



Washington Office of Superintendent of
PUBLIC INSTRUCTION

*Comprehensive
Education Data and
Research System
(CEDARS)
Data Manual*

Comprehensive Education Data and Research System (CEDARS) Data Manual

For the 2021-2022 School Year

April 2022 | version 14.3



Washington Office of Superintendent of
PUBLIC INSTRUCTION

CEDARS Reporting Guidance

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PUBLICATION UPDATES

v14.3 | April 2022

| Location | Overview | Detail |
|--|-------------------------------------|---|
| <u>E12</u> – Letter Grade | Valid value Update | V reactivated in alignment with policy change |
| <u>H10</u> – Letter Grade | Valid value Update | V reactivated in alignment with policy change |
| <u>H21</u> – Did Student Receive a State or Nationally Recognized Industry Certification? | Notice of planned deactivation | Will not be required beginning with the 2022-23 school year |
| <u>J23</u> – Overall Placement Test Score | Business Rule Update | No change to the business rule that conditionally requires data, <i>but</i> the corresponding validation deployment will be deferred. |
| <u>T15</u> – Letter Grade | Valid value Update | V reactivated in alignment with policy change |
| <u>File V</u> | Updated Description | Clarifying reporting expectations, updating to person-first language |
| <u>V06</u> – Support Code | New Business Rule | Alignment with RCW reporting requirements |
| <u>V07</u> – Identification Assessment | Updated Description & Business Rule | Clarifying reporting expectations |
| <u>V08</u> – Identification Assessment Date | Updated Description & Business Rule | Clarifying reporting expectations |
| <u>V09</u> – Support Determination | Updated Description & Business Rule | Clarifying reporting expectations |

v14.2 | January 2022

| Location | Overview | Detail |
|------------------------------|----------------------|---|
| <u>D18</u> – Sequence | Business Rule Update | Data required (NULL not allowed) re-implementation timeline postponed. Moved from the 2022-23 to the 2023-24 school year. |

| Location | Overview | Detail |
|--|-----------------------------|---|
| <u>D19</u> – Sequence Group | Business Rule Update | Data required (NULL not allowed) re-implementation timeline postponed. Moved from the 2022-23 to the 2023-24 school year. |
| <u>I10</u> – Qualification Code | Valid Value Update | Gifted (Highly Capable) referral code A description edited. |
| <u>I10</u> – Qualification Code | Valid Value Update Reverted | Planned deactivation of Gifted (Highly Capable) referral codes G, H, I, & J postponed until 2022-23. Codes will remain valid for 2021-22. |
| <u>I10</u> – Qualification Code | Business Rule Update | Age requirement changed for Disability Code 1. |
| <u>J06</u> – Instructional Model Code | Business Rule Correction | Valid value P is accepted when J17 is 3. The corresponding validation code 965 replaced code 753 in the 2018-19 school year. |
| <u>Q06</u> – Program Code | Valid Value Update | Valid value 7 description updated - removed outdated grade span expectations. |
| <u>Q06</u> – Program Code | Valid Value Deactivated | LAP Community Partnership is no longer a valid value in Student Growth File (Q). Growth data is not expected for this program. |
| <u>T19</u> – Sequence | Business Rule Update | Business rule which conditionally requires data (NULL not allowed) is deactivated and will be re-implemented in the 2023-24 school year. |
| <u>T20</u> – Sequence Group | Business Rule Update | Business rule which conditionally requires data (NULL not allowed) is deactivated and will be re-implemented in the 2023-24 school year. |
| <u>U08</u> – Number of School Days to Complete Initial Evaluation/Eligibility | Business Rule Update | Removed the less than or equal to 180 days requirement. |

| Location | Overview | Detail |
|--|------------------------------------|---|
| U10 – Outcome of Initial Evaluation/Eligibility | Valid Value & Business Rule Update | Valid values 1 & 2 amended for clarity. New valid value 3 with accompanying business rules unique to the value. |
| U11 – Date of Initial IEP Meeting | Business Rule Update | Cross-element business rule updated to align with U10 new valid value 3. |
| U12 – Reason for IEP Developed After Third Birthday Late Transition from Part C | Business Rule Update | Maximum age date added to existing age range business rules. |

v14.1 | October 2021

| Location | Overview | Detail |
|--|---------------------------------|---|
| B14 – Date Enrolled in District | Business Rule Editorial Update | Outdated reference to Adequate Yearly Progress (AYP) replaced by Annual Measurable Objectives (AMOs). |
| B15 – Date Exited from District | Business Rule Editorial Update | Outdated reference to AYP replaced by AMOs. |
| C06 – Date Student Enrolled in School | Business Rule Editorial Update | Outdated reference to AYP replaced by AMOs. |
| C08 – Date Student Exited from School | Business Rule Editorial Update | Outdated reference to AYP replaced by AMOs. |
| D18 – Sequence | Data Requirement Change | NULL (no data) allowed for 2021-22. Required school year 2022-23 forward. |
| D19 – Sequence Group | Data requirement Change | NULL (no data) allowed for 2021-22. Required school year 2022-23 forward. |
| E16 – Student Work-Based Learning Activities | Business rule clarified | Explanation of File D and File E corresponding records |
| G10 – Teacher Indicator | New valid value & business rule | Paraeducator valid value and corresponding business rule |
| H20 – Is the Student a CTE Program Completer? | Notice of planned deactivation | Will not be required beginning with the 2022-23 school year |
| H32 – Student Work-Based Learning Activities | Business rule clarified | Explanation of the year the validation references |

| Location | Overview | Detail |
|--|--|---|
| <u>I10</u> – Qualification Code | Planned valid value updates | Early preview of Gifted (Highly Capable) referral code changes planned for implementation as part of the v14.2/winter update |
| <u>J18</u> – Placement Test Code | New & updated valid values | Expanding WIDA valid values for greater granularity. |
| <u>J23</u> – Overall Placement Test Score | Early preview of planned new element | ⚠ The development & system changes will take place as part of the <u>spring build</u> . This is an early preview for planning purposes. See the callout above element in this document for further details. |
| <u>Student Absence File (N)</u> | File description updated | Clarified in alignment with Chapter 392-401 WAC updates. |
| <u>Q06</u> – Program Code | New valid value | New LAP program code |
| <u>Q15</u> – Extended Learning Time Intervention Outside of Regular School Year/Day | Valid value update carried forward from v13.3 | Prior school year and current school year reconciliation adjustment.* |
| <u>Q16</u> – Intervention During Regular School Day | Valid value update carried forward from v13.3 | Prior school year and current school year reconciliation adjustment.* |
| <u>S09</u> – Type of Restraint or Isolation | Valid Value Correction | Correction to the code for reporting <i>Walking restraint/escort/transport</i> |
| <u>Non-Traditional Student Credit Attempt File (T)</u> | File description updated | Clarifies expectations for summer school. |
| <u>U11</u> – Date of Initial IEP Meeting | Business Rule Clarified | Explains what to report if the Initial IEP is not completed. |
| <u>U12</u> – Reason for IEP Developed After Third Birthday | Clarified description, updated business rule, and updated valid value carried forward from v13.3 | Prior school year and current school year reconciliation adjustment. * |
| <u>Student Supports File (V)</u> | Updated file description | Aligns reporting language with policy expectation about allowable screening methods. |

| Location | Overview | Detail |
|--|--|---|
| V07 – Identification Assessment | Clarified one existing valid value & added one new valid value | Valid value 9 description update clarifies it is for reporting other <i>assessments</i> . New valid value 19 is for reporting when a non-assessment screening method determined a student is at risk. |
| V09 – Support Determination | Updated element description | Aligns reporting language with policy expectation about allowable screening methods. |
| V09 – Support Determination | Valid value update carried forward from v13.3 | Prior school year and current school year reconciliation adjustment.* |

* In accordance with the [CEDARS update schedule](#), v14.0 for School Year 2021-22 was published and implemented *before* v13.3 for School Year 2020-21. This update to v14.1 ensures the v13.3 change is carried forward. The change was identified with the version-specific font color and the Publication Updates in v13.3.

v14.0 | March 2021

| Location | Overview | Notes |
|---|--------------------------------|---|
| D07 – Course Designation Code | New & Inactivated Value Values | Replaced single CTE Core Plus code with multiple, more detailed codes. |
| D08 – State Course Code | Business Rule Change | Struck rules related to rigor codes - inactive 2021-22 and forward. |
| D08 – State Course Code | Business Rule Change | Struck content related to generic Middle/Jr High code of WA0006, which is inactive 2021-22 and forward. |
| D18 – Sequence | New Element | |
| D19 – Sequence Group | New Element | |
| E16 – Student Work-Based Learning Activities | New Element | |
| H13 – Course Designation Code | New & Inactivated Value Values | Replaced single CTE Core Plus code with multiple, more detailed codes. |

| Location | Overview | Notes |
|---|--------------------------------|---|
| H15 – State Course Code | Business Rule Change | Replaced language specific to rigor codes - inactive 2021-22 and forward. |
| H15 – State Course Code | Business Rule Change | Clarified rule for <i>existing</i> validation code 1120. |
| H32 – Student Work-Based Learning Activities | New Element | |
| I10 – Qualification Code | New Valid Values | Career Launch program types, Digital Home Access types, and Highly Capable program referral reason codes. |
| S09 – Type of Restraint or Isolation | New Valid Value | Alignment with programmatic guidance. |
| T10 – Course Designation Code | New & Inactivated Value Values | Replaced single CTE Core Plus code with multiple, more detailed codes. |
| T19 – Sequence | New Element | |
| T20 – Sequence Group | New Element | |
| U12 – Reason for Late Transition from Part C | Element & Field Name Change | Clarifying the intent of the collection. |
| V06 – Support Code | New Business Rule | Grade level rule for valid value 1-Dyslexia |
| V07 – Identification Assessment | Valid Value Changes | Alignment with WA Dyslexia Advisory Council updated recommendations. |

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INTRODUCTION TO CEDARS

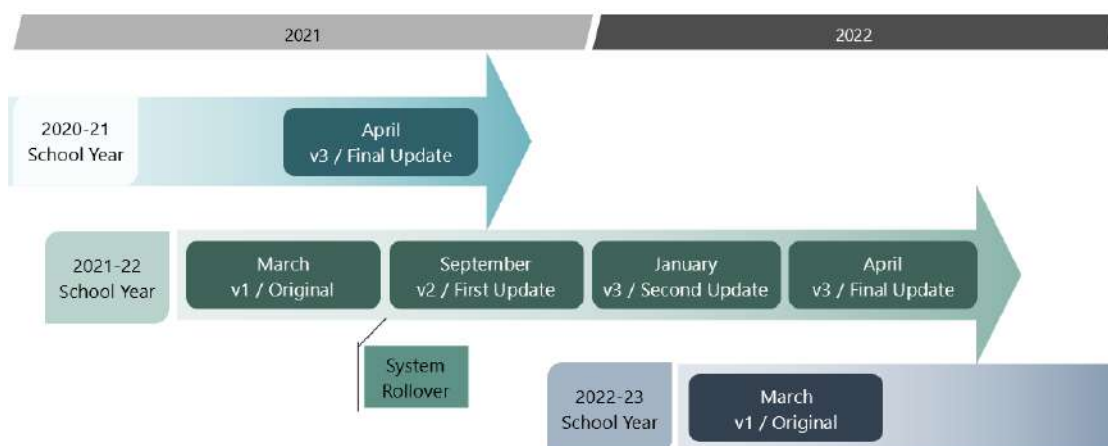
The Comprehensive Education Data and Research System (CEDARS) is a longitudinal data system that will allow Washington's Office of Superintendent of Public Instruction (OSPI) to collect, store and report data related to students, courses, and teachers in order to meet state and federal reporting requirements and to help educators and policy makers to make data driven decisions. CEDARS replaced the former data collection tool used by OSPI, the Core Student Record System (CSRS), in September 2009.

Data Manual & Supporting Documents

Publication Process

The CEDARS Data Manual and supporting documents are published at regular intervals, in tandem with the corresponding CEDARS system updates. The planned updates occur four times each school year. The table below outlines the projected dates for these activities.

| Version | Activity | Date | Publishing and System Changes Notes |
|------------------|------------|-----------|---|
| Version 1 | Original | March | Data Manual, Appendices, Course Code List, and Reporting Guidance*. <i>*Reporting Guidance may be posted for the first time at a later date.</i> |
| Version 2 | 1st Update | September | When CEDARS is rolled-over to the new school year. At a minimum to accommodate new program codes. |
| Version 3 | 2nd Update | January | At a minimum to accommodate new program codes. |
| Version 4 | 3rd Update | April | Final version. At a minimum to accommodate new program codes. |



Document Versioning

Changes are summarized within the publication updates section. Additionally, text updates are represented via the font color specific to each version: **Version 1** / **Version 2** / **Version 3** / **Version 4**. A strikethrough indicates removed or replaced content.

Changes Effective Date

The specifications in this data manual become effective for the 2021-22 school year.

Element Definitions

Data Type Definitions

The following are definitions for the data types referenced in this document. Please see the Microsoft SQL Server site at docs.microsoft.com/en-us/sql/t-sql/data-types/data-types-transact-sql for more information on a specific data type.

Integers

int

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

Numeric

numeric

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

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

Date

date

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

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

Character Strings

char

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

varchar

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

NULL Values

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

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

Leading and Trailing Spaces

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

Submission Expectations

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

Minimum Submission Expectations

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

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

Examples

1. District A1 having 1,000 enrolled students and 50 teachers offering 50 courses. On October 1st, District A1 submits a CEDARS file that results in 990 students, 49 teachers and 49 courses all failing validations and placing the submission into a 'Logical Delete' pending state.
 - a. Prior to October 15th District A1 submits a new CEDARS file that corrects the majority of validation errors and passes the 'Logical Delete' threshold. As a result 990 students, 49 teachers and 49 courses are loaded without errors into CEDARS. The minimum submission expectation is satisfied.
 - b. Prior to October 15th District A1 overrides the 'Logical Delete' hold and as a result, 10 students, 1 teacher and 1 course are loaded without errors into CEDARS. The minimum submission expectation is satisfied.
 - c. District A1 does nothing with this submission and does not make any other submission prior to October 15th. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392-117-038.
2. District A1 from example 1 above having met the minimum submission expectations by override of 'Logical Delete' threshold (1a):

- a. Submits a new CEDARS submission by November 15th that results in additional students, teachers and courses loading without errors into CEDARS. The minimum submission expectation is satisfied.
- b. Does NOT submit a CEDARS submission by November 15th. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.
- c. Submits a new CEDARS submission by November 15th that results in a 'Logical Delete' hold and no data is loaded to CEDARS. The minimum submission expectation is NOT satisfied and OSPI may enforce WAC 392–117–038.

Submission Files

Format

All files must be compressed, or “zipped”, as a single file for transmission to the OSPI Secure File Transfer Protocol (SFTP) Server.

All files submitted must be tab delimited text files and include headers that are exactly as specified in the Field Name, that are found in the Data File Definitions Section of each element.

Naming Conventions

The standard naming convention requires school year identifiers for all files, as detailed below. This allows local education agencies (LEAs) to submit files for multiple school years, which accommodates school year rollovers and retroactive updates to prior year files.

COUNTY–DISTRICT CODE_SCHOOL CODE_FileName_YYYYMMDD_FULLSCHOOLYR.TXT

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

School Code For district level submissions, this space should always be “0000”. This section of the file name is reserved for those special circumstances where an individual school may have to submit data separately from the district file. In those rare instances, the four digit OSPI school code is reported here.

File Name Name unique to the file, as shown in the Data File Definitions Section.

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

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

Example zipped submission name for the 2021-22 school year, extracted on 9/1/2021:

12345_0000_CEDARS_20210901_20212022.zip

Example individual file names for the 2021-22 school year, extracted on 9/1/2021:

12345_0000_Location_20210901_20212022.txt

12345_0000_DistrictStudent_20210901_20212022.txt

12345_0000_SchoolStudent_20210901_20212022.txt

12345_0000_CourseCatalog_20210901_20212022.txt

12345_0000_StudentSchedule_20210901_20212022.txt
12345_0000_Staff_20200901_20210901_20212022.txt
12345_0000_StaffSchedule_20210901_20212022.txt
12345_0000_StudentGradeHistory_20210901_20212022.txt
12345_0000_StudentPrograms_20210901_20212022.txt
12345_0000_BilingualPrograms_20210901_20212022.txt
12345_0000_SpecEdPrograms_20210901_20212022.txt
12345_0000_StudentEthnicity_20210901_20212022.txt
12345_0000_StudentRace_20210901_20212022.txt
12345_0000_StudentAbsence_20210901_20212022.txt
12345_0000_StudentExclusionaryDiscipline_20210901_20212022.txt
12345_0000_LAPStudentGrowth_20210901_20212022.txt
12345_0000_RestraintAndIsolation_20210901_20212022.txt
12345_0000_NonTraditionalStudentCreditAttempt_20210901_20212022.txt
12345_0000_InitialEvaluationEligibility_20210901_20212022.txt
12345_0000_StudentSupports_20210901_20212022.txt

Data Security

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

Data Use

CEDARS data reporting by local education agencies is a key way OSPI tracks and measures the progress and performance of Washington's students, schools, local education agencies, and programs. The [OSPI Data Collection Plan](#) contains a comprehensive list of the most current data collection statuses and the downstream reporting uses.

The state Legislature assigns work to OSPI through legislation. Oftentimes, the assigned work concludes in a report back to the Legislature describing what OSPI has done, data collected, next steps, and at times, recommendations. The [OSPI Reports to the Legislature](#) site contains a comprehensive list of these reports, some of which contain data extracted from CEDARS and are referenced as such.

State Student ID (SSID) Assignment

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

The simplest way to obtain an SSID for one student is to use the SSID Submission – Screen Entry feature in CEDARS. Once you enter a few data elements for the student, this information is compared to the state-wide database of students to locate students who are possible matches. Those matches will be returned to you to determine if they are truly matches or if a new SSID needs to be generated. This

same procedure can be done for a group of students by using the SSID Submission – SSID File Upload feature in CEDARS. Upload a student data file for all students in your district for whom you need an SSID. The file is then compared to the state-wide database of students to locate students who are possible matches to the students in your file. Those matches will be returned to you to determine if they are truly matches or if new SSIDs need to be generated.

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

DATA FILE SUMMARY

There are twenty (20) files that will be submitted each time a district submits data. Each file is made up of data elements pertaining to students, staff, courses and locations. In this document, we have attempted to simplify the naming convention for files and/or data elements by assigning each file a letter and each data element a number (1–99). As we refer to specific data elements throughout the document, we will provide this reference letter and number to better guide you to the element definitions. Below is a list and brief description of the files.

Location File (A)

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

District Student File (B)

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

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

School Student File (C)

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

Course Catalog File (D)

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

Student Schedule File (E)

Schedules for each student in grade PK through grade 12 will be provided in this file. Include all courses attempted for the student during the current school year up to point of data submission.

All students reported in File (E) must have a corresponding enrollment record reported for them in School Student File (C) at the same school. Records will be rejected if there is no corresponding enrollment record in School Student File (C) for that school.

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

Staff File (F)

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

Staff Schedule File (G)

Schedules for each staff member in all grades PK–12 teaching a course or assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single assignment.

All staff reported in File (G) must have a corresponding staff record reported for them in Staff File (F). Records will be rejected if there is no corresponding staff record in Staff File (F).

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

Student Grade History File (H)

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

Student Attributes and Programs File (I)

This file contains information for students participating in/receiving services from specific programs, eligibility for Free/Reduced Meal participation and individual student attributes. A record must be submitted for each program, service or attribute the student participates in or is identified with.

All students reported in File (I) must have an enrollment record reported for them in School Student File (C). See the business rules for each code in Appendix F for exact business rules for each code.

English Learners File (J)

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

State Transitional Bilingual Instruction Program (STBIP) services

English Language Development services for Native American students under Title III

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

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

Student Special Education Programs File (K)

This file captures program information unique to the Special Education Program. There should be one entry for each student per enrollment into the program for the current school year per location. For example, if a student enters, exits and re-enters the Special Education Program, there should be two entries to reflect these two separate enrollments into the Program.

All students reported in File (K) must be reported as having a disability in Student Attributes and Programs File (I). Records will be rejected if there is no corresponding enrollment record in Student Attributes and Programs File (I).

Ethnicity File (L)

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

Race File (M)

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

Student Absence File (N)

This file captures daily absence information for each student. Absences from Alternative Learning and Online classes ~~that don't require regular seat-time attendance~~ should not be reported in this file. [Chapter 392-401 WAC](#) 1) defines absences from in-person, synchronous online, and asynchronous instruction, 2) identifies the reasons that absences should be excused and 3) outlines the minimum requirements of a multi-tiered system of support for attendance.

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

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

Student Growth File (Q)

This file captures information regarding academic growth for students participating in the Learning Assistance Program (LAP) and/or Washington Reading Corps (WRC). Districts are required to report to OSPI the amount of academic growth gained by students participating in the LAP Math (program code 6), LAP Academic Readiness (program code 7), LAP English Language Arts (program code 37), LAP Behavior (program code 38), Washington Reading Corps Literacy Support (program code 44), and ~~LAP Community Partnership (program code 73)~~. Districts are also required to report student entrance and exit assessment data as well as the services used to support students. There should be one record per student per program enrollment for the current school year. For example, if a student enters, exits, and re-enters a program, there will be two records reflecting two separate enrollments in the program. If a student is participating in or received services for more than one program, there should be a record for each program.

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

Districts must submit LAP File Q data for students submitted in Element I06 – Attribute or Program Code with any of the valid values of 6, 7, 37, 38, 44, or ~~73~~ by the end of the current school year. Prior to the end of the current school year submission of student level data to File Q is optional.

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

Student Exclusionary Discipline File (R)

This file captures the behavior incidents and exclusionary discipline actions administered to enrolled students by the authorized district. All firearm incidents must be reported, regardless of the exclusionary action applied. This file is only intended to collect information related to the student being disciplined and is not to include information regarding any student(s) affected by the student being disciplined.

This file contains a record for each exclusionary action taken for each student involved in an incident during the current school year. If a student has multiple exclusionary actions for a single incident, each exclusionary action must be reported in a separate record. If multiple students are associated with the same incident, then one record must be submitted for each exclusionary action for each student being disciplined.

If a student is involved in an incident that results in more than one exclusionary action or if an exclusionary action is modified and/or converted to another exclusionary action, each exclusionary action must be reported as its own record. Each exclusionary action associated with a student for a single incident must be reported with identical incident information in Elements R01 through R10. Each exclusionary action associated with a student in an incident must be reported with information specific to that exclusionary action in Elements R11 through R23.

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

Restraint and Isolation File (S)

This file contains information about students who are restrained or isolated and any staff injured during those incidents of students restrained or isolated. Restraint is defined as: Physical intervention or force used to control a student, including the use of a restraint device to restrict a student's freedom of movement. It does not include appropriate use of a prescribed medical, orthopedic, or therapeutic device when used as intended, such as to achieve proper body position, balance, or alignment, or to permit a student to safely participate in activities. Physical restraint does not include the touching or holding of a student without the use of force for the purpose of directing or assisting the student in an activity. The term physical restraint does not include a physical escort which is temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to walk to a safe location.

Non-Traditional Student Credit Attempt File (T)

This file contains all non-scheduled courses and other non-course credit activities where high school credit was attempted while the student was enrolled at any school in the district during the current school year [or the preceding summer school term](#), including those students who exit the school. Non-scheduled courses are courses for students where there is not a corresponding record in the Course Catalog File (D) or the Student Schedule File (E). Only activities from the current school year should be included.

Initial Evaluation and Eligibility Timelines File (U)

This file captures information on all currently enrolled students referred for an initial evaluation to determine if a student is eligible for special education. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes.

Student Supports File (V)

This file captures information regarding students screened [for state-assigned support \(Element V06 – Support Code\) eligibility](#). ~~with an assessment or identified as at risk using another allowable option for various supports. Students should be reported in this file in the year they are screened or identified as at risk and any subsequent years in which they receive interventions. All instances of screening or identification for supports identified in this collection should be reported.~~ Local Education Agencies (LEAs) must report any student screened for state-assigned support eligibility in this file. Students reported in this file must also be reported in District Student File (B) and School Student File (C).

LEAs are required to report to OSPI the [screener identification methods](#) used. And the interventions [used for provided to at-risk](#) students [with indicators of dyslexia](#). ~~If a student is screened multiple times for a single support type, report the most recent instance.*~~ A record in this file represents the *screening process* for each student. Do not report progress monitoring in this file.*

[*Due to prior ambiguity in the description about reporting the “most recent instance”, there is no expectation to update a 2021-2022 school year record if the data already reflects an assessment other than the first in the screening process.](#)

DATA ELEMENT SUMMARY

Each box below represents one of the twenty (20) files that make up a CEDARS submission. Within the box are the data elements that are to be submitted in the file. Data elements referred to as an ID are district assigned values; data elements referred to as Codes are OSPI assigned values.

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

Location File (A)

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

District Student File (B)

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

| Key | | Column Name | Data Type | Required? |
|-----|-----|--|--------------|--|
| | B18 | Student Language Spoken at Home | int | Yes |
| | B19 | SSN | | Element is inactive. |
| | B20 | Zip Code | varchar(9) | No |
| | B21 | Is Homeless | char(1) | Yes |
| | B22 | Is Approved Private School Student Attending Part Time | char(1) | Yes |
| | B23 | Is Home Based Student Attending Part Time | char(1) | Yes |
| | B24 | Student Exchange Status | char(1) | Yes |
| | B25 | Is Student in Foster Care | char(1) | Element is inactive. |
| | B26 | Grad Requirements Year | char(4) | Conditional. Data is required for students in grades 9 – 12. |
| | B27 | Expected Grad Year | char(4) | Conditional. Data is required for students in grades 9 – 12. |
| | B28 | GPA | numeric(4,3) | Conditional. Data is required for students in grades 9 – 12, if GPA has been earned. |
| | B29 | Credits Attempted | numeric(6,2) | Conditional. Reported for all credits attempted by the student for courses earning high school credit. |
| | B30 | Credits Earned | numeric(6,2) | Conditional. Reported for all credits earned by the student for courses earning high school credit. |
| | B31 | Is Student Identified As Immigrant | | Element is inactive. |
| | B32 | Initial USA School Enrollment | date | Conditional. If Element B10 is not USA then data must be entered. |
| | B33 | Number Months US Attendance in School | | Element is inactive. |
| | B34 | Number of Months Non US Attendance in School | int | No |
| | B35 | Military Parent or Guardian | char(1) | Yes |
| | B36 | Preferred Last Name | varchar(60) | Yes |
| | B37 | Preferred First Name | varchar(60) | Conditional. May only be left blank if student has no first name. |
| | B38 | Preferred Middle Name | varchar(60) | Conditional. May only be left blank if student has no middle name. |
| | B39 | ASVAB Test Status | Int | Conditional. Required Element B13 is grade level 10, 11, or 12. |
| | B40 | ASVAB Test Score | Int | Conditional. Required if Element B39 is 1 or 2 |
| | B41 | ASVAB Administration School Year | char(4) | Conditional. Required if Element B39 is 1 or 2 |
| | B42 | Credit Waiver | int | Conditional. Required for students in grades 9, 10, 11, and 12. |

School Student File (C)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|--|
| Yes | C01 | School Year | char(4) | Yes |
| Yes | C02 | Serving County District Code | char(5) | Yes |
| | C03 | District Student ID | varchar(50) | Yes |
| Yes | C04 | SSID | char(10) | Yes |
| Yes | C05 | Location ID | varchar(4) | Yes |
| Yes | C06 | School Enrollment Date | date | Yes |
| | C07 | School Entry Code | | Element is inactive |
| | C08 | School Exit Date | date | Conditional. Must be greater than or equal to the data in Element C06. |
| | C09 | School Withdrawal Code | varchar(2) | Conditional. If date entered in Element C08, data must be entered. |
| | C10 | Is Primary School | char(1) | Yes |
| | C11 | School Choice Code | int | Yes |
| | C12 | Cumulative Days Present | int | Yes |
| | C13 | Num Unexcused Absence | | Element is inactive. |
| | C14 | Confirmed Transfer In | char(1) | Yes |

Course Catalog File (D)

| Key | | Column Name | Data Type | Required? |
|-----|-----|---------------------------------------|---------------|---|
| Yes | D01 | School Year | char(4) | Yes |
| Yes | D02 | Serving County District Code | char(5) | Yes |
| Yes | D03 | Location ID | varchar(4) | Yes |
| Yes | D04 | Course ID | varchar(20) | Yes |
| | D05 | Course Title | varchar(50) | Yes |
| | D06 | Content Area Code | varchar(3) | Conditional. |
| | D07 | Course Designation Code | varchar(10) | Conditional. Data is required for grades 7 – 12 for all courses that receive high school credit. |
| | D08 | State Course Code | char(6) | Yes |
| | D09 | AP/IB Course Code | numeric (4,2) | Conditional. If Element D07 valid value contains an A or an I, data must be provided. |
| | D10 | CIP Code | char(6) | Conditional. If the course being reported is an approved CTE/Vocational course a CIP Code must be reported. |
| | D11 | Is Direct Transcription Available | | Element is inactive |
| | D12 | CTE Course Equivalency Identification | char(1) | Conditional. If Element D10 contains a value then Element D12 may not be NULL. |
| | D13 | CTE Equivalency | char(2) | Conditional |
| | D14 | Dual Language Instruction Type | int | Conditional |
| | D15 | Dual Language Instruction Language | int | Conditional |

| Key | | Column Name | Data Type | Required? |
|-----|-----|--|-------------|---|
| | D16 | Course Level | char(1) | Yes |
| | D17 | Industry Recognized Certifications Offered | varchar(40) | Conditional. If D17 is 1, no other valid value may be used. |
| | D18 | Sequence | int | Yes Optional (Required school year 2022-23 2023-24 forward) |
| | D19 | Sequence Group | varchar(20) | Yes Optional (Required school year 2022-23 2023-24 forward) |

