

# **CEDARS Non-Standard Submission- School Year Rollover User Guide**

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## ***Overview***

CEDARS Non-Standard Submission is an EDS application that allows school districts a way to edit previous submissions within EDS and accepts Delta submissions. It can also be used by school districts as their Student Information System (SIS) and create and maintain CEDARS submissions. We refer to these districts as Direct Entry Districts.

This document is meant for Direct Entry Districts only, who use CEDARS Non-Standard as their SIS. It describes how to rollover the CEDARS Non-Standard Submission application to the new school year.

For more information on the CEDARS Non-Standard Submission application, please see [CEDARS Non-Standard Submission Guide](#).

## ***CEDARS Non-Standard School Year Roll Over Process***

This process requires the district user to have access to the application called “CEDARS Non-Standard Submission” in the EDS “My Applications” list. To access this application, you must either have the role “CEDARS District Administrator” or “CEDARS Direct Entry User”. To get this role, please contact your [District Data Security Manager](#).

## **School Year Rollover**

At the beginning of each new school year, Direct Entry Districts may copy their previous school year’s records into the new school year’s editable CEDARS files.

1. Log into CEDARS Non-Standard Submission
2. Select your school district and the current school year
3. Select the Import Data tab
4. Select the School Year Rollover link on the left.

Test Web Server

Home **Import Data** Edit Files Submit Files Admin

Print Friendly Logout

[Import Archive](#)
[School Year Rollover](#)
[Delta REJECTED Records Report](#)

## Import Data

### School Year Rollover

School Year: 2017-2018

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

< Change Source School Year >

Source school year: 2016-2017	8820 records	Target school year: 2017-2018	0 records
BilingualPrograms	11 records	BilingualPrograms	0 records
CourseCatalog	32 records	CourseCatalog	0 records
DistrictStudent	351 records	DistrictStudent	0 records
Location	1 records	Location	0 records
SchoolStudent	355 records	SchoolStudent	0 records
SpecEdPrograms	68 records	SpecEdPrograms	0 records
Staff	24 records	Staff	0 records
StaffSchedule	215 records	StaffSchedule	0 records
StudentEthnicity	350 records	StudentEthnicity	0 records
StudentGradeHistory	0 records	StudentGradeHistory	0 records
StudentPrograms	600 records	StudentPrograms	0 records
StudentRace	420 records	StudentRace	0 records
StudentSchedule	3393 records	StudentSchedule	0 records

Copy to Target School Year

**Note, the records in the StudentAbsence, StudentDiscipline and LAPStudentGrowth files will not be copied to the target school year due to the nature of the reporting expectations.**

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Here you will see a list of the CEDARS files that can be copied over from the previous school year to the new school year.

Click "Copy to Target School Year". This will copy your district's existing Edit Files data, for the files listed, from the previous school year (Source School Year) to the new school year (Target School Year).

*Note: This feature does not include all CEDARS files. For example, StudentAbsence, StudentDiscipline, and LAPStudentGrowth are excluded. This is due to the nature of those files; the data in those files should not be carried from one school year to the next.*

Test Web Server

Home Import Data Edit Files Submit Files Admin

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> Import Archive  
 > School Year Rollover  
 > Delta REJECTED Records Report

## Import Data

### School Year Rollover

School Year: 2017-2018

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

**The Edit Files data was successfully copied to the 2017-2018 school year.**

< Change Source School Year >

Source school year: 2016-2017	8820 records	Target school year: 2017-2018	8820 records
BilingualPrograms	11 records	BilingualPrograms	11 records
CourseCatalog	32 records	CourseCatalog	32 records
DistrictStudent	351 records	DistrictStudent	351 records
Location	1 records	Location	1 records
SchoolStudent	355 records	SchoolStudent	355 records
SpecEdPrograms	68 records	SpecEdPrograms	68 records
Staff	24 records	Staff	24 records
StaffSchedule	215 records	StaffSchedule	215 records
StudentEthnicity	350 records	StudentEthnicity	350 records
StudentGradeHistory	0 records	StudentGradeHistory	0 records
StudentPrograms	600 records	StudentPrograms	600 records
StudentRace	420 records	StudentRace	420 records
StudentSchedule	6393 records	StudentSchedule	6393 records

**Note, the records in the StudentAbsence, StudentDiscipline and LAPStudentGrowth files will not be copied to the target school year due to the nature of the reporting expectations.**

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Once the files have been copied, you will receive a success message that reads "The Edit Files data was successfully copied to the 20XX-20XX school year."

You are now ready to modify your records and submit data for the new school year! For more information on the CEDARS Non-Standard Submission application, please see [CEDARS Non-Standard Submission Guide](#).

For any questions, please contact OSPI Customer Support at [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) or 1 800 725-4311, option 7.