sending district, the contracted Consortium where services are being provided and, if appropriate, the site where services are provided to the student(s)
- The Consortium providing services will submit all student information to CEDARS including the following information to CEDARS Student Attributes and Programs File (I)

- Element I06 – Attribute or Program Code, valid value 40 - Student is participating in a 1418 Reengagement Program
- Element I10 – Qualification Code, valid value from CEDARS Appendix R that identifies the students resident/sending district, the contracted Consortium where services are being provided and, if appropriate, the site where services are provided to the student(s)
- If the district reengagement program is part of a consortium but is not operating as a school (has a school code) within the consortium, then refer to the previous paragraph for reporting instructions for district contract with one or more providers/programs.

Reporting student in reengagement program as IsPrimary=Y or N

The school that is providing the reengagement services to the student is required to report the student to CEDARS School Student File (C), Element C10 - Is this the School that is Primarily Responsible for the Student with a valid value of Y – IsPrimary.

Districts reporting students enrolled in a resident/sending school, whose students are attending a reengagement program in a different district or in a reengagement consortium program operating a school are required to report the student to CEDARS School Student File (C), Element C10 - Is this the School that is Primarily Responsible for the Student with a valid value of N –NotPrimary.

Reporting student enrolled in Reengagement Consortium and participating in a Skills Center

Skills Centers and reengagement programs operating as schools within ESD consortia cannot issue credit but do provide courses including final grades and credits attempted, the final grade the student earned, the credits attempted and the credit(s) the student should be provided for the course(s) completed, this information should be submitted in grade history by the entity that provided the course.

In addition the resident (sending) school/district that would issue the transcript for the student should also report this information in grade history as transfer credits.

The example below is using ABC School District as the sending district, ESD999 Open Doors as the Reengagement provider and High-Tech Skills Center (in XYZ School District) as the Voc provider.

1. ESD 999 (00011), ESD 999 Open Doors Reengagement
 - a. submits student enrollment information to CEDARS as Primary=Yes
 - b. reports resident district as 00888, serving district as 00011
 - c. submits student schedule for courses taken through ESD 999 Open Doors
 - d. submits information in File I indicating the student is a Reengagement student and the qualification code of the sending district, ABC - 300
 - e. when completed course information is received from the Skill Center, they report the course/final credit student attempted and the credit the student should be given or issued /all other pertinent course information in grade history as transfer courses
 - f. ESD 999 should also submit to grade history all course information for courses taken at the Consortium school
 - g. ESD 999 must transmit, quarterly, all course information for the student to the sending district/school
2. ABC SD (00888), Hawks High (example district/school)
 - a. Submits ‘shell’ enrollment for student to CEDARS as Primary=No
 - b. submits information in File I indicating the student is a Reengagement student and the qualification code of their district, ABC – 300
 - c. upon receipt of the course information from the Primary school, ESD 999 Open Doors, ABC will submit the course information as transfer courses in student grade history
 - d. ABC will determine the credits to be assigned to the coursework completed and notify the program providing instruction of the credits assigned/earned
 - e. If a transcript is requested, ABC will provide a transcript with all course information, including credits earned, for all courses taken by the student.
3. XYZ SD (00777), High-Tech Skills Center
 - a. Submits student enrollment information to CEDARS as Primary=No

- b. Submits student schedule for courses taken at skills center
- c. When course(s) are completed this information is submitted to student grade history and course information is provided to ESD 999 Open Doors Reengagement so they record and submit the information as transfer courses

Who submits the credits for the courses earned at ESD 999 Open Doors Re-engagement? Hawks High?

ESD 999 sends the credit information. If the student transfers back to Hawks to attend school, or if they qualify to graduate, ESD 999 Open Doors Reengagement sends all of the student's course information to Hawks.

Hawks would change the students status to Primary=Yes and report the credit history information as transfer courses. They would also report the enrollment or graduation as appropriate.

Does ESD 999 then have to complete the P210 Voc for students who are at Open Doors Re-engagement and at Skills Center?

No. The Skill Center would reflect the students and courses on their P210 Voc report, just as they do for all of their other enrolled and served students. The P210 Voc reports where the classes were taken with all appropriate completer info, etc.

Does OSPI really care "who sends what to whom" as long as the Skills center course stuff goes to both ESD 999 and ABC?

Yes. The Skills Center reports the course enrollment and grade history as the provider. As ESD 999 is the enrolling primary district they get the completed course info for reporting as transfer courses in grade history.

Reporting School Withdrawal for Students Participating in Reengagement Program

Students who become unenrolled from a reengagement program due to a confirmed transfer to another educational entity or whose status is dropout or unknown would be reported with the appropriate withdrawal code in CEDARS School Student File (C), Element C09 – School Withdrawal Code.

Districts whose students are attending a program in a different district or in a reengagement consortium program operating a school (resident districts) who receive information that the student(s) have been reported as withdrawing from the reengagement program as a transfer, dropout, GED recipient or unknown status would report the student as a confirmed transfer from their district. This information would be reported in CEDARS School Student File (C), Element C09 – School Withdrawal Code.

Students Eligible to Graduate

Students who become eligible to graduate while enrolled in a reengagement program are reported as follows:

- Reengagement program is operated by a school district and is authorized to graduate students.
 - Student(s) are to be reported with a school withdrawal code, indicating graduate, CEDARS School Student File (C), Element C09 – School Withdrawal Code.
- Reengagement program is operating as a school within a Consortium and is not eligible to graduate students
 - Consortium program school will report student as a confirmed transfer back to the resident/sending district
 - Resident/sending district will
 - change reporting status of student in their district to IsPrimary=Yes
 - report the student with a school withdrawal code, indicating graduate, CEDARS School Student File (C), Element C09 – School Withdrawal Code.

Reporting students who become eligible to graduate while participating in a Reengagement Program.

The information below is based on the qualification that the student has met the graduation requirements of the school that issues the diploma and reports the student as a graduate.

1. ESD Consortium Reengagement Program

- a. Students who become eligible to graduate are transferred back to their resident (home) district/school as the ESD *does not issue* high school diplomas
 - i. Reengagement school submits to CEDARS the student withdrawal status of "confirmed transfer"

- ii. Resident (home) school will issue the diploma and submits to CEDARS the student withdrawal status of ‘Graduated’
2. District hosted Reengagement Program
 - a. School that hosts Reengagement Program but *does not issue* high school diplomas
 - i. Students who become eligible to graduate are transferred back to their resident (home) high school
 1. Reengagement school submits to CEDARS the student withdrawal status of “confirmed transfer”
 2. Resident (home) school will issue the diploma and submits to CEDARS the student withdrawal status of ‘Graduated’
 - b. School that hosts Reengagement Program and *issues* high school diplomas
 - i. Reengagement school will issue the diploma and submits to CEDARS the student withdrawal status of ‘Graduated’
 - ii. Student(s) may request a transfer back to their resident (home) high school to receive a diploma from their resident (home) high school
 1. Reengagement school submits to CEDARS the student withdrawal status of “confirmed transfer”
 2. Resident (home) school will issue the diploma and submits to CEDARS the student withdrawal status of ‘Graduated’

Washington State Seal of Biliteracy

The Washington State Seal of Biliteracy was established to recognize public high school graduates who have attained a high level of proficiency in speaking, reading, and writing in one or more world languages in addition to English. "Participating school districts with students eligible to receive the Seal, shall place a notation on a student's high school diploma and high school transcript indicating that the student has earned the seal." (RCW 28A.230.125).

OSPI has drafted criteria for awarding the Seal of Biliteracy (RCW 28A.300.575; WAC 392-410-350) and is developing the Washington Administrative Code (WAC).

Additional information regarding the Washington State Seal of Biliteracy can be found at <http://www.k12.wa.us/WorldLanguages/SealofBiliteracy.aspx>.

Graduating high school students must meet the following criteria to be awarded the Seal:

- Demonstrate proficiency in English by meeting the graduation requirements in English and meeting standard on reading and writing or English language arts assessments; and
- Demonstrate proficiency in one or more world languages.

The student’s high school transcript and high school diploma must include a notation to indicate that the student earned the WA State Seal of Biliteracy.

Students can earn a “**Proficient**” designation that is displayed when the student has demonstrated proficiency in one or more world languages but has not yet met the other requirements for the Seal. This status was created to recognize students who were on track to earn the Seal prior to graduation. The status is converted from “**Proficient**” to “**Earned**” after the student demonstrates proficiency in English and graduates. Proficiency in English is demonstrated by meeting the graduation requirements in English and meeting standard on reading and writing or English language arts assessments.

Students can earn the Seal of Biliteracy in multiple languages. On the transcript, each language will be represented with a different line. Please note that a student will earn the Seal in all languages that proficiency has been demonstrated in at once as the transition from “Proficient” to “Earned” is contingent on the ELA graduation requirements and graduation.

Districts must submit information to CEDARS Attributes and Programs File (I) for those students who earn a Washington State Seal of Biliteracy starting in the 2015-16 school year. Districts must submit information for students who are determined to be Washington State Seal of Biliteracy Proficient.

- Element I05 – Location ID, report the location id of the school that identifies the student as either being recognized as Washington State Seal of Biliteracy Proficient or Washington State Seal of Biliteracy Earned
- Element I06 – Attribute or Program Code, valid value 42 – Washington State Seal of Biliteracy Proficient or valid value 41 – Washington State Seal of Biliteracy Earned
- Element I07 – Start Date and Element I08 – Exit Date, provide the date the student is identified as Washington State Seal of Biliteracy Proficient or the student Earned the Washington State Seal of Biliteracy.
- Element I09 – Exit Reason Code, report the method by which the student became Washington State Seal of Biliteracy Proficient or the Seal was earned. A list of the recognized assessment methods is found in CEDARS Appendix L <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
- Element I10 – Qualification Code, report the language code that identifies in which language the student is recognized as being Washington State Seal of Biliteracy Proficient or in which language the Seal of Biliteracy was Earned. Language codes can be found in CEDARS Appendix K, <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Washington Reading Corp Literacy Support

The Washington Reading Corps (WRC) is a partnership between the Office of Superintendent of Public Instruction (OSPI) and the Washington Service Corps (WSC), a division of the Washington State Employment Security Department. The WRC program places AmeriCorps members in Early Learning Centers, elementary schools, and community-based sites across the state to help improve the foundational literacy skills of young students in grades PK–6, through research-based tutoring practices and effective collaborations among schools, families, and communities.