Student Schedule File (E)

| Key | | Column Name | Data Type | Required? |
|-----|-----|---|---------------|--------------|
| Yes | E01 | School Year | char(4) | Yes |
| Yes | E02 | Serving County District Code | char(5) | Yes |
| | E03 | District Student ID | varchar(50) | Yes |
| Yes | E04 | SSID | char(10) | Yes |
| Yes | E05 | Location ID | varchar(4) | Yes |
| Yes | E06 | Course ID | varchar(20) | Yes |
| Yes | E07 | Section ID | varchar(20) | Yes |
| Yes | E08 | Term | varchar(12) | Yes |
| | E09 | ALE Course Type | char (1) | Yes |
| | E10 | Approved Online Provider | int | Conditional. |
| | E11 | Approved Online Program | int | Conditional. |
| | E12 | Letter Grade | varchar (2) | Conditional. |
| | E13 | Credits Attempted | numeric (4,2) | Conditional. |
| | E14 | Credits Earned | numeric (4,2) | Conditional. |
| | E15 | Industry Recognized Certifications Earned | varchar(40) | Conditional. |
| | E16 | Student Work-Based Learning Activities | varchar(40) | Conditional. |

Staff File (F)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|--|
| Yes | F01 | School Year | char(4) | Yes |
| Yes | F02 | Serving County District Code | char(5) | Yes |
| Yes | F03 | Staff ID | varchar(20) | Yes |
| Yes | F04 | Staff Type Code | varchar(8) | Yes |
| | F05 | Certification Number | char(7) | Conditional. Data must be entered for all educators who teach classes in Washington State schools. |
| | F06 | Last Name | varchar(60) | Yes |
| | F07 | First Name | varchar(60) | Conditional. May only be left blank if staff member has no first name. |

| Key | | Column Name | Data Type | Required? |
|-----|-----|-------------|-------------|---|
| | F08 | Middle Name | varchar(60) | Conditional. May only be left blank if staff member has no middle name. |
| | F09 | Birth Date | date | Conditional. If Element F05 is not UNK, birth date must be reported. |

Staff Schedule File (G)

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

Student Grade History File (H)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|--------------|---|
| Yes | H01 | School Year | char(4) | Yes |
| Yes | H02 | Serving County District Code | char(5) | Yes |
| | H03 | District Student ID | varchar(50) | Yes |
| Yes | H04 | SSID | char(10) | Yes |
| | H05 | Location ID | | Element is inactive. |
| | H06 | Staff ID | | Element is inactive. |
| | H07 | Course ID | varchar(20) | Yes |
| | H08 | Course Title | varchar(50) | Yes |
| | H09 | Grade Level Code | varchar(2) | Yes |
| | H10 | Letter Grade | varchar(2) | Yes |
| | H11 | Credits Attempted | numeric(4,2) | Yes |
| | H12 | Credits Earned | numeric(4,2) | Yes |
| | H13 | Course Designation Code | varchar(10) | Conditional. If the course falls under one of the listed values it must be reported. |
| | H14 | Content Area Code | varchar(3) | Conditional. Used to indicate block or non-instructional class for school years beginning 2015-16 and on. For courses prior to 2015-16 indicate the primary content area of the course. |

| Key | | Column Name | Data Type | Required? |
|-----|-----|---|---------------|---|
| | H15 | State Course Code | char(6) | Conditional. This element is not required when entering transfer or historical information, unless known. |
| | H16 | AP/IB Course Code | numeric (4,2) | Conditional. If Element H13 valid value contains an A or an I, data must be provided. |
| | H17 | CIP Code | char(6) | Conditional. CIP code reported must currently be, or have been, an approved CTE course in your district. |
| | H18 | Term End Date | char (7) | Yes |
| | H19 | Term | varchar(12) | Conditional. This is not required for transfer credits. |
| | H20 | Is Vocational Completer | char(1) | Conditional. If Element H13, valid value is T and Element A05 matches H26 then data must be entered. |
| | H21 | HasIndustryCertification | char(1) | Conditional. If Element H17 is not NULL then data must be entered. |
| | H22 | Is Direct Transcription Available | | Element is inactive. |
| | H23 | Is CTE Dual Credit (Tech Prep) Completer | char(1) | Conditional. If Element H13, valid value is T then data must be entered. |
| | H24 | CTE Assessment | char(1) | Conditional. If H17 is not NULL then data must be entered |
| | H25 | Certification Number | char(7) | Conditional. |
| | H26 | School Code | char(4) | Yes |
| | H27 | ALE Course Type | char (1) | Conditional. This element is not required when entering transfer information |
| | H28 | CTE Course Equivalency Identification | | Element is inactive. |
| | H29 | CTE Credit Equivalency | | Element is inactive. |
| | H30 | Course School Year | char(4) | Yes |
| | H31 | Industry Recognized Certifications Earned | varchar(40) | Yes |
| | H32 | Student Work-Based Learning Activities | varchar(40) | Conditional. |

Student Attributes and Programs File (I)

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

| Key | | Column Name | Data Type | Required? |
|-----|-----|--------------------|-------------|-------------|
| | I08 | Exit Date | date | Conditional |
| | I09 | Exit Reason Code | char(1) | Conditional |
| | I10 | Qualification Code | varchar(60) | Conditional |

English Learners File (J)

| Key | | Column Name | Data Type | Required? |
|-----|-----|--|-------------|---|
| Yes | J01 | School Year | char(4) | Yes |
| Yes | J02 | Serving County District Code | char(5) | Yes |
| | J03 | District Student ID | varchar(50) | Yes |
| Yes | J04 | SSID | char(10) | Yes |
| Yes | J05 | Location ID | varchar(4) | Yes |
| | J06 | Instructional Model Code | char(1) | Conditional |
| Yes | J07 | Program Status Start Date | date | Yes |
| | J08 | Exit Date | date | Conditional. An Exit Date must be entered if Element J09 is not NULL. |
| | J09 | Exit Reason Code | char(1) | Conditional. If Element J08 is not NULL, then data must be entered. |
| | J10 | Placement Test Scale Score | | Element is inactive |
| | J11 | Placement Test Level Score | | Element is inactive |
| | J12 | Placement Test Date | | Element is inactive |
| | J13 | Initial WA Placement Test Date | date | Yes |
| | J14 | Initial USA School Enrollment | | Element is inactive |
| | J15 | Number of Months US Attendance | | Element is inactive |
| | J16 | Number of Months Non US Formal Education | | Element is inactive |
| | J17 | Program Designation | int | Yes |
| | J18 | Placement Test Code | int | Yes |
| | J19 | Grade Level at Placement | varchar(2) | Yes |
| | J20 | Placement Test Scale Score | numeric(4) | Conditional |
| | J21 | Placement Status | char(2) | Conditional |
| | J22 | Placement Test Date | date | Yes |

Student Special Education Programs File (K)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|----------------------|
| Yes | K01 | School Year | char(4) | Yes |
| Yes | K02 | Serving County District Code | char(5) | Yes |
| | K03 | District Student ID | varchar(50) | Yes |
| Yes | K04 | SSID | char(10) | Yes |
| | K05 | Location ID | | Element is inactive. |

| Key | | Column Name | Data Type | Required? |
|-----|-----|---|-----------|--|
| | K06 | LRE Code | numeric | Yes. If Element K14 is not NULL, then data must be entered. |
| | K07 | Initial Washington Service Date | | Element is inactive. |
| | K08 | Exit Date | date | Conditional. An Exit Date must be entered if data Element K09 is not NULL. |
| | K09 | Exit Reason Code | char(1) | Conditional. If Element K08 is not NULL, then data must be entered. |
| | K10 | Referral Date | | Element is inactive. |
| | K11 | Initial Eligibility Date | | Element is inactive. |
| | K12 | Last IEP Review Date | | Element is inactive. |
| | K13 | Last Evaluation Date | | Element is inactive |
| Yes | K14 | Program Start Date | date | Yes |
| | K15 | Non-Public Agency | int | Conditional. Required if Element K06 is 11. |
| | K16 | PreK Positive Social-Emotional Skills - Entry | int | Conditional. Required if Element B13 is PK. |
| | K17 | PreK Acquisition and Use of Knowledge/Skills - Entry | int | Conditional. Required if Element B13 is PK. |
| | K18 | PreK Appropriate Behaviors and Skills - Entry | int | Conditional. Required if Element B13 is PK. |
| | K19 | PreK Positive Social-Emotional Skills - Exit | int | Conditional. Required if Element B13 is PK. |
| | K20 | PreK Positive Social-Emotional Skills - Progress | int | Conditional. Required if Element B13 is PK. |
| | K21 | PreK Acquisition and Use of Knowledge/Skills - Exit | int | Conditional. Required if Element B13 is PK. |
| | K22 | PreK Acquisition and Use of Knowledge/Skills - Progress | int | Conditional. Required if Element B13 is PK. |
| | K23 | PreK Appropriate Behaviors and Skills - Exit | int | Conditional. Required if Element B13 is PK. |
| | K24 | PreK Appropriate Behaviors and Skills - Progress | int | Conditional. Required if Element B13 is PK. |
| | K25 | Date of Annual IEP Meeting | date | Yes |

Student Ethnicity File (L)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|-----------|
| Yes | L01 | School Year | char(4) | Yes |
| Yes | L02 | Serving County District Code | char(5) | Yes |
| Yes | L03 | District Student ID | varchar(50) | Yes |
| Yes | L04 | SSID | char(10) | Yes |
| | L05 | Ethnicity Code | char(1) | Yes |
| | L06 | Ethnicity Collection Method | Char(1) | Yes |

Student Race File (M)

| Key | | Column Name | Data Type | Required? |
|-----|-----|-------------|-----------|-----------|
| Yes | M01 | School Year | char(4) | Yes |

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|-----------|
| Yes | M02 | Serving County District Code | char(5) | Yes |
| Yes | M03 | District Student ID | varchar(50) | Yes |
| Yes | M04 | SSID | char(10) | Yes |
| | M05 | Race Code | char(3) | Yes |
| | M06 | Race Collection Method | char(1) | Yes |

Student Absence File (N)

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

Student Growth File (Q)

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

| Key | | Column Name | Data Type | Required? |
|-----|-----|--|-----------|--|
| | Q16 | Intervention During Regular School Day | char(4) | Conditional. If Element Q09 is not NULL, then data is required. |
| | Q17 | At Grade Level | char(1) | Conditional. May only be NULL if Element Q09 contains a value of 22, 23, 24, 25 26, or 27 or if Element Q09 is NULL. |

Student Exclusionary Discipline File (R)

| Key | | Column Name | Data Type | Required? |
|-----|-----|---|--------------|---|
| Yes | R01 | School Year | char(4) | Yes |
| Yes | R02 | Serving County District Code | char(5) | Yes |
| | R03 | District Student ID | varchar(50) | Yes |
| Yes | R04 | SSID | char(10) | Yes |
| Yes | R05 | Location ID | varchar(4) | Yes |
| Yes | R06 | Incident ID | varchar(20) | Yes |
| Yes | R07 | Incident Date | date | Yes |
| | R08 | Behavior Code | int | Yes |
| | R09 | Other Behaviors | varchar(40) | No |
| | R10 | Weapon Type | varchar(2) | Conditional. If R08 valid value is 8, then data is required. |
| Yes | R11 | Exclusionary Action Applied | varchar(2) | Yes |
| Yes | R12 | Exclusionary Action Date | date | Yes |
| | R13 | Duration of Exclusionary Action Days | numeric(4,1) | Conditional. If R11 does not equal NA, then data is required. |
| | R14 | Total Amount of Exclusionary Time | numeric(4,1) | Conditional. If R11 does not equal NA, then data is required. |
| | R15 | Interim Alternative Education Setting | varchar(1) | Conditional. If R11 equals NA, R15 must be NULL. If R15 equals Y, student must be reported in File K. |
| | R16 | Academic Services | char(1) | Conditional. If R11 does not equal NA, then data is required. |
| | R17 | Behavior Services | char(1) | Conditional. If R11 does not equal NA, then data is required. |
| | R18 | Date Petition for Readmission Submitted | date | No. If R11 equals NA, R18 must be NULL |
| | R19 | Date Petition for Readmission Granted | date | No. If R11 equals NA, R19 must be NULL |
| | R20 | Petition for Extension of an Expulsion | char(1) | Conditional. If R11 valid value is EX, then data is required. |
| | R21 | Reengagement Plan | char(1) | Conditional. If R11 valid value is LS or EX, then R21 may not be NULL. |
| | R22 | Date Reengagement Meeting Held | date | Yes. |
| | R23 | Appeal Code | char(1) | Conditional. If R11 valid value is LS, EX, or EE then data is required. |

Students Restrained or Isolated File (S)

| Key | | Column Name | Data Type | Required? |
|-----|-----|-------------|-----------|------------------------|
| Yes | S01 | School Year | char(4) | Yes. Data is required. |

| Key | | Column Name | Data Type | Required? |
|-----|-----|--|--------------|------------------------|
| Yes | S02 | County District Code | char(5) | Yes. Data is required. |
| | S03 | District Student ID | varchar(50) | Yes. Data is required. |
| Yes | S04 | State Student ID (SSID) | char(10) | Yes. Data is required. |
| Yes | S05 | Location ID | varchar(4) | Yes. Data is required. |
| Yes | S06 | Action ID | varchar(20) | Yes. Data is required. |
| Yes | S07 | Action Date | date | Yes. Data is required. |
| | S08 | Action Duration | numeric(4,1) | Yes. Data is required. |
| Yes | S09 | Type of Restraint or Isolation | char | Yes. Data is required. |
| | S10 | Was the student injured during the action? | char(1) | Yes. Data is required. |
| | S11 | How many staff were injured during the action? | int | Yes. Data is required. |

Non-Traditional Student Credit Attempt File (T)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|--------------|--|
| Yes | T01 | School Year | char(4) | Yes. Data is required. |
| Yes | T02 | Serving County District Code | char(5) | Yes. Data is required. |
| Yes | T03 | District Student ID | varchar(50) | Yes. Data is required. |
| Yes | T04 | State Student ID (SSID) | char(10) | Yes. Data is required. |
| Yes | T05 | Location ID | varchar(4) | Yes. Data is required. |
| Yes | T06 | Attempt ID | varchar(20) | Yes. Data is required. |
| | T07 | Course ID | varchar(20) | Conditional. |
| | T08 | Attempt Title | varchar(50) | Yes. Data is required. |
| | T09 | Content Area Code | char(3) | Conditional. |
| | T10 | Course Designation Code | varchar(10) | Conditional. |
| | T11 | State Course Code | char(6) | Yes. Data is required. |
| | T12 | ALE Course Type | char(1) | Yes. Data is required. |
| | T13 | Approved Online Provider | int | Conditional. |
| | T14 | Approved Online Program | int | Conditional. |
| | T15 | Letter Grade | varchar(2) | Yes. Data is required. |
| | T16 | Credits Attempted | numeric(4,2) | Yes. Data is required. |
| | T17 | Credits Earned | numeric(4,2) | Yes. Data is required. |
| | T18 | Course Level | char(1) | Yes |
| | T19 | Sequence | int | Yes. Conditional. (Business rules requiring data suspended until 2023-24) |
| | T20 | Sequence Group | varchar(20) | Yes. Conditional. (Business rules requiring data suspended until 2023-24) |

Initial Evaluation and Eligibility Timelines File (U)

| Key | | Column Name | Data Type | Required? |
|-----|-----|------------------------------|-------------|-----------|
| Yes | U01 | School Year | Char(4) | Yes |
| Yes | U02 | Serving County District Code | Char(5) | Yes |
| | U03 | District Student ID | Varchar(50) | Yes |
| Yes | U04 | State Student ID (SSID) | Char(10) | Yes |
| Yes | U05 | Date of Initial Referral | Date | Yes |

| Key | | Column Name | Data Type | Required? |
|-----|-----|--|-----------|---|
| | U06 | Date District Received Consent | Date | Yes |
| | U07 | Date of Initial Evaluation/Eligibility Determination | Date | Yes |
| | U08 | Number of School Days to Complete Initial Evaluation/Eligibility | Int | Yes |
| | U09 | Reason for Late Initial Evaluation/Eligibility | Int | Conditional. Required when Element U08 is greater than 35. |
| | U10 | Outcome of Initial Evaluation/Eligibility | Int | Yes |
| | U11 | Date of Initial IEP Meeting | Date | Conditional. Required when U10 is 1. |
| | U12 | Reason for Late Transition from Part C | Int | Conditional. Required if U11 is greater than or equal to B09. |

Student Supports File (V)

| Key | | Column Name | Data Type | Required? |
|-----|-----|--------------------------------|--------------|-----------|
| Yes | V01 | School Year | Char(4) | Yes |
| Yes | V02 | Serving County District Code | Char(5) | Yes |
| | V03 | District Student ID | Varchar(50) | Yes |
| Yes | V04 | State Student ID (SSID) | Char(10) | Yes |
| Yes | V05 | Location ID | Varchar(50) | Yes |
| Yes | V06 | Support Code | int | Yes |
| | V07 | Identification Assessment | int | Yes |
| | V08 | Identification Assessment Date | date | Yes |
| | V09 | Support Determination | int | Yes |
| | V10 | Interventions Used | Varchar (40) | Yes |

DATA FILE AND ELEMENT DEFINITIONS

Location File (A)

| | |
|--------------------------|--|
| File Name: | Location |
| Description: | This file contains information about each district with an OSPI assigned County–District Code and each school within the district. Each of the district’s schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between all CEDARS files. Placeholder records that districts may use for programs or sub–sets of schools should not be reported in this file. |
| Sample File Name: | 12345_0000_Location_20210901_20212022.txt |

Element A01 – School Year

| | |
|------------------------|--|
| Field Name: | SchoolYear |
| Data Type: | char |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The four digit year in which the school year ends. |
| Business Rules: | For the 2021-22 school year, report 2022. |
| Example: | 2022 |
| Valid Values: | 2022 |
| Validations: | 62, 355, 736 |
| Last Updated: | February 2018 |

Element A02 – County District Code

| | |
|------------------------|--|
| Field Name: | CountyDistrictCode |
| Data Type: | char |
| Size: | 5 |
| Allow NULL? | No. Data is required. |
| Description: | The county district code for the district submitting the data. |
| Business Rules: | Must be a valid value from EDS. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI. |
| Example: | 12345 |
| Valid Values: | Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx . |
| Validations: | 63, 68, 221, 302, 303 |
| Last Updated: | January 2015 |

Element A03 – District Name

| | |
|--------------------|--------------|
| Field Name: | DistrictName |
| Data Type: | varchar |
| Size: | 250 |

| | |
|------------------------|--|
| Allow NULL? | Yes. This is an optional field. |
| Description: | The school district name assigned to the county district code. Data provided in this element is not stored in CEDARS. |
| Business Rules: | Report the name of the school district as reported to OSPI |
| Example: | ABC School District |
| Valid Values: | Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx . |
| Validations: | 668 |
| Last Updated: | February 2016 |

Element A04 – Location ID

| | |
|------------------------|---|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school as generated by the district's Student Information System (SIS). |
| Business Rules: | This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report the OSPI school code reported in <u>Element A05 – School Code</u> . |
| Example: | 1234 |
| Validations: | 65, 303, 570, 571, 735, 762 |
| Last Updated: | September 2007 |

Element A05 – School Code

| | |
|------------------------|---|
| Field Name: | SchoolCode |
| Data Type: | char |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | This is a four-digit code assigned to the school by OSPI. |
| Business Rules: | The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS). |
| Example: | 1234 |
| Valid Values: | Refer to EDS for valid values: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx |
| Validations: | 66, 222, 302, 409, 570, 571, 735, 745, 747, 762, 1088 |
| Last Updated: | January 2013 |

Element A06 – School Name

| | |
|------------------------|---|
| Field Name: | SchoolName |
| Data Type: | varchar |
| Size: | 250 |
| Allow NULL? | Yes. This is an optional field. |
| Description: | The name of the school. |
| Business Rules: | Include the school name as maintained by the district. Data provided in this element is not stored in CEDARS. |
| Example: | ABC Elementary School |
| Validations: | 669 |

Last Updated: February 2016

Element A07 – Initial School Start Date

Field Name: InitialSchoolStartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date on which instruction for this school year first begins for students.

Business Rules: This date must be the first instructional date of the regular school year (not including summer school) that classes are offered for students at this school. Year of this date must be one year earlier than the year reported in [Element A01](#) - School Year. If multiple location IDs that belong to the same school contain different dates for Initial School Start Date, then OSPI will use the earliest date for reporting purposes.

Example: 08/01/2017

Validations: 576, 605, 736, 737

Last Updated: February 2017

Element A08 – Last School End Date

Field Name: LastSchoolEndDate

Data Type: date

Allow NULL? No. Data is required.

Description: The final instructional date on which classes for students are scheduled to end.

Business Rules: This date must be the final instructional date of the regular school year (not including summer school) that classes are scheduled to be offered for students at this school. Date must be after the date reported in [Element A07](#) – Initial School Start Date but not by more than 365 days. If multiple location IDs that belong to the same school contain different dates for Last School End Date, then OSPI will use the latest date for reporting purposes.

Example: 07/31/2018

Validations: 577, 606, 737

Last Updated: February 2017

District Student File (B)

File Name: DistrictStudent

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

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

Sample File Name: 12345_0000_DistrictStudent_20210901_20212022.txt

Element B01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four digit year in which the current school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 31, 343, 354, 405

Last Updated: February 2018

Element B02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 32, 191, 346

Last Updated: January 2015

Element B03 – Home County District Code

| | |
|------------------------|--|
| Field Name: | ResidentCountyDistrictCode |
| Data Type: | char |
| Size: | 5 |
| Allow NULL? | No. Data is required. |
| Description: | The county district code where the student physically resides. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code. Students enrolled in a district due to residence in a non–high district, or through school choice, must have the county district code in which they reside reported in this element. |
| Business Rules: | Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district where the student physically resides as assigned by OSPI in EDS. |
| Example: | 02345 |
| Valid Values: | Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx . |
| Validations: | 33, 192 |
| Last Updated: | January 2015 |

Element B04 – District Student ID

| | |
|------------------------|--|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 34, 193, 364, 366 |
| Last Updated: | September 2007 |

Element B05 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. |

Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890
Validations: 35, 194, 195, 342, 364, 366
Last Updated: January 2015

Element B06 – Legal Last Name

Field Name: LastName
Data Type: varchar
Size: 60
Allow NULL? No. Data is required.
Description: The legal last name of the student.
Business Rules: Every effort should be made to obtain the student's legal last name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F-1 Visa, Birth Certificate or previously verified school records.

Example: Smith
Validations: 36
Last Updated: February 2016

Element B07 – Legal First Name

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

Example: John
Validations: 37
Last Updated: February 2016

Element B08 – Legal Middle Name(s)

Field Name: MiddleName
Data Type: varchar
Size: 60
Allow NULL? Yes. Conditional.
Description: The legal middle name(s) of the student.
Business Rules: May be left blank only when student has no middle name. Every effort should be made to obtain the student's legal middle name. When this is not possible, the name provided by the parent should be submitted in this data element.

Possible proof of name documents include Social Security Card, Passport, F-1 Visa, Birth Certificate or previously verified school records.

Example: Ray
Validations: 38
Last Updated: February 2016

Element B09 – Birth Date

Field Name: BirthDate
Data Type: date
Allow NULL? No. Data is required.
Description: The student's birthday.
Business Rules: Students who have obtained age 21 on or before August 31 of the reporting school year are not eligible to be served for the current school year. WAC 392–121–31 defines school year as "the annual period commencing on the first day of September". Students who obtain age 21 on or after September 1 of the reporting school year are eligible to be served.
Student birth date must be before the date of submission and on, or before, August 31st of the following school year.
Date should be formatted as MM/DD/YYYY
Example: 01/02/2003
Validations: 39, 176, 196, 197, 198, 204, 218, 288, 486, 488, 490, 491, 494, 544
Last Updated: February 2019

Element B10 – Birth Country

Field Name: BirthCountry
Data Type: char
Size: 3
Allow NULL? No. Data is required.
Description: The country where the student was born. This element is intended to collect the physical location of the student's birth, it is not intended to collect information related to citizenship.
Business Rules: Birth Country must be reported for all students.
Must be a valid national origin country code.
Example: Student born on military base in Germany would be reported with Birth Country of DEU.
Valid Values: Refer to the valid values table in Appendix C, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 61, 487, 738
Last Updated: January 2014

Element B11 – No Longer An Active Data Element

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

Element B12 – Gender

| | |
|------------------------|---|
| Field Name: | Gender |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | No. Data is required. |
| Description: | The student's gender. |
| Business Rules: | All students must have a gender assigned. Valid value X is added based on <u>WAC 246-490-075</u> as issued by Washington State Department of Health. CEDARS does not require the presentation of birth certificate as part of the collection or reporting of gender information. For any student record submitted to CEDARS for which a student does not identify as male or female, that submission record may report X - gender not exclusively male or female. |
| Example: | M |
| Valid Values: | F – Female M – Male X – Gender not exclusively Male or Female |
| Validations: | 41, 201 |
| Last Updated: | September 2018 |

Element B13 – Grade Level

| | |
|------------------------|---|
| Field Name: | GradeLevel |
| Data Type: | varchar |
| Size: | 2 |
| Allow NULL? | No. Data is required. |
| Description: | The grade level in which the student is enrolled. |
| Business Rules: | All students must have a grade level assigned based on district policy and consistent with the Grade Level Codes defined in Appendix E. |
| Example: | 1 or 01 |
| Valid Values: | Refer to the valid values table in Appendix E, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices. |
| Validations: | 43, 202, 404, 405, 984, 989, 1004, 1005, 1007, 1008, 1010, 1011, 1013, 1014, 1016, 1017, 1019, 1020, 1121, 1022, 1023, 1025, 1026, 1028, 1029 |
| Last Updated: | September 2007 |

Element B14 – Date Enrolled in District

| | |
|------------------------|--|
| Field Name: | DistrictEnrollmentDate |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The date on which the student began school in the district. |
| Business Rules: | Date should be formatted as MM/DD/YYYY. This date must be the same as, or earlier than, the date contained in <u>Element C06</u> – Date Student Enrolled in School. You may use the date in <u>Element C06</u> – Date Student Enrolled in School, which is the date enrolled for the current school year, if the district's Student |

Information System is not able to track historical data because it re-enrolls students each year. If, during the current school year, the student exits the district and then returns, the date the student returned to the district and resumed participation in class becomes the district enrollment date. The district enrollment date shall be reported in the current school year in which the enrollment occurred.

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

If a student has multiple records the Date Enrolled in District may not overlap with another record for the student.

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

The enrollment date must be on or after Element B09 – Birth Date, and can be no more than six months greater than the date in which the file is being submitted. ~~Continuously enrolled status for the district will be calculated for AYP purposes based on this element~~ The Annual Measurable Objectives (AMOs) half year enrollment requirement is calculated using Element B14 and Element B15 – Date Exited from District.

Example: 01/01/2000

Validations: 44, 203, 204, 226, 345, 433, 476, 763, 770, 800

Last Updated: October 2021

Element B15 – Date Exited from District

Field Name: DistrictExitDate

Data Type: date

Allow NULL? Yes. Conditional.

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

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

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

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

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

~~Continuously enrolled status for the district will be calculated for AYP purposes based on this element~~ The Annual Measurable Objectives (AMOs) half year enrollment requirement is calculated using Element B15 and Element B14 – Date Enrolled District.

Example: 01/01/2000

Validations: 45, 226, 345, 433, 476, 763, 770, 800
Last Updated: October 2021

Element B16 – Disability Code

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

Element B17 – Student Primary Language Code

Field Name: PrimaryLanguageCode
Data Type: int
Allow NULL? No. Data is required.
Description: The first learned language spoken by the student.
Business Rules: This language will always be the student's native or first language spoken. Must be a valid value from the Language Codes listed in Appendix K. Students receiving State Transitional Bilingual Instruction Program (STBIP) services, reported in English Learners File (J), must have a valid value other than 639 (English) reported in either Element B17 or Element B18 – Student Language Spoken at Home. Native American student's receiving, under Title III, English Language Development Services, reported in English Learners File (J), must have a valid value of either 639 (English) or 640 (American Sign Language). Upon exiting the State Transitional Bilingual Instruction Program, this element should remain the student's native or first language spoken.
Example: 015
Valid Values: Refer to valid values table in Appendix K, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 47, 208, 602, 661
Last Updated: February 2017

Element B18 – Student Language Spoken at Home

Field Name: LanguageSpokenAtHome
Data Type: int
Allow NULL? No. Data is required.
Description: The primary language the student speaks at home.
Business Rules: Must be a valid value from the Language Codes listed in Appendix K. If a student speaks multiple languages, indicate the language the student uses to communicate at home. Students receiving State Transitional Bilingual Instruction Program (STBIP) services, reported in English Learners File (J), must have a valid value other than 639 (English) reported in either Element B18 or Element B17 – Student Primary Language Code. This data element became mandatory beginning with the 2012–13 school year.
Example: 15

Valid Values: Refer to valid values table in Appendix K found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 48, 210, 479, 615, 661
Last Updated: February 2017

Element B19 – No Longer An Active Data Element

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

Element B20 – Residential Zip Code + 4

Field Name: ZipCode
Data Type: varchar
Size: 9
Allow NULL? Yes. This is an optional field.
Description: The zip code of the student's residential address.
Business Rules: This should be the five digit postal code, and the four digit extension (no hyphen), if available. Valid value must be five or nine numeric digits
Example: 985040001 or 98504
Validations: 50
Last Updated: January 2007

Element B21 – Is Student Homeless?

Field Name: IsHomeless
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether or not the student was homeless at any time during the current school year as defined in McKinney–Vento Act, Section 725(2).
Business Rules: Section 725 of the McKinney–Vento Act defines the terms used within the valid values. If the students housing situation changes during the year, the valid value should not be updated. If the student finds permanent housing during the year, the initial reported homeless situation/status should be reported for the remainder of the school year, i.e., do not update to a Valid Value of N until the next school year.
Example: A
Valid Values: N – Student has not been identified as homeless during this school year.
A – Shelters: Defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. Examples include (but are not limited to) children and youth who are living in homeless shelters, domestic violence shelters or transitional housing.
B – Doubled–Up: Defined as children and youth (including runaway and unaccompanied youth) who are “sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason” [725(2)(B)]. This classification particularly requires a case–by–case determination, keeping in mind the determining factor is whether the accommodation is a “fixed,

regular and adequate nighttime residence". (The term "similar" is not defined in law, but is generally understood to include (but not be limited to) such circumstances as family turmoil, domestic violence, incarceration, hospitalization, drug/alcohol treatment, etc.)

C – Unsheltered: Examples include (but are not limited to) children and youth who live in abandoned buildings, campgrounds, vehicles, trailer parks, FEMA shelters, bus/train stations, abandoned in the hospital, living in substandard or inadequate housing, or on the "streets".

D – Hotels/Motels: Children and youth residing in hotels/motels due to lack of alternative housing.

Validations: 51, 211

Last Updated: February 2017

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

Field Name: IsApprovedPrivateSchoolStudentAttendingPartTime

Data Type: char

Size: 1

Allow NULL? No. Data is required.

Description: Indicates whether or not the student is enrolled in an approved private school and is attending class(es) part time. Per WAC 392-121-182, private-school students attending class part time in Alternative Learning Experience (ALE) funded courses must be reported according to their claimed FTE. Per WAC 392-121-182 'any student whose alternative learning experience enrollment is claimed as greater than 0.8 full-time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to existing state and federal accountability rules and procedures'.

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

Example: 3

Valid Values: 0 – No

1 – Yes, student is/was a private-school student participating in public school courses and has not claimed any ALE funding in any month through the January count date.

2 – Yes, student is/was a private-school student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE.

3 – Yes, student is/was a private-school student participating in public school courses and in at least one month through the January count date the students ALE Enrollment was claimed as greater than 0.8 FTE.

Validations: 52, 212

Last Updated: February 2013

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

Field Name: IsHomeBasedStudentAttendingPartTime

| | |
|------------------------|--|
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | No. Data is required. |
| Description: | Indicates whether or not the student is a home-schooled student attending class(es) part time. Per WAC 392-121-182, home-schooled students attending class part time in Alternative Learning Experience (ALE) funded courses must be reported according to their claimed FTE. Per WAC 392-121-182 'any student whose alternative learning experience enrollment is claimed as greater than 0.8 full-time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to existing state and federal accountability rules and procedures'. |
| Business Rules: | A student is defined as Home-Schooled Attending Class Part Time when they are participating in home-based instruction and also are enrolled in a public school for the purpose of taking any course or courses. |
| Example: | 2 |
| Valid Values: | 0 – No 1 – Yes, student is/was a home-schooled student participating in public school courses and has not claimed any ALE funding in any month through the January count date. 2 – Yes, student is/was a home-schooled student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE. 3 – Yes, student is/was a home-schooled student participating in public school courses and in at least one month through the January count date the students ALE Enrollment was claimed as greater than 0.8 FTE. |
| Validations: | 53, 213 |
| Last Updated: | February 2013 |

Element B24 – Student Exchange Status

| | |
|------------------------|--|
| Field Name: | IsF1VisaForeignExchangeStudent |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | No. Data is required. |
| Description: | Indicates whether a student is enrolled in your school as a J-1 Foreign Exchange student or is enrolled with an F-1 Visa. |
| Business Rules: | J-1 VISA students are in a program that 'exchanges' a student from our country with a student from another country. As a result, foreign exchange students are |

regarded as 'regular' students in the district and generate apportionment for the district like any other resident student.

Students on F-1 Visas do not generate apportionment because someone is paying tuition to the district to enable their enrollment.

Example: N
Valid Values: N – No
J – J-1 VISA Foreign Exchange Student
F – F-1 VISA Student
Validations: 54, 621
Last Updated: January 2014

Element B25 – No Longer An Active Data Element

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

Element B26 – Graduation Requirements Year

Field Name: GradRequirementsYear
Data Type: char
Size: 4
Allow NULL? Yes. Conditional.
Description: The year for which the student is held accountable for meeting the requirements of graduation.

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

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

- Students must meet the minimum graduation requirements in place for their assigned graduation requirements year. Students entering 9th grade in the 2012–13 school year are assigned a graduation requirements year of 2016 (four years).
- The requirements for the graduation requirements year stay with the students throughout their high school experience regardless of the length of time it takes to graduate.
- If special education, transitional bilingual, or migrant students have an adjusted **expected graduation year**, they must meet the requirements of their unadjusted **graduation requirements year** (9th grade entry plus 4 years).

- Students who take more time or less time to graduate still must meet the graduation requirements for their assigned graduation requirements year, not the year of actual graduation.

Validations: 56, 217, 404, 405, 406

Last Updated: February 2011

Element B27 – Expected Year of Graduation

Field Name: ExpectedGradYear

Data Type: char

Size: 4

Allow NULL? Yes. Conditional.

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

Business Rules: Data is required if the student is in grades 9–12.

Students shall be assigned an expected graduation year that is four school years greater than the year they begin 9th grade, or for transfer students (out-of-district or out-of-state), based on a transcript evaluation.

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

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

Example: 2015

Validations: 57, 218, 219, 378

Last Updated: February 2011

Element B28 – Cumulative Grade Point Average

Field Name: GPA

Data Type: numeric

Size: 4,3 (Five characters including the decimal point)

Allow NULL? Yes. Conditional

Description: This is the student's cumulative grade point average (GPA) as reported on the state standardized transcript.

Business Rules: This data element is reported for students in grades 9–12.

Data is required if the student has earned a GPA.

Report using a numerical range from 0.000 to 4.000

If a student has a zero grade point average because of failure in all classes, the GPA would be reported as 0.000.

The GPA must be a "positive" number.

Pass/Fail courses (passed or failed) do not generate a GPA. If only Pass/Fail courses are taken, the data element should be left blank since no numerical GPA has been earned.

Incoming freshmen might not have GPAs until the end of the first semester/grading period. If GPA is not assigned, the GPA may be left blank. For GPAs stored in other formats, make the appropriate transformation (WAC 180–57–050, WAC 180–57–055).

Example: 3.256
Valid Values: 0.000 to 4.000
Validations: 58, 220
Last Updated: April 2010

Element B29 – Credits Attempted

Field Name: CreditsAttempted
Data Type: numeric
Size: 6,2 (Seven characters including the decimal point)
Allow NULL? Yes. Conditional.
Description: The total cumulative number of credits the student has attempted for courses earning high school credit.
Business Rules: This data element is reported for all credits attempted by the student for courses earning high school credit.
The Credits Attempted reported within Element B29 must be equal to or greater than the Credits Earned reported within Element B30 – Credits Earned.
Example: 1234.56
Valid Values: 0.00 to 9999.99
Validations: 59, 374, 377
Last Updated: February 2011

Element B30 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 6,2 (Seven characters including the decimal point)
Allow NULL? Yes. Conditional.
Description: The total cumulative number of credits the student has earned for high school credit courses.
Business Rules: This data element is reported for all credits earned by the student for courses earning high school credit.
If a student has zero credits earned because of failure in all classes, the credits earned would be reported as 0.00.
Incoming freshmen may have high school credits for courses taken in an earlier grade level.
The Credits Earned reported within Element B30 must be less than or equal to the Credits Attempted reported within Element B29 – Credits Attempted.

Example: 1234.56
Valid Values: 0.00 to 9999.99
Validations: 60, 374, 377
Last Updated: February 2011

Element B31 – Is Student Identified as Immigrant?

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

Element B32 – Initial USA School Enrollment

Field Name: InitialUSAPlacementDate
Data Type: date
Allow NULL? Yes. Conditional.
Description: The date the student first enrolled in education anywhere in the United States in grade K or higher, excluding education in Department of Defense or Embassy schools.
Business Rules: If [Element B10](#) – Birth Country is other than USA, information is required. Date should be formatted as MM/DD/YYYY.
Example: 09/25/2001
Validations: 396, 494, 738
Last Updated: February 2016

Element B33 – Not An Active Data Element

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

Element B34 – Number of Months Non US Attendance in School

Field Name: NumMonthsNonUSFormalEducation
Data Type: int
Allow NULL? Yes.
Description: Number of months the student received formal education outside the US in his/her native language (equivalent to grades K–12) prior to enrolling in this district.
Business Rules: Report the number of months. This number should reflect the school months in a year and exclude summer months.
Example: 24
Validations: 525
Last Updated: October 2014

Element B35 – Military Parent or Guardian

Field Name: MilitaryFamilyIndicator
Data Type: Char
Size: 1
Allow NULL? No. Data is required

Description: Indicates whether or not the students parent or guardian is currently in the military as required by RCW 28A.300.505(2)(b) and further defined in Substitute Senate Bill 5163.

Business Rules: If the student's family military status changes during the school year, the valid value first reported should only be updated if the student/family reports a parent or guardian has entered military service or if it becomes apparent a reporting error has occurred; in which case, the valid value should be corrected as appropriate.

Example: A

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

Validations: 671, 694

Last Updated: June 2016

Element B36 – Preferred Last Name

Field Name: PreferredLastName

Data Type: varchar

Size: 60

Allow NULL? No. Data is Required.

| | |
|------------------------|--|
| Description: | The preferred last name of the student. If the student's preferred last name is their legal last name, Element B36 and <u>Element B06</u> – Legal Last Name should contain the same last name. |
| Business Rules: | Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred last name. |
| Example: | Smith |
| Validations: | 739 |
| Last Updated: | February 2017 |

Element B37 – Preferred First Name

| | |
|------------------------|--|
| Field Name: | PreferredFirstName |
| Data Type: | varchar |
| Size: | 60 |
| Allow NULL? | Yes. Conditional. |
| Description: | May be left blank only when student has no first name. The preferred first name of the student. If the student's preferred first name is their legal first name, Element B37 and <u>Element B07</u> – Legal First Name should contain the same first name. |
| Business Rules: | Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred first name. |
| Example: | John |
| Validations: | 740 |
| Last Updated: | September 2017 |

Element B38 – Preferred Middle Name(s)

| | |
|------------------------|---|
| Field Name: | PreferredMiddleName |
| Data Type: | varchar |
| Size: | 60 |
| Allow NULL? | Yes. Conditional. |
| Description: | The preferred middle name(s) of the student. Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred middle name. |
| Business Rules: | May be left blank only when student has no middle name. If the student's preferred middle name is their legal middle name, Element B38 and Element B08 – Legal Middle Name(s) should contain the same middle name. |
| Example: | Ray |
| Validations: | 868 |
| Last Updated: | February 2018 |

Element B39 – ASVAB (Armed Services Vocational Aptitude Battery) Test Status

| | |
|--------------------|-----------------|
| Field Name: | ASVABTestStatus |
| Data Type: | Int |
| Size: | 1 |

| | |
|------------------------|--|
| Allow NULL? | Yes. Conditional. |
| Description: | Indicates if the Armed Services Vocational Aptitude Battery (ASVAB) test is available for the student. If the student has taken the test, it also indicates if they are or are not eligible based on the minimum score identified by the State Board of Education - www.sbe.wa.gov/our-work/graduation-pathway-options . |
| Business Rules: | Data is required if the student is in Element B13 - Grade Level 10-12. Report status whether the student took the computerized (CAT-ASVAB) or the paper and pencil (P&P-ASVAB). Report status regardless of testing location or testing purpose. The enlistment version of the ASVAB is taken at a Military Entrance Processing Station (MEPS) and is used for recruiting purposes. The student testing program, also known as the Career Exploration Program (CEP), is used for career exploration and is given in high schools, community colleges, job corps centers, and correctional facilities. Report ASVAB test status at any time that they come available starting with Element B13 - Grade Level 10 until the student is no longer enrolled in K12. |
| Example: | 0 |
| Valid Values: | 0 – No ASVAB test score available for student 1 – Score available and student not eligible to meet graduation pathway requirement 2 – Score available and student eligible to meet graduation pathway requirement |
| Validations: | 983, 984, 986 , 988 , 1032 |
| Last Updated: | March 2020 |

Element B40 – ASVAB (Armed Services Vocational Aptitude Battery) Test Score

| | |
|------------------------|---|
| Field Name: | ASVABTestScore |
| Data Type: | Int |
| Allow NULL? | Yes. Conditional. |
| Description: | The ASVAB test score the student received |
| Business Rules: | Required beginning the 2021-2022 school year , if Element B39 - ASVAB (Armed Services Vocational Aptitude Battery) Test Status is 1 – Score available and student not eligible to meet graduation pathway requirement or 2 - Score available and student eligible to meet graduation pathway requirement. In instances where a student takes the ASVAB more than once, report the highest available score. The score is for the test reported in Element B39 . |
| Example: | 50 |
| Valid Values: | 0 - 100 |
| Validations: | 985, 986 |
| Last Updated: | October 2020 |

Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration School Year

| | |
|--------------------|-------------------|
| Field Name: | ASVABTestYear |
| Data Type: | Char |
| Allow NULL? | Yes. Conditional. |

| | |
|------------------------|--|
| Description: | The school year that the student took the ASVAB. This information will be used to determine the required eligibility score, which is set by September 1st of each school year. |
| Business Rules: | The four digit calendar year in which the school year ended. Required beginning the 2021-2022 school year if <u>Element B39</u> - ASVAB (Armed Services Vocational Aptitude Battery) Test Status is <i>1 – Score available and student not eligible to meet graduation pathway requirement</i> or <i>2 - Score available and student eligible to meet graduation pathway requirement</i> . The year reported is for the test reported in <u>Element B39</u> . |
| Example: | 2020 |
| Validations: | 987, 988 |
| Last Updated: | October 2020 |

Element B42– Credit Waiver

| | |
|------------------------|---|
| Field Name: | CreditWaiver |
| Data Type: | int |
| Allow NULL? | Yes. Conditional. |
| Description: | Districts can waive up to two credits for students based on “student circumstances.” The 17 core or mandatory credits of the 24 credit diploma <u>may not be waived</u> . The 17 core credits are described in detail in <u>WAC 180-51-068</u> . School boards must adopt or amend local policy directing the implementation of this waiver, and follow that policy and procedure. Districts are not required to apply for approval or submit additional documentation to OSPI for the two credit waiver. |
| | This element indicates whether or not a student has been authorized, under district policy, to waive up to 2 credits due to the student's individual circumstances. This element only indicates eligibility and not use of the credit waiver as outlined in <u>HB 1599</u> . |
| Business Rules: | Data is required for students in grade levels 9 through 12. |
| Example: | 1 |
| Valid Values: | 0 – Student not authorized by district under district policy to waive up to 2 credits 1 – Student authorized by district under district policy to waive up to 2 credits |
| Validations: | 989, 990, 1033, 1110 |
| Last Updated: | October 2020 |

School Student File (C)

File Name: SchoolStudent

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

Sample File Name: 12345_0000_SchoolStudent_20210901_20212022.txt

Element C01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 69, 356

Last Updated: February 2018

Element C02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 70, 82, 223, 304

Last Updated: January 2015

Element C03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow NULL? No. Data is required.

| | |
|------------------------|--|
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 71, 224, 304, 325 |
| Last Updated: | September 2007 |

Element C04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 72, 570, 571, 735, 1088 |
| Last Updated: | January 2015 |

Element C05 – Location ID

| | |
|------------------------|--|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school as generated by the district's Student Information System (SIS). |
| Business Rules: | This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report OSPI school code reported in <u>Element A05 – School Code</u> . The ID reported in Element C05 must be included in the <u>Location File A</u> . |
| Example: | 1234 |
| Validations: | 73, 225, 304, 326, 570, 571, 735, 1088 |
| Last Updated: | September 2007 |

Element C06 – Date Student Enrolled in School

| | |
|--------------------|----------------------|
| Field Name: | SchoolEnrollmentDate |
|--------------------|----------------------|

| | |
|------------------------|--|
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The date on which the student began school. |
| Business Rules: | <p>Date should be formatted as MM/DD/YYYY. This date must be equal to or greater than the date contained in <u>Element B14</u> – Date Enrolled in District.</p> <p>If during this current school year, the student exits the school and then returns, the date the student returned to the school and resumed participation in class becomes the school enrollment date. The school enrollment date shall be reported in the current school year in which the enrollment occurred.</p> <p>If the student exits and returns one or more times within a current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student).</p> <p>If a student has multiple records the Date Student Enrolled in School may not overlap with another record for the student.</p> <p>If the student enrolls during the summer when school is not in session, use the date the student will begin classes (the first day of the current school year) as the school enrollment date.</p> <p>The enrollment date must be on or after <u>Element B09</u> – Birth Date.</p> <p>Continuously enrolled status for the school will be calculated for AYP purposes based on this element The Annual Measurable Objectives (AMOs) half year enrollment requirement is calculated using <u>Element C06</u> and <u>Element C08</u> – Date Student Exited from School.</p> |
| Example: | 01/01/2000 |
| Validations: | 74, 226, 227, 232, 304, 434, 477, 771, 801 |
| Last Updated: | October 2021 |

Element C07 – No Longer An Active Data Element

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

Element C08 – Date Student Exited from School

| | |
|------------------------|--|
| Field Name: | SchoolExitDate |
| Data Type: | date |
| Allow NULL? | Yes. Conditional. |
| Description: | The date on which the student withdraws from the school. The last day the student attended or received services from the school. This date will change each time a student leaves the school. |
| Business Rules: | <p>Date should be formatted as MM/DD/YYYY. This date must be equal to or greater than the date in <u>Element C06</u> – Date Student Enrolled in School.</p> <p>If the student exits during the summer, use the actual date on which the student left the school.</p> <p>If the student enters and exits the school on the same date, the same date is used in <u>Element C06</u> – School Enrollment Date and C08 – School Exit Date. If C08 – School Exit Date is reported for student, information must be provided for <u>Element C09</u> – School Withdrawal Code.</p> |

If the student is also leaving the district Element B15 – Date Exited from District must also be provided.

~~Continuously enrolled status for the school will be calculated for AYP purposes based on this element~~ The Annual Measurable Objectives (AMOs) half year enrollment requirement is calculated using Element C08 and Element C06 – Date Student Enrolled in School.

Example: 01/01/2000
Validations: 76, 227, 228, 232, 304, 369, 434, 477, 763, 771, 801
Last Updated: October 2021

Element C09 – School Withdrawal Code

Field Name: SchoolWithdrawalCode
Data Type: varchar
Size: 2
Allow NULL? Yes. Conditional.
Description When a student is withdrawn from the school, this element contains the code identifying the type/reason for the withdrawal.
Business Rules If the student has withdrawn from the school, the valid value reported must be a valid value from School Withdrawal Codes, Appendix M. Use the numeric character 0 for zero, not the letter O.
If the value in Element C09 is C2, the student must be identified in Element I06 – Attribute or Program Code with a valid value of 36 - Disability, have a disability code reported in Element I10 – Qualification Code and the student must be included in the Student Special Education Programs File K.
If a valid value is reported in Element C09, then Element C08 – Date Exited from School, is required. If valid value reported is any valid value other than T1 – Confirmed Transfer out of school within district, then Element B15 – Date Exited from District, is also required and must contain the same date as that reported in Element C08.
Example: G0
Valid Values: Refer to the valid values in Appendix M, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 77, 228, 230, 369, 607, 609
Last Updated: January 2014

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

Field Name: IsPrimarySchool
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether or not this is the school with primary responsibility for the student.
Business Rules: Each student must have only one school of primary responsibility designated at any point in time during the academic school year. For students who attend only one school in the state of Washington, that one school is the school primarily responsible for the student.

For students who move from one school to another school in the same reporting period, it is possible that two or more records will be submitted indicating more than one school as the primary school for a given student. In this case, entry and exit dates should not overlap for each of the schools flagged as being a school of primary responsibility. The school entry and exit dates (Element C06 and Element C08) for each of the schools will be used to determine that the records are not in error.

There are cases where a student attends more than one school in the state of Washington simultaneously, and following are some guidelines to assist you in determining which school to flag as the school primarily responsible for the student.

- If a student receives services in another district (part time or full time) by way of an inter-district agreement, the inter-district agreement must specify who is to claim primary responsibility.
- If a student attends two schools within the same district, the district determines which school shall report primary responsibility for the student's education. This can be done by choosing the school that is geographically located closest to the student's residence, or by another method that the district deems acceptable.
- If a student attends a skill center, the student's sending high school is reported as the student's school of primary responsibility. Note: a student cannot attend only a skill center; they must be assigned to a high school.
- If a student is enrolled in an online school, defined as a school in which more than half of both the course content and teaching are conducted online, this data element is coded 'Y' only when the online school is, in fact, the student's school of primary responsibility.
- If a student participates in Running Start full time, the school s/he is enrolled in, and would attend if not participating in Running Start, is the school of primary responsibility.

Example: Y
Valid Values: N – No
 Y – Yes
Validations: 78, 232, 365
Last Updated: September 2010

Element C11 – School Choice Code

Field Name: SchoolChoiceCode
Data Type: int
Allow NULL? No. Data is required.

Description: Indicates whether or not the student is attending a school as a result of the school choice option as defined under federal accountability, either because their prior school did not meet accountability or is deemed "persistently dangerous".

Any child who has been the victim of a violent crime on the grounds of his or her school is also eligible for school choice (Title IX, section 9532 of ESEA).

Note: Students enrolled based on an inter-district agreement should not be reported as "school choice."

Business Rules:

If the student is enrolled under school choice due to Public School Choice or Persistently Dangerous Schools an appropriate valid value of 1 or 2 must be reported. If the student has enrolled in your district, after being released from their original district, under Student Enrollment Options a valid value of 3 – Student Enrollment Options (State Law) must be reported.

Example:

1 or 01

Valid Values:

0 – Not Applicable

1 – School Choice (Federal requirement). Parents have selected this school because the student's school has failed to meet accountability requirements as defined under federal accountability.

2 – Persistently Dangerous Schools (Federal requirement).

Parents have selected this school because the student's school of geographic residence has been identified as "Persistently Dangerous" as defined under federal accountability.

3 – Student Enrollment Options (State Law)

Parents have selected this district and school because the student/parents choose to have the student attend school in another district based on the provisions of RCW 28A.225.310.

Validations:

79, 233

Last Updated:

February 2018

Element C12 – Cumulative Days Present this Enrollment Period

Field Name:

CumulativeDaysPresent

Data Type:

int

Allow NULL?

No. Data is required.

Description:

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

Business Rules:

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

Example:

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

The student enrolled on October 1st and continued enrollment through the end of the school year. The first submission including the student was done October 7th, representing 5 school days, and the student was absent 1 day during this time period. This element should then reflect 4 school days (5 school days – 1

absent). A later submission, e.g., November 27th, would show a larger number of school days.

Validations: 234, 526
Last Updated: January 2013

Element C13 – No Longer An Active Data Element

Field Name: NumUnexcusedAbsence
Description: This data element is no longer collected through CEDARS
Last Updated: February 2012

Element C14 – Confirmed Transfer In

Field Name: ConfirmedTransferIn
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: Identifies where the student transferred in from when entering a school.
Business Rules: If, prior to this enrollment, the student last attended school outside of Washington state a valid value of 1 – Transfer in from outside of Washington state should be reported.
If, prior to this enrollment, the student last attended private-school within Washington State, a valid value of 2 – Transfer in from private-school in Washington state should be reported.
If, prior to this enrollment, the student last attended home-school within Washington State, a valid value of 3 – Transfer in from home-school in Washington state should be reported.
For all other situations, this element should be left blank.
Outside of Washington State includes but is not limited to enrollment in any school in another US State, outside of the United States, and on a military installation outside of Washington State.
Example: 1
Valid Values: 1 – Transfer in from outside of Washington state
2 – Transfer in from private-school in Washington state
3 – Transfer in from home-school in Washington state
Validations: 782, 783
Last Updated: February 2018

Course Catalog File (D)

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

Sample File Name: 12345_0000_CourseCatalog_20210901_20212022.txt

Element D01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: For the 2021-22 school year, report 2022.
Example: 2022
Valid Values: 2022
Validations: 19, 353
Last Updated: February 2018

Element D02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Validations: 20, 30, 180, 301
Last Updated: January 2015

Element D03 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school where the course is offered as generated by the district's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required.

If you do not have an ID assigned to this field, report the OSPI school code reported in Element A05 – School Code.

The ID reported in Element D03 must be included in the Location File A.

Example: 1234

Validations: 21, 181, 301, 324, 870, 1088

Last Updated: August 2008

Element D04 – Course ID

Field Name: CourseId

Data Type: varchar

Size: 20

Allow NULL? No. Data is required.

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

Business Rules: Include the Course ID for all courses offered for the current school year for grades PK–12.

Example: Hist101A16

Validations: 22, 301, 745, 747, 870

Last Updated: July 2011

Element D05 – Course Title

Field Name: CourseTitle

Data Type: varchar

Size: 50

Allow NULL? No. Data is required

Description: Course title given to the course in this school and district.

Business Rules: Include the Course Title for grades PK–12. If Element D07 – Course Designation Code contains a valid value of A – Advanced Placement, the Course Title must include the official AP course title or abbreviation. If Element D07 contains a valid value of I – International Baccalaureate the Course Title must include the official IB course title or abbreviation. If districts provide course titles specific to their district, both AP and/or IB Course titles may be provided in brackets before or after the district course title. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at <https://ibo.org/en/programmes/find-an-ib-school/>.

Example: AP Western Civilization [AP European History]

Validations: 23

Last Updated: June 2013

Element D06 – Content Area Code

Field Name: ContentAreaCode

Data Type: varchar

Size: 3

| | |
|------------------------|--|
| Allow NULL? | Yes. Conditional |
| Description: | Indicates that the class is a block class (123) with more than one core content area associated or that it is a non-instructional (ZZZ) class with no teacher providing instruction. |
| Business Rules: | If a valid value is submitted, it must be a valid Content Area Code of 123 or ZZZ. |
| Example: | 123 |
| Valid Values: | 123 – More than one core content area (block class) ZZZ – Non-instructional time NULL |
| Validations: | 24, 604, 659 |
| Last Updated: | February 2016 |

Element D07 – Course Designation Code

| | |
|------------------------|---|
| Field Name: | CourseDesignationCode |
| Data Type: | varchar |
| Size: | 10 |
| Allow NULL? | Yes. Conditional. |
| Description: | Course Designation Codes are identifiers that provide specialty information about the course. The valid values include, but are not limited to, those required by <u>WAC 392–415–070</u> . |
| Business Rules: | <p>Report Course Designation Codes for all courses for which a Course Designation Code is appropriate.</p> <ul style="list-style-type: none"> • R-Running Start may not also be reported as A-Advanced Placement, C-College in the High School, H-Honors, I-International Baccalaureate, K-Cambridge Program, L-Local Competency Test, N-National Competency Test, or T-CTE Dual Credit (Tech Prep). • Z-Non Instructional may not also be reported as A-Advanced Placement, C-College in the High School, I-International Baccalaureate, K-Cambridge Program, R-Running Start, S-Science Lab, or T-CTE Dual Credit (Tech Prep). • If Element D07 contains a T-CTE Dual Credit (Tech Prep), <u>Element D10</u> – Classification of Instructional Program (CIP) Code Number must contain a CIP code approved for the submitting district. • If Element D07 contains an A-Advanced Placement or an I-International Baccalaureate, then <u>Element D09</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code must have a valid code from the appropriate Advanced Placement and International Baccalaureate Codes table. AP and IB codes may only be reported by schools with approved courses. <ul style="list-style-type: none"> ○ Approved AP and IB course titles and abbreviations are listed in the <u>CEDARS Appendices document</u> (Appendix Q) ○ The <u>AP Course Ledger</u> lists AP courses, searchable by school ○ The <u>Find an IB World School site</u> lists schools with approved IB courses. • CTE Core Plus: G – Advanced Manufacturing, U – Maritime, V – Aerospace, and W – Construction |

- One CTE Core Plus valid value may be reported per course in Element D07.
- A CTE Core Plus valid value may also be reported with *T – CTE Dual Credit (Tech Prep)* in Element D07, but no other valid values.
- If Element D07 contains a CTE Core Plus valid value, Element D10 – CIP Code Number must not be null.