Students served through the Washington Reading Corps are reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value 44 – Washington Reading Corps Literacy Support.

Recruiting Washington Teachers

The Recruiting Washington Teachers (RWT) program works to “grow our own” diverse group of future teachers who more closely reflect the population of today’s children and youth. RWT [grant funding](#) supports the recruitment and preparation of a diverse group of high school students for future careers as educators in the teacher shortage areas of Mathematics, Science, Special Education, Early Childhood Education (P-3), English Learners, and Bilingual Education. The program supports partnerships between high schools, teacher preparation programs, institutions of higher education, parents/guardians, and community based organizations to design and deliver innovative programs that support students, underrepresented in the teaching profession, in exploring and preparing for careers as educators.

Information about the RWT program can be found on the [Professional Educator Standards Board](#) web site.

Students participating in a RWT program are reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value 45 – Recruiting Washington Teachers.

GRADS Program (Graduation, Reality and Dual-Role Skills)

The GRADS program is for pregnant teens and/or young parents that focus on work and family foundation skills of significance to these students. GRADS programs include student demonstration of skills leading to high school graduation and economic independence.

Information about the GRADS program can be found on the OSPI Career and Technical Education [GRADS](#) program page.

Students participating in a GRADS program are reported in CEDARS Student Attributes and Programs File (I), Element I06 – Program Code, Valid Value 30 – GRADS Program.

Foster Care

Districts are not required to identify and report students as Foster Care to CEDARS. Foster Care students are identified through the DSHS interface utilized by Direct Certification.

The DSHS file does NOT contain any SSID or District Student ID and is matched through a name and birthdate process.

A child in the DSHS file is matched with a student in CEDARS in one of 2 ways:

1. System makes an exact match.
2. A district Child Nutrition person, manually finds a student in the DSHS file and matches them to a student in CEDARS.

Once a match is made between a DSHS child and a student record, that match persists throughout the school year and the DSHS information follows the student regardless of district or school and regardless of a change in foster care status until the next school year.

A report identifying students identified as Foster Care in your district is available by accessing CEDARS>Reports>Enrollment, selecting the appropriate school year and indicating yes on the 'radio button' for Foster Care. The report may be created at the district and school level.

English Learners ~~Limited English Proficiency~~ (Bilingual)

All students identified as English Learners must be reported in the English Learners File (J) including:

- Students receiving services in State Transitional Bilingual Instruction Program
- Native American students receiving English Language Development services under Title III
- Students who took the State English Language Proficiency placement test but did not qualify for services in State Transitional Bilingual Instruction Program
- Native American students who took the State English Language Proficiency placement test but did not qualify for English Language Development services under Title III

While many districts receive funds through Title III or the Transitional Bilingual Instructional Program, the requirement to provide English language development services for limited-English proficient students applies to all districts, regardless of whether or not they receive these funds. All districts must provide English language development services to English Learners under Title VI of the Civil Rights Act of 1964.

When reporting students in the LEP file, CEDARS Elements B17 – Student Primary Language Code and B18 – Student Language Spoken at Home can be obtained from the [Home Language Survey](#). B17 corresponds to question 2 (What language did your child first learn to speak), and B18 corresponds to question 3 (What language does YOUR CHILD use the most at home). For more information, please see [OSPI's definitions and procedures for identifying English Learners](#).

The student may not be receiving services, but may have tested for one of the two programs and that information *should be reported in this file*.

Element J07 – Program Status Start Date must be during the current reporting school year, unless the student tested but did not qualify. For students continuing services from the prior school year, this element must be updated annually.

If a student tested but did not qualify for services, 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'. If the student tested but did not qualify for services in the current reporting year, Element J07—Program Status Start Date, Element J08—Program Exit Date, and Element J22—Placement Test Date should all be the same (use the Placement Test Date for all three elements). Element J13—Initial WA Placement Test Date can be found using the LEP application.

Information reported in the following elements should only be for the most recent placement test. They should not be used to report any annual assessment information.

- J18 – Placement Test Code,
- J19 – Grade Level at Placement
- J20 – Placement Test Score (formerly Placement Test Scale Score)
- J21 – Placement Status **Level** (formerly Placement Test Level ~~Score~~) and
- J22 – Placement Test Date

If J20 – Placement Test Score and J21 – Placement Status **Level** are not available in a student's cumulative file or the TBIP database and Element J22 – Placement Test Date is 5/1/2006 or earlier, J20 and J21 may be null.

Element J19 – Grade Level at Placement should be reported with a value of K1 or K2 for any students who took the placement test while enrolled in Kindergarten. If the exact K1 or K2 status was not known at the time of testing, districts may determine which value to report.

In Element J21 – Placement Status **Level**, valid values may **L4 and L5** have the same definition to accommodate ~~old~~ placement tests that use different transitional levels. If J06 – Instructional Model code is NOT Null, Element J21 May Not Be L4 or L5.

A new enrollment record is to be reported for a student who experiences a change in their Instructional Model Code. The initial record is to be reported in the English Learners File (J), with Element J08 – Program Exit Date for the last day of service with the current Model Code – Element J06 and Element J09 – Exit Reason Code should be reported

with valid value T - Transfer within district or between models. A new record will then need to be reported for the student with Element J07 – Program Status Start Date for the first day of service with the new Instructional Model Code and the new Instructional Model Code in Element J06.

Parent Waivers

Example one:

If the student takes a placement test, qualifies for services, and the parent **immediately** waives services, report one LEP record. The student must be given the annual **English Language Proficiency Assessment** and reported in the LEP file each school year until the student tests out. **Students who test out should submitted with the Code “A” Re-designated/Transitioned.**

- **Single Record**
 - J06 Program Model Code –P waiver
 - J07 Program Start Date (date student tests/parents waives)
 - J08 Program Exit Date (leave empty, unless SIS requires one at the end of the SY, then last day of school)
 - J09 Exit Reason Code (leave empty, unless SIS requires one at the end of the SY, then T for end of school year rollover)

Example two:

If the student takes a placement test, qualifies for services, is served (even a few days), then parent waives services, report two LEP records for that school year.

- Record 1
 - J06 Program Model Code (the model code the student tested into, NOT Parent Waiver)
 - J07 Program Start Date (date the student begins receiving services)
 - J08 Program Exit Date (date parent waives)
 - J09 Exit Reason Code **T – Transfer within district, between models, or end of school year rollover**
- Record 2
 - J06 Program Model Code – P Waiver
 - J07 Program Start Date (date parent waived services)
 - J08 Program Exit Date (leave empty, unless SIS requires one at the end of the SY, then last day of school)
 - J09 Exit Reason Code (leave empty, unless SIS requires one at the end of the SY, then T for end of school year rollover)

In the next school year, the student **must should** be given the annual **English Language Proficiency assessment** and reported in the LEP file, but with only one LEP record if no services are given that school year, the same as example one. The student must be given the annual test and reported in the LEP file each school year until the student tests out, **at which point the school or LEA must code the student with Exit Code A – Re-designated/Transitioned.** If parents withdraw the waiver and request that the student receive ELL services, use J09 Exit Reason Code T – Transfer within district, between models. Then create a new record to enroll the student in the district’s ELL program.

Exit Reason Code P: Re-designated / Parent Written Request to Change Home Language Survey (HLS) responses: Use judiciously!

Never use Exit Reason Code P as an alternative to a parent waiver for a student who was identified as an ELL according to state guidelines.

- Only use this code to withdraw students from program whose parents indicate in writing that the Home Language Survey used to identify the student as ELL was:
 - completed incorrectly
 - initially completed with responses of English, and the student was administered the state language proficiency assessment in error
- Maintain the parents’ written request in the student’s file
- Monitor schools with higher incidence of this code to ensure that it is only being used when appropriate.

Special Education

Special education and related services provided to students in Washington are designed to meet the educational needs of all students determined to meet special education requirements under the federal Individuals with Disabilities in Education Act (IDEA) and Washington State RCW 28A.155.

Special education program services are reported in Student Special Education Programs File (K).

Element K10 - Initial Referral Date **is inactive beginning with the 2017-18 school year. Prior to the 2017-18 school year, districts submitted** the date the district received a written request for an initial evaluation of a student to determine if the student is eligible to receive special education services (WAC 392-172A-03005(2)).

Element K11 - Initial Eligibility Date, reported in Special Education File (K), is the date submitted upon completion of the signed evaluation report (WAC 392-172A-03005(3)). The date reported in Element K11 must be equal to or greater than Element K10 – Initial Referral Date. **This element is inactive beginning with the 2017-18 school year.**

Element K14 – Program Start Date, submit 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. If your district uses the first day of school of the current school year for your District Student Enrollment Date in Element B14, then Element K14 must be on or before the date reported in Element B14.

Upon completion of an evaluation, a group of qualified professionals and the parent of the student determine whether the student is eligible for special education and the educational needs of the student. The school district must provide a copy of the evaluation report and documentation of determination of eligibility at no cost to the parent.

Every year OSPI is required to submit a federal report of Special Education students enrolled and served as of November of the current school year. The students reflected in the November Special Education Child Count Report are those students that are enrolled and served on the first business day in November of the reporting year. Students that exit prior to the November count date or are initially enrolled after this date will not be included in the November Special Education Child Count Report.

The November Special Education Child Count Report reflects student counts by Least Restrictive Environment (LRE) Code. The LRE Code reported for individual students receiving Special Education services must be appropriate to the student's age as of their last birthday.

The annual November Special Education Federal Child Count application is a separate application that is prepopulated with CEDARS data. This application is located within the Education Data System and is accessible to those users with the appropriate user roles.