Example:
Valid Values:

IC
 A – Advanced Placement
 B – College Academic Distribution Requirements (CADR)
 C – College in the High School
 D – District or other local dual credit program
 E – Local Transition
~~F – CTE Core Plus~~
 G – CTE Core Plus – Advanced Manufacturing
 H – Honors
 I – International Baccalaureate
 K – Cambridge Program
 L – Local Competency Test
 N – National Competency Test
 O – Online (*does not print on the transcript*)
 Q – Quantitative
 R – Running Start
 S – Science Lab
 T – CTE Dual Credit (Tech Prep)
 U – CTE Core Plus – Maritime
 V – CTE Core Plus – Aerospace
 W – CTE Core Plus – Construction
 X – Locally Determined Course – Locally Administered Assessment
 Y – 1418 Youth reengagement dual credit
 Z – Non Instructional
Validations: 25, 183, 186, 188, 498, 499, 500, 501, 506, 507, 625, 1124, 1125
Last Updated: March 2021

Element D08 – State Course Code

Field Name: StateCourseCode
Data Type: char
Size: 6
Allow NULL? No. Data is required.
Description: The course code used by the State to represent the unique course.
Business Rules: Must be a valid State Course Code for the reporting school year*. Required for all courses.

~~High school rigor courses must use the High School Rigor State Course Codes, this includes those courses offered in middle or junior high schools that are of high school rigor. Middle schools, Grades 6-8, must use the Non-High School Rigor State Course Codes* for core content area courses including electives and enrichment courses when core content is part of the coursework and the course~~

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

~~The generic Middle/Jr High code of WA0006 should only be used when the content of the course does not fit the provided Non-High School Rigor State Course Codes*.~~

*Non-high school rigor codes are those ending with *N* (e.g. 12151N) and are only valid through 2020-2021. Beginning with the 2021-2022 school year, standard course codes must be used and course rigor must be reported via [Element D16 – Course Level](#).

Code WA0007 - *Elementary Curriculum* may be used for elementary school courses, however, specialist content areas (e.g., music, art, physical education) should be reported with a curriculum-specific State Course Code to ensure accurate course reporting.

Code WA0005 – *AVID (Advanced Via Individual Determination)* may only be reported by schools authorized to offer AVID Courses. A list of the authorized schools can be found in Appendix H, located at www.k12.wa.us/data-reporting/reporting/cedars.

Example: 02051
Valid Values: [Appendix V - State Course Codes](#)
Validations: 26, 184, 186, 372, 1150
Last Updated: March 2021

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

Field Name: APIBCourseCode
Data Type: numeric
Size: 4,2 (Five characters including the decimal point)
Allow NULL? Yes. Conditional
Description: The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course.
Business Rules: If [Element D07 – Course Designation Code](#) contains an *A – Advanced Placement* or an *I – International Baccalaureate*, then Element D09 must have a valid code. If an AP or IB code is provided, it must be a valid value from the Advanced Placement and International Baccalaureate Codes table.
Beginning with the 2013–14 school year, AP and IB codes may only be reported by schools with approved courses.
AP and IB codes may only be reported by schools with approved courses. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at <https://ibo.org/en/programmes/find-an-ib-school/>.
Validations for this element will be implemented on January 30 of the current reporting school year.

Example: 12.34
Valid Values: Refer to the valid table in Appendix Q, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Validations: 27, 186, 498, 499, 500, 501, 507
Last Updated: January 2015

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

Field Name: CIPCode
Data Type: char
Size: 6
Allow NULL? Yes. Conditional.
Description: The Classification of Instructional Program (CIP) Code Number assigned by OSPI to the approved Career and Technical Education (CTE) course.
Business Rules: Data is required for Career and Technical Education (CTE) courses. If Element D07 – Course Designation Code, contains a T – CTE Dual Credit (Tech Prep) and the course is an approved CTE Course listed for your district in the Career and Technical Education application in EDS, then Element D10 must have a valid CIP Code Number, from the CIP Code Numbers and Course Titles for Approved CTE Courses for the current reporting year, found in Appendix S.
Example: 010103
Valid Values: Refer to the approved Classification of Instructional Program (CIP) Codes approved specifically for your School District for the reporting school year in the Career and Technical Education application in the Education Data System (EDS).
Validations: 28, 187, 188, 514, 696, 992, 1126, 1134
Last Updated: January 2013

Element D11 – No Longer An Active Data Element

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

Element D12 – CTE Course Equivalency Identification

Field Name: CourseEquivalencyIdent
Data Type: Char
Size: 1
Allow NULL? Yes. Conditional
Description: RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to determine course equivalency for Career and Technical Education (CTE) courses. Element D12 is designed to collect the course identification for which districts authorize course equivalency to each CTE course offered within the course catalog collection file. A course must meet the mandatory hours of 180 or 540, as designated, to achieve statewide course equivalency.
Business Rules: Data is required for Career and Technical Education (CTE) courses. If Element D10 – Classification of Instructional Program (CIP) Code Number, contains a value, then Element D12 may not be NULL.
Example: A
Valid Values: A – Statewide Equivalency Course
B – Local Equivalency Course

Validations: C – No Course Equivalency
672, 695, 696, 743
Last Updated: February 2017

Element D13 – CTE Equivalency

Field Name: CTEEquivalency
Data Type: Char
Size: 02
Allow NULL? Yes. Conditional
Description: RCW 28A.700.070, RCW 28A.230.097 and RCW 28A.230.010 allow for districts to determine course equivalency for Career and Technical Education (CTE) courses. Element D13 is designed to collect the type of equivalency applied to each CTE course offered within the course catalog for which the district utilizes a course equivalency.
Business Rules: Data is required when Element D12 – CTE Course Equivalency Identification valid value is A – Statewide Equivalency Course or B – Local Equivalency Course.
Example: 02
Valid Values: 01 – Other Local Equivalency not aligned with valid values 02-19
02 – Algebra 1
03 – Algebra 2
04 – Geometry
05 – Statistics
06 – Biology
07 – Physics
08 – Lab Science
09 – Science (Other than Biology, Physics or Lab Science)
10 – 1 Credit Beyond Geometry
11 – 3rd Year Math
12 – 3rd Year Math and Science
13 – Biology or Lab Science
14 – English
15 – English and 3rd Year Math
16 – English and Science
17 – English, 3rd Year Math, and Science
18 – Life Science or Lab Science
19 – Physics or Lab Science
Validations: 741, 742, 743
Last Updated: February 2017

Element D14 – Dual Language Instruction Type

Field Name: DualLanguageInstructionType
Data Type: Int
Allow NULL? Yes. Conditional
Description: The dual language program model used.

- One-way programs provide content-based instruction to students in two languages (English and a partner language other than English spoken in the

local community). Students in the classroom are multilingual/English learners and/or Native American students.

- Two-way programs provide content-based instruction to students in two languages (English and a partner language other than English spoken in the local community). The program is designed to close opportunity gaps and prioritizes multilingual/English learners and Native American students. The classroom has balanced numbers of multilingual/English learners and native English speakers in the classroom.
- World Language Enrichment courses provide an introductory level world language experience.
- World Language Immersion Programs provide content-based instruction in almost entirely the partner language and are designed for English proficient students.

Business Rules: Data is required for Dual Language Courses.

Example: 1

Valid Values: 1 – One-way Dual Language Program
2 – Two-way Dual Language Program
3 – World Language Enrichment Program
4 – World Language Immersion Program

Validations: 873, 874, 960

Last Updated: October 2020

Element D15 – Dual Language Instruction Language

Field Name: DualLanguageInstructionLanguage

Data Type: Int

Allow NULL? Yes. Conditional

Description: Element D15 collects the instruction language being used.

Business Rules: Data is required if Element D14 – Dual Language Instruction Type is not NULL. Must be a valid value from the Language Codes listed in Appendix K.

Example: 015

Valid Values: Refer to valid values table in Appendix K, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.

Validations: 875, 876, 960

Last Updated: February 2019

Element D16 – Course Level

Field Name: CourseLevel

Data Type: char

Size: 1

Allow NULL? No. Data is required.

Description: Identifies the course level of rigor.

Business Rules: Report the valid value that describes the rigor of the course reported in Element D04 – Course ID.

Example: B

Valid Values: B – Basic or remedial
G – General or regular

E – Enriched or Advanced
H – Honors
C – College
X – No specified level of rigor

Validations: 991, 1031

Last Updated: October 2020

Element D17 – Industry Recognized Certifications Offered

Field Name: IndustryCertifications

Data Type: varchar

Size: 40

Allow NULL? Yes. Conditional.

Description: Indicates which, if any, state or nationally industry recognized certifications are available through this CTE course.

Business Rules: Data is required when Element D10 – Classification of Instructional Program (CIP) Code Number contains a value.

If D17 is 1, no other valid value may be used.

If D17 is not null and not 1, then more than one valid value may be used (separated by a comma) to identify all of the recognized industry certifications available for this CTE course.

Example: 1

3,7,13

Valid Values: 1 – No Industry Certification Offered

2 - <Not used>

3 – Other Industry Certification

4 – ASE Maintenance & Light Repair

5 – DOE Wastewater Treatment Operation-Group I

6 – AWS SENSE Welding Level 1

7 – NCCER Welding Level 1

8 – FAA Aviation Maintenance Technician-General

9 – MSSC Certified Logistics Technician (CLT)

10 – Certified Nursing Aide/Assistant (CNA)

11 – Certified Pharmacy Technician (CPT)

12 – Educational Aide I

13 – Cosmetology Operator License

14 – CompTIA A+ Certification

15 – Microsoft Technology Associate (MTA) Networking Fundamentals

16 – Oracle Certified Association (OCA) JAVA SE 8 Programmer

17 – Emergency Medical Technician Basic

18 – Microsoft Office Specialist-Excel

19 – Adobe Certified Associate (ACA)-Photoshop

20 – Autodesk Certified Professional/User-AutoCAD

21 – Landscape Irrigation Technician License

22 – Licensed Veterinary Technician

23 – OSHA 30 Hr. General Industry

24 – American Red Cross, First Aid/CPR

Validations: 25 – WA ST Dept of Health, Food Handlers Permit
992, 993, 994, 996, 997, 1035, 1105
Last Updated: October 2020

Element D18 – Sequence

Field Name: Sequence

Data Type: int

Allow NULL? ~~No. Data is required.~~

Yes. This is an optional field. (Required school year ~~2022-23~~ 2023-24 forward)

Description: Identifies the order of the course reported in Element D04 – Course ID in a series of courses taken and reported with the same State Course Code in Element D08. Sequence of Course indicates only the order in which a series of courses are taken and does not indicate the length of the course or the amount of credit available to a course taker. This data should be interpreted as part 'n' of 'm', for example, Part 1 of 2 if a course is the first in a sequence of two.

Business Rules: If the course is not part of a sequence, report *1 – Part 1 of 1*. Courses with the same State Course Code in Element D08 may be reported with a valid value of *1 – Part 1 of 1* if those courses are not part of the same sequence. Students do not need to take all parts of a given sequence while enrolled in the district.

Example: 2

Valid Values:

1 – Part 1 of 1
2 – Part 1 of 2
3 – Part 2 of 2
4 – Part 1 of 3
5 – Part 2 of 3
6 – Part 3 of 3
7 – Part 1 of 4
8 – Part 2 of 4
9 – Part 3 of 4
10 – Part 4 of 4
11 – Part 1 of 5
12 – Part 2 of 5
13 – Part 3 of 5
14 – Part 4 of 5
15 – Part 5 of 5
16 – Part 1 of 6
17 – Part 2 of 6
18 – Part 3 of 6
19 – Part 4 of 6
20 – Part 5 of 6
21 – Part 6 of 6
22 – Part 1 of 7
23 – Part 2 of 7
24 – Part 3 of 7
25 – Part 4 of 7
26 – Part 5 of 7

27 – Part 6 of 7
28 – Part 7 of 7
29 – Part 1 of 8
30 – Part 2 of 8
31 – Part 3 of 8
32 – Part 4 of 8
33 – Part 5 of 8
34 – Part 6 of 8
35 – Part 7 of 8
36 – Part 8 of 8

Validations: 1142, 1143
Last Updated: January 2022

Element D19 – Sequence Group

Field Name: SequenceGroup

Data Type: varchar

Size: 20

Allow NULL? ~~No. Data is required.~~

Yes. This is an optional field. *(Required school year ~~2022-23~~ 2023-24 forward)*

Description: Identifies the sequence grouping of the course for the sequence reported in Element D18 – Sequence. Each grouping that indicates a specific sequence of courses must have a unique group value reported in Element D19.

Business Rules: Courses with the same sequence group value must have the same State Course code reported in Element D08 – State Course Code.

Example: 12 or AB

Validations: 1147, 1150

Last Updated: January 2022

Student Schedule File (E)

File Name: StudentSchedule

Description: Schedules for each student in grade PK through grade 12 will be provided in this file. Include all courses attempted for the student during the current school year up to point of data submission.

All students reported in File (E) must have a corresponding enrollment record reported for them in School Student File (C) at the same school. Records will be rejected if there is no corresponding enrollment record in School Student File (C) for that school.

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

Sample File Name: 12345_0000_StudentSchedule_20210901_20212022.txt

Element E01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 162, 363

Last Updated: February 2018

Element E02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 – Term combination must be distinct.

Example: 12345

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

Validations: 163, 170, 296, 313

Last Updated: January 2015

Element E03 – District Student ID

| | |
|------------------------|---|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. <u>Element E02</u> – Serving County District Code, <u>Element E03</u> – District Student ID, <u>Element E05</u> – Location ID, <u>Element E06</u> – Course ID, <u>Element E07</u> – Section ID and <u>Element E08</u> - Term combination must be distinct. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 164, 297, 313, 320 |
| Last Updated: | September 2007 |

Element E04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 165, 571 |
| Last Updated: | January 2015 |

Element E05 – Location ID

| | |
|---------------------|--|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school where the student completed or is attending the course as generated by the district's Student Information System (SIS). |

Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.

Business Rules:

This is an internal number generated by the district and is required.

If you do not have an ID assigned to this field, report OSPI school code reported in Element A05 – School Code.

The ID reported in Element E05 must be included in the Location File A.

The Location ID submitted in Element E05 and Element D03 – Location ID, for the same course, must map to the same School Code submitted in Location File (A), Element A05 – School Code. The combination of Element E05 and Element E06 – Course ID must correspond to the values reported in Element D03 - Location ID and Element D04 - Course ID.

Example: 1234

Validations: 166, 298, 313, 321, 571, 870

Last Updated: February 2017

Element E06 – Course ID

Field Name: CourseId

Data Type: varchar

Size: 20

Allow NULL? No. Data is required.

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

Business Rules: Include course id for all courses attempted during the current school year. Course IDs must be reported for all courses offered in grades PK–12.

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

The Course ID submitted in Element E06 and Element D04 – Course ID, for the same course, must map to the same School Code submitted in Location File (A), Element A05 – School Codes. The combination of Element E05 - Location ID and Element E06 must correspond to the values reported in Element D03 - Location ID and Element D04 - Course ID. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.

Example: Hist101A16

Validations: 167, 299, 313, 319, 745, 870

Last Updated: February 2017

Element E07 – Section ID

Field Name: SectionId

Data Type: varchar

Size: 20

Allow NULL? No. Data is required.

Description: Section number used for the identification of a unique occurrence of a class/staff/location. The section ID is intended to uniquely identify each

class/period of students that occur. It is not intended to broadly identify a course(s) offered.

Business Rules: Include the Section ID for all courses attempted or completed during the current school year for students in grades PK–12. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.

Example: 7

Validations: 168, 313

Last Updated: January 2013

Element E08 – Term

Field Name: Term

Data Type: varchar

Size: 12

Allow NULL? No. Data is required.

Description: Term in which the course is being taken.

Business Rules: Include the Term for all courses attempted during the current school year for all students. This value will be used to connect teacher and student schedules so the designator for Term must be the same for Element E08 and Element G07 – Term. Element E02 – Serving County District Code, Element E03 – District Student ID, Element E05 – Location ID, Element E06 – Course ID, Element E07 – Section ID and Element E08 - Term combination must be distinct.

Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks into the school year.

When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise, use the Semester designation.

Example: Sem1 or TRI3

Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.

Validations: 169, 313, 385, 400

Last Updated: January 2012

Element E09 – ALE Course Type

Field Name: ALEFunded

Data Type: char

Size: 1

Allow NULL? No. Data is required.

Description: Identifies how the instruction for the course reported in Element E06 – Course ID was provided.

Business Rules: Report the valid value that describes the type of ALE instruction provided for the course reported in Element E06 – Course ID. If Element E09 contains a valid

value of O – Online then Element D07 – Course Designation Code must contain a valid value of O – Online.

Example: O

Valid Values: N – No, course was not taught through ALE
O – Online
R – Remote
T – Site Based – written student learning plan requires regular weekly in-person instructional contact time
U – Site Based – written student learning plan requires less than weekly in-person instructional contact time

Validations: 522, 587, 604, 1126

Last Updated: February 2018

Element E10 – Approved Online Provider

Field Name: ApprovedOnlineProvider

Data Type: int

Allow NULL? Yes, Conditional.

Description: Identifies the online provider offering the course reported in Element E06 – Course ID.

Business Rules: Report the valid value that describes the online provider for the course reported in Element E06 – Course ID. If Element D07 – Course Designation Code contains a valid value of O – Online then Element E10 – Approved Online Provider is required.

Example: 1

Valid Values: Refer to the valid values in Appendix AA, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.

Validations: 877, 878, 879

Last Updated: September 2019

Element E11 – Approved Online Program

Field Name: ApprovedOnlineProgram

Data Type: int

Allow NULL? Yes, Conditional.

Description: Identifies the online program offering the course reported in Element E06 – Course ID.

Business Rules: Report the valid value that describes the online program for the course reported in Element E06 – Course ID. If Element D07 – Course Designation Code contains a valid value of O – Online then Element E11 – Approved Online Program is required.

Example: 1

Valid Values: Refer to the valid values in Appendix AB, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.

Validations: 880, 881, 882

Last Updated: September 2019

Element E12 – Letter Grade

Field Name: LetterGrade

Data Type: varchar

Size: 2

Allow NULL? Yes, Conditional.

Description: The letter grade earned by the student for this course.

Business Rules: Data must be reported for all high school credit courses where credit was attempted for every student served during the current school year, including those students who exit the school. *Valid value V - Course credit requirement waived due to COVID-19* may be reported for:

- Students expected to graduate in the Classes of 2020 and 2021 in the 2020-2021 school year, and certain students in subsequent classes, as specified in [WAC 180-111-050\(3\)](#)
- The Local Education Agency (LEA) is granted authority for the [Emergency Waiver Program](#) by The Washington State Board of Education (SBE) and in accordance with the OSPI [Graduation Requirement Emergency Waiver \(GREW\)](#) requirements.

Example: B+

Valid Values: A 4.0

A– 3.7

B+ 3.3

B 3.0

B– 2.7

C+ 2.3

C 2.0

C– 1.7

D+ 1.3

D 1.0

E 0.0

F 0.0

P Pass

N No Pass

CR Credit

NC No Credit

S Satisfactory

U Unsatisfactory

W Withdraw

I Incomplete

V Course credit requirement waived due to COVID-19

Validations: 883, 884

Last Updated: April 2022

Element E13 – Credits Attempted

Field Name: CreditsAttempted

Data Type: numeric

Size: 4,2 (Up to five characters including the decimal point)

| | |
|------------------------|---|
| Allow NULL? | Yes, Conditional. |
| Description: | Credits attempted by the student for the course that was taken. Data must be reported for all high school credit courses where credit was attempted for every student served during the current school year, including those students who exit the school. |
| Business Rules: | The valid range of values is 0.00 to 99.99. Multiple records may be required to report each final grading period in the academic year. The Credits Attempted reported within Element E13 must be equal to or greater than the Credits Earned reported within <u>Element E14</u> – Credits Earned. |
| Example: | 1.50 |
| Validations: | 885, 886, 887, 890, 961 |
| Last Updated: | September 2019 |

Element E14 – Credits Earned

| | |
|------------------------|---|
| Field Name: | CreditsEarned |
| Data Type: | numeric |
| Size: | 4,2 (Up to five characters including the decimal point) |
| Allow NULL? | Yes, conditional. |
| Description: | Credits earned by the student upon completion or withdrawal from the course. Data must be reported for all high school credit courses where credit was attempted for every student served during the current school year, including those students who exit the school. |
| Business Rules: | The valid range of values is 0.00 to 99.99. Element E14 must be NULL if Element E13 – Credits Attempted is NULL. Element E14 is required if Element E13 – Credits Attempted is not NULL. |
| Example: | 0.5 or 1.0 |
| Validations: | 887, 888, 889, 890, 961 |
| Last Updated: | September 2019 |

Element E15 – Industry Recognized Certifications Earned

| | |
|------------------------|--|
| Field Name: | IndustryCertifications |
| Data Type: | varchar |
| Size: | 40 |
| Allow NULL? | Yes. Conditional. |
| Description: | Indicates which, if any, state or nationally industry recognized certification(s) a student earned as a result of taking the CTE course when recognized industry certifications are available for that CTE course as identified in <u>Element D17</u> – Industry Recognized Certifications Offered. Industry certification is based on the student's ability to demonstrate skills and knowledge to industry standards. |
| Business Rules: | If corresponding course record <u>Element D17</u> – Industry Recognized Certifications Offered contains valid value 1 then Element E15 must contain valid value 1. If corresponding course record <u>Element D17</u> is not null and contains valid value(s) other than 1, then Element E15 must contain either: |

- Only valid value 2

OR

- One or more of the valid values (separated by a comma) contained in element Element D17

CEDARS considers a course record between File D and File E to be corresponding when:

- D01 – School Year equals E01 – School Year
AND
- D02 - Serving County District Code equals E02 – Serving County District Code
AND
- D03 - Location ID equals E05 – Location ID
AND
- D04 – Course ID equals E06 – Course ID

Example:

2,3

Valid Values:

- 1 – No Industry Certification Offered
- 2 - No Industry Certification Earned
- 3 – Other Industry Certification
- 4 – ASE Maintenance & Light Repair
- 5 – DOE Wastewater Treatment Operation-Group I
- 6 – AWS SENSE Welding Level 1
- 7 – NCCER Welding Level 1
- 8 – FAA Aviation Maintenance Technician-General
- 9 – MSSC Certified Logistics Technician (CLT)
- 10 – Certified Nursing Aide/Assistant (CNA)
- 11 – Certified Pharmacy Technician (CPT)
- 12 – Educational Aide I
- 13 – Cosmetology Operator License
- 14 – CompTIA A+ Certification
- 15 – Microsoft Technology Associate (MTA) Networking Fundamentals
- 16 – Oracle Certified Association (OCA) JAVA SE 8 Programmer
- 17 – Emergency Medical Technician Basic
- 18 – Microsoft Office Specialist-Excel
- 19 – Adobe Certified Associate (ACA)-Photoshop
- 20 – Autodesk Certified Professional/User-AutoCAD
- 21 – Landscape Irrigation Technician License
- 22 – Licensed Veterinary Technician
- 23 – OSHA 30 Hr. General Industry
- 24 – American Red Cross, First Aid/CPR
- 25 – WA ST Dept of Health, Food Handlers Permit

Validations:

995, 996, 997, 1036

Last Updated:

October 2020

Element E16 – Student Work-Based Learning Activities

Field Name:

StudentWorkBasedLearningActivities

Data Type:

varchar

| | |
|------------------------|---|
| Size: | 40 |
| Allow NULL? | Yes. Conditional. |
| Description: | The work-based learning (WBL) activities a student participated in as a result of taking the CTE Course reported in <u>Element D10</u> – Classification of Instructional Program (CIP) Code Number. All CTE courses have the expectation that WBL activities are embedded in the curriculum. |
| Business Rules: | <p>Data is required when corresponding course record <u>Element D10</u> – Classification of Instructional Program (CIP) Code Number is not null.</p> <p>CEDARS considers a course record between File D and File E to be corresponding when:</p> <ul style="list-style-type: none"> • D01 – School Year equals E01 – School Year AND • D02 - Serving County District Code equals E02 – Serving County District Code AND • D03 - Location ID equals E05 – Location ID AND • D04 – Course ID equals E06 – Course ID <p>More than one valid value may be used (separated by a comma) to identify all of the WBL the student participated in for this CTE course. If E16 is 10, no other valid value may be used.</p> |
| Example: | 2,3 |
| Valid Values: | <p>1 – Career Research and Job Interview/Job Shadow in Course Related Area</p> <p>2 – Guest Speaker Series with Assigned Career Mentors or Structured Field Trip to Related Job Site</p> <p>3 – School Based Enterprises</p> <p>4 – Placement/Unpaid Internship (<i>20 hour minimum</i>)</p> <p>5 – Placement/Paid Internship</p> <p>6 – Apprenticeship Preparation Program/Registered Apprenticeship</p> <p>7 – Ownership/Entrepreneurship</p> <p>8 – Health Care Clinical</p> <p>9 – Course Related Service-Learning Project</p> <p>10 – Student did not participate in any of the above WBL activities</p> |
| Validations: | 1132, 1133, 1134, 1135 |
| Last Updated: | October 2021 |

Staff File (F)

File Name: Staff

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

Sample File Name: 12345_0000_Staff_20210901_20212022.txt

Element F01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four–digit year in which the school year ends.

Business Rules: For the 2021–22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 98, 358

Last Updated: February 2018

Element F02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 99, 107, 244, 307

Last Updated: January 2015

Element F03 – Staff ID

Field Name: StaffId

Data Type: varchar

Size: 20

| | |
|------------------------|--|
| Allow NULL? | No. Data is required. |
| Description: | The unique staff code as generated by the District. |
| Business Rules: | This is an internal number generated by the district. If you do not have an ID assigned to this field use the OSPI Certification Number. The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to twenty characters in length. This ID should follow the staff member throughout their employment with the district and should not be reassigned to another staff member. |
| Example: | 123456789101112 or 123 or 315502E |
| Validations: | 100, 247, 307, 349, 665 |
| Last Updated: | January 2012 |

Element F04 – Staff Type Code

| | |
|------------------------|--|
| Field Name: | StaffTypeCode |
| Data Type: | varchar |
| Size: | 8 |
| Allow NULL? | No. Data is required. |
| Description: | The type of staff member (i.e., Elementary Teacher, Secondary Teacher). |
| Business Rules: | Must be a valid value from the Staff Type Codes in Appendix U. Data must be entered for all staff types listed in <u>Element F05</u> – Certification Number. |
| Example: | 311 |
| Valid Values: | Refer to the valid values table in Appendix U, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 101, 246, 307, 379 |
| Last Updated: | February 2011 |

Element F05 – Certification Number

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

Example: 315502E, or Z123456 or R999999
Validations: 102, 245, 247, 248, 306, 483, 513, 666
Last Updated: June 2013

Element F06 – Legal Last Name

Field Name: LastName
Data Type: varchar
Size: 60
Allow NULL? No. Data is required.
Description: The legal last name as maintained by the district of the staff member or the name that matches the certification record.
Business Rules: The legal last name of the staff member as maintained by the district or the name listed on the State Certification.
Example: Lincoln
Validations: 103, 245
Last Updated: September 2010

Element F07 – Legal First Name

Field Name: FirstName
Data Type: varchar
Size: 60
Allow NULL? Yes. Conditional.
Description: The legal first name of the staff member as maintained by the district or the name that matches the certification record.
Business Rules: May only be left blank if staff member has no first name. The legal first name of the staff member as maintained by the district or the name listed on the State Certification.
Example: Lilly
Validations: 104, 306
Last Updated: April 2011

Element F08 – Legal Middle Name

Field Name: MiddleName
Data Type: varchar
Size: 60
Allow NULL? Yes. Conditional.
Description: The legal middle name as maintained by the district or the name that matches the certification record.
Business Rules: The legal middle name of the staff member as maintained by the district or the name listed on the State Certification. May be left blank only when the staff member has no middle name.
Example: Leone
Validations: 105
Last Updated: February 2017

Element F09 – Birth Date

| | |
|------------------------|--|
| Field Name: | BirthDate |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The staff member's birthday. |
| Business Rules: | The date of birth provided must calculate an age of at least 18 years. Date should be formatted as MM/DD/YYYY. |
| Example: | 03/24/1955 |
| Validations: | 106, 249, 511, 512 |
| Last Updated: | January 2013 |

Staff Schedule File (G)

File Name: StaffSchedule

Description: Schedules for each staff member in all grades PK–12 teaching a course or assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year. Data for long term substitutes must be submitted. A long term substitute is defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks, twenty (20) or more school days, in a single assignment.

All staff reported in File (G) must have a corresponding staff record reported for them in Staff File (F). Records will be rejected if there is no corresponding staff record in Staff File (F).

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

Sample File Name: 12345_0000_StaffSchedule_20210901_20212022.txt

Element G01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four–digit year in which the school year ends.
Business Rules: For the 2021–22 school year, report 2022.
Example: 2022
Valid Values: 2022
Validations: 108, 359
Last Updated: February 2018

Element G02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345
Valid Values: Refer to valid values, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Validations: 109, 115, 250, 630
Last Updated: January 2015

Element G03 – Location ID

| | |
|------------------------|--|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school where the staff member is currently teaching or has taught the course as generated by the district's Student Information System (SIS). |
| Business Rules: | This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in <u>Element A05 – School Code</u> . The ID reported in Element G03 must be included in the <u>Location File A</u> . The Location ID submitted in Element G03 and <u>Element D03 – Location ID</u> , for the corresponding record in both files, must map to the same School Code submitted in Location File (A), <u>Element A05 – School Code</u> . |
| Example: | 1234 |
| Validations: | 110, 251, 330, 630, 747 |
| Last Updated: | February 2017 |

Element G04 – Staff ID

| | |
|------------------------|---|
| Field Name: | StaffId |
| Data Type: | varchar |
| Size: | 20 |
| Allow NULL? | No. Data is required. |
| Description: | The unique staff code as generated by the District. |
| Business Rules: | This is an internal number generated by the district. If you do not have an ID assigned to this field use the OSPI Certification Number. The value is unique within the district. The value can be any combination of alpha and/or numeric values up to twenty characters in length. This ID should follow the staff member throughout their employment with the district and should not be reassigned to another staff member. The ID reported in Element G04 must be included in the <u>Staff File F</u> . |
| Example: | 123456789101112 or 123 or 315502E. |
| Validations: | 111, 252, 331, 630 |
| Last Updated: | January 2012 |

Element G05 – Course ID

| | |
|------------------------|---|
| Field Name: | CourseId |
| Data Type: | varchar |
| Size: | 20 |
| Allow NULL? | No. Data is required. |
| Description: | The course ID used by the district or school to represent the unique course number. |
| Business Rules: | Include course ID for all courses the staff member is currently teaching or has taught during the current school year for grades PK–12. |

This course ID must be included in the Course Catalog File D.
The Location ID submitted in Element G03 – Location ID, affiliated with the Course ID, submitted in Element G05 and Element D04 – Course ID, for the corresponding record in both files, must map to the same School Code submitted in Location File (A), Element A05 – School Code.

Example: Hist101A16
Validations: 112, 253, 329, 630, 747
Last Updated: April 2011

Element G06 – Section ID

Field Name: SectionId
Data Type: varchar
Size: 20
Allow NULL? No. Data is required.
Description: Section number used for the identification of a unique occurrence of a class/staff/location. The section id is intended to uniquely identify each class/period of students that occur. It is not intended to broadly identify a course(s) offered.
Business Rules: Include the section ID for all courses the staff member is currently teaching or has taught during the current school year.
Example: 7
Validations: 113, 630
Last Updated: January 2013

Element G07 – Term

Field Name: Term
Data Type: varchar
Size: 12
Allow NULL? No. Data is required.
Description: Term in which the course is being offered.
Business Rules: Include the Term for all courses offered during the current school year for all students. This value will be used to connect teacher and student schedules so the designator for Term must be the same for Element E08 – Term and Element G07.

Alternative schools and Online Education: If not able to identify with one particular session type, use the Quarter designation that most closely aligns with the quarter the course was taken/taught based on the number of weeks into the school year.

When to use SEM1 versus Q1 and Q2: If a course is taken/taught for only one quarter out of a semester, use the appropriate quarter designation. Otherwise, use the Semester designation.

Example: Sem1 or TRI3
Valid Values: Refer to the valid values in Appendix P, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 114, 386, 401, 630
Last Updated: January 2012

Element G08 – Instruction Start Date

| | |
|------------------------|--|
| Field Name: | InstructionStartDate |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The date the Teacher began instructing this course, during this term, at this school. |
| Business Rules: | Date reported must be on or after the date reported in <u>Element G11 – Term Start Date</u> . Date should be formatted as MM/DD/YYYY. |
| Example: | 09/22/2014 |
| Validations: | 584, 593, 616, 630 |
| Last Updated: | January 2014 |

Element G09 – Instruction End Date

| | |
|------------------------|---|
| Field Name: | InstructionEndDate |
| Data Type: | date |
| Allow NULL? | Yes. Conditional |
| Description: | The date the Teacher stopped instructing this course. If the Teacher remained in the course for the full duration of the term, or if the Teacher is still in this course, NULL should be in this field. |
| Business Rules: | If a date is reported it must be on or before the date reported in <u>Element G12 – Term End Date</u> . Date should be formatted as MM/DD/YYYY. |
| Example: | 12/22/2014 |
| Validations: | 580, 594, 616 |
| Last Updated: | January 2014 |

Element G10 – Teacher Indicator

| | |
|------------------------|--|
| Field Name: | TeacherIndicator |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | No. Data is required |
| Description: | The type of role the teacher is filling in this course. |
| Business Rules: | Include the Teacher Indicator for all teachers. Default would be primary. Districts are not required to submit data for short term substitutes or paraeducators, but are encouraged to submit data for paraeducators. |
| Example: | A |
| Valid Values: | P – Primary A – Alternate T – Team-Primary V – Team-Substitute W – Team-Long Term Substitute S – Substitute L – Long Term Substitute J – Job Share-Primary |

C – Job Share-Substitute
D – Job Share-Long Term Substitute
I – Special Education Co-Teaching Model
E – ELL/ESL Co-Teaching Model
F – LAP Co-Teaching Model
G – Paraeducator

Validations: 582, 586
Last Updated: October 2021

Element G11 – Term Start Date

Field Name: TermStartDate
Data Type: date
Allow NULL? No. Data is required.
Description: The date the Term for this course/session began. This date may be before the students are in attendance.
Business Rules: The date reported must be equal to or greater than the date reported in Element A07 – Initial School Start Date.
Data in the format of MM/DD/YYYY.
Example: 09/22/2014
Validations: 581, 593, 605
Last Updated: April 2014

Element G12 – Term End Date

Field Name: TermEndDateTerm
Data Type: date
Allow NULL? No. Data is required.
Description: The date the Term for this course/session ends.
Business Rules: The date reported must be equal to or less than the date reported in Element A08 – Last School End Date.
Data in the format of MM/DD/YYYY.
Example: 12/22/2014
Validations: 583, 594, 606
Last Updated: January 2014

Student Grade History File (H)

File Name: StudentGradeHistory

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

Sample File Name: 12345_0000_ StudentGradeHistory_20210901_20212022.txt

Element H01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends.

Business Rules: This value will be the same year for every record as this element is NOT used to identify the year in which the student took the course. For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 121, 351, 869

Last Updated: February 2018

Element H02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 122, 145, 257

Last Updated: January 2015

Element H03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

| | |
|------------------------|--|
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 123 |
| Last Updated: | September 2007 |

Element H04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 124, 273 |
| Last Updated: | January 2015 |

Element H05 – No Longer An Active Data Element

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

Element H06 – No Longer An Active Data Element

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

Element H07 – Course ID

| | |
|---------------------|--|
| Field Name: | CourseId |
| Data Type: | varchar |
| Size: | 20 |
| Allow NULL? | No. Data is required. |
| Description: | The course ID used to represent the course number. |

Business Rules: Only courses where high school credit was attempted should be reported.
Example: Hist101A16
Validations: 127
Last Updated: September 2007

Element H08 – Course Title

Field Name: CourseTitle
Data Type: varchar
Size: 50
Allow NULL? No. Data is required
Description: Course title given to the course.
Business Rules: Only course titles where high school credit was attempted should be reported. If Element H13 – Course Designation Code contains a valid value of A – Advanced Placement, the Course Title must include the official AP course title or abbreviation. If Element H13 contains a valid value of I – International Baccalaureate the Course Title must include the official IB course title or abbreviation. If districts provide course titles specific to their district, both AP and/or IB Course titles may be provided in brackets before or after the district course title. A list of approved AP and IB course titles and abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars. A list of schools with approved AP courses can be found at <https://apcourseaudit.epiconline.org/ledger>. A list of schools with approved IB courses can be found at <https://ibo.org/en/programmes/find-an-ib-school/>.
Example: AP Western Civilization [AP European History]
Validations: 128
Last Updated: June 2013

Element H09 – Grade Level Code

Field Name: GradeLevelCode
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: Student's grade level at the time the high school rigor course was taken.
Business Rules: Grade level reported must reflect the grade level the student was enrolled in when the high school level course was taken.
Example: 9 or 09
Validations: 129, 262, ~~510~~, 1159
Last Updated: April 2022

Element H10 – Letter Grade

Field Name: LetterGrade
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: The letter grade earned by the student for this course.

Business Rules: The final letter grade the student received upon completion or withdrawal from the course as displayed below. *Valid value V - Course credit requirement waived due to COVID-19 may be reported for:*

- Students expected to graduate in the Classes of 2020 and 2021 in the 2020-2021 school year, and certain students in subsequent classes, as specified in [WAC 180-111-050\(3\)](#)
- The Local Education Agency (LEA) is granted authority for the [Emergency Waiver Program](#) by The Washington State Board of Education (SBE) and in accordance with the OSPI [Graduation Requirement Emergency Waiver \(GREW\)](#) requirements.

Example:
Valid Values:

B+
A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
E 0.0
F 0.0
P Pass
N No Pass
CR Credit
NC No Credit
S Satisfactory
U Unsatisfactory
W Withdraw
I Incomplete
V Course credit requirement waived due to COVID-19

Validations: 130

Last Updated: April 2022

Element H11 – Credits Attempted

Field Name: CreditsAttempted

Data Type: numeric

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

Allow NULL? No. Data is required.

Description: Credits attempted by the student for the course that was taken.

Business Rules: The valid range of values is 00.00 to 99.99. Multiple records may be required to report each final grading period in the academic year.

The Credits Attempted reported within Element H11 must be equal to or greater than the Credits Earned reported within [Element H12 – Credits Earned](#).

Example: 1.50

Validations: 131, 264, 381
Last Updated: February 2011

Element H12 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 4,2 (Five characters including the decimal point)
Allow NULL? No. Data is required.
Description: Credits earned by the student upon completion or withdrawal from the course.
Business Rules: The valid range of values is 00.00 to 99.99.
The Credits Earned reported within Element H12 must be equal to or less than the Credits Attempted reported within [Element H11](#) – Credits Attempted.
Example: 0.5 or 1.0
Validations: 132, 265, 381
Last Updated: February 2011

Element H13 – Course Designation Code

Field Name: CourseDesignationCode
Data Type: varchar
Size: 10
Allow NULL? Yes. Conditional.
Description: Course Designation Codes are identifiers that provide specialty information about the course. The valid values include, but are not limited to, those required by [WAC 392-415-070](#).
Business Rule: Report Course Designation Codes for all courses for which a Course Designation Code is appropriate.

- R-Running Start may not also be reported as A-Advanced Placement, C-College in the High School, H-Honors, I-International Baccalaureate, K-Cambridge Program, L-Local Competency Test, N-National Competency Test, or T-CTE Dual Credit (Tech Prep).
- Z-Non Instructional may not also be reported as A-Advanced Placement, C-College in the High School, I-International Baccalaureate, K-Cambridge Program, R-Running Start, S-Science Lab, or T-CTE Dual Credit (Tech Prep).
- If Element H13 contains an A-Advanced Placement or an I-International Baccalaureate, then [Element H16](#) – Advanced Placement (AP) and International Baccalaureate (IB) Code must have a valid code from the appropriate Advanced Placement and International Baccalaureate Codes table. AP and IB codes may only be reported by schools with approved courses, or when reporting transfer courses.
 - Approved AP and IB course titles and abbreviations are listed in the [CEDARS Appendices document](#) (Appendix Q)
 - The [AP Course Ledger](#) lists AP courses, searchable by school
 - The [Find an IB World School site](#) lists schools with approved IB courses
- *CTE Core Plus: G – Advanced Manufacturing, U – Maritime, V – Aerospace, and W – Construction.*

- One CTE Core Plus valid value may be reported per course in Element H13.
- A CTE Core Plus Course valid value may also be reported with *T – CTE Dual Credit (Tech Prep)* in Element H13, but no other valid values.
- If Element H13 contains a CTE Core Plus valid value, Element H17 – CIP Code Number must not be null.

Example:
Valid Values:

IC
A – Advanced Placement
B – College Academic Distribution Requirements (CADR)
C – College in the High School
D – District or other local dual credit program
E – Local Transition
~~F – CTE Core Plus~~
G – CTE Core Plus – Advanced Manufacturing
H – Honors
I – International Baccalaureate
K – Cambridge Program
L – Local Competency Test
N – National Competency Test
O – Online (*does not print on the transcript*)
Q – Quantitative
R – Running Start
S – Science Lab
T – CTE Dual Credit (Tech Prep)
U – CTE Core Plus – Maritime
V – CTE Core Plus – Aerospace
W – CTE Core Plus – Construction
X – Locally Determined Course – Locally Administered Assessment
Y – 1418 Youth reengagement dual credit
Z – Non Instructional

Validations: 266, 502, 503, 504, 505, 508, 509, ~~510~~, 530, 534, 535, 540, 619, 624, 633, 1127, 1128, 1129, 1159

Last Updated: April 2022

Element H14 – Content Area Code

Field Name: ContentAreaCode
Data Type: varchar
Size: 3
Allow NULL? Yes. Conditional.
Description: Indicate that the class is a block class (123) with more than one core content area associated or that it is a non-instructional (ZZZ) class with no teacher providing instruction for courses taken in the 2015-16 school year. For courses taken prior to the 2015-16 school year indicate the primary content area of the course.

| | |
|------------------------|--|
| Business Rules: | Must be a valid Content Area Code from the Content Area Codes found in <u>Appendix O</u> based on the school year the course was taken. School year is determined by <u>Element H18 – Term End Dates</u> , September through August. |
| Example: | 7 |
| Valid Values: | Refer to the valid values table in Appendix O, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 138, 267 |
| Last Updated: | January 2015 |

Element H15 – State Course Code

| | |
|------------------------|---|
| Field Name: | StateCourseCode |
| Data Type: | char |
| Size: | 6 |
| Allow NULL? | Yes. Conditional. |
| Description: | The course code used by the State to represent the unique course. |
| Business Rules: | Must be a valid State Course Code for the year reported in <u>Element H30 – Course School Year</u> . Required for all courses of High School Rigor taken for high school credit . State Course Code must be reported for transfer or historical courses if known. State Course Code <i>WA0005 – AVID (Advanced Via Individual Determination)</i> may only be submitted by schools authorized to offer AVID Courses or when reporting transfer courses. A list of the authorized schools can be found in Appendix H, in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Example: | 02154 |
| Valid Values: | Refer to the valid values in Appendix V – State Course Codes, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 140, 268 , 538, 1120 |
| Last Updated: | March 2021 |

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

| | |
|------------------------|---|
| Field Name: | APIBCourseCode |
| Data Type: | numeric |
| Size: | 4,2 (Five characters including the decimal point) |
| Allow NULL? | Yes. Conditional. |
| Description: | The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course. |
| Business Rules: | If <u>Element H13 – Course Designation Code</u> , contains an I – International Baccalaureate or an A – Advanced Placement, then Element H16 must have a valid code. If an AP or IB code is provided, it must be a valid value Course Code from the Advanced Placement Course Codes found in Appendix Q. Beginning with the 2013–14 school year, AP and IB codes may only be reported by schools with approved courses or when reporting transfer courses. A list of schools with approved AP courses can be found at https://apcourseaudit.epiconline.org/ledger . A list of schools with approved IB courses can be found at https://ibo.org/en/programmes/find-an-ib-school/ . |

Only courses where high school credit was attempted should be reported.

Example: 12.56

Valid Values: Refer to valid values in Appendix Q, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.

Validations: 139, 141, 502, 503, 504, 505, 509, 540, 633

Last Updated: February 2013

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

Field Name: CIPCode

Data Type: char

Size: 6

Allow NULL? Yes. Conditional.

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

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

Example: 010103

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

Validations: 142, 271, 515, 530, 532, 533, 536, 568, 1104, [1129](#), [1138](#)

Last Updated: January 2013

Element H18 – Term End Date

Field Name: TermEndDate

Data Type: char

Size: 7

Allow NULL? No. Data is required.

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

Business Rules: The term end date should be formatted as MM/YYYY. The date reported must be equal to or less than the date reported in Element H01 –School Year.

Example: 12/2007

Validations: 133, 538, 555, 574, 667, 869

Last Updated: May 2010

Element H19 – Term

Field Name: Term

| | |
|------------------------|--|
| Data Type: | varchar |
| Size: | 12 |
| Allow NULL? | Yes. Conditional. |
| Description: | Term in which course was taken. |
| Business Rules: | <p>Include the Term for all courses attempted. If <u>Element A05</u> – School Code matches <u>Element H26</u> – School Code (indicating this is not a transfer credit) then term must be supplied. This element is not required when entering transfer information.</p> <p>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.</p> <p>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.</p> <p>Refer to the valid values table, below, and in Appendix P, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.</p> |
| Example: | Sem1 or TRI3 |
| Valid Values: | Refer to the valid values in Appendix P, found in the CEDARS Appendices, located on www.k12.wa.us/data-reporting/reporting/cedars |
| Validations: | 134, 387, 539 |
| Last Updated: | October 2020 |

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

 **Planned deactivation - not required beginning with the 2022-23 school year**

| | |
|------------------------|---|
| Field Name: | IsVocationalCompleter |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | Yes. Conditional. |
| Description: | <p>Indicates whether, as a result of having been enrolled in the CTE course identified in <u>Element H17</u> – Classification of Instruction Program (CIP) Code Number, the student has acquired 360 hours of instruction in a CTE program. A CTE program completer has completed all courses taken within that CTE program, with grades of D or better.</p> <p>Report CTE Program Completer status when it occurs – when a student receives a final grade for all courses and reaches 360 hours of instruction in a CTE program.</p> |
| Business Rules: | <p>If data is entered in <u>Element H17</u> – Classification of Instruction Program (CIP) Code Number AND If <u>Element A05</u> – School Code matches <u>Element H26</u> – School Code (indicating this is not a transfer credit), then data is required in Element H20. This element is not required for students who transferred into the reporting district.</p> |
| Example: | Y |
| Valid Values: | <p>N – No</p> <p>Y – Yes</p> |
| Validations: | 136, 536 |

Last Updated: January 2014

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

[△ Planned deactivation - not required beginning with the 2022-23 school year](#)

Field Name: HasIndustryCertification
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: Indicates whether, as a result of taking the CTE course identified in [Element H17](#), Classification of Instruction Program (CIP) Code Number, the student received a state or nationally recognized industry certification or successfully passed a certification exam as part of a state or nationally recognized industry certification program during the reporting period.
Industry certification is based on the student's ability to demonstrate skills and knowledge to industry standards. Some industry certifications may be earned in fewer than 360 hours of instruction. Therefore, the student is not required to be a "CTE program completer" at the time the industry certification is earned.
Business Rules: If data is entered in [Element H17](#), Classification of Instruction Program (CIP) Code Number, then data is required in Element H21. This element is not required when entering transfer information.
Example: Y
Valid Values: N – No
Y – Yes
Validations: 137, 533
Last Updated: July 2014

Element H22 – No Longer An Active Data Element

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

Element H23 – Is the Student a CTE Dual Credit (Tech Prep) Completer?

Field Name: IsTechPrepCompleter
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: Indicates whether the student completed a sequence of courses in accordance with the definition of CTE Dual Credit (Tech Prep) Completer. A CTE Dual Credit (Tech Prep) Completer is any student who completes all courses, with a B grade or better, that are the high school's portion of the CTE Dual Credit (Tech Prep) Articulation Agreement for that program area.
Business Rules: If [Element H13](#), Course Designation Code, contains a T – CTE Dual Credit (Tech Prep), then data is required in Element H23. CEDARS will not accept NULL values. This element is not required when entering transfer information.
If [Element H13](#), Course Designation Code, does not contain a T – CTE Dual Credit (Tech Prep), then Element H23 must be N.

Example: Y
Valid Values: N – No
Y – Yes
Validations: 135, 534, 535
Last Updated: February 2018

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

Field Name: CTEAssessment
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: Indicates whether the student has taken and/or passed a state or nationally recognized assessment in the approved CTE course identified in Element H17, Classification of Instruction Program (CIP) Code Number.
An assessment based on the necessary training to prove knowledge and demonstrate skill level to obtain employment and/or recognition in an industry; a tool that demonstrates skill level and knowledge. Not limited to practicum.
Business Rules: If data is entered in Element H17, Classification of Instruction Program (CIP) Code Number, then data is required in Element H24 and NULL values will not be accepted.
If Element H21 – Did Student Receive a State or Nationally Recognized Industry Certification has a valid value of Y–Yes, then Element H24 must be 2.
Example: 2
Valid Values: 0 – no, did not take an assessment
1 – yes, took the test but did not pass
2 – yes, took the test and passed
Validations: 144, 532
Last Updated: January 2013

Element H25 – Certification Number

Field Name: CertificationNumber
Data Type: char
Size: 7
Allow NULL? Yes. Conditional.
Description: The State Certification number assigned to this staff member's certificate.
Business Rules: Beginning with the 2014-15 school year, the Certification Number may be blank for courses submitted with a Course Designation Code of Z – Non Instructional. The Certification Number may be blank for any high school transfer credits taken outside the submitting district.
The certification must be a valid Washington State Certification number, a Z number, a temporary certificate number, or a special exception indicator. The Z number is reported as the Certification Number (A2) in the S275 Report for non-certified staff. All teachers who have applied for certification in Washington State will receive a Temporary certificate number. Currently the only special exceptions to the certification requirements are teachers in

Reengagement programs. In that case, enter the code "R999999". If the certification number does not exist on the OSPI Certification database, the entire record will be rejected. Z numbers will be rejected if a certification number has been issued for the staff member.

Example: 315502E, or Z123456, or T123456, or R999999
Validations: 554, 555, 574
Last Updated: March 2015

Element H26 – School Code

Field Name: SchoolCode
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: This is a four-digit code assigned to the school by OSPI.
Business Rules: The School Code for the school where the student attempted high school credit for a course. OSPI school codes must be a valid school listed in the Education Data System (EDS). If credits were attempted at another school outside your district, enter 9999.
Example: 1234
Valid Values: Refer to EDS for valid values: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Validations: 530, 532, 533, 534, 535, 536, 538, 539, 540, 542, 555, 575, 618, 1140
Last Updated: January 2013

Element H27 – ALE Course Type

Field Name: ALEFunded
Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: Identifies how the instruction for the course reported in Element H07 – Course ID was provided.
Business Rules: Report the valid value that describes the type of ALE instruction provided for the course reported in Element H07 – Course ID for courses taken beginning with the 2014-15 school year. If Element H27 contains a valid value of O – Online then Element H13 – Course Designation Code must contain a valid value of O – Online.
This element is not required when entering transfer information.
Example: O
Valid Values: N – No, course was not taught through ALE
O – Online
R – Remote
T – Site Based – written student learning plan requires regular weekly in- person instructional contact time
U – Site Based – written student learning plan requires less than weekly in- person instructional contact time
Y – Yes (only applicable for school years prior to 2014-15)
Validations: 588, 617, 618, 619

Last Updated: February 2018

Element H28 – No Longer An Active Data Element

Field Name: CourseEquivalencyIdent

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element H29 – No Longer An Active Data Element

Field Name: CTECreditEquivalency

Description: This data element is no longer collected through CEDARS

Last Updated: February 2017

Element H30 – Course School Year

Field Name: CourseYear

Data Type: char

Size: 4

Allow NULL? No. Data is required

Description: The second year of the four-digit school year in which the course was taken. Transfer courses must also include the year they were taken at the previous school and data for these courses must be reported in this element.

Business Rules: This element is used to identify the year in which the student took the course. For a course taken in the 2013-14 school year, report 2014.

Example: 2014

Validations: 675, 734, 1137

Last Updated: February 2016

Element H31 – Industry Recognized Certifications Earned

Field Name: IndustryCertifications

Data Type: varchar

Size: 40

Allow NULL? Yes.

Description: Indicates which, if any, state or nationally industry recognized certification(s) a student earned as a result of taking the CTE course when industry recognized certifications are available for that CTE course.

Business Rules: Unlike the rest of courses reported in File H, only report for the current reporting year. Element H31 and Element D17 must match.

If H31 is 1 or 2, no other valid value may be used.

If H31 is not 1 or 2, then more than one valid value may be used (separated by a comma)

Example: 3,13

Valid Values:

- 1 – No Industry Certification Offered
- 2 – No Industry Certification Earned
- 3 – Other Industry Certification
- 4 – ASE Maintenance & Light Repair
- 5 – DOE Wastewater Treatment Operation-Group I
- 6 – AWS SENSE Welding Level 1

- 7 – NCCER Welding Level 1
- 8 – FAA Aviation Maintenance Technician-General
- 9 – MSSC Certified Logistics Technician (CLT)
- 10 – Certified Nursing Aide/Assistant (CNA)
- 11 – Certified Pharmacy Technician (CPT)
- 12 – Educational Aide I
- 13 – Cosmetology Operator License
- 14 – CompTIA A+ Certification
- 15 – Microsoft Technology Associate (MTA) Networking Fundamentals
- 16 – Oracle Certified Association (OCA) JAVA SE 8 Programmer
- 17 – Emergency Medical Technician Basic
- 18 – Microsoft Office Specialist-Excel
- 19 – Adobe Certified Associate (ACA)-Photoshop
- 20 – Autodesk Certified Professional/User-AutoCAD
- 21 – Landscape Irrigation Technician License
- 22 – Licensed Veterinary Technician
- 23 – OSHA 30 Hr. General Industry
- 24 – American Red Cross, First Aid/CPR
- 25 – WA ST Dept of Health, Food Handlers Permit

Validations:

1102, 1103, 1105, 1106

Last Updated:

January 2021

Element H32 – Student Work-Based Learning Activities

Field Name: StudentWorkBasedLearningActivities

Data Type: varchar

Size: 40

Allow NULL? Yes. Conditional.

Description: The work-based learning (WBL) activities the student participated in as a result of taking the CTE Course reported in [Element H17](#) – Classification of Instructional Program (CIP) Code. All CTE courses have the expectation that WBL activities are embedded in the curriculum.

Business Rules: Data is required when [Element H17](#) – Classification of Instructional Program (CIP) Code Number contains a value and [Element H30 – Course School Year](#) is 2022 or after. More than one valid value may be used (separated by a comma) to identify all of the WBL activities the student participated in for this CTE course. If H32 is 10 or 11, no other valid value may be used. 11 may only be reported for transfer courses, where [Element H26](#) – School Code is 9999.

Example: 2,3

Valid Values:

- 1 – Career Research and Job Interview/Job Shadow in Course Related Area
- 2 – Guest Speaker Series with Assigned Career Mentors or Structured Field Trip to Related Job Site
- 3 – School Based Enterprises
- 4 – Placement/Unpaid Internship (20 hour minimum)
- 5 – Placement/Paid Internship
- 6 – Apprenticeship Preparation Program/Registered Apprenticeship
- 7 – Ownership/Entrepreneurship

- 8 – Health Care Clinical
- 9 – Course Related Service-Learning Project
- 10 – Student did not participate in any of the above WBL activities
- 11 – Could not obtain WBL activity details from prior enrollment (*transfer courses*)

Validations: 1136, 1137, 1138, 1139, 1140

Last Updated: October 2021

Student Attributes and Programs File (I)

File Name: StudentPrograms

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

Sample File Name: 12345_0000_StudentPrograms_20210901_20212022.txt

Element I01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 146, 361, 569

Last Updated: February 2018

Element I02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 147, 156, 282, 311

Last Updated: January 2015

Element I03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow NULL? No. Data is required.

| | |
|------------------------|--|
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 148, 283, 311, 316, 516, 517 |
| Last Updated: | September 2007 |

Element I04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 149 |
| Last Updated: | January 2015 |

Element I05 – Location ID

| | |
|------------------------|--|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school as generated by the district's Student Information System (SIS). |
| Business Rules: | This is an internal number generated by the District and is required. The ID reported in Element I05 must be included in the <u>Location File A</u> . See the business rules for this element in <u>Appendix F</u> . Unique rules apply to each value reported in <u>Element I06</u> . |
| Example: | 1234 |
| Validations: | 150, 284, 311, 317, 762 |
| Last Updated: | February 2017 |

Element I06 – Attribute or Program Code

| | |
|--------------------|-------------|
| Field Name: | ProgramCode |
|--------------------|-------------|

| | |
|------------------------|--|
| Data Type: | int |
| Allow NULL? | No. Data is required. |
| Description: | The state assigned service, program or attribute code. |
| Business Rules: | Report a record in this file if the student received services, participated in a program, or is identified with an attribute listed in the valid values from Appendix F at any point in the current school year. If the student is reported in Special Education File (K) they must be reported with a valid value equal to 36 – <i>Student Identified With a Disability</i> in Element I06. Valid value 11 - <i>LAP Extended Learning Opportunities Program</i> eligibility is limited to students in grades 8, 9, 10, 11, and 12 as reported in Element B13 – Grade Level. |
| Example: | 2 |
| Valid Values: | CEDARS Data Manual Appendix F |
| Validations: | 151, 285, 290, 292, 311, 527, 595, 608, 609, 613, 662, 703, 705, 762, 765, 768, 769, 974, 975, 976, 977, 1122 , 1123 , 1141 , 1153 |
| Last Updated: | September 2021 |

Element I07 – Start Date

| | |
|------------------------|---|
| Field Name: | StartDate |
| Data Type: | date |
| Allow NULL? | No |
| Description: | The date the student begins receiving services, is enrolled in a program or is identified with a specific attribute. |
| Business Rules: | This is the first day the student attends or receives services, is enrolled in a program or is identified with a specific attribute or corresponds with the first day of enrollment. This date must be equal to or greater than the date contained in Element B14 – Date Enrolled in District. The program start date must be on or after Element B09 – Birth Date. Date must be formatted as MM/DD/YYYY. |
| Example: | 01/01/2007 |
| Validations: | 152, 288, 289, 311, 760, 770, 771 |
| Last Updated: | February 2017 |

Element I08 – Exit Date

| | |
|------------------------|--|
| Field Name: | ExitDate |
| Data Type: | date |
| Allow NULL? | Yes. Conditional. |
| Description: | The date the student exits a program, ceases to receive services or is no longer identified with a specific attribute. |
| Business Rules: | This is the last day the student receives services, is enrolled in a program or is identified with a specific attribute. This date must be equal to or greater than the date in Element I07 – Start Date. If the student enters and exits on the same date, the same date is used in Elements I07 – Start Date and this Element, I08. |

If I08 – Exit Date is reported for student, information must be provided within Element I09 – Exit Reason Code. An exit date must be entered if Element I09 – Exit Reason Code is submitted.