Courses, Student and Staff Schedules, and Grade History

Reporting State Course Codes

State Course Codes reported within CEDARS were developed using the National Center for Educational Statistics (NCES) course codes. Special programs, e.g., special education, bilingual, gifted, do not have specific course codes designated for these programs or students. School Districts determine the course code most appropriate for each class offered. Each section within the State Course Codes has a ‘generic’ or ‘other’ code that may be used if the other course codes do not apply.

State Course Codes are provided for both high school rigor and non-high school rigor courses. Reporting State Course Codes for all courses of high school rigor is required. Reporting State Course Codes for all courses that are not of high school rigor are required in Course Catalog for grades 6-8 core content area courses when in a middle school beginning in the 2015-16 school year. Reporting all other non-high school courses is optional, but encouraged.

Advancement via Individual Determination (AVID) Courses (State Course Codes 23000 & 72007) may only be used in schools with approved courses. A list of approved schools may be found in CEDARS Appendix H, <http://www.k12.wa.us/CEDARS/manuals.aspx>.

Beginning with the 2015-16 school year, the State Course Code in the Course Catalog was utilized to identify and pre-populate OSPI’s Teacher Quality Data Collection tool to make Highly Qualified Teacher (HQT) determinations. The highly qualified teacher requirements were eliminated on December 10, 2015. However, it is highly important that all high school and core content area courses in grades 6-8 middle schools are submitted in Course Catalog using specific State Course Code rather than the generic values. The new Educator Equity Data Collection tool will be collecting teacher and course information for federal reporting purposes. If the courses are not listed with the appropriate State Course Code, the Educator Equity Data Collection tool will not capture the required information.

Information regarding both high school rigor and non-high school rigor State Course Codes can be found at <http://www.k12.wa.us/CEDARS/manuals.aspx>, within the State Course Codes document.

Reporting Running Start Courses

Running Start is a program that allows 11th and 12th grade students to take college courses and simultaneously earn high school and college/university credit. Courses are taught at or under the authority of certain institutions of higher education by college approved instructors. Running Start students do not pay tuition, but they do pay college fees, buy their own books, as well as provide their own transportation.

Reporting of Running Start courses is required in Student Grade History File (H). Running Start courses should be reported in Student Grade History File (H) as transfer courses and with the Course Designation Code of ‘R’ once final information is received regarding course completion and letter grades earned. Reporting Running Start courses is not required in any other CEDARS file.

Districts may choose to report placeholders for Running Start courses in the Student Schedule File (E). A corresponding record for the placeholder course will be needed in Course Catalog File (D) with the Course Designation Code of ‘R’. If a corresponding record for the placeholder course is not included in the Course Catalog File (D), the placeholder student schedule records will be submission errors.

When reporting Course Designation Code(s) in Course Catalog and Student Grade History please be aware that Running Start (R) courses cannot also be reported as International Baccalaureate (I), College in the High School (C), Tech Prep (T), Advanced Placement (A), or Cambridge Program (K) codes.

Students at Skills Centers

To participate in Skill Center courses, students must first be enrolled in grades 9-12 at a high school or middle school offering those grades. Students at a Skill Center are considered dual enrolled. This means both the “home”/sending school and the Skill Center must report student enrollment to CEDARS.

Skill Centers cannot direct enroll students only at the Skill Center – students must be sent or referred to the Skill Center by their “home”/sending school.

Skill Centers must report to CEDARS all students receiving services. Skills Centers are required to report grade history for all students for the current school year. All students served at the Skill Center are reported as IsPrimary="No" in CEDARS, (found in the School Student File (C), Element C10 – Is this the School that is Primarily Responsible for the Student) The data provided by Skills Centers in CEDARS is used to generate the annual Federal Vocational Report (P210 Voc).

The student’s home or sending district must also report enrollment information to CEDARS for:

- students attending part-time at the skills center
- students attending full-time at the skills center

All courses and credits from the skills center should be reported in Student Grade History File H as transfer courses by the home/sending district once final information is received regarding course completion and letter grades earned. The home or sending district should also include in Student Grade History any information regarding CTE completer or certification status achieved by the student.

Skill center participation summer prior to Grade 9 enrollment

Summer school programs will be open to students in grades 9-12, except in cooperative education programs where 16 years of age will be the minimum as required for a work permit. Local school districts must have a policy in place to allow students who will be ‘incoming freshman’ in the fall to take skill center courses over the summer months. High school credits earned during the summer months will be reported as transfer credits in the fall once students are enrolled as grade 9 in their home high school. Seniors who are scheduled to graduate, but wish to complete their industry certification or program over the summer of their senior year may not be reported as a “graduate” in CEDARS by their home/sending high school until all courses have been completed.

Skills Centers that enroll students the summer between their 8th and 9th grade years must take care when providing a graduation requirements year for these students in their Student Information System (SIS). The graduation requirements year provided for a student is to be four years from when they are first enrolled in the fall of their initial grade 9 school year. E.g., student who will be a first time grade 9 student in the fall of the 2017-18 school year would have a graduation requirements year of 2021 assigned to them. This graduation requirements year is used to determine cohort placement, and other determinations, for the students. Due diligence must be taken to ensure an incorrect graduation requirements year is not provided for these students.

Reporting District Transfers for Skills Center Students

Students enrolled in a Skills Center hosted within their home/sending district who then move to a new school district, but wish to continue in the Skills Center, must be exited and re-enrolled in the district and Skills Center. Exiting and re-entering the student accurately reports the change in Primary responsibility for the student.

In the example below, District A is the original enrolling district who also hosts the Skills Center, District B is the district the student moves to:

Location ID	School/District Entry	School/District Exit	School Withdrawal Code	Primary School Flag
Dist A School A	9/1/2017	3/10/2018	T0	Yes
Dist A Skills Center A	9/1/2017	3/10/2018	T0	No
Dist A Skills Center A	3/11/2018			No
Dist B School B	3/11/2018			Yes

Grade History Element H24 – Assessment of Technical Skills

School districts are required to report the results of students’ attainment of technical skills in the CEDARS Grade History File (H), Element H24 – Did the Student Take or Pass a State or Nationally Recognized Assessment of Technical Skill and Knowledge. This element is used to fulfill a federal requirement to report students who have

attained some kind of technical skill in an approved CTE course. When analyzing the data in element H24, and in talking to CTE directors within a few districts, we realized there may be a misunderstanding of this element. Specifically, Element H24 is not to be confused with Element H21 – Did Student Receive a State or Nationally Recognized Industry Certification; H21 refers to the student *passing* a **certification exam** while H24 refers to the student *taking* a **skills and knowledge exam**.

Reporting College in the High School

College in the High School courses are those offered at a high school with a teacher approved to offer the college rigor with students enrolled in the high school course and have also applied to the college offering the college credit.

Courses recognized as College in the High School must be submitted to CEDARS Course Catalog File (D), Element D07 – Course Designation Code with a valid value of C – College in the High School.

If the course(s) being offered has students taking different rigors in the same classroom, unique courses must be reported for each. E.g., Honors Math, College in the High School Math and AP Math are being provided in one class to various students three unique courses must be submitted to CEDARS.

In addition, once the course(s) is complete we would expect to see this information submitted to CEDARS Student Grade History File (H), Element H13 - Course Designation Code.

Reporting Online Courses

(reference to highly qualified teacher requirements has been removed for 2016-17)

Online courses offered by the school district are to be reported in the same manner as other school/district courses.

Online courses taken completely outside of the school district are to be treated the same as transfer courses.

Below are examples of what would be district reported courses and district recognized transfer courses.

Not a transfer course

1. Example 1
 - a. Student is enrolled in district A
 - b. District A utilizes online vendor for a course/courses in lieu of finding teacher to provide course on campus
 - c. The course is still a district level course that the students enroll and participate in
 - d. We would expect to see all pertinent pieces of information reported to CEDARS
2. Example 2
 - a. Student is enrolled in district A, Choices out to online Insight school in district B
 - i. Student completes coursework through enrollment in district B
 - ii. District B reports all courses, including affiliated staff, to CEDARS
 - iii. Student returns to district A, district A reports courses taken in district B as transfer course

Transfer course

3. Example 3
 - a. Student is home-schooled student (with intent to home school on file)
 - i. Parent pays for student to enroll in online school
 - b. Student transfers to public school district A
 - c. District A recognizes courses and reports as transfer
4. Example 4
 - a. Student is enrolled in district A
 - i. Student/parent-guardian determines student is credit deficient and enrolls student in online school such as American Academy to earn one credit
 - b. Student completes course and brings information to enrolled school in district A
 - i. School reviews and accepts students earned credit and reports as transfer credit

Please carefully review <http://digitallearning.k12.wa.us/approval/glossary.php#courses> for more information about online coursework.

Reporting ALE Course Type Instruction

Student Schedule File (E), Element E09 – ALE Course Type and Student Grade History File (H), Element H27 – ALE Course Type collect course type information as opposed to funding information. This is a requirement of WAC: 392-121-182 (3) (a) (ii).

Districts are required to indicate whether or not the course was taught through ALE and, if so, the valid values below must be reported in E09 and H27:

- O – “Online course” means an alternative learning experience course that has the same meaning as provided in RCW 28A.250.010
- R – “Remote course” means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for less than twenty percent of the total weekly time for the course.
- S – “Site-based course” means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for at least twenty percent of the total weekly time for the course.

Questions regarding ALE courses or programs offered by your district should be directed to the Digital Learning Department at OSPI and then reported appropriately within CEDARS

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

Email: dldinfo@k12.wa.us

Student Grade History

The purpose of Student Grade History file (H) is to report all high school rigor courses where credit was attempted for every student served during the current school year, including those who exit the school. Final letter grade and credit information for each course must match what will appear on the student’s transcript. Each student’s entire grade history across school years must be submitted. Student Grade History records for courses the student received from schools outside the current serving district must be reported as a transfer course using a School Code of 9999 within Element H26 – School Code.

Element H25 – Certification Number is required for all courses **submitted to Student Grade History File (H), with the exception of courses submitted with a School Code of 9999 (transfers) and those identified as Z - Non Instructional in Element H13 – Course Designation.**

Beginning with the 2017-18 school year Elements H05 – Location ID and H06 – Staff ID are inactive. They may be submitted for school years prior to 2016-17.