Date must be formatted as MM/DD/YYYY.

Example: 02/15/2007

Validations: 153, 289, 311, 569, 595, 770, 771

Last Updated: February 2017

Element I09 – Exit Reason Code

Field Name: ExitReasonCode

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: The reason the student is exiting the program.

Business Rules: An Exit Reason Code must be entered if Element I08 – Exit Date is submitted. Students identified in Element I06 – Attribute or Program Code with a valid value of 36 – Disability and an exit date reported in Element I08 – Exit Date are not required to report a valid value in Element I09.

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

Example: B

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

Appendix L – Washington State Seal of Biliteracy and Competency Exit Reason Codes

Validations: 154, 290, 595, 662, 703, 974, 975, 976, 977

Last Updated: September 2019

Element I10 – Qualification Code

Field Name: QualificationCode

Data Type: varchar

Size: 60

Allow NULL? Yes. Conditional.

Description: The reason the student qualifies for program services.

Business Rules: If Element I06 – Attribute or Program Code is valid value:

- 19 – *Free and Reduced Meals* then a program code from [Appendix X](#) must be entered.
- 30 – *GRADS Program* then a valid value from the list below must be reported.
- 32 – *Gifted-services or programs provided in the general education classroom*, then a valid value from the list below must be reported.
- 33 – *Gifted-services or programs provided in a unique highly capable program*, then a valid value from the list below must be reported.
- 34 – *Gifted-services or programs provided through acceleration*, then a valid value from the list below must be reported.
- 35 – *Gifted-services or programs provided outside the traditional school setting*, then a valid value from the list below must be reported.
- 36 – *Disability* then a valid value from [Appendix I](#) must be reported.
- 36 – *Disability* and I10 is 1, the student must be under the age of 9 10. The value must be changed from 1 to another valid value prior to the student's ~~ninth~~ tenth birthday.
- 36 – *Disability* and I10 is 15, the student must be under the age of 3. The value must be changed from 15 to another valid value prior to the student's third birthday.
- 40 – *Reengagement Program* then a valid value from [Appendix R](#) must be reported.
- 41 – *Washington State Seal of Biliteracy Earned* or 42 – *Washington State Seal of Biliteracy Proficient*, then a language code from [Appendix K](#) must be reported.
- 69 – *Career Launch* then a program code from [Appendix AJ](#) must be reported.
- 71 – *District-Issued Learning Device*, then a valid value from [Appendix AI](#) must be reported.

Example:
Valid Values:

- 7
- Career Launch Program Type Codes:
Refer to valid values table in [Appendix AJ](#).
- Disability Codes:
Refer to valid values table in [Appendix I](#).
- District-Issued Learning Device Codes:
Refer to valid values table in [Appendix AI](#).
- Free and Reduced Meal Qualification Codes:
Refer to valid values table in [Appendix X](#).
- Gifted Program Referral Codes:
- A – Referred by ~~system's automatic referral~~ screening procedure
 - B – Referred by school or district staff
 - C – Referred by parent/guardian
 - D – Referred by self
 - E – Referred by peer
 - F – Referred by other
 - G – Referred by system's automatic referral procedure & school or district staff
 - H – Referred by system's automatic referral procedure & parent/guardian
 - I – Referred by system's automatic referral procedure & self

J – Referred by system’s automatic referral procedure & peer

K – Referred in prior year, referral reason unknown

GRADS Program Qualification Codes:

A – Pregnant secondary school student

B – Father-to-be secondary school student

C – Parenting secondary school student (female or male)

Reengagement Program Codes:

Refer to valid values table in [Appendix R](#).

Washington State Seal of Biliteracy Language Codes:

Refer to valid values found in [Appendix K](#).

Validations: 155, 292, 527, 569, 613, 705, 765, 769, 967, 1122, 1123, 1141, 1153

Last Updated: January 2022

English Learners File (J)

File Name: BilingualPrograms

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

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

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

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

Sample File Name: 12345_0000_ BilingualPrograms_20210901_20212022.txt

Element J01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 1, 352

Last Updated: February 2018

Element J02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 2, 18, 171, 300

Last Updated: January 2015

Element J03 – District Student ID

| | |
|------------------------|--|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 3, 300, 1116 |
| Last Updated: | October 2020 |

Element J04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. Data is required. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 4 |
| Last Updated: | January 2015 |

Element J05 – Location ID

| | |
|------------------------|--|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school as generated by the district's Student Information System (SIS) where the student is tested for, participates in or receives services for the program. |
| Business Rules: | This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in <u>Element A05</u> – School Code. |

Example: The ID reported in Element J05, must be included in the Location File A.
1234
Validations: 5, 173, 300, 323
Last Updated: February 2011

Element J06 – Instructional Model Code

Field Name: InstructionalModelCode
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: The assigned Instructional Model Code associated with the student eligible for or receiving services.
Business Rules: Data is required when Element J17 – Program Eligibility/Designation is *1 – State Transitional Bilingual Program*.
Must be NULL or *P – Waiver* when Element J17 – Program Eligibility/Designation is *3 – Native American Student receiving, under Title III, English Language Development Services*.
Must be NULL when Element J09 – Exit Reason Code is *O – Student Tested but did not Qualify*.
Must be NULL when Element J21 – Placement Status indicates the student is NOT eligible for services.
Example: C
Valid Values: A – Two Way Dual Language
B – Transitional Bilingual – Late Exit
C – Transitional Bilingual – Early Exit
D – Content ESL (sheltered instruction)
E – Supportive Mainstream (*formerly Pull out model*)
N – Newcomer Program
P – Waiver (Parent Waiver from Program Services)
O – One Way Dual Language
Validations: 5, 173, 300, 323, 965
Last Updated: February 2018

Element J07 – Program Status Start Date

Field Name: StartDate
Data Type: date
Allow NULL? No. Data is required.
Description: The date the student begins receiving services, waives services or tested but did not qualify for services during the current school year.
Business Rules: This is the first day of the current school year the student begins receiving services, changes program status or waives services.
The Program Status Start Date shall be during the current school year in which the enrollment occurred except for records being submitted in the current school year for students who tested but did not qualify in a prior school year.

All students will be provided with a new Program Status Start Date when services commence during the current school year, regardless of prior school year services.

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

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

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

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

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

Date should be formatted as MM/DD/YYYY.

Example: 01/01/2007

Validations: 7, 176, 300, 489, 572, 632, 733

Last Updated: January 2018

Element J08 – Program Exit Date

Field Name: ExitDate

Data Type: date

Allow NULL? Yes. Conditional.

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

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

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

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

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

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

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

Example: 02/15/2007
Validations: 8, 300, 375, 489, 733
Last Updated: February 2017

Element J09 – Exit Reason Code

Field Name: ExitReasonCode
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: The reason the student is ending the bilingual enrollment segment.
Business Rules: Data Element J09 is left blank until student tested but did not qualify or exits the program. An Exit Reason Code must be entered if Element J08 – Program Exit Date is not NULL.
If Element J21 – Placement Status indicates the student is NOT eligible for services, Element J09 must be 0 – Tested but did not qualify.

Example: B
Valid Values: A – Transitioned (met Transition/Proficient level on annual ELP assessment)
B – Graduated
C – Drop-out
D – Left for other Reasons (left district for unknown reasons)
E – Transferred/Moved out of district
H – Deceased
M – Student Moved Out of Country
T – Transfer within district, between models or end of school year rollover
O – Student Tested but did not Qualify
P – Re-designated / Parent Written Request to Change Original Home Language Survey (HLS) responses
N – Change of Ethnicity/Race Status (Native American students receiving Title III English Language Services)

Validations: 9, 177, 375, 661, 664, 733, 754, 767
Last Updated: September 2017

Element J10 – No Longer An Active Data Element

Field Name: PlacementTestScaleScore
Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be collected through Element J20 – Placement Test Score.
Last Updated: January 2012

Element J11 – No Longer An Active Data Element

Field Name: PlacementTestLevelScore
Business Rules: Beginning with the 2012–2013 school year, Placement Test Scale Score will be collected through Element J21 – Placement Status.
Last Updated: January 2012

Element J12 – No Longer An Active Data Element

Field Name: PlacementTestDate

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

Last Updated: January 2012

Element J13 – Initial Placement Test Date

Field Name: InitialWAPlacementDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the student first took the placement test. This date, once reported, will never change.

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

Example: 09/25/2001

Validations: 13, 384, 486

Last Updated: February 2017

Element J14 – No Longer An Active Data Element

Field Name: InitialUSAPlacementDate

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

Last Updated: February 2011

Element J15 – No Longer An Active Data Element

Field Name: NumMonthsUSAttendance

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

Last Updated: February 2011

Element J16 – No Longer An Active Data Element

Field Name: NumMonthsNonUSFormalEducation

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

Last Updated: February 2011

Element J17 – Program Designation

Field Name: ProgramDesignation

Data Type: int

Allow NULL? No. Data is required.

Description: Program designation appropriate for student being reported.

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

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

Example: 3
Valid Values: 1 – State Transitional Bilingual Instructional Program
3 – Native American Student, Title III, English Language Development services
4 – Reclassified
Validations: 388, 402, 497, 602, 615, 661, 664, 753
Last Updated: February 2019

Element J18 – Placement Test Code

Field Name: PlacementTestCode
Data Type: int
Allow NULL? Yes. Conditional.
Description: Enter the code that represents the most recent placement test the student took as described in Element J22 – Placement Test Date. This element only refers to the most recent placement test, and is not for reporting of annual assessment information.
Business Rules: Must be a valid value contained in the list below. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J18 may be NULL.
Example: 1
Valid Values: 1 – LASO
2 – LPTS
3 – PLAS
4 – WLPT
5 – WELPA
6 – ELPA21 Screener (in Washington Public Schools)
7 – ELPA21 Annual Assessment (not in Washington Public Schools)
8 – WIDA ACCESS (not in Washington Public Schools)
9 – WIDA Alt ACCESS (not in Washington Public Schools)
10 – WIDA Screener (in Washington Public Schools)
Validations: 411, 413, 520, 754, 764
Last Updated: October 2021

Element J19 – Grade Level at Placement

Field Name: GradeLevelAtPlacement
Data Type: varchar
Size: 2.
Allow NULL? No. Data is required.
Description: The student's grade level at the time of the most recent placement test as reported in Elements J18 – Placement Test Code, J20 – Placement Test Score, J21 – Placement Level and J22 – Placement Test Date.
Business Rules: Report the grade level the student was enrolled in at the time of the most recent placement test. Students enrolled in Kindergarten who took the placement test prior to enrollment should use Kindergarten (K1 or K2) as their grade level at placement.

Example: 04
Valid Values: See Appendix E – Grade Level Codes, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 414, 415
Last Updated: January 2012

Element J20 – Placement Test Score

Field Name: PlacementTestScaleScore
Data Type: numeric
Size: 4
Allow NULL? Yes. Conditional.
Description: Enter the scale score the student earned upon taking the most recent placement test for the State Transitional Bilingual Instruction Program as described in [Element J22](#) – Placement Test Date. This element only refers to the most recent placement test, and is not for reporting of annual assessment information. If [Element J22](#) – Placement Test Date is 05/01/2006 or earlier, Element J20 may be NULL if data is not available.
Business Rules: Must be a value between 0 and 9999.
Example: 431
Valid Values: 0 to 9999
Validations: 480, 757
Last Updated: February 2017

Element J21 – Placement Status

Field Name: PlacementTestLevelScore
Data Type: char
Size: 2
Allow NULL? Yes. Conditional.
Description: The status, as defined below in the valid values section, associated with the scale score the student earned upon taking the most recent placement test for the State Transitional Bilingual Instruction Program or English Language Development services. Enter the status the student earned upon taking the most recent placement test. This element only refers to the most recent placement test, and is not for reporting of annual assessment information. If [Element J22](#) – Placement Test Date is 05/01/2006 or earlier, Element J21 may be NULL if data is not available. If [Element J06](#) – Instructional Model code is NOT NULL, the valid value submitted must indicate the student is eligible for services.
Business Rules: Refer to [Appendix N](#) for a list of valid values mapped to the placement test codes found in [Element J18](#) – Placement Test Code.
Example: 2
Valid Values: 0
 1
 2
 3
 4

5
6
Validations: 179, 481, 754, 758, 764
Last Updated: September 2018

Element J22 – Placement Test Date

Field Name: PlacementTestDate
Data Type: date
Allow NULL? No. Data is required.
Description: This element only refers to the most recent placement test, and is not for reporting of annual assessment information.
Business Rules: The month, day and year of the student’s placement test must be in the MM/DD/YYYY format. Enter the most recent date the student took the placement test for a State Transitional Bilingual Instruction Program. If a student has taken more than one placement test in Washington, report the date of the most recent placement test. If the student has only taken one placement test in Washington, report the same date that is reported in Element J13 – Initial Placement Test Date.
Example: 09/25/2001
Validations: 12, 480, 481, 488, 520, 572
Last Updated: January 2021

Element J23 – Overall Placement Test Score

Field Name: PlacementTestScore
Data Type: char
Allow NULL? Yes. *Conditional.
Description: The overall score the student earned upon taking the most recent WIDA screener for the State Transitional Bilingual Instruction Program or English Language Development services. Enter the overall score the student earned upon taking the most recent screener. This element only refers to the most recent screener, and is not for reporting of annual assessment information.
Business Rules: Must be a valid value from the list below. This will appear as a numeric value, even though this is submitted as a character data type, and must include one digit to the right of the decimal point (scale). *Data is required if Element J18 – Placement Test Code is 10 – WIDA Screener (in Washington Public Schools).
Example: 3.0
Valid Values: 1.0
1.5
2.0
2.5
3.0
3.5
4.0
4.5
5.0
5.5

6.0
Validations: 1157, *1158
Last Updated: April 2022

* Validation code 1158 enforces the business rule that conditionally requires data in J23.

The 1158 implementation will be deferred, but with a retroactive start date.

1158 will be deployed as part of the CEDARS 2022-23 "roll over" – the first deployment of 2022-23 school year development and when the CEDARS system begins accepting 2022-23 submissions.

The validation will not fire on 2021-22 submissions transferred before the 2022-23 roll over.

The validation will fire on both 2021-22 and 2022-23 submissions transferred after the 2022-23 roll over.

Student Special Education Programs File (K)

File Name: SpecEdPrograms

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

Sample File Name: 12345_0000_SpecEdPrograms_20210901_20212022.txt

Element K01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 83, 357

Last Updated: February 2018

Element K02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 84, 96, 236, 626

Last Updated: January 2015

Element K03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow NULL? No. Data is required.

| | |
|------------------------|--|
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 85, 626, 631 |
| Last Updated: | September 2007 |

Element K04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 86 |
| Last Updated: | January 2015 |

Element K05 – Location ID

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

Element K06 – Least Restrictive Environment (LRE) Code

| | |
|------------------------|--|
| Field Name: | LRECode |
| Data Type: | int |
| Allow NULL? | No. Data is required. |
| Description: | Least Restrictive Environment (LRE) Code. |
| Business Rules: | Students currently enrolled in and receiving special education services, or who were receiving but exited special education during the current school year, must have a valid LRE code. LRE codes reported must be appropriate to the current age and Grade Level (<u>Element B13</u>) of the student. |

Students five years of age and enrolled in Kindergarten must use K-12 LRE Codes. Students five years of age and enrolled in Pre-Kindergarten or Preschool

| | |
|----------------------|--|
| | must use PK LRE Codes. If value 11 or 12 is reported in Element K06, then Element K15 Non-Public Agency is required. |
| Example: | 2 |
| Valid Values: | Refer to the valid values in Appendix W, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 88, 239, 865, 866, 867, 968, 969, 970, 1002, 1113, 1114, 1115, 1152 |
| Last Updated: | October 2020 |

Element K07 – Initial Washington Service Date

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

Element K08 – Exit Date

| | |
|------------------------|--|
| Field Name: | ExitDate |
| Data Type: | date |
| Size: | See Data Type Definitions. |
| Allow NULL? | Yes. Conditional. |
| Description: | The last date the student receives (exits) Special Education services or has a change reported in <u>Element K06</u> – Least Restrictive Environment (LRE) Code. |
| Business Rules: | <p>This is the last day the student attends or receives services from the Special Education Program.</p> <p>This date must be equal to or greater than the date in <u>Element K14</u> – Program Start Date.</p> <p>If the student exits during the summer, use the actual date on which the student received their final services from the Special Education Program.</p> <p>If the student enters and exits on the same date, the same date is used in <u>Element K14</u> – Program Start Date and in this Element, K08.</p> <p>If K08 –Exit Date is reported for a student, information must be provided within <u>Element K09</u> – Exit Reason Code. An exit date must be entered if <u>Element K09</u> – Exit Reason Code is submitted.</p> <p>If the student exits and returns within the same current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student). Date should be formatted as MM/DD/YYYY.</p> <p>If an updated LRE Code is reported for the student in <u>Element K06</u>, an exit date must be provided.</p> |
| Example: | 02/15/2007 |
| Validations: | 90, 545, 626, 627 |
| Last Updated: | January 2014 |

Element K09 – Exit Reason Code

| | |
|--------------------|-------------------|
| Field Name: | ExitReasonCode |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | Yes. Conditional. |

| | |
|------------------------|---|
| Description: | Indicates the reason the student is no longer receiving (exited) Special Education services, student has a change reported in <u>Element K06</u> – Least Restrictive Environment (LRE) Code or is no longer enrolled as reported in <u>Element C09</u> – School Withdrawal Code. |
| Business Rules: | <p>An Exit Reason Code must be entered if <u>Element K08</u> – Program Exit Date is submitted. An Exit Reason Code is not to be submitted unless the reason for exit matches one of the Valid Values listed below.</p> <p>Exit Reason Code valid values 1 and 4 may only be reported for those students who will no longer be receiving Special Education services due to specified reasons.</p> <p>Exit Reason Code valid value 2 may only be reported for those students who have obtained age 21 during the current reporting school year and are no longer eligible for Special Education services.</p> <p>Exit Reason Code, valid value 5, must be entered if <u>Element K06</u> – Least Restrictive Environment (LRE) Code is updated.</p> <p>Exit Reason Code, valid value 6, is to be entered if the exiting district has confirmed that the student is no longer enrolled in the district (this includes students who have graduated). <u>Element C09</u> – School Withdrawal Code must indicate withdrawal from district.</p> |
| Example: | 2 |
| Valid Values: | <p>1 – Re-evaluated and no longer needs Special Education Services</p> <p>2 – Aged Out (student obtained age 21 during current reporting school year)</p> <p>3 – <i>No longer used (Graduated with High School Diploma)</i></p> <p>4 – Parent Revokes Consent for Special Education Services</p> <p>5 – Least Restrictive Environment (LRE) Code change</p> <p>6 – No longer enrolled in District (do not use to report in-district school transfers)</p> |
| Validations: | 91, 243, 607, 627 |
| Last Updated: | January 2015 |

Element K10 – No Longer An Active Data Element

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

Element K11 – No Longer An Active Data Element

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

Element K12 – No Longer An Active Data Element

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

Element K13 – No Longer An Active Data Element

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

Element K14 – Program Start Date

Field Name: StartDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? No. Data is required.
Description: The date the student began receiving services in the Special Education Program in the reporting district or had a change in the Least Restrictive Environment (LRE) Code reported for the student.
Business Rules: Report the first day the student attends or receives services from a Special Education Program in the reporting district or the date the LRE code reported for the student in Element K06 – Least Restrictive Environment Code is updated or changed.
If the student enrolls during the summer when school is not in session, use the date the student will begin the Special Education Program (the first day of the current school year) as the Special Education Program Start date.
Date should be formatted as MM/DD/YYYY.
Example: 01/01/2007
Validations: 543, 544, 545, 626
Last Updated: April 2014

Element K15 – Non-Public Agency

Field Name: NPA
Data Type: int
Allow NULL? Yes. Conditional.
Description: Indicates the non-public agency the school district has contracted with in order for the student to receive services.
Business Rules: If the value in Element K06 – Least Restrictive Environment (LRE) Code is 11 or 12 then a valid value is required.
Example: 1
Valid Values: Refer to valid values in Appendix AC, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars
Validations: 1001, 1002, 1037
Last Updated: October 2020

Element K16 – PreK Positive Social-Emotional Skills - Entry

Field Name: PreKPositiveSocialEmotionalSkillsEntry
Data Type: int
Allow NULL? Yes. Conditional.
Description: The scale score, determined by the team, as to the extent to which the child demonstrates age-appropriate functioning, across a variety of settings and situations in social-emotional skills (including social-relationships) at entry into

the special education preschool program. Examples could include: Relating with adults, relating with other children, following rules related to groups, or interacting with others.

Data must be reported for students with IEPs and reported in Element B13 – Grade Level as PK. If the student is enrolled in Element B13 – Grade Level as PK for more than one school year, continue to report initial data in each consecutive school year until the student exits PK.

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL.

Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1003, 1004, 1005, 1038

Last Updated: October 2020

Element K17 – PreK Acquisition and Use of Knowledge/Skills - Entry

Field Name: PreKAcquisitionKnowledgeSkillsEntry

Data Type: int

Allow NULL? Yes. Conditional.

Description: Data must be reported for students with IEPs and in Grade Level PK (Element B13). If the student is enrolled in Grade Level PK for more than one school year, continue to report initial data in each consecutive school year until the student exits PK. Enter the scale score determined by the team as to the extent to which the child shows behaviors and skills as indicated by assessments and based on observations from individuals in close contact with the child. Examples could include: thinking, reasoning, remembering, and problem solving; understanding symbols; understanding the physical and social worlds.

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL.

Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1006, 1007, 1008, 1039

Last Updated: October 2020

Element K18 – PreK Appropriate Behaviors and Skills - Entry

Field Name: PreKApproBehaviorandSkillsEntry

Data Type: int

Allow NULL? Yes. Conditional.

Description: The scale score determined by the team as to the extent to which the child shows behaviors and skills as appropriate for their age across a variety of settings and situations. Examples could include: taking care of basic needs (e.g., showing hunger, dressing, feeding, toileting, etc.); contributing to own health and safety (e.g., follows rules, assists with hand washing, avoids inedible

objects) if older than 24 months; getting from place to place (mobility); and using tools (e.g., forks, pencils, strings attached to objects).

Data must be reported for students with IEPs and reported in Element B13 – Grade Level as PK. If the student is enrolled in Element B13 – Grade Level as PK for more than one school year, continue to report initial data in each consecutive school year until the student exits PK.

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1009, 1010, 1011, 1040

Last Updated: October 2020

Element K19 – PreK Positive Social-Emotional Skills - Exit

Field Name: PreKPositiveSocialEmotionalSkillsExit

Data Type: int

Allow NULL? Yes. Conditional.

Description: The scale score determined by the team as to the extent to which the child demonstrates age-appropriate functioning, across a variety of settings and situations in social-emotional skills (including social-relationships) at exit of the PK program. Has the child shown any new skills or behaviors related to social-emotional skills since entry data was taken? Examples could include: relating with adults, relating with other children, following rules related to groups, and interacting with others.

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1012, 1013, 1014, 1041

Last Updated: October 2020

Element K20 – PreK Positive Social-Emotional Skills - Progress

Field Name: PreKPositiveSocialEmotionalSkillsProgress

Data Type: int

Allow NULL? Yes. Conditional.

Description: Has the child shown any new skills or behaviors related to social-emotional skills since entry data was taken?

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AE, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars
Validations: 1015, 1016, 1017, 1042
Last Updated: October 2020

Element K21 – PreK Acquisition and Use of Knowledge/Skills - Exit

Field Name: PreKAcquisitionKnowledgeSkillsExit
Data Type: int
Allow NULL? Yes. Conditional.
Description: Enter the scale score determined by the team as to the extent to which the child shows behaviors and skills as indicated by assessments and based on observations from individuals in close contact with the child. Has the child shown any new skills or behaviors related to acquisition and use of knowledge skills since entry data was taken? Examples could include: thinking, reasoning, remembering, and problem solving; understanding symbols; understanding the physical and social worlds.
Business Rules: If [Element B13](#) – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in [Element B13](#) – Grade Level as PK.
Example: 1
Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars
Validations: 1018, 1019, 1020, 1043
Last Updated: October 2020

Element K22 – PreK Acquisition and Use of Knowledge/Skills - Progress

Field Name: PreKAcquisitionKnowledgeSkillsProgress
Data Type: int
Allow NULL? Yes. Conditional.
Description: Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since entry data was taken?
Business Rules: If [Element B13](#) – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in [Element B13](#).
Example: 1
Valid Values: Refer to valid values in Appendix AE, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars
Validations: 1021, 1022, 1023, 1044
Last Updated: October 2020

Element K23 – PreK Appropriate Behaviors and Skills - Exit

Field Name: PreKApproBehaviorandSkillsExit
Data Type: int
Allow NULL? Yes. Conditional.
Description: Enter the scale score determined by the team as to the extent to which the child shows behaviors and skills as appropriate for his or her age across a

variety of settings and situations. Has the child shown any new skills or behaviors related to appropriate behavior and skills since entry data was taken? Examples could include: taking care of basic needs (e.g., showing hunger, dressing, feeding, toileting, etc.); contributing to own health and safety (e.g., follows rules, assists with hand washing, avoids inedible objects) (if older than 24 months); getting from place to place (mobility); and using tools (e.g., forks, pencils, strings attached to objects).

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13 – Grade Level as PK.

Example: 1

Valid Values: Refer to valid values in Appendix AD, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1024, 1025, 1026, 1045

Last Updated: October 2020

Element K24 – PreK Appropriate Behaviors and Skills - Progress

Field Name: PreKApproBehaviorandSkillsProgress

Data Type: int

Allow NULL? Yes. Conditional.

Description: Has the child shown any new skills or behaviors related to appropriate behavior and skills since entry data was taken?

Business Rules: If Element B13 – Grade Level does not equal PK, you must report NULL. Required for students receiving services in special education and are reported in Element B13.

Example: 1

Valid Values: Refer to valid values in Appendix AE, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1027, 1028, 1029, 1046

Last Updated: October 2020

Element K25 – Date of Annual IEP Meeting

Field Name: DateOfAnnualIEPMeeting

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is Required.

Description: The date of the student's most recent annual IEP team meeting per WAC 392-172A-03110(3). Each public agency must ensure that the IEP team reviews and revises the student's IEP periodically, but not less than annually, to determine whether the annual goals for the student are being achieved. If the student has not yet had an annual IEP team meeting, then enter the date of the most recent IEP. This is not the IEP start date and this does not include amended IEPs.

Business Rules: Students currently enrolled in and receiving special education services must have a valid annual IEP team meeting date.

Example: 01/01/2020

Validations: 1030

Last Updated: October 2020

Ethnicity File (L)

File Name: StudentEthnicity

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

Sample File Name: 12345_0000_StudentEthnicity_20210901_20212022.txt

Element L01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 116, 360

Last Updated: February 2018

Element L02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 117, 254, 309, 347

Last Updated: January 2015

Element L03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow NULL? No. Data is required.

| | |
|------------------------|--|
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 118, 255, 309, 332 |
| Last Updated: | September 2007 |

Element L04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 119 |
| Last Updated: | January 2015 |

Element L05 – Ethnicity Code

| | |
|------------------------|---|
| Field Name: | EthnicityCode |
| Data Type: | varchar |
| Size: | 3 |
| Allow NULL? | No. Data is required. |
| Description: | This code distinguishes whether the student is Hispanic or Non-Hispanic and if Hispanic, which Hispanic subgroups. |
| Business Rules: | There must be at least one record for each student if Ethnicity Code equals '10' (Non-Hispanic), there cannot be other records in this file for the same student. If Ethnicity Code contains one of the Hispanic ethnicities, there can be multiple records for the student. Beginning with the 2018-19 school year, expanded ethnicity categories were added to CEDARS in alignment with the recommendations of the <u>Race and Ethnicity Student Data Task Force</u> as authorized by 4SHB 1541 Sec 502. Districts have four years, through the 2021-22 school year, to fully implement the changes. |

Prior to the end of the 2021-22 school year districts can submit the original 2-digit numeric codes for students that have yet to be resurveyed.

If Element L06 – Ethnicity Collection Method contains a valid value of 3 – *Student has not yet been resurveyed*, a valid 2-digit numeric code from Appendix Y must be reported.

If Element L06 – Ethnicity Collection Method contains a valid value of either 1 – *Ethnicity report by parent/guardian or the student* or 2 – *Ethnicity not reported by parent/guardian or the student, Observed*, a valid 3-digit alphanumeric code from Appendix Y must be reported.

Example: 10 or H01
Valid Values: CEDARS Appendix Y – Ethnicity Codes
Validations: 120, 256, 350
Last Updated: February 2018

Element L06 – Ethnicity Collection Method

Field Name: EthnicityCollectionMethod
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: This element describes how the reported ethnicity data was collected for the student.
Business Rules: Ethnicity data is required to be submitted for all students. When ethnicity is not provided by the parent/guardian or the student, federal data collection standards require that ethnicity be determined through observation and reported. Federal Guidance on the Collection and Reporting by Race or Ethnicity provides additional guidance and information.
Example: 1
Valid Values 1 – Ethnicity reported by parent/guardian or the student
2 – Ethnicity not reported by parent/guardian or the student, Observed
3 – Student has not yet been resurveyed
Validations: 778, 779
Last Updated: February 2018

Race File (M)

File Name: StudentRace

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

Sample File Name: 12345_0000_StudentRace_20210901_20212022.txt

Element M01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 157, 362

Last Updated: February 2018

Element M02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.

Example: 12345

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

Validations: 158, 293, 312, 348

Last Updated: January 2015

Element M03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow NULL? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Validations: 159, 294, 312, 318

Last Updated: September 2007

Element M04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow NULL? No.

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

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

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

Example: 1234567890

Validations: 160

Last Updated: January 2015

Element M05 – Race Code

Field Name: RaceCode

Data Type: char

Size: 3

Allow NULL? No. Data is required.

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

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

Beginning with the 2018-19 school year, expanded race categories were added to CEDARS in alignment with the recommendations of the Race and Ethnicity Student Data Taskforce as established in HB 1541.

Districts will have four years, through the 2021-22 school year, to fully implement the changes

Prior to the end of the 2021-22 school year, districts can submit the original 3-digit numeric codes for students that have yet to be resurveyed.

If Element M06 – Race Collection Method contains a valid value of 3 – *Student has not yet been resurveyed*, a valid 3-digit numeric code from the original code list from Appendix Z must be reported.

If Element M06 – Race Collection Method contains a valid value of either 1 – *Race reported by parent/guardian or the student* or 2 – *Race not reported by the*

parent/guardian or the student, Observed, a valid 3-digit alphanumeric code from Appendix Z must be reported.

Example: 200 or C02
Valid Values: CEDARS Appendix Z – Race Codes
Validations: 161, 295, 312
Last Updated: February 2018

Element M06 – Race Collection Method

Field Name: RaceCollectionMethod
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: This element describes how the reported race data was collected for the student.
Business Rules: Race data is required to be submitted for all students. When race is not provided by the parent/guardian or the student, federal data collection standards require that race be determined through observation and reported. Federal Guidance on the Collection and Reporting by Race or Ethnicity provides additional guidance and information.
Example: 1
Valid Values 1 – Race reported by parent/guardian or the student
2 – Race not reported by parent/guardian or the student, Observed
3 – Student has not yet been resurveyed.
Validations: 416, 417, 426, 435
Last Updated: February 2018

Student Absence File (N)

File Name: StudentAbsence

Description: This file captures daily absence information for each student. Absences from Alternative Learning and Online classes ~~that don't require regular seat-time attendance~~ should not be reported in this file. [Chapter 392-401 WAC](#) 1) defines absences from in-person, synchronous online, and asynchronous instruction, 2) identifies the reasons that absences should be excused and 3) outlines the minimum requirements of a multi-tiered system of support for attendance.

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

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

Sample File Name: 12345_0000_StudentAbsence_20210901_20212022.txt

Element N01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: For the 2019-20 school year, report 2020.
Example: 2020
Valid Values: 2020
Validations: 416, 417, 426, 435
Last Updated: February 2018

Element N02 – Serving County District Code

Field Name: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.
Business Rules: Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS.
Example: 12345

Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
Validations: 418, 419, 425, 435
Last Updated: January 2015

Element N03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar
Size: 50
Allow NULL? No. Data is required.
Description: This is the student identifier assigned by the local education agency to the student. This data element is used in the matching of district data with records in CEDARS.
Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Example: 123456789012 or 124 or TG096
Validations: 420, 421, 429, 430, 431, 432, 435
Last Updated: January 2012

Element N04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow NULL? No.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Validations: 422, 570
Last Updated: January 2015

Element N05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the district's Student Information System (SIS).

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

Example: 1234

Validations: 423, 424, 427, 428, 432, 435, 570

Last Updated: January 2012

Element N06 – Absence Date

Field Name: AbsenceDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the absence occurred.

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

Example: 09/25/2012

Validations: 433, 434, 435, 436, 437, 559

Last Updated: January 2013

Element N07 – Absence Code

Field Name: AbsenceCode

Data Type: varchar

Size: 2

Allow NULL? No. Data is required.

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

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

Excused Absences

WAC 392-401-020 identifies the reasons absences should be excused.

- ~~(1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;~~
- ~~(2) Family emergency including, but not limited to, a death or illness in the family;~~
- ~~(3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;~~
- ~~(4) Court, judicial proceeding, court-ordered activity, or jury service;~~
- ~~(5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;~~

- ~~(6) State-recognized search and rescue activities consistent with RCW 28A.225.055;~~
- ~~(7) Absence directly related to the student's homeless or foster care/dependency status;~~
- ~~(8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;~~
- ~~(9) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;~~
- ~~(10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;~~
- ~~(11) Absences due to a student's migrant status; and~~
- ~~(12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.~~

A school principal or designee has the authority to determine if an absence meets the [WAC 392-401-020](#) criteria for an excused absence. Local education agencies may define additional categories or criteria for excused absences.

Unexcused Absences

[WAC 392-401-030](#) defines that any absence from school is unexcused unless it meets one of the criteria for an excused absence.

Part Day Absence

Student did not attend a portion of the hours or periods of their average school day ~~of seat-time classes~~ (less than 50% of the day absent).

Full Day Absence

Student did not attend the majority of hours or periods in their average school day ~~of seat-time classes~~ (50% or greater of the day absent).

Example:

Valid Values:

EF or UP

EF – Excused Full Day Absence

UF – Unexcused Full Day Absence

EP – Excused Part Day Absence

UP – Unexcused Part Day Absence

Validations:

435, 438, 439, 440

Last Updated:

October 2021

Student Discipline File (P) (No longer an active data file)

Beginning with the 2018-19 school year this file is no longer active.

Student Discipline Exclusion Data is submitted through File (R) beginning with the 2018-19 school year.

Student Growth File (Q)

File Name: LAPStudentGrowth

Description: This file captures information regarding academic growth for students participating in the Learning Assistance Program (LAP) and/or Washington Reading Corps (WRC). Districts are required to report to OSPI the amount of academic growth gained by students participating in the LAP Math (program code 6), LAP Academic Readiness (program code 7), LAP English Language Arts (program code 37), LAP Behavior (program code 38), Washington Reading Corps Literacy Support (program code 44), and [LAP Community Partnership \(program code 73\)](#). Districts are also required to report student entrance and exit assessment data as well as the services used to support students. There should be one record per student per program enrollment for the current school year. For example, if a student enters, exits, and re-enters a program, there will be two records reflecting two separate enrollments in the program. If a student is participating in or received services for more than one program, there should be a record for each program.

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

Districts must submit LAP File Q data for students submitted in [Element I06](#) – Attribute or Program Code with any of the valid values of 6, 7, 37, 38, 44, or [73](#) by the end of the current school year. Prior to the end of the current school year submission of student level data to File Q is optional.

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

Sample File Name: 12345_0000_LAPStudentGrowth_20210901_20212022.txt

Element Q01 – School Year

| | |
|------------------------|--|
| Field Name: | SchoolYear |
| Data Type: | char |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The four-digit year in which the school year ends. |
| Business Rules: | For the 2021-22 school year, report 2022. |
| Example: | 2022 |
| Valid Values: | 2022 |
| Validations: | 676, 708 |
| Last Updated: | February 2018 |

Element Q02 – Serving County District Code

| | |
|------------------------|---|
| Field Name: | ServingCountyDistrictCode |
| Data Type: | char |
| Size: | 5 |
| Allow NULL? | No. Data is required. |
| Description: | The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code. |
| Business Rules: | Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A. |
| Example: | 12345 |
| Valid Values: | Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 677, 678, 709, 972 |
| Last Updated: | February 2016 |

Element Q03 – District Student ID

| | |
|------------------------|--|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 679, 711, 712 |
| Last Updated: | February 2016 |

Element Q04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. Data is required |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. |

Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890
Validations: 680, 735, 972
Last Updated: February 2016

Element Q05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the district's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in Element A05 – School Code.
The ID reported in Element Q05, must be included in the Location File A.
The Location ID reported should be the enrolled Location ID of the student at the time of enrollment.
Example: 1234
Validations: 681, 713, 714, 735, 972
Last Updated: February 2017

Element Q06 – Program Code

Field Name: ProgramCode
Data Type: int
Allow NULL? No. Data is required.
Description: The State assigned program code from the list of valid values below.
Business Rules: If the student received services from the list of valid values below at any point during the current school year, then include a record for that student in this file at the school where the student received services. The student must also be reported in Student Attribute and Programs File (I).
Example: 37
Valid Values: 6 – LAP Math
7 – LAP Academic Readiness ~~(K-2)~~
37 – LAP English Language Arts
38 – LAP Behavior
44 – Washington Reading Corps Literacy Support
~~73 – LAP Community Partnership~~
Validations: 682, 715, 972
Last Updated: January 2022

Element Q07 – Start Date

Field Name: StartDate
Data Type: date

| | |
|------------------------|---|
| Allow NULL? | No. Data is required. |
| Description: | The date the student begins receiving services. This date must be equal to the date contained in <u>Element I07 – Start Date</u> . |
| Business Rules: | If the student exits and returns to a specific program one or more times within the current school year, all of the entry dates must be reported (requires multiple entries for the student). If the student exits and then returns, the date the student returned to the program becomes the start date for the new record. The program start date must be equal to <u>Element I07 – Start Date</u> . Date should be formatted as MM/DD/YYYY. |
| Example: | 01/01/2015 |
| Validations: | 683, 760, 972 |
| Last Updated: | February 2017 |

Element Q08 – Identification Assessment

| | |
|------------------------|---|
| Field Name: | IdentificationAssessment |
| Data Type: | int |
| Allow NULL? | No. Data is required. |
| Description: | LAP requires multiple measures of performance to determine student eligibility (RCW 28A.165.015). WRC serves students struggling with literacy or reading as identified by diagnostic assessment. The assessment identified is the measure that most heavily influences identification of student eligibility for services. |
| Business Rules: | If the student received services, identify the assessment used to determine eligibility from the list of valid values below. |
| Example: | 20 |
| Valid Values: | Refer to the valid values in Appendix J, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 684, 717 |
| Last Updated: | February 2017 |

Element Q09 – Amount of Academic Growth

| | |
|------------------------|---|
| Field Name: | AcademicGrowth |
| Data Type: | int |
| Allow NULL? | Yes. Conditional. |
| Description: | Districts are required to report to OSPI the amount of academic growth gained by students participating in LAP and/or WRC. Determine a formula for converting assessment data to months of growth and be consistent in applying that formula to every student. 10 months of growth is equivalent to one academic year. Months of growth should reflect growth during the enrollment period only (i.e., if a student is enrolled in the program for less than 10 months, reported growth should not reflect the student's growth for the full academic year—only the time served). Growth should be based on the progress monitoring assessments. Recommended conversion are available on the LAP Data Reporting site . |
| Business Rules: | This data element only needs to be reported if the student is served in LAP and/or WRC for 14 days or longer. |

| | |
|----------------------|--|
| Example: | 12 |
| Valid Values: | -1– Negative Growth 0 – 0 months 1 – 1 month 2 – 2 months 3 – 3 months 4 – 4 months 5 – 5 months 6 – 6 months 7 – 7 months 8 – 8 months 9 – 9 months 10 – 10 months 11 – 11 months 12 – 12 months 13 – 13 months 14 – 14 months 15 – 15 months 16 – 16 months 17 – 17 months 18 – 18 months 19 – 19 months 20 – 20 months 21 – More than 20 months 22 – N/A - Movement to Title 1 23 – N/A - Movement to SpEd 24 – N/A - No pre-test 25 – N/A - No post-test 26 – N/A - No pre-/post-test 27 – N/A - Student Withdrew Prior to Assessing |
| Validations: | 685, 718, 719, 725, 727 |
| Last Updated: | February 2018 |

Element Q10 – Progress Monitoring Assessment

| | |
|------------------------|--|
| Field Name: | ProgressMonitoringAssessment |
| Data Type: | int |
| Allow NULL? | Yes. Conditional. |
| Description: | The assessment that is used to monitor student progress. A pre-test and post-test score should be available. (This may or may not be the same assessment used in identification of eligibility). |
| Business Rules: | This element is required if <u>Element Q09</u> – Amount of Academic Growth is not NULL. |
| Example: | 12 |
| Valid Values: | Refer to the valid values in Appendix J, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 686, 719, 720 |

Last Updated: June 2016

Element Q11 – Beginning Score

Field Name: BeginningScore
Data Type: Numeric(6,2)
Allow NULL? Yes. Conditional.
Description: This should be the raw score or scale score from the progress monitoring assessment. Report the scale score rather than the raw score unless a scale score is not available.
Raw Score: Number of items correct.
Scale Score: Scale Scores take the raw scores earned on different test forms and place those raw scores on a converted scale to adjust for different difficulties of forms of the assessment. The statistical properties of scale scores can be used for longitudinal tracking of students' progress. Scale scores can also be used to make direct comparisons among schools and districts using the same assessment. An RIT (Rasch Unit) Score is a type of scale score that is calibrated according to the difficulty of each item.
Guidance on the reporting of raw and scale scores is available on the [LAP Data Reporting site](#).
Business Rules: This element may only be NULL if [Element Q09](#) – Amount of Academic Growth has a valid value of "22", "23", "24", "25", "26" or "27" or if [Element Q09](#) is NULL.
Example: 1234.56
Validations: 687, 721
Last Updated: February 2017

Element Q12 – Date of Beginning Score

Field Name: DateBeginning
Data Type: Date
Allow NULL? Yes. Conditional.
Description: This is the date that the initial progress monitoring assessment was given.
Business Rules: This element may only be NULL if [Element Q09](#) – Amount of Academic Growth has a valid value of "22", "23", "24", "25", "26" or "27" or if [Element Q09](#) is NULL.
Example: 01/01/2015
Validations: 688, 722, 761
Last Updated: February 2016

Element Q13 – End Score

Field Name: EndScore
Data Type: Numeric(6,2)
Allow NULL? Yes. Conditional.
Description: This should be the raw score or scale score from the progress monitoring assessment. Report the scale score rather than the raw score unless a scale score is not available.
Raw Score: Number of items correct.
Scale Score: Scale Scores take the raw scores earned on different test forms and place those raw scores on a converted scale to adjust for different difficulties of

forms of the assessment. The statistical properties of scale scores can be used for longitudinal tracking of students' progress. Scale scores can also be used to make direct comparisons among schools and districts using the same assessment. An RIT (Rasch Unit) Score is a type of scale score that is calibrated according to the difficulty of each item.

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

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

Business Rules: This element may only be NULL if Element Q09 – Amount of Academic Growth has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is NULL.

Example: 1234.56

Validations: 689, 723

Last Updated: February 2017

Element Q14 – Date of End Score

Field Name: DateEnd

Data Type: Date

Allow NULL? Yes. Conditional.

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

Business Rules: This element may only be NULL if Element Q09 – Amount of Academic Growth has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is NULL. The Date of End Score (Q14) must be on or after the Date of Beginning Score (Q12).

Example: 01/01/2015

Validations: 690, 724, 761

Last Updated: February 2017

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

Field Name: ExtendedLearningTime

Data Type: char

Size: 2

Allow NULL? Yes. Conditional.

Description: Extended day learning occurs outside the regular school day or school year and can include before-school hours, after-school hours, on Saturdays, and during the summer. For students who receive multiple extended learning time interventions, please select the primary intervention.

Before/After School Instruction: Structured learning environment; instruction is provided by a trained professional.

Homework Club: Loosely structured environment where students work independently or in small groups on academic assignments; an educator may provide supervision and/or offer assistance as needed.

Book Programs: Structured program where students/families are provided access to books to support literacy skills beyond the regularly scheduled school day.

Computer-Based or Online Programs: Online or computer programs assigned to students to complete at home or on campus outside of regular school hours. For example, students may be assigned a login to an online academic program

to complete at home. If parents are trained to work with their child on this program, please also record this as “parent involvement outside of school” on the parent involvement tab.

Saturday Programs: Structured learning on Saturdays; instruction is provided by a trained professional.

Summer School: Summer programs extend the school year into the summer months by providing students with opportunities to increase academic and non-academic skills.

Business Rules: This element is required if Element Q09 – Amount of Academic Growth is not NULL. If the student received services outside of the regular school year/day, identify the extended learning time intervention offered from the list of valid values below. If valid value NE – No Extended Learning Programs offered is submitted, Element Q16 – Intervention During Regular School Day may not be NTP – No tutoring programs offered.

Example: HC

Valid Values: BA – Before/After school instruction
HC – Homework Club
BP – Book Programs
CI – Computer-Based or Online Instruction
SP – Saturday Programs
SS – Anticipated Summer School Participation
NE – No Extended Learning Programs offered
SD – Student Declined Services
O – Other
MA – Mentoring by an adult
MP – Mentoring by a peer
FE – Family Engagement Services
CP – Community Partners
EL – Specialized Literacy Instruction for ELs
BH – Behavioral Health
BM – Behavior Support and Monitoring
RJ – Restorative Justice
SI – Social Skills Instruction

Validations: 691, 725, 726, 772

Last Updated: April 2021

Element Q16 – Intervention During Regular School Day

Field Name: Tutoring

Data Type: varchar

Size: 4

Allow NULL? Yes. Conditional.

Description: Tutoring includes any interaction with a trained adult or peer using an intervention program or practice that addresses students’ unique academic needs during the regular school day. Tutoring as an intervention should be provided in addition to regularly scheduled core classroom instruction. Tutoring may be implemented through a push-in or pull-out model. Push-in tutoring

occurs in the classroom in order for the student to receive extra support or instruction from the tutor. The tutor may provide support during core instruction or outside of core instructional time. Pull-out tutoring is when the student is removed from the classroom in order to receive extra support or instruction. All supplemental pull-out tutoring models must be provided outside of core instructional time. Tutoring may serve students one-on-one, in small groups (best practice is 3-6 students), or in a classroom setting. For students who receive multiple tutoring interventions, please select the primary intervention. For services outside of the regular school day, please select from the Extended Learning Time Intervention options in Element Q15 – Extended Learning Time Intervention Outside of Regular School Day.

Double Dosing: This is a second period of instruction during the school day. This model is more common at the secondary level where students are enrolled in an additional full-length period of academic instruction.

Intervention Specialist: This may be the “LAP teacher” or other certificated teacher who only works with LAP and/or WRC students during the day who are pulled out from the general education classroom.

Trained Teacher: A core general education teacher who may work with LAP students on a limited basis or through a double dose of instruction during the school day.

Business Rules:

This element is required if Element Q09 – Amount of Academic Growth is not NULL. If the student received services during the regular school day, identify the intervention offered from the list of valid values below. If valid value NTP – No tutoring programs offered is submitted, Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day may not be NE – No Extended Learning Programs offered.

Example:

Valid Values:

ATV

DD – Double Dosing

ATCT – Push-In One-on-One Adult Tutoring (Certificated Teacher)

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

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

GTCT – Push-In Small Group Tutoring with an Adult (Certificated Teacher)

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

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

ATCP – Pull Out One-on-One Adult Tutoring (Certificated Teacher)

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

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

GTCP – Pull Out Small Group Tutoring with an Adult (Certificated Teacher)

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

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

PTS – Peer Tutoring (Same age)

PTC – Peer Tutoring (Cross age)

NTP – No tutoring programs offered

SDS – Student Declined Services

CICT – Computer Based or Online Instruction with Adult Tutoring Support (Certificated Teacher)

CITP – Computer-Based or Online Instruction with Adult Tutoring Support
(Paraeducator)
CITV – Computer-Based or Online Instruction with Adult Tutoring Support
(Volunteer)
CIST – Computer Based or Online Instruction with Adult Supervision
(Certificated Teacher)
CISP – Computer-Based or Online Instruction with Adult Supervision
(Paraeducator)
CISV – Computer-Based or Online Instruction with Adult Supervision
(Volunteer)
CISG – Computer-Based or Online Instruction (Self-Guided/Individual)
MA – Mentoring by an adult
MI – Multiple Interventions
O – Other
MP – Mentoring by a peer
FE – Family Engagement Services
CP – Community Partners
EL – Specialized Literacy Instruction for ELs
BH – Behavioral Health
BM – Behavior Support and Monitoring
RJ – Restorative Justice
SI – Social Skills Instruction

Validations: 692, 727, 728, 772

Last Updated: April 2021

Element Q17 – At Grade Level

Field Name: MetLearningGoal

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

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

Business Rules: This element may only be NULL if Element Q09 – Amount of Academic Growth has a valid value of "22", "23", "24", "25", "26" or "27" or if Element Q09 is NULL.

Example: Y

Valid Values: N – No
Y – Yes

Validations: 693, 729, 730

Last Updated: February 2017

Student Exclusionary Discipline File (R)

File Name: StudentExclusionaryDiscipline

Description: This file captures the behavior incidents and exclusionary discipline actions administered to enrolled students by the authorized district. All firearm incidents must be reported, regardless of the exclusionary action applied. This file is only intended to collect information related to the student being disciplined and is not to include information regarding any student(s) affected by the student being disciplined.

This file contains a record for each exclusionary action taken for each student involved in an incident during the current school year. If a student has multiple exclusionary actions for a single incident, each exclusionary action must be reported in a separate record. If multiple students are associated with the same incident, then one record must be submitted for each exclusionary action for each student being disciplined.

If a student is involved in an incident that results in more than one exclusionary action or if an exclusionary action is modified and/or converted to another exclusionary action, each exclusionary action must be reported as its own record. Each exclusionary action associated with a student for a single incident must be reported with identical incident information in Elements R01 through R10. Each exclusionary action associated with a student in an incident must be reported with information specific to that exclusionary action in Elements R11 through R23.

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

Sample File Name: 12345_0000_ StudentExclusionaryDiscipline_20210901_20212022.txt

Element R01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends. The school year in which the incident occurred.

Business Rules: For the 2021-22 school year, report 2022. This information must be identical for all exclusion records for this student in this incident.

Example: 2022

Valid Values: 2022

Validations: 784, 785, 807

Last Updated: February 2018

Element R02 – Serving County District Code

Field Name: ServingCountyDistrictCode

| | |
|------------------------|--|
| Data Type: | char |
| Size: | 5 |
| Allow NULL? | No. Data is required. |
| Description: | The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code. The district in which this incident occurred. |
| Business Rules: | Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS. This information must be identical for all exclusion records for this student in this incident. |
| Example: | 12345 |
| Valid Values: | Refer to valid values, located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx . |
| Validations: | 788, 789, 807 |
| Last Updated: | February 2018 |

Element R03 – District Student ID

| | |
|------------------------|--|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. The district student ID for the student being reported as involved in the incident. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. This information must be identical for all exclusion records for this student in this incident. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 790, 808, 809, 810, 811 |
| Last Updated: | February 2018 |

Element R04 – State Student ID (SSID)

| | |
|------------------------|--|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. Data is required. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. The SSID for the student being reported as involved in the incident. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. |

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

This information must be identical for all exclusion records for this student in this incident.

Example: 1234567890
Validations: 792, 807
Last Updated: February 2018

Element R05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the district's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05 – School Code](#).
The ID reported in Element R05, must be included in the [Location File A](#).
The Location ID reported should be the enrolled Location ID of the student at the time of the reported behavior or incident. If the behavior or incident occurred on other school grounds, do not report that Location ID.
This information must be identical for all exclusion records for this student in this incident.

Example: 1234
Validations: 793, 794, 795, 807
Last Updated: February 2018

Element R06 – Incident ID

Field Name: IncidentID
Data Type: varchar
Size: 20
Allow NULL? No. Data is required.
Description: The unique ID that identifies the incident, regardless of the number of students associated with it.
Business Rules: This ID will be used to tie multiple students to the same incident, and it will be used to identify the unduplicated number of incidents when completing federal reporting. Multiple students could be involved in an incident and should be reported with the same incident ID.
This information must be identical for all exclusion records for this student in this incident.

Example: HS412 or Bully01HS
Validations: 797, 807

Last Updated: February 2018

Element R07 – Incident Date

Field Name: IncidentDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? No. Data is required.
Description: The date the incident occurred.
Business Rules: Date should be formatted as MM/DD/YYYY.
This information must be identical for all exclusion records for this student in this incident.
Example: 09/25/2012
Validations: 799, 800, 801, 807, 824, 836, 837
Last Updated: February 2018

Element R08 – Behavior Code

Field Name: BehaviorCode
Data Type: int
Size: 2
Allow NULL? No. Data is required.
Description: This element indicates the behavior for the student as it relates to the incident reported in Element R07 – Incident Date. If more than one behavior occurs within an incident, school districts are to report the most serious behavior, as determined by the district, in Element R08. Other behaviors related to this incident are to be reported in Element R09 – Other Behaviors. School district policy shall determine hierarchical order for reporting purposes. If multiple students are related to a single incident, the behavior associated with the individual student is to be reported.
Business Rules: Only use valid value 09 if the specific behavior of the student cannot be covered by codes 02–08 or 10–21.
If there are multiple behaviors in one incident, and one or more of the behaviors are identified as being included for federal reporting purposes, the most serious of the behaviors must be reported in Element R08.
Element R08 may not be reported with a valid value of 9,12,13 or 17-21 if Element R09 – 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. This information must be identical for all exclusion records for this student in this incident.
Example: 02 or 06
Valid Values: Refer to the valid values table in CEDARS Appendix B
Validations: 803, 805, 806, 807, 815, 818
Last Updated: February 2018

Element R09 – Other Behaviors

Field Name: OtherBehaviors
Data Type: varchar

| | |
|------------------------|--|
| Size: | 40 |
| Allow NULL? | Yes. |
| Description: | <p>This element indicates if there was more than one behavior associated with the incident by this student.</p> <p>Example, student is involved in an incident in which they were bullying and had tobacco and alcohol. The reporting district will report in <u>Element R08</u> – Behavior Code the behavior that is determined to be the most serious offense. All additional behaviors are to be reported in Element R09.</p> |
| Business Rules: | <p>This data is required when more than one behavior is attributed for students involved in incidents. Valid values submitted in Element R09 may not also be listed in <u>Element R08</u> – Behavior Code. All behaviors reported in this element must contain two digits and be reported as a string with commas separating the valid values.</p> <p>Element R09 may not be reported with a valid value of 2-8, 10, 11 or 14-16 if <u>Element R08</u> – Behavior Code contains a valid value of 9,12, 13 or 17-21.</p> <p>This information must be identical for all exclusion records for this student in this incident.</p> |
| Example: | 02,03,13 |
| Valid Values: | Refer to the valid values table in <u>CEDARS Appendix B</u> |
| Validations: | 806, 813, 814, 815 |
| Last Updated: | February 2018 |

Element R10 – Weapon Type

| | |
|------------------------|---|
| Field Name: | WeaponType |
| Data Type: | varchar |
| Size: | 2 |
| Allow NULL? | Yes. Conditional. |
| Description: | If the incident reported involved a weapon, this element provides the type of weapon involved. |
| Business Rules: | <p>If <u>Element R08</u> – Behavior Code is valid value <i>8 – Possession of a Weapon</i>, then data is required. If <u>Element R08</u> – Behavior Code is a valid value other than <i>8 – Possession of a Weapon</i>, this element is requested but not required. Definitions for the valid values are located in <u>CEDARS Appendix D</u>.</p> <p>This information must be identical for all exclusion records for this student in this incident.</p> |
| Example: | HG or KD |
| Valid Values: | <p>HG – Handgun</p> <p>RS – Rifle or Shotgun</p> <p>MF – Multiple Firearms</p> <p>OF – Other Firearms</p> <p>KD – Knife or Dagger</p> <p>OW – Other Weapon</p> <p>FO – Firearm and Other Weapon</p> |
| Validations: | 816, 817, 818 |
| Last Updated: | February 2018 |

Element R11 – Exclusionary Action Applied

| | |
|------------------------|---|
| Field Name: | ExclusionaryActionApplied |
| Data Type: | varchar |
| Size: | 2 |
| Allow NULL? | No. Data is required. |
| Description: | This element indicates the exclusionary action applied for the behavior reported in <u>Element R08</u> – Behavior Code. |
| Business Rules: | <p>Only use valid value <i>NA – No Exclusionary Action Applied</i> if an incident involves a behavior that must be reported but no exclusionary action was applied in response to the behavior.</p> <p>If Element R11 is <i>NA</i>, then <u>Element R12</u> - Exclusionary Action Applied Date may be any date on or after <u>Element R07</u> – Incident Date. If more than one <i>NA</i> is reported as an Exclusionary Action Applied for a single student in an incident, then each <i>NA</i> must have a unique date associated with it in <u>Element R12</u> - Exclusionary Action Date.</p> <p>If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.</p> |
| Example: | SS or EX |
| Valid Values: | <p>EX – Expulsion - see WAC <u>392-400-025</u> for definition</p> <p>LS – Long-term Suspension (greater than 10 consecutive school days) - see WAC <u>392-400-025</u> for definition</p> <p>SS – Short Term Suspension (10 or fewer consecutive school days) - see WAC <u>392-400-025</u> for definition</p> <p>IS – In School Suspension (student is excluded from their regular educational setting but remains in the student’s current school placement for up to ten consecutive school days) - see WAC <u>392-400-025</u> for definition</p> <p>EE – Emergency Expulsion - see WAC <u>392-400-025</u> for definition</p> <p>NA – No Exclusionary Action Applied</p> <p>CE – Classroom Exclusion (exclusion of a student from a classroom, instructional area, or activity area for all or any portion of the balance of the school day) - see WAC <u>392-400-025</u> for definition</p> |
| Validations: | 807, 819, 836, 839, 842, 846, 853, 854, 856, 861, 862, 871, 978, 979, 980, 981, |
| Last Updated: | February 2018 |

Element R12 – Exclusionary Action Date

| | |
|------------------------|---|
| Field Name: | ExclusionaryActionDate |
| Data Type: | date |
| Size: | See Data Type Definitions. |
| Allow NULL? | No. Data is required. |
| Description: | Date exclusionary action began. |
| Business Rules: | <p>If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record. Element R12 must be unique to each exclusionary action reported for a student within an incident.</p> <p>This date MUST be on or after <u>Element R07</u> – Incident Date.</p> |

If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.