For courses that are team taught or job shared, only report the lead teacher’s Certification Number in Element H25. The determination of which teacher to report is a district decision.

If a high school is combined with an elementary school or middle school/junior high school, only the courses of high school academic rigor, where credit was attempted, should be submitted. All other non-high school academic rigor courses should not be reported in Student Grade History.

Reporting credits awarded through non-instructional pathways.

To submit credit awarded to students for passing the EOC, or any other non-instructional credit awarded, you will need to provide the following information

1. Course Designation Code = Z
2. Course Code = as determined by district, e.g., EOCSMath or EOCSscience
3. State Course Code = choose one that is consistent with subject area, e.g., math state course code if the EOC credit is for math
4. Content Area Code = specific to credit being given
5. Staff Certification number = NA

Course Designation Code Definitions

RCW 392-415-070(b) details additional identifiers, Course Designation Codes, that are required to be provided on all high school transcripts for students who first entered grade nine on or after the 2002-03 school year. These identifiers provide additional information regarding the courses listed such as the rigor of the course or the location of where the course was taken. Additional information regarding the codes provided below can be found at <http://www.k12.wa.us/transcripts/> within the High School Transcript Developer/User Guide and the High School Transcript FAQs documents.

A – Advanced Placement (AP). A program that allows students in grades 9-12 to take rigorous college-level courses while in high school. Courses in AP world language programs are the only AP courses allowed to be taken prior to 9th grade. Students may earn college credit and/or advanced placement into upper-level college courses by taking AP exams. Only approved high schools may offer AP courses and courses must be taught by highly qualified high school teachers. AP teachers must submit course syllabi to the College Board for approval prior to using the AP trademark. Advance Placement courses cannot be taught at a college or through a college program such as Running Start. Additional information can be found at <http://www.k12.wa.us/AdvancedPlacement/default.aspx> and the College Board website at <http://apcentral.collegeboard.com/home>. Also available on the College Board website is an AP FAQ (<http://www.collegeboard.com/html/apcourseaudit/faq.html>). OSPI begins validating that your school is approved to offer that particular AP course in January of the CEDARS submission school year.

B – College Academic Distribution Requirements (CADR). This designation refers to college admissions criteria established by the Washington Student Achievement Council (WSAC). The term differs from high school graduation requirements that are determined by the State Board of Education and local school districts. Courses meeting CADR are determined by the school district and noted on the transcript with the “B” designation. More information about courses and guidelines can be found on the Washington Student Achievement Council’s website at <http://www.wsac.wa.gov/>. District curriculum staff may have already reviewed and determined which courses meet the College Academic Distribution Requirements (CADR) guidelines.

C – College in the High School. A program that allows students in grades 10-12 to concurrently enroll in high school and college to earn both high school and college credits. These courses are offered within the high school. The high school claims the class as FTE based on the enrolled weekly minutes for Basic Ed funding. The college charges the student or district for the dual credits and the amount charged can vary for each college. State funded subsidies will be allocated to eligible high schools to pay the college dual credit fee. The class is taught by faculty at the college, as well as high school instructors appointed by the college or university to serve as adjunct faculty (RCW 28A.600.290 (2)(i)). These courses cannot be taught at a college or through a college program such as Running Start. Additional information can be found at <http://www.sbctc.edu/colleges-staff/programs-services/college-in-high-school/>.

H – Honors Option. These courses are determined by each district/school. Each district should establish clear guidelines regarding what courses should be designated as Honors Options.

I – International Baccalaureate. A program that allows students ages 3-19 to take international education courses while in a PK-12 school. Only approved schools may offer IB courses and courses must be taught by program qualified school teachers. The International Baccalaureate program offers high quality programs of international education to a worldwide community of schools. These courses help develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalizing world. These courses cannot be taught at a college or through a college program such as Running Start. Additional information can be found at www.ibo.org.

OSPI begins validating that your school is approved to offer that particular AP course in January of the CEDARS submission school year.

K – Cambridge Program. Identifies courses approved as part of the University of Cambridge which offers an international, pre-university curriculum and examination system that emphasizes the value of a broad and balanced education for academically-able students. The Cambridge Program (K) includes General Certificate of Education (GCE) Advanced (A) and Advanced Subsidiary (AS) level courses, and International General Certificate of Secondary Education (IGCSE) level courses. Cambridge Courses cannot be taught at a college or through a college program such as Running Start. For more information, go to the University of Cambridge International Examinations website at <http://www.cie.org.uk/>.

L – Local Competency Test. A test that is used only in Washington State. This designation is used to indicate when a student takes a Local Competency Test in place of taking the actual test and passes via the score of that test. Local Competency test designations are only used for competency based tests given within PK-12 schools and cannot also be Running Start. Running Start students take actual courses and not competency based assignments.

N – National Competency Test. A test that is used in Washington State and in one or more other states (i.e., STAMP, ACTFL OPI, OPIc, and WPT and LinguaFolio Collection of Evidence, or SLPI for ASL). This designation is used to indicate when a student takes a National Competency Test in place of taking the actual test and passes via the score of that test. National Competency test designations are only used for competency based tests given within PK-12 schools and cannot also be Running Start. Running Start students take actual courses and not competency based assignments.

Q – Quantitative. This designation is used to identify courses that meet the definition of ‘quantitative math’. Students entering a four-year college or university in WA State must earn a credit in a math-based Quantitative course during their senior year of high school. The requirement can be met by taking one credit of math equal to or beyond Algebra II, such as Pre-Calculus. This course designation code along with the grade level will allow colleges and universities to determine if this requirement was met. More information about courses and guidelines can be found on the Washington Student Achievement Council’s website at <http://www.wsac.wa.gov/college-admissions>.

Use this designation to note quantitative type courses. Below are course examples that may be considered as quantitative to meet the CADR requirement.

Statistics

Other Math-based quantitative courses (including statistics, Advanced level of applied math, or math-based career & technical courses)

Other algebra-based science courses (e.g., chemistry or Physics)

Bridge to College Mathematics

AP Computer Science

R – Running Start. A program that allows 11th and 12th grade students to take college courses and simultaneously earn high school and college/university credit. Courses are taught at or under the authority of certain institutions of higher education by college approved instructors. Running Start students do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. All Running Start courses paid for through Running Start apportionment dollars must be reported as such in CEDARS. Additional information regarding Running Start can be found at <http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx>.

S – Science Lab. This designation is used to identify courses that meet the definition of ‘laboratory science’ per district policy. Students must earn two credits of laboratory science for admission to public baccalaureate institutions beginning Summer of 2010. One credit must be in an algebra-based science course as determined by the school district. One credit must be in biology, chemistry, or physics. Principles of technology courses taught in Washington High Schools may satisfy the laboratory science requirement. Additional information can be found at <http://www.wsac.wa.gov/>.

T – Tech Prep. A program that allows students in grades 9-12 to take courses that integrate academics with technical skill development and offered through an articulation commitment between high school and college programs. Career and Technical Education (CTE) classes that offer students the opportunity to earn dual, high school and college, credits are identified as Tech Prep. The student does not have to apply for the college credit for the class to be identified as a Tech Prep course. Tech Prep courses are taught by high school CTE instructors at high schools or skills centers. It is not taught at a college or through another college program such as Running Start. Additional information can be found at <http://www.k12.wa.us/CareerTechEd/TechPrep.aspx>.

Z – Non-Instructional. A designation used for occurrences where credit is given but there isn’t an actual course or instruction provided by a teacher. It is a local decision on which courses receive credit. Awarding credit for items such as the state assessments (WASL, HSPE, and EOC), alternative assessments (Portfolio, DAPE, and CAA Options), Local/National Competency Tests (STAMP, ACTFL OPI, OPIc, WPT and LinguaFolio Collection of Evidence, SLPI for ASL), senior projects, or other district determined allowances is consistent with the district option to award credit on the basis of clearly identified competencies in WAC 180-51-050. This designation will allow the record to be

submitted in CEDARS Student Grade History without a Teacher Certification Number since it is a non-instructional credit.

Course Designation Code Reporting Guidance

When reporting Course Designation Code(s) in Course Catalog and Student Grade History, please be aware that specific Course Designation Codes **cannot** also be reported with other specific types of courses because of proprietary rights, funding and other participation requirements. Any restrictions related to specific Course Designation Codes are listed below.

R – Running Start Courses. Only students in 11th and 12th grade may take Running Start courses. A student’s grade level is established based the district grade level policy. Running Start grade level eligibility is established when the student first enters grade 11. If after a student is determined eligible and the student’s grade level later changes during the same school year to a lower grade level, the student may still attend Running Start. In these instances, report the student’s grade level at the time eligibility was granted in Student Grade History.

Running Start courses cannot also be reported as any of the following types of courses:

- Advance Placement (A)
- Cambridge Program (K)
- College in the High School (C)
- International Baccalaureate (I)
- Local Competency Test (L),
- National Competency Test (N)
- Tech Prep (T)
- Non-Instructional (Z)

Likewise, Advanced Placement (AP) and International Baccalaureate (IB) codes cannot be reported with Running Start courses.

When transferring Running Start credits into the high school that the college/university credits must be converted to high school credits. For example, at the college or university level, five quarter or three semester hours shall equal 1.0 high school credit (WAC 180-51-050 High school credit – Definition).

A – Advanced Placement (AP) Courses. The Advanced Placement Course Designation Code (A) (Element H16) should only be used in schools with approved courses or when reporting transfer courses in Student Grade History File H. A list of approved schools may be found at <https://apcourseaudit.epiconline.org/ledger/>.

When an AP Course Designation Code (A) is submitted in CEDARS, an AP Course Code must also be provided in Course Catalog File (D), Element D09 and/or Student Grade History File (H), Element H16. Likewise, when an AP Course Code is submitted in CEDARS, an AP Course Designation Code (A) must also be provided in Course Catalog File (D), Element D07 – Course Designation Code and/or Student Grade History File (H), Element H13 – Course Designation Code.

Advanced Placement courses cannot be taught at a college or through a college program such as Running Start.

Only courses with a finalized Course Audit form and an approved syllabus are authorized to display “AP” in course titles and to indicate an AP designation in the Course Designation Code (A). In addition, all AP course titles must include the official AP course title or abbreviation. If districts wish to also display their chosen course title, the district may include the official AP course title or abbreviation in brackets either before or after it. Examples of acceptable and unacceptable course titles are below:

- OK: AP European History
- OK: Western Civilization [AP European History]
- OK: [AP European History] Western Civilization
- NOT OK: AP Western Civilization

Advanced Placement courses cannot also be reported as any of the following types of courses:

- Cambridge Program (K)
- College in the High School (C)
- International Baccalaureate (I)
- Local Competency Test (L),
- National Competency Test (N)
- Running Start (R)
- Non-Instructional (Z)

For more information on approved and acceptable official AP course titles/abbreviations, go to Appendix Q of the CEDARS Manual or http://apcentral.collegeboard.com/apc/public/courses/teachers_corner/index.html. A list of approved AP courses with course abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

I – International Baccalaureate (IB) Courses. The International Baccalaureate Course Designation Code (I) (Element H16) may only be used in schools with approved courses or when reporting transfer courses in Student Grade History File H. A list of approved public and private schools may be found at http://www.ibo.org/school/search/index.cfm?programmes=&country=US®ion=WA&find_schools=Find.

When an IB Course Designation Code (I) is submitted in CEDARS, an IB Course Code must also be provided in Course Catalog File (D), Element D09 or Student Grade History File (H), Element H16. Likewise, when an IB Course Code is submitted in CEDARS, an IB Course Designation Code (I) must also be provided in Course Catalog File (D), Element D07 – Course Designation Code and/or Student Grade History File (H), Element H13 – Course Designation Code.

International Baccalaureate courses cannot be taught at a college or through a college program such as Running Start.

All IB courses must use the official IB course title or abbreviation identified in Appendix Q of the CEDARS Manual. If districts wish to also display their chosen course title, the district may include the official IB course title/abbreviation in brackets either before or after it.

International Baccalaureate courses cannot also be reported as any of the following types of courses:

- Advanced Placement (A)
- Cambridge Program (K)
- Local Competency Test (L),
- National Competency Test (N)
- Running Start (R)
- Non-Instructional (Z)

L – Local and N – National Competency Test Designations. Local and National Competency Test Designations are to be provided when a student takes a Competency Test in place of taking the actual class and passes via the score of that test. A Local Competency Test is a test only used in Washington State (i.e., with a local teacher) and a National Competency Test is a test that is used in Washington State and in one or more other states (i.e., STAMP, ACTFL OPI, OPIc, and WPT and LinguaFolio Collection of Evidence, or SLPI for ASL). Courses designated as a Local or National Competency Test cannot also be Running Start. Running Start students take actual courses and not competency based assessments.

Local Competency courses cannot also be reported as any of the following types of courses:

- Advanced Placement (A)
- Cambridge Program (K)
- College in the High School (C)
- International Baccalaureate (I)
- National Competency Test (N)
- Running Start (R)
- Tech Prep (T)

National Competency courses cannot also be reported as any of the following types of courses:

- Advanced Placement (A)
- Cambridge Program (K)
- College in the High School (C)
- International Baccalaureate (I)
- Local Competency Test (L)
- Running Start (R)
- Tech Prep (T)

T – Tech Prep. A program that allows students in grades 9-12 to take courses that integrate academics with technical skill development and offered through an articulation commitment between high school and college programs. Career and Technical Education (CTE) classes that offer students the opportunity to earn dual, high school and college, credits are identified as Tech Prep. The student does not have to apply for the college credit for the class to be identified as a Tech Prep course. Tech Prep courses are taught by high school CTE instructors at high schools or skills centers. It is not taught at a college or through another college program such as Running Start. Additional information can be found at <http://www.k12.wa.us/CareerTechEd/TechPrep.aspx>

Tech Prep courses cannot also be reported as any of the following types of courses:

- Cambridge Program (K)
- International Baccalaureate (I)
- Local Competency Test (L)
- National Competency Test (N)
- Running Start (R)
- Non-Instructional (Z)

Z – Non-Instructional. The Non-Instructional designation is used for occurrences where credit is given but there isn't an actual course or instruction provided by a teacher. It is a local decision on which courses receive credit. Awarding credit for items such as the state assessments (WASL, HSPE, and EOC), alternative assessments (Portfolio, DAPE, and CAA Options), Local/National Competency Tests (STAMP, ACTFL OPI, OPIc, WPT and LinguaFolio Collection of Evidence, SLPI for ASL), senior projects, or other district determined allowances is consistent with the district option to award credit on the basis of clearly identified competencies in WAC 180-51-050. This designation will allow the record to be submitted in CEDARS Student Grade History without a Teacher Certification Number since it is a non-instructional credit. Courses that are listed as Non-Instructional cannot also be reported as any of the following types of courses.

- Advanced Placement (A)
- Cambridge Program (K)
- College in the High School (C)
- International Baccalaureate (I)
- Running Start (R)
- Science Lab (S)
- Tech Prep (T)

Content Area Codes

The Content Area Codes are found in Appendix O and are reported in Course Catalog File (D), Element D06 – Content Area Code and Student Grade History File (H), Element H14 – Content Area Code.

Beginning in the 2016-17 school year all Content Area Codes will be used for populating the **Educator Equity** Data Collection. The State Course Code in the Course Catalog will be utilized to make the **Educator Equity** Data Collection determinations. It is highly important that all high school rigor courses in grades 6-8 middle schools are submitted in Course Catalog using specific State Course Code rather than the generic values. If the courses are not listed with the appropriate State Course Code, the **Educator Equity** Data Collection will not correctly code teachers.

For school years prior to 2015-16, content area codes from Course Catalog File (D), Element D06 were used for populating the Highly Qualified Teacher (HQT) Tool and for annual Title II, Part A federal reporting requirements.

The content area codes in Appendix O, utilized prior to 2015-16, were marked with a core content and non-core content indicator.

Valid value 122 - Miscellaneous, **was** intended to be used for courses where instruction occurs, but the content does not fit with all other available content area codes (e.g., Culminating Project or Navigation 101 courses). **This** valid value **was made inactive as of the 2015-16 school year.**

Multiple subject classes or classes with more than one core content area must be reported with valid value 123 - More than one core content area code (block class). Block classes teaching multiple subjects should *not* be reported in valid value 122 - Miscellaneous.

Examples of block classes that could be appropriately coded to valid value 123 include but are not limited to:

- Reading / English
- Language Arts / History
- Art / World Literature
- American Humanities (English, history)
- Science / Math

Content area code ZZZ - Non-Instructional time, is intended to be used to report a course when no direct instruction is happening.

Examples of classes that should be coded as valid value ZZZ are:

- Teacher's Aide
- Advisory
- Study Hall
- Core-Flex
- Study Skills
- Assessment/Testing out of a course

CTE Course and Credit Equivalency

RCW 28A.230.097(2) states in part "Career and technical courses determined to be equivalent to academic core courses, in full or in part, by the high school or school district shall be accepted as meeting core requirements, including graduation requirements, if the courses are recorded on the student's transcript using the equivalent academic high school department designation and title...."

RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to determine course credit equivalency for Career and Technical Education (CTE) courses.

CEDARS Course Catalog File (D), Element D12 – **CTE Course Equivalency Identification and D13 – CTE Equivalency and Student Grade History File (H), Element H28** is used to submit CTE Course Equivalency Identification information for courses submitted with approved CIP codes that meet the definition of statewide **or local** course equivalency. Courses submitted to Element D12 must meet the mandatory hours of 180 or 540, as designated, to achieve statewide course equivalency.

Information regarding the **equivalency issued** to a student enrolled in a CTE course with **CTE** equivalency is to be submitted to **CEDARS Course Catalog File (D), Element D13– CTE Equivalency**. The valid values reported to Element **D13** will identify the specific equivalent course, e.g., valid value 02 – Algebra 2.

Additional information can be found at:

- CTE Statewide Course Equivalencies, <http://k12.wa.us/CareerTechEd/Clusters/CourseEquivalencies/CTEStatewideCourseEquivalencies.pdf>
- Equivalency Credit Toolkit 3.3, <http://www.k12.wa.us/CareerTechEd/Forms/EquivalencyCreditToolkit.PDF>
- CTE Forms and Standards, <http://www.k12.wa.us/CareerTechEd/FormsStandards.aspx>

Grade Point Average (GPA)

Districts are required to provide a Grade Point Average (GPA) within CEDARS District Student File (B), Element B28 – Cumulative Grade Point Average. This is the cumulative GPA that is reported on the state standardized transcript.

- If the student has not been with the district long enough to generate a GPA, the GPA data field should be left blank.

WAC 392-415-055 Definition – Grade point average.

- (1) Each student's "grade point average" shall be the sum of the point values, as defined in WAC 392-415-050, of all the marks/grades received for all courses attempted, divided by the sum of the credits for all courses attempted.
- (2) The grade point value shall be rounded by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
- (3) Grade point averages shall be rounded to the third decimal place and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school.
- (4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:
 - (a) Non-numerical marks/grades shall be excluded from the calculation of grade point averages; and
 - (b) Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages.

This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).
- (c) Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation.
- (d) Credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. Districts and schools shall not convert letter grades to non-numerical grades/marks for the purpose of this subsection.

Term

The following is guidance on how to best report Term within CEDARS Student Schedule File (E) – Element E08, Staff Schedule File (G) – Element G07 and Grade History File (H) – Element H19.

Term	Description
SEM1	The first 18 week session of the school year on the semester system
SEM2	The second 18 week session of the school year on the semester system
TRI1	The first 12 week session of the school year on the trimester system
TRI2	The second 12 week session of the school year on the trimester system
TRI3	The third 12 week session of the school year on the trimester system
Q1	The first 9 week session of the school year on the quarter and/or Semester system
Q2	The second 9 week session of the school year on the quarter and/or Semester system
Q3	The third 9 week session of the school year on the quarter and/or Semester system
Q4	The fourth 9 week session of the school year on the quarter and/or Semester system
ALLYR	Nine month (can be used for elementary schools)
SIXWKT1	The first six week session during current school year
SIXWKT2	The second six week session during current school year
SIXWKT3	The third six week session during current school year
SIXWKT4	The fourth six week session during current school year
SIXWKT5	The fifth six week session during current school year
SIXWKT6	The sixth six week session during current school year
TERM1of8	The first term of an eight-term school year
TERM2of8	The second term of an eight-term school year
TERM3of8	The third term of an eight-term school year
TERM4of8	The fourth term of an eight-term school year

TERM5of8	The fifth term of an eight-term school year
TERM6of8	The sixth term of an eight-term school year
TERM7of8	The seventh term of an eight-term school year
TERM8of8	The eighth term of an eight-term school year
OTHER	Other school session that does not meet any other Term definition
SUM1*	Either the first session of a two session summer program or the only session of a single session summer program
SUM2*	Second session of a two-session summer program

* Sum1 & Sum2 are only to be submitted to Student Grade History (H), Element H19 – Term. Sum1 & Sum2 are not valid values within Student Schedule File (E), Element E08 – Term or Teacher Schedule File (G), Element G07 – Term.

Guidance

1. **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.
2. **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.

Ethnicity and Race

The U.S. Department of Education (USDOE) requires states to collect and report ethnicity and race information consistent with new federal guidelines. These guidelines are in alignment with those currently used by the U.S. Census and almost all other federal departments. All student information for school years 2010-2011, and on, is required to comply with these standards. School districts are required to collect ethnicity and race data using a two-part question:

- 1) The first part of the question asks whether the students is identified as Hispanic or Non-Hispanic and, if Hispanic, which Hispanic subgroup(s). This information is reported within CEDARS Ethnicity File (L), Element L05 – Ethnicity Code. Valid Codes are available in CEDARS Appendix Y – Ethnicity Codes
- 2) The second part of the question asks for identification of race category. Multiple race categories can be selected. This information is reported within CEDARS Race File (M), Element M05 – Race Code. Valid Codes are available in CEDARS Appendix Z – Race Codes.

Additional information regarding the federal Ethnicity and Race reporting requirements can be found at <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>. A full list of the valid Ethnicity and Race codes, sample data collection forms, FAQs for Parents and Guardians can be found at <http://www.k12.wa.us/CEDARS/training.aspx>.

Student Absence

Student Absence File (N) is used to report daily absences for students. Absences from Alternative Learning and Online classes that don't require 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 students: **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 students scheduled school day.**

Students should now be considered present when they are involved in instruction or instruction-related activity at an approved off-grounds location. Students who are present should not be reported to the state as absent. The emergency rule does not explicitly define "instruction" or "instruction-related activity". School districts may therefore use their discretion during the 2017–18 school year to determine whether the school-related activities offered in their district are instruction or instruction-related.

RCW 28A.225.020 states that "failure to attend the majority of hours or periods in an average school day" is a full-day absence. A part day absence is when the student is absent for less than half of the day. Average school day is the number of hours or periods the student is scheduled to attend.

The CEDARS Data Manual, Element N07 – Absence Code describes a **part-day** absence as '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)' and a **full-day** absence as '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)'.

WAC 392-401-020 provides a statewide definition of excused and unexcused daily absences.

Excused daily absences

The following are valid excuses for absences from school:

- (1) Participation in a district or school approved activity **that is not instruction-related**;
 - (2) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for who the student is legally responsible;
 - (3) Family emergency including, but not limited to, a death or illness in the family;
 - (4) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - (5) Court, judicial proceeding, or serving on a jury;
 - (6) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - (7) State-recognized search and rescue activities consistent with RCW 28A.225.055;
 - (8) Absence directly related to the student's homeless status;
 - (9) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
 - (10) 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**
 - (11) Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
- The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused daily absences

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence. [Statutory Authority: RCW 28A.300.046. WSR 12-17-051, § 392-400-325, filed 8/9/12, effective 9/9/12.]

If attendance is only taken in certain educational settings once or twice a day (e.g. elementary school) or does not take period attendance, a district shall determine if a student has missed 50% or more of their instructional day and report them as a full day absence.

Both excused and unexcused absences, whether partial or full-day, must be reported to CEDARS Student Absence File (N). Element N07 – Absence Code contains detailed descriptors for excused & unexcused absences and part- and full-day absences.

Students who are enrolled in more than one school must have their absences reported as they apply to each school.

Report all absences for students including those that lead up to a student being dropped from enrollment due to 20 consecutive full-day unexcused absences, or non-attendance. It has been determined that if a student is to be included for enrollment, “count day” and any other school/district reporting then the students absences must also be reported to OSPI.

For students who become enrolled in juvenile detention facilities or juvenile justice schools while enrolled in your school/district, districts have several reporting options:

- The district has a choice to withdraw the student once they learn of the enrollment in the juvenile detention center. If the student is at the juvenile detention center for a few days, a district may choose to keep the student enrolled in their school and wait for the student to return after the suspension or expulsion has elapsed. If the student has a longer stay at the juvenile detention center, the district may choose to withdraw the student. Either way, this is a district decision.
- If the student is not withdrawn from the district school due to an enrollment at a juvenile detention center:
 - The district should work with the juvenile detention center so only one school is reporting the student as primary in School Student File (C), Element C10 – IsPrimarySchool.
 - The district should report the days of absence due to the suspension or expulsion up to the point the student returns from the suspension or expulsion in the Student Absence File (N).
 - The district should report the details regarding the student’s discipline record in the Student Discipline File (P).
- If the student is withdrawn from the district school due to an enrollment at a juvenile detention center:
 - The district should report the days of absence due to the suspension or expulsion up to the point the student is withdrawn in the Student Absence File (N).

Please report the most current absence information known at the time of submission. We expect the data in this file to change frequently. For example, a student who is reported with a series of unexcused absences but it is determined later that the student is a confirmed transfer, should be updated in this file to remove the originally reported unexcused absences.

If edits to existing absences are submitted to CEDARS, e.g., original UF reported but changed to EF per district policy, the existing absence record for that same date will be updated.

The following are Frequently Asked Questions regarding absences and excused/unexcused.

What about school-based field trips? If the instructional environment takes place in another setting this **should** not be considered an absence. This includes educational field trips.

What if an 11th grader is out of multi-grade class for state testing? A student should not be recorded as absent (excused or unexcused) in the instance where they must miss a class due to mandatory state testing.

What if a student is served as home/hospital and is receiving tutoring services? Based on our interpretation of the reporting guidance, students being served as home/hospital that are receiving tutoring services would not be considered absent **for CEDARS Reporting**, as they are unable to attend class, but are receiving **tutoring/instruction at a home or hospital**. For P223 reporting for state funding, refer to the **Enrollment Reporting Handbook** or the **annual Home/Hospital bulletin**.

How will this affect end of year attendance reporting & accountability?

The end of year attendance reporting (now known as the “Unexcused Absences Report”) in EDS, pulls unexcused full-day absence data from CEDARS. This report is then used for **accountability** calculations. To the extent that any “non-absences”, such as school-related activities or in-school suspensions, were reported as “Other” and are now reported as unexcused, these will show up in the Unexcused Absences Report and **accountability** calculations.

If these absences are coded as excused or unexcused, and meet the criteria for calculating Chronic Absenteeism, (18 FULL days of excused or unexcused absences) they will be reflected in the Chronic Absenteeism reports.

What if a student is participating in work study?

Procedures do not change for programs that have existing attendance practices, such as work-based learning, that are not generally considered seat-time instruction.

Student Discipline

The Student Discipline File (P) is used to report behavior and corrective or disciplinary actions involving students during school or school related activities **when they are excluded from their regular education setting. All firearm incidents must be reported, regardless of the corrective or disciplinary action applied.** Only students being disciplined should be reported in this file. Data reported in this file will be used for multiple purposes, including but not limited to pre-populating the annual Behavior and Weapons application in the Education Data System (EDS) and federal and state reporting.

Full definitions can be found in CEDARS Appendix B (Behavior) and Appendix D (Weapons), found at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

A school district determines when a behavior is identified as a unique incident. Students with multiple behaviors for the same incident should be reported in Student Discipline File (P) Element P07 – Behavior Code with the most serious behavior code. If more than one behavior is associated with the incident being reported, the additional behaviors are to be reported in Element P16 – Other Behaviors. It is up to the district to determine which of the multiple behaviors is the most serious for reporting in CEDARS. If multiple behaviors are to be reported for one incident, the most serious behavior must be reported in Element P07 – Behavior Code.

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.

Reporting Corrective or Disciplinary Action

If multiple corrective or disciplinary actions are assigned to a student for one incident and if a Short- or Long-Term Suspension or Expulsion is one of the actions, any assigned corrective disciplinary action that occurs after the ‘out of school’ action should not be reported in Element P09 – Corrective or Disciplinary Action Applied. For example, if a LS – Long Term Suspension is applied and then the student is assigned an ISS – In School Suspension, the LS – Long Term Suspension should be reported in Element P09.

Students who are Emergency Expelled and have no further Corrective or Disciplinary Action applied should be reported in:

Element P09 – Corrective or Disciplinary Action Applied with a valid value of EE – Emergency Expelled

Element P14 – Emergency Expulsion with a valid value of Y – Yes

Element P15 – Emergency Expulsion Days, report the number of school days the Emergency Expulsion was in effect (days between the initial date of the Emergency Expulsion and the date it ended).

Reporting absences/enrollment for students who are suspended or expelled –

Students reported in Element P09 – Corrective or Disciplinary Action Applied with an out of school suspension or expulsion value ~~a valid value of~~ (SS – Short Term Suspension or LS – Long Term Suspension, EE - Emergency Expulsion, or EX – Expulsion) should be reported with ‘excused absences’ in Student Absence File (N) for the duration of time designated in Element P10 - Number of Corrective or Disciplinary Action Days. Students who do not return to enrollment after the number of days identified in Element P10, are to be reported with Unexcused Absences until such time as the absences are either excused by the parent/guardian or the student returns to enrollment.

With the passage of 4SHB 1541, “school districts may not suspend the provision of educational services to a student as a disciplinary action. A student may be excluded from a particular classroom or instructional activity area for the period of suspension or expulsion, but the school district must provide an opportunity for a student to receive educational services during a period of suspension or expulsion.” Therefore, the student must continue to be enrolled in the district and school, unless the student is being immediately enrolled in another school and/or district.

Absences are not reported for the days the student participates in educational services identified as part of the Corrective or Disciplinary Action. If the student does not participate in the education services for any reason, excused absences must be reported for the missed day(s).

Reporting Number of Corrective or Disciplinary Action Days –

Element P10 - Number of Corrective or Disciplinary Action Days collects the total number of consecutive school days a student is excluded from their regular education setting as a result of the corrective or disciplinary actions assigned to the student as reported in Element P09 – Corrective or Disciplinary Action Applied and Element P14 – Emergency Expulsion.

If an emergency expulsion was the initial Action Applied, the number of days associated with the emergency expulsion should be reported in Element P15 – Emergency Expulsion Days.

Any emergency expulsion days must be factored into the total number of consecutive school days associated with the final Action Applied.

Example 1 -

Student A is initially emergency expelled for 2 days, final Corrective or Disciplinary Action Applied is a long term suspension of 15 days. The end date of the suspension would be 13 school days following the conversion:

- Element P10 – Number of Corrective or Disciplinary Action Days = 15
- Element P15 – Emergency Expulsion Days to Conversion = 2

Example 2 –

Student B is initially emergency expelled for 3 days, final Corrective or Disciplinary Action applied is a short term suspension of 5 days. The end date of the suspension would be 2 school days following the conversion.

Submission to CEDARS would be:

- Element P10 – Number of Corrective or Disciplinary Action Days = 5
- Element P15 – Emergency Expulsion Days to Conversion = 3

Other Behavior vs Multiple Minor Offenses –

An ‘Other Behavior’ is a one-time offense, which does not fit into the other provided Behavior categories. Multiple Minor Offenses are a series of minor offenses that individually would not result in a Correction or Disciplinary Action but that over time build up to one.

Definitions –

In School Suspension. Instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. This includes but is not limited to students who are receiving the services in their *IEP*, appropriately participate in the general curriculum, and participate with students without disabilities to the extent they would have in their regular placement. “Direct supervision” means school personnel are physically in the same location as students under their supervision.

WAC 392-400-205 (2) defines suspension as follows:

“Suspension” shall mean a denial of attendance (other than for the balance of the immediate class period for “discipline” purposes) for any single subject or class, or for any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the school district.

WAC 392-400-205, found [here](#), provides additional information for the definitions below.

Short Term Suspension. A student is **excluded** from their regular classroom setting ~~suspended from school~~ for a defined number of school days, not more than 10 days. ~~up and including 10 days.~~

Long Term Suspension. A student is **excluded** from their regular classroom setting ~~suspended from school~~ for a defined number of school days, more than 10 days but no to exceed the length of an academic term as defined by the school board. ~~that is equal to or greater than eleven days.~~

Expulsion. A student is expelled from school for no longer than the length of an academic term as defined by the school board. In some instances school districts may petition for student to be expelled longer than the length of an academic term.

Emergency Expulsion. A student may be expelled immediately by a school district in emergency situations *when the district believes the student's presence poses an immediate and continuing danger to students, school staff, or poses an immediate and continuing threat of substantial disruption of the education process.* The rules specifically state: "An emergency expulsion must end or be converted to another form of corrective action within ten school days from the date of the expulsion.

Emergency Expulsion Days. An emergency expulsion must end or be converted to another form of corrective action within ten school days from the date of the emergency removal from school

"School day" shall mean a calendar day except school holidays on which students enrolled in the school district are afforded the opportunity to be engaged in educational activity which is planned, supervised, and conducted by or under the supervision of the school district certified staff, and on which day all or any portion of the students enrolled in the program actually participate in such educational activity.

Remember when a student is suspended or expelled, districts must provide an opportunity for the student to receive educational services during this period.

Academic Services. Academic services, as defined by district policy, provided to students while they are excluded from school due to suspension or expulsion. Academic services provided should enable the student to avoid the loss of academic credit when possible.

Behavior Services. Behavior services, as defined by district policy, provided to students while they are excluded from school due to suspension or expulsion. Behavior services provided while a student is excluded should be reasonable and related directly to the disciplinary infraction.

Reengagement Meeting. Reengagement Meeting means a meeting held between the school district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an education setting as soon as possible. The reengagement meeting **must** be scheduled with the student and the student's parents or guardians:

1. Within 20 days of the student's long-term suspension or expulsion — if the long-term suspension or expulsion is **longer than 20 days**
2. No later than five days before the student's reentry or enrollment — if the long-term suspension or expulsion is **less than 20 days**.

Reengagement meeting participants should take into account the

1. circumstances related to the student's suspension or expulsion,
2. student's prior academic and discipline history, and
3. severity of the disciplinary incident that led to the student's exclusion.

District or school staff initiate the reengagement conference. This meeting is separate from the conference associated with **a petition for re-admission.**

Reengagement Plan. A reengagement plan **must be** tailored to the student's individual circumstances **and families must have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan** (RCW 28A 600.022).

While developing a reengagement plan, school districts should consider:

1. Shortening the length of time that the student is suspended or expelled
2. Whether or not there are other forms of corrective action that could be more effective.
3. How the plan can aid the student as they take the necessary steps to remedy the situation that led to the suspension or expulsion. Supportive interventions that support academic success, and keep the student engaged and on track to graduate.

Behavior Code – Federal Reporting Grid

Code	Behavior Type	Federal
07	Violence with Major Injury	Y
10	Serious Bodily Injury	Y
06	Violence without Major Injury	Y
14	Bullying	Y
15	Sexual Harassment	Y
16	Discriminatory Harassment	Y
05	Fighting w/o Major Injury	Y
08	Possession of a Weapon	Y
04	Illicit Drug (Not Marijuana)	Y
11	Marijuana	Y
02	Tobacco	Y
03	Alcohol	Y
12	Failure to Cooperate	N
13	Disruptive Conduct	N
17	Destruction of Property/Vandalism	N
18	Sexually Inappropriate Conduct	N
19	Theft / Poss. Of Stolen Property	N
20	Academic Dishonesty / Plagiarism	N
21	Multiple Minor Accumulated Incidents	N
09	OTHER	N

For visibility, for this document:

1. The **5** federal behavior categories are bolded;
2. The WA state sub-categories are indented under the main categories.
3. The WA-specific categories are aligned right.

Teacher Information

Teacher Certificate Numbers

CEDARS validates teacher certification numbers against the state's certification records. This information is used to link students to teachers for research requests and other reporting requirements. All staff records submitted to CEDARS must contain a valid Certificate number. Temporary certification numbers are no longer valid.

All public school teachers instructing students in grades PK-12 must have a valid certificate number or special exception indicator and a staff type code reported to CEDARS. Pre-school teachers should be reported with the appropriate staff type code in Staff File (F), Element F04.

We have developed a set of simple instructions for you to follow to obtain this temporary number through the EDS system. This Quick Tip Search document is located on the CEDARS website: <http://www.k12.wa.us/CEDARS/Training.aspx> under the overview section.

A list of valid Staff Type Codes is available in CEDARS Appendix U, <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Long Term Substitute Teachers

OSPI expects that long term substitutes will be reported in CEDARS in order to populate the Highly Qualified Teacher Data Collection Tool, which is located in the EDS system under Electronic Certification. A long term substitute is defined as a certificated teacher who serves in a single teaching assignment for four or more consecutive weeks (20 school days).

Contract Teachers

Contract teachers are required to be certified and reported in CEDARS. The Staff Type Code for Contract teachers is 630.

Itinerant Teachers

Itinerant teachers must be reported in the Staff File. It is not necessary to report them in the Staff Schedule File.

Teacher Indicators

The Teacher Indicator is a flag used to identify a teacher's role in the classroom. District definitions may vary from the basics described here due to contractual language.

P – Primary. The teacher responsible for grading and the majority of instruction in the classroom. There can only be one primary teacher for a given course.

A – Alternate. An alternate teacher rotates in and out of a classroom on a regular but limited basis. Their foremost tasks consist of instruction and test administration.

T – Team – Primary. Team teaching consists of two or more teachers together who share responsibilities for teaching dual subjects in a classroom. While the team has input for grading and instruction, the primary teacher has the responsibility for overseeing grading and instruction. There can only be one primary teacher for a given course.

U – Team – Alternate. An alternate teacher rotates in and out of a classroom on a regular but limited basis in a team teaching situation. Their foremost tasks consist of instruction and test administration.

V – Team – Substitute. A team substitute teacher is one who may or may not be on contract for the district and fills in for short-term absences, scheduled or unscheduled, of other teachers in an existing team teaching situation.

W – Team – Long Term Substitute. A long-term substitute is a teacher who assumes a substitute role in one classroom for twenty (20) or more days in an existing team teaching situation.

S – Substitute. A substitute teacher is one who may or may not be on contract for the district and fills in for short-term absences, scheduled or unscheduled, of other teachers.

L – Long-term Substitute. A long-term substitute is a teacher who assumes a substitute role in one classroom for twenty (20) or more days.

J – Job Share – Primary. Job share teaching consists of two or more teachers each teaching part-time. They are, however, teaching the same subject area to the same class. There can only be one primary teacher for a given course.

B – Job Share – Alternate. An alternate teacher rotates in and out of a classroom on a regular but limited basis in a job share situation. Their foremost tasks consist of instruction and test administration.

C – Job Share – Substitute. A job share substitute teacher is one who may or may not be on contract for the district and fills in for short-term absences, scheduled or unscheduled, of other teachers in an existing job share situation.

D – Job Share – Long Term Substitute. A long-term substitute is a teacher who assumes a substitute role in one classroom for twenty (20) or more days in an existing job share situation.

Other Information

CEDARS Website

www.k12.wa.us/CEDARS

The CEDARS website contains other helpful documents, communications, updates and training materials that are helpful for accurate CEDARS reporting.

Email Communications

OSPI uses email addresses from the Education Data System (EDS) Administration profile system to communicate with districts important information and deadlines. This means that the email address assigned as your username for EDS will be used when OSPI needs to communicate via email with each user, based on the roles assigned to the user in EDS.

A user can update and correct their email address (EDS user name) in one of two ways:

- Individual personnel with access to EDS can view their personal information by logging into the system and viewing “Edit My Personal Information”. The email address can be updated here, and the updated email address will become the user’s new user name when logging into EDS.
- District security managers may review and update user roles, assigned personnel, and email addresses within the EDS Administration link. The security manager can utilize either the Security by Organization or Security by Role link within this site to review, update and make any/all pertinent changes. The updated email address will become the user’s new user name when logging into EDS.

Publication History

Revision	Authors	Date	Description
3.0	Lisa Ireland – OSPI	May 2010	➤ FINAL
3.1	Lisa Ireland – OSPI	September 2010	<ul style="list-style-type: none"> ➤ Special Education ➤ Reporting Running Start and ‘Other’ Courses ➤ Reporting Students at Skill Centers ➤ Reporting Online Courses
4.0	Lisa Ireland – OSPI	April 2011	<ul style="list-style-type: none"> ➤ Reporting Student Completers/Graduates ➤ Establishing Graduation Requirements Year ➤ Coding of Students Who Exit School and/or District ➤ Title III Native American ➤ Title III Immigrant ➤ Unaccompanied Youth ➤ Bilingual and Immigrant ➤ Reporting State Course Codes ➤ Definition and Description of Term
4.1	Lisa Ireland – OSPI	July 2011	➤ Term
5.0	Lisa Ireland – OSPI	February 2012	<ul style="list-style-type: none"> ➤ Reporting Student Completers/Graduates ➤ Students Who Exit Over the Summer Months ➤ Student Withdrawal Codes ➤ Immigrant ➤ Home- or Private School Students Enrolled in Public School ➤ Students Enrolling Through School Choice ➤ Reporting Preschool Students ➤ Disability Code ➤ Reporting Running Start for Students ➤ Early Education Program ➤ Highly Capable/Gifted Program ➤ Title I, Part A ➤ Migrant Education Program ➤ Free and Reduced-Price Meals ➤ College Bound Scholarship ➤ Limited English Proficiency (Bilingual) ➤ Reporting State Course Codes ➤ Students at Skills Centers ➤ Grade History Element H24 – Assessment of Technical Skills ➤ Student Grade History ➤ Course Designation Code Definitions ➤ Term ➤ Student Absence ➤ Student Discipline ➤ Teacher Certificate Numbers
5.1	Lisa Ireland – OSPI	June 2012	<ul style="list-style-type: none"> ➤ Reporting Students Enrolled/Served Past Grade 12 ➤ Learning Assistance Program (LAP) ➤ Reporting ➤ Reporting Running Start Courses ➤ Alternative Learning Experience (ALE) Courses ➤ Course Designation Codes Reporting Guidance ➤ Content Area Codes
5.2	Lisa Ireland – OSPI	October 2012	➤ Student Absence
6.0	Lisa Ireland – OSPI	July 2013	<ul style="list-style-type: none"> ➤ Reporting Student Names ➤ Reporting Students Enrolled/Served Past Grade 12 ➤ Reporting Student Completers/Graduates ➤ Reporting Students as Confirmed Transfers

			<ul style="list-style-type: none"> ➤ Students who Exit Over the Summer Months ➤ The T1 Withdrawal Code ➤ Establishing Expected Year of Graduation ➤ Establishing Graduation Requirements Year ➤ Immigrant ➤ Home- or Private-School Students Enrolled in Public School ➤ Reporting ALE Status ➤ Reporting Students Enrolled in Running Start ➤ Highly Capable/Gifted Program ➤ NCLB Supplemental Services ➤ Free and Reduced-Price Meals ➤ Title I Neglected/Delinquent Supplemental Services ➤ College Bound Scholarship ➤ Limited English Proficiency (Bilingual) ➤ Special Education ➤ Reporting Running Start Courses ➤ Students at Skills Centers ➤ ALE Courses ➤ Student Grade History ➤ Course Designation Code Definitions ➤ Course Designation Code Reporting Guidance ➤ Grade Point Average (GPA) ➤ Student Discipline ➤ Teacher Certificate Numbers ➤ Long Term Substitute Teachers ➤ Contract Teachers ➤ Itinerant Teachers
6.1	Lisa Ireland – OSPI	November 2013	<ul style="list-style-type: none"> ➤ Student Grade History
7.0	Lisa Ireland – OSPI	September 2014	<ul style="list-style-type: none"> ➤ Student Enrollment and Graduation ➤ Requiring Birth Certificate for Enrollment ➤ Reporting Students Enrolled/Served Past Grade 12 ➤ Reporting Students Completers/Graduates ➤ Reporting Students as Confirmed Transfers ➤ Immigrant ➤ Home- or Private-School Students Enrolled in Public School ➤ Reporting ALE Course Type Instruction ➤ Reporting Students Enrolled in Running Start in High School ➤ Reporting Students Enrolled in Juvenile Justice Schools ➤ Coding of Students Who Exit School and/or District ➤ Disability Code ➤ Updating Student Demographic Information ➤ Free and Reduced Price Meals ➤ Reporting ALE Course Type Instruction ➤ Student Grade History ➤ Course Designation Code Definitions ➤ Course Designation Code Reporting Guidance ➤ Student Discipline
7.1	Lisa Ireland – OSPI	October 2014	<ul style="list-style-type: none"> ➤ Reporting Students as Confirmed Transfers

8.0	<u>Lisa Ireland – OSPI</u>	<u>April 2015</u>	<ul style="list-style-type: none"> ➤ <u>Reporting Students Who Did Not Graduate Due to Not Meeting Assessment Requirements</u> ➤ <u>Home- or Private-School Students Enrolled in Public School</u> ➤ <u>Reporting Students Enrolled in Juvenile Justice Schools</u> ➤ <u>Coding of Students Who Exit School and/or District</u> ➤ <u>Learning Assistance Program (LAP)</u> ➤ <u>Free and Reduced-Price Meals</u> ➤ <u>Reengagement Programs (Open Doors Youth Reengagement)</u> ➤ <u>Washington State Seal of Biliteracy</u> ➤ <u>Limited English Proficiency (Bilingual)</u> ➤ <u>Special Education</u> ➤ <u>Reporting State Course Codes</u> ➤ <u>Students at Skills Centers</u> ➤ <u>Reporting Online Courses</u> ➤ <u>Student Grade History</u> ➤ <u>Course Designation Code Definitions</u> ➤ <u>Content Area Codes</u> ➤ <u>Student Absence</u> ➤ <u>Student Discipline</u> ➤ <u>Teacher Indicators</u>
8.1	<u>Lisa Ireland – OSPI</u>	<u>May 2015</u>	<ul style="list-style-type: none"> ➤ <u>Establishing Student Grade Level</u> ➤ <u>Reporting Preschool Students</u>
8.2	<u>Lisa Ireland – OSPI</u>	<u>November 2015</u>	<ul style="list-style-type: none"> ➤ <u>Reporting Students as Confirmed Transfers</u> ➤ <u>Students Who Exit Over Summer Months</u> ➤ <u>Reporting PreSchool Students</u> ➤ <u>Coding of Students Who Exit School and/or District</u> ➤ <u>Reengagement Programs (Open Doors Youth Reengagement)</u> ➤ <u>Course Designation Code Definitions</u> ➤ <u>Reporting Students Taking Running Start Courses in the High School (removed)</u> ➤ <u>Student Discipline</u> ➤ <u>Teacher Certificate Numbers</u> ➤ <u>Teacher Indicators</u>
9.0	<u>Lisa Ireland – OSPI</u>	<u>April 2016</u>	<ul style="list-style-type: none"> ➤ <u>Reporting Student Names</u> ➤ <u>Requiring Birth Certificate for Enrollment</u> ➤ <u>Immigrant</u> ➤ <u>Military Parent or Guardian</u> ➤ <u>Disability Code</u> ➤ <u>Updating Student Demographic Information</u> ➤ <u>Learning Assistance Program (LAP)</u> ➤ <u>Title I, Part A</u> ➤ <u>504 Plan</u> ➤ <u>Washington State Seal of Biliteracy</u> ➤ <u>Washington Reading Corp Literacy Support</u> ➤ <u>Limited English Proficiency (Bilingual)</u> ➤ <u>Reporting State Course Codes</u> ➤ <u>Reporting Online Courses</u> ➤ <u>Course Designation Code Definitions</u> ➤ <u>Course Designation Code Reporting Guidance</u> ➤ <u>Content Area Codes</u> ➤ <u>CTE Course & Credit Equivalency</u> ➤ <u>Student Absence</u> ➤ <u>Student Discipline</u> ➤ <u>Teacher Information</u> ➤ <u>Resources</u>

<u>9.1</u>	<u>Lisa Ireland – OSPI</u>	<u>July 2016</u>	<ul style="list-style-type: none"> ➤ <u>Reporting Home/Resident District</u> ➤ <u>Truancy Petitions</u> ➤ <u>Reengagement Programs</u> ➤ <u>Course Designation Code Definitions</u> ➤ <u>Student Discipline</u>
<u>9.2</u>	<u>Lisa Ireland – OSPI</u>	<u>September 2016</u>	<ul style="list-style-type: none"> ➤ <u>Military Parent or Guardian</u> ➤ <u>Disability Code</u> ➤ <u>Student Discipline</u>

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

Office of Superintendent of Public Instruction Resources

Comprehensive Education Data and Research System (CEDARS)
<https://eds.ospi.k12.wa.us/CEDARS>

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>

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

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 Reporting Guidance]