Date should be formatted as MM/DD/YYYY.

Example: 09/25/2012

Validations: 807, 821, 822, 823, 824, 845, 848

Last Updated: February 2018

Element R13 – Duration of Exclusionary Action Days

Field Name: DurationExclusionaryActionDays

Data Type: int

Allow NULL? Yes. Conditional.

Description: The total number of consecutive school days a student is excluded from their regular educational setting for any part of their school day as a result of this unique and specific exclusionary action. The number of days reported may not be greater than the length of an academic term as defined by the school board unless Element R20 – Petition for Extension of an Expulsion contains a valid value of Y - Yes. This must be reported in full day increments.

Business Rules: Report the duration of consecutive school days for the exclusionary action reported in Element R11 – Exclusionary Action Applied. Element R13 must be null when Element R11 is *NA – No Exclusionary Action Applied*. Element R13 must be greater than zero and less than or equal to 365 when Element R11 is a valid value other than *NA*.

If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.

Example: 2 or 105

Validations: 826, 978, 979, 980, 981, 982

Last Updated: April 2020

Element R14 – Total Amount of Exclusionary Time

Field Name: ExclusionaryTime

Data Type: numeric

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

Allow NULL? Yes. Conditional.

Description: The total amount of time a student is excluded from their regular educational setting for the duration of the exclusionary action, as reported in Element R13 - Duration of Exclusionary Action Days. This should represent a summation of the total amount of exclusion time the student experienced through the full duration of the exclusionary action.

- If a student's exclusion spans multiple days, districts should add the amount of time the student was excluded on each day, then round that summation to the nearest 0.1. For values less than 0.1, round up and report a value of 0.1.
- Students excluded from their regular educational setting for an entire school day should be reported in this data element as 1.0 for each full day of exclusion.

- Students excluded from their regular educational setting for less than a full school day should be summarized for the full duration of the exclusion and then reported rounded to the nearest 0.1. For values less than 0.1, round up and report a value of 0.1.

This value can be considered “missed seat time” and is different than the duration of the action collected in Element R13 – Duration of Exclusionary Action Days.

Refer to the CEDARS Reporting Guidance, www.k12.wa.us/data-reporting/reporting/cedars, for additional information, examples and guidance for submitting this data.

Business Rules: Report the amount of time a student is excluded for the exclusionary action reported in Element R11 – Exclusionary Action Applied.

Element R14 must be null when Element R11 has a value of *NA – No Exclusionary Action Applied*. Element R14 must be greater than zero and less than or equal to 365 when Element R11 does not have a value of *NA*. Element R14 must be less than or equal to Element R13.

If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.

Example: 2.2 or 15

Validations: 830, 979, 981, 982

Last Updated: April 2020

Element R15 – Interim Alternative Education Setting

Field Name: IAES

Data Type: varchar

Size: 1

Allow NULL? Yes. Conditional.

Description: This element indicates if a student, identified as receiving special education services, is receiving educational services in an Interim Alternative Education Setting due to exclusionary action.

Business Rules: If Element R11 – Exclusionary Action Applied has a valid value of *NA – No Exclusionary Action Applied*, Element R15 must be NULL.

If Element R15 has a valid value of Y, the student must be reported as receiving special education services in the Student Special Education Programs File (K).

If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record. Element R15 must describe this specific Exclusionary action.

Example: Y

Valid Values: Y – Yes

N – No

Validations: 833, 834, 836, 837, 871

Last Updated: February 2018

Element R16 – Academic Services

Field Name: AcademicServices

Data Type: char

Size: 1
Allow NULL? Yes. Conditional
Description: This element reports if academic services, as defined by district policy, were offered and if student participated during the exclusionary action.
Business Rules: If Element R11 – Exclusionary Action Applied has a valid value other than *NA – No Exclusionary Action Applied*, then data is required.
If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.
Valid Value reported must be from the list below.
Example: 1
Valid Values: 1 – Academic Services were not offered
2 – Student offered Academic Services and participated
3 – Student offered Academic Services and did not participate
Validations: 838, 839, 840
Last Updated: February 2018

Element R17 – Behavior Services

Field Name: BehaviorServices
Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: This element reports if behavior services, as defined by district policy, were offered and if student participated during the exclusionary action.
Business Rules: If Element R11 – Exclusionary Action Applied has a valid value other than *NA – No Exclusionary Action Applied*, then data is required.
Valid Value reported must be from the list below.
Example: 2
Valid Values: 1 – Behavior Services were not offered
2 – Student offered Behavior Services and participated
3 – Student offered Behavior Services and did not participate
Validations: 841, 842, 843
Last Updated: February 2018

Element R18 – Date Petition for Readmission Submitted

Field Name: PetitionforReadmission
Data Type: Date
Size: See Data Type Definitions
Allow NULL? Yes.
Description: This element is the date that a Petition for Readmission was submitted by or on behalf of the student.
Business Rules: If no Petition for Readmission was submitted, then this field should be left NULL. If a date is entered, it must be on or after the date entered in Element R12 – Exclusionary Action Date.
If Element R11 – Exclusionary Action Applied is *NA – No Exclusionary Action Applied*, Element R18 must be NULL.

If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.

Example: 09/25/2015
Validations: 844, 845, 846, 849, 855
Last Updated: February 2018

Element R19 – Date Petition for Readmission Granted

Field Name: GrantedPetitionforReadmission
Data Type: Date
Size: See Data Type Definitions
Allow NULL? Yes.
Description: This element is the date that a Petition for Readmission was granted or approved for the student.
Business Rules: If the Petition for Readmission was not granted or approved, or a Petition for Readmission was not filed, then this field should be left NULL. If a date is entered, it must be on or after the date entered in Element R12 – Exclusionary Action Date and must be on or after the date entered in Element R18 – Date Petition for Readmission Submitted.
 If Element R11 – Exclusionary Action Applied is *NA – No Exclusionary Action Applied*, Element R19 must be NULL.
 If Element R18 – Date Petition for Readmission Submitted is NULL, then Element R19 must be NULL.
 If more than one exclusionary action is applied to this student in this incident, each exclusionary action must be reported as an individual record.

Example: 09/25/2015
Validations: 847, 848, 849, 855, 862
Last Updated: February 2018

Element R20 – Petition for Extension of an Expulsion

Field Name: PetitionforExtension
Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: This element indicates if a petition was made for an expulsion to exceed the length of an academic term as defined by the school board.
Business Rules: If Element R11 – Exclusionary Action Applied reports a valid value of *EX – Expulsion*, then data is required.

Example: 1
Valid Values: 0 – No petition made
 1 – Petition to exceed the length of an academic term. Petition denied.
 2 – Petition to exceed the length of an academic term. Petition granted.

Validations: 850, 851, 853
Last Updated: February 2018

Element R21 – Reengagement Plan

Field Name: ReengagementPlan

Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: This element indicates if the district developed a reengagement plan for the student's return from a suspension or expulsion.
Business Rules: If Element R11 – Exclusionary Action Applied reports a valid value of *LS – Long Term Suspension* or *EX – Expulsion* then Element R21 may not be NULL.
Example: 1
Valid Values: 0 – No Reengagement Plan
1 – Reengagement Plan with Academic Services
2 – Reengagement Plan with Behavior Services
3 – Reengagement Plan with Both Academic and Behavior Services
4 – Reengagement Plan Not Yet Developed
Validations: 856, 863, 864
Last Updated: February 2018

Element R22 – Date Reengagement Meeting Held

Field Name: ReengagementMeeting
Data Type: Date
Size: See Data Type Definitions
Allow NULL? Yes.
Description: This element is the date that a reengagement meeting was held with the student returning from a suspension or expulsion.
Business Rules: If no reengagement meeting was held, then Element R22 may be NULL.
Example: 09/25/2015
Validations: 857
Last Updated: February 2018

Element R23 – Appeal Code

Field Name: Appeal
Data Type: char
Size: 1
Allow NULL? Yes. Conditional
Description: This element indicates if a suspension or expulsion was appealed.
Business Rules: If Element R11 – Exclusionary Action Applied reports a valid value of *EE – Emergency Expulsion*, *LS – Long Term Suspension*, or *EX – Expulsion* then data is required.
Example: 1
Valid Values: 0 – No appeal made
1 – Appeal made and granted
2 – Appeal made and denied, not appealed to the school board
3 – Appeal made and denied, appealed to the school board, denied by school board
4 – Appeal made and denied, appealed to the school board and granted by school board
Validations: 859, 860, 861

Last Updated: February 2018

Students Restrained or Isolated File (S)

File Name: RestraintAndIsolation

Description: This file contains information about students who are restrained or isolated and any staff injured during those incidents of students restrained or isolated. Restraint is defined as: Physical intervention or force used to control a student, including the use of a restraint device to restrict a student's freedom of movement. It does not include appropriate use of a prescribed medical, orthopedic, or therapeutic device when used as intended, such as to achieve proper body position, balance, or alignment, or to permit a student to safely participate in activities. Physical restraint does not include the touching or holding of a student without the use of force for the purpose of directing or assisting the student in an activity. The term physical restraint does not include a physical escort which is temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to walk to a safe location.

Sample File Name: 12345_0000_RestraintAndIsolation_20210901_20212022.txt

Element S01 – School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four-digit year in which the school year ends.
Business Rules: For the 2021-22 school year, report 2022.
Example: 2022
Valid Values: 2022
Validations: 891, 892
Last Updated: September 2019

Element S02 – County District Code

Field Name: CountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. Data is required.
Description: The county district code for the district submitting the data.
Business Rules: Must be a valid value from EDS. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI.
Example: 12345
Valid Values: Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>
Validations: 893, 894, 895
Last Updated: September 2019

Element S03 – District Student ID

Field Name: DistrictStudentId
Data Type: varchar

| | |
|------------------------|--|
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier assigned by the local education agency to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 895, 896, 897, 898, 899, 900 |
| Last Updated: | September 2019 |

Element S04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. Data is required. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 901, 902 |
| Last Updated: | September 2019 |

Element S05 – Location ID

| | |
|------------------------|---|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school as generated by the district's Student Information System (SIS). |
| Business Rules: | This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report the OSPI school code reported in Element A05 – School Code. The ID reported in Element S05, must be included in the Location File A. The Location ID reported should be the enrolled Location ID of the student at the time of the reported action. |
| Example: | 123 |
| Validations: | 895, 902, 903, 904, 905 |

Last Updated: September 2019

Element S06 – Action ID

Field Name: ActionID
Data Type: varchar
Size: 20
Allow NULL? No. Data is required.
Description: The unique ID that identifies the action.
Business Rules: This ID serves to uniquely identify each restrained or isolated action record.
Example: ABC123 or 456789
Validations: 906
Last Updated: September 2019

Element S07 – Action Date

Field Name: ActionDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? No. Data is required.
Description: The date the action occurred.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 05/10/2020
Validations: 907, 908
Last Updated: September 2019

Element S08 – Action Duration

Field Name: ActionDuration
Data Type: numeric
Size: 4,1 (Up to five characters including the decimal point)
Allow NULL? No. Data is required.
Description: The approximate length of time in minutes that the student was restrained or isolated.
Business Rules: The valid range of values is 0.5 to 999.5.
Report the length of time the student was subjected to this particular restraint or isolation reported in this action. Report partial minutes in 0.5 intervals using standard rounding rules. Report 0.5 if the duration is less than 0.5 of a minute. Zero is not allowed.
Example: 0.5
Validations: 908, 909, 910
Last Updated: September 2019

Element S09 – Type of Restraint or Isolation

Field Name: RestraintOrIsolationType
Data Type: char
Size: 2
Allow NULL? No. Data is required.

| | |
|------------------------|---|
| Description: | The type of restraint or isolation used during this action. |
| Business Rules: | Report the type of restraint or isolation used on the student in this action from the list of valid values. |
| Example: | 04 |
| Valid Values: | <u>Restraint</u> <ul style="list-style-type: none"> 1 – 1 person restraint (basket, etc.) 2 – 2+ person floor restraint 3 – 2+ person seated restraint 4 – 2+ person standing restraint 5 – 2+ person wall restraint 6 – Handcuffs (performed by law enforcement) 7 – Handcuffs (performed by non-law enforcement) 8 – Other Restraint 9 – Weighted Blankets 16 – Walking restraint/escort/transport <u>Isolation</u> <ul style="list-style-type: none"> 10 – Bus/Car/Other Vehicle 11 – Classroom 12 – Closet, locker room or other non-classroom, non-office small space 13 – Designated Isolation room 14 – Office including nurse, counselor, or main offices 15 – Other Isolation |
| Validations: | 911, 912 |
| Last Updated: | September 2021 |

Element S10 – Was the student injured during the action?

| | |
|------------------------|---|
| Field Name: | StudentInjured |
| Data Type: | char |
| Size: | 1 |
| Allow NULL? | No. Data is required. |
| Description: | An indicator used to identify if the student was injured during the action in which they were restrained or isolated. |
| Business Rules: | If the student was injured during the restraint or isolation action, report a Y. If the student was not injured during this action then report N. |
| Example: | Y |
| Valid Values: | N – No Y – Yes |
| Validations: | 913, 914 |
| Last Updated: | September 2019 |

Element S11 – How many staff were injured during the action?

| | |
|---------------------|---|
| Field Name: | StaffInjured |
| Data Type: | int |
| Allow NULL? | No. Data is required. |
| Description: | The number of staff injured during the reported action of restraint or isolation. |

Business Rules: If staff are injured during the restraint or isolation action, report the number of staff who are injured during that single action. If no staff are injured, report a zero.

Example: 0

Validations: 915

Last Updated: September 2019

Non-Traditional Student Credit Attempt File (T)

| | |
|--------------------------|--|
| File Name: | NonTraditionalStudentCreditAttempt |
| Description: | This file contains all non-scheduled courses and other non-course credit activities where high school credit was attempted while the student was enrolled at any school in the district during the current school year or the preceding summer school term, including those students who exit the school. Non-scheduled courses are courses for students where there is not a corresponding record in the Course Catalog File (D) or the Student Schedule File (E). Only activities from the current school year should be included. |
| Sample File Name: | 12345_0000_NonTraditionalStudentCreditAttempt_20210901_20212022.txt |

Element T01 – School Year

| | |
|------------------------|--|
| Field Name: | SchoolYear |
| Data Type: | char |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The four-digit year in which the school year ends. |
| Business Rules: | For the 2021-22 school year, report 2022. |
| Example: | 2022 |
| Valid Values: | 2022 |
| Validations: | 916 |
| Last Updated: | September 2019 |

Element T02 – Serving County District Code

| | |
|------------------------|--|
| Field Name: | ServingCountyDistrictCode |
| Data Type: | char |
| Size: | 5 |
| Allow NULL? | No. Data is required. |
| Description: | The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code. |
| Business Rules: | Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in EDS. |
| Example: | 12345 |
| Valid Values: | Refer to valid values, located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx . |
| Validations: | 918, 919, 920 |
| Last Updated: | September 2019 |

Element T03 – District Student ID

| | |
|--------------------|-----------------------|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |

| | |
|------------------------|--|
| Description: | This is the student identifier <u>assigned by the local education agency</u> to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 920, 921, 922, 923, 924, 925 |
| Last Updated: | September 2019 |

Element T04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. Data is required. |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS. |
| Example: | 1234567890 |
| Validations: | 926, 927 |
| Last Updated: | September 2019 |

Element T05 – Location ID

| | |
|------------------------|---|
| Field Name: | LocationId |
| Data Type: | varchar |
| Size: | 4 |
| Allow NULL? | No. Data is required. |
| Description: | The Location ID for the school where the student is enrolled when participating in the non-traditional credit attempt as generated by the district's Student Information System (SIS). |
| Business Rules: | This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI school code reported in <u>Element A05 – School Code</u> . The ID reported in Element T03 must be included in the <u>Location File A</u> . |
| Example: | 1234 |
| Validations: | 920, 928, 929, 930 |
| Last Updated: | September 2019 |

Element T06 – Attempt ID

| | |
|------------------------|---|
| Field Name: | AttemptId |
| Data Type: | varchar |
| Size: | 20 |
| Allow NULL? | No. Data is required. |
| Description: | The ID used by the district or school to represent the unique non-traditional credit attempt. |
| Business Rules: | Include the Attempt ID for all non-traditional credit attempted for the current school year. |
| Example: | Hist101A16 |
| Validations: | 920, 931 |
| Last Updated: | September 2019 |

Element T07 – Course ID

| | |
|------------------------|---|
| Field Name: | CourseId |
| Data Type: | varchar |
| Size: | 20 |
| Allow NULL? | Yes. Conditional. |
| Description: | The Course ID used by the district or school to represent the course. |
| Business Rules: | Include the Course ID for all courses submitted in this file. |
| Example: | Hist101A16 |
| Validations: | 932, 1146 , 1049 |
| Last Updated: | September 2019 |

Element T08 – Attempt Title

| | |
|------------------------|---|
| Field Name: | AttemptTitle |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required |
| Description: | Title given to the non-traditional credit attempt in this school and district. |
| Business Rules: | Only titles where high school credit was attempted should be reported. For courses, this element should contain the course title. |
| Example: | Math 101 |
| Validations: | 933 |
| Last Updated: | September 2019 |

Element T09 – Content Area Code

| | |
|---------------------|---|
| Field Name: | ContentAreaCode |
| Data Type: | char |
| Size: | 3 |
| Allow NULL? | Yes. Conditional |
| Description: | Indicates that the non-traditional credit attempt is a block class (123) with more than one core content area associated or that it is a non-instructional (ZZZ) class with no teacher providing instruction. |

| | |
|------------------------|---|
| Business Rules: | If a valid value is submitted, it must be a valid Content Area Code of 123 or ZZZ. |
| Example: | 123 |
| Valid Values: | 123 – More than one core content area (block class) ZZZ – Non-instructional time NULL |
| Validations: | 934, 935 |
| Last Updated: | September 2019 |

Element T10 – Course Designation Code

| | |
|------------------------|--|
| Field Name: | CourseDesignationCode |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | Yes. Conditional. |
| Description: | Course Designation Codes are identifiers that provide specialty information about the course. The valid values include, but are not limited to, those required by <u>WAC 392–415–070</u> . |
| Business Rules: | <p>Report Course Designation where a Course Designation Code is appropriate.</p> <ul style="list-style-type: none"> • R-Running Start may not also be reported as A-Advanced Placement, C-College in the High School, H-Honors, I-International Baccalaureate, K-Cambridge Program, L-Local Competency Test, N-National Competency Test, or T-CTE Dual Credit (Tech Prep). • Z-Non Instructional may not also be reported as A-Advanced Placement, C-College in the High School, I-International Baccalaureate, K-Cambridge Program, R-Running Start, S-Science Lab, or T-CTE Dual Credit (Tech Prep). • <i>CTE Core Plus: G – Advanced Manufacturing, U – Maritime, V – Aerospace, and W – Construction.</i> <ul style="list-style-type: none"> ○ One CTE Core Plus valid value may be reported per course in Element T10. ○ A CTE Core Plus Course valid value may also be reported with <i>T – CTE Dual Credit (Tech Prep)</i> in Element T10, but no other valid values. |
| Example: | IC |
| Valid Values: | A – Advanced Placement B – College Academic Distribution Requirements (CADR) C – College in the High School D – District or other local dual credit program E – Local Transition F – CTE Core Plus G – CTE Core Plus – Advanced Manufacturing H – Honors I – International Baccalaureate K – Cambridge Program L – Local Competency Test N – National Competency Test O – Online (<i>does not print on the transcript</i>) Q – Quantitative R – Running Start |

S – Science Lab
 T – CTE Dual Credit (Tech Prep)
 U – CTE Core Plus – Maritime
 V – CTE Core Plus – Aerospace
 W – CTE Core Plus – Construction
 X – Locally Determined Course – Locally Administered Assessment
 Y – 1418 Youth reengagement dual credit
 Z – Non Instructional

Validations: 917, 936, 937, 938, 939, 945, 948, 951, 1130, 1131

Last Updated: March 2021

Element T11 – State Course Code

Field Name: StateCourseCode

Data Type: char

Size: 6

Allow NULL? No. Data is required.

Description: The course code used by the State to represent the unique non-traditional credit attempt.

Business Rules: Must be a valid State Course Code for the reporting school year. State Course Codes must be reported for all non-traditional credit attempts. Select the state course code that aligns with the credit attempted.

Code *WA0005 – AVID (Advanced Via Individual Determination)* may only be reported by schools authorized to offer AVID Courses. A list of the authorized schools can be found in Appendix H, located at www.k12.wa.us/data-reporting/reporting/cedars.

Example: 02051

Valid Values: Refer to the valid values in Appendix V - State Course Codes, located at www.k12.wa.us/data-reporting/reporting/cedars.

Validations: 940, 941, 1151

Last Updated: February 2021

Element T12 – ALE Course Type

Field Name: ALEFunded

Data Type: char

Size: 1

Allow NULL? No. Data is required.

Description: Identifies how the instruction for the non-traditional credit attempt reported in Element T06 – Attempt ID was provided, if instruction was provided.

Business Rules: Report the valid value that describes the type of ALE instruction provided for the non-traditional credit attempt reported in Element T06 – Attempt ID. If Element T12 contains a valid value of O – Online the Element T10 – Course Designation Code must contain a valid value of O – Online. (ID 604)

Example: O

Valid Values: N – No, course was not taught through ALE

O – Online

R – Remote

T – Site Based – written student learning plan requires regular weekly in- person instructional contact time
U – Site Based – written student learning plan requires less than weekly in- person instructional contact time

Validations: 943, 944, 945
Last Updated: September 2019

Element T13 – Approved Online Provider

Field Name: ApprovedOnlineProvider
Data Type: int
Allow NULL? Yes. Conditional.
Description: Identifies the online provider offering the non-traditional credit attempt reported in Element T06 – Attempt ID if applicable.
Business Rules: Report the valid value that describes the online provider for the non-traditional credit attempt reported in Element T06 – Attempt ID. If Element T10 – Course Designation Code contains a valid value of O – Online then Element T13 – Approved Online Provider is required.
Example: 2
Valid Values: Refer to the valid values in Appendix AA, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 946, 947, 948
Last Updated: September 2019

Element T14 – Approved Online Program

Field Name: ApprovedOnlineProgram
Data Type: int
Allow NULL? Yes. Conditional.
Description: Identifies the online program offering the non-traditional credit attempt reported in Element T06 – Attempt ID if applicable.
Business Rules: Report the valid value that describes the online program for the non-traditional credit attempt reported in Element T06 – Attainment ID. If Element T10 – Course Designation Code of O – Online then Element T14 – Approved Online Program is required.
Example: 2
Valid Values: Refer to the valid values in Appendix AB, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars.
Validations: 949, 950, 951
Last Updated: September 2019

Element T15 – Letter Grade

Field Name: LetterGrade
Data Type: varchar
Size: 2
Allow NULL? No. Data is Required.
Description: The letter grade earned by the student for this non-traditional credit attempt.

- Business Rules:** Data must be reported for all high school credit non-traditional credit attempted. Valid value *V - Course credit requirement waived due to COVID-19* may be reported for:
- Students expected to graduate in the Classes of 2020 and 2021 in the 2020-2021 school year, and certain students in subsequent classes, as specified in [WAC 180-111-050\(3\)](#)
 - The Local Education Agency (LEA) is granted authority for the [Emergency Waiver Program](#) by The Washington State Board of Education (SBE) and in accordance with the OSPI [Graduation Requirement Emergency Waiver \(GREW\)](#) requirements.

| | |
|----------------------|---|
| Example: | B+ |
| Valid Values: | A 4.0 |
| | A- 3.7 |
| | B+ 3.3 |
| | B 3.0 |
| | B- 2.7 |
| | C+ 2.3 |
| | C 2.0 |
| | C- 1.7 |
| | D+ 1.3 |
| | D 1.0 |
| | E 0.0 |
| | F 0.0 |
| | P Pass |
| | N No Pass |
| | CR Credit |
| | NC No Credit |
| | S Satisfactory |
| | U Unsatisfactory |
| | W Withdraw |
| | I Incomplete |
| | <i>V Course credit requirement waived due to COVID-19</i> |
| Validations: | 952, 953 |
| Last Updated: | April 2022 |

Element T16 – Credits Attempted

| | |
|------------------------|---|
| Field Name: | CreditsAttempted |
| Data Type: | numeric |
| Size: | 4,2 (Up to five characters including the decimal point) |
| Allow NULL? | No. Data is required. |
| Description: | Credits attempted by the student for the non-traditional credit attempt that was taken. Data must be reported for all non-traditional credit attempted. |
| Business Rules: | The valid range of values is 0.00 to 99.99. Multiple records may be required to report each final grading period in the academic year. |

The Credits Attempted reported within Element T16 must be equal to or greater than the Credits Earned reported within Element T17 – Credits Earned.

Example: 1.50
Validations: 954, 955, 956, 959, 963
Last Updated: September 2019

Element T17 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 4,2 (Up to five characters including the decimal point)
Allow NULL? No. Data is required.
Description: Credits earned by the student upon completion of the non-traditional credit attempt . Data must be reported for all non-traditional credit attempted.
Business Rules: The valid range of values is 00.00 to 99.99.
The Credits Earned reported within Element T17 must be equal to or less than the Credits Attempted reported within Element T16 – Credits Attempted.
Example: 0.5 or 1.0
Validations: 956, 957, 958, 959, 963
Last Updated: September 2019

Element T18 – Course Level

Field Name: CourseLevel
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: Identifies the course level of rigor.
Business Rules: Report the valid value that describes the rigor of the course reported in Element T07 – Course ID. Data is required if Element T07 – Course ID is not null.
Example: B
Valid Values: B – Basic or remedial
G – General or regular
E – Enriched or Advanced
H – Honors
C – College
X – No specified level of rigor
Validations: 1047, 1048, 1049
Last Updated: October 2020

Element T19 – Sequence

Field Name: Sequence
Data Type: int
Allow NULL? Yes. ~~Conditional.~~ This is an optional field.
(Business rule that requires data temporarily suspended until 2023-24)
Description: Identifies where a course lies when it is part of a consecutive sequence of courses, when those courses are reported with the same State Course Code in

Element T11. Sequence of course indicates only the order in which a series of courses are taken and does not indicate the length of the course or the amount of credit available to a course taker. Identifies the order of the course reported in Element T07 – Course ID in a series of courses taken and reported with the same State Course Code in Element T11. This data should be interpreted as part 'n' of 'm', for example, Part 1 of 2 if a course is the first in a sequence of two.

Business Rules:

~~Data is required if Element T07 – Course ID is not null. If the course is not part of a sequence, report 1 – Part 1 of 1.~~ Courses with the same State Course Code in Element T11 may be reported with a valid value of *1 – Part 1 of 1* if those courses are not part of the same sequence. Students do not need to take all parts of a given sequence while enrolled in the district.

Example:

Valid Values:

2
1 – Part 1 of 1
2 – Part 1 of 2
3 – Part 2 of 2
4 – Part 1 of 3
5 – Part 2 of 3
6 – Part 3 of 3
7 – Part 1 of 4
8 – Part 2 of 4
9 – Part 3 of 4
10 – Part 4 of 4
11 – Part 1 of 5
12 – Part 2 of 5
13 – Part 3 of 5
14 – Part 4 of 5
15 – Part 5 of 5
16 – Part 1 of 6
17 – Part 2 of 6
18 – Part 3 of 6
19 – Part 4 of 6
20 – Part 5 of 6
21 – Part 6 of 6
22 – Part 1 of 7
23 – Part 2 of 7
24 – Part 3 of 7
25 – Part 4 of 7
26 – Part 5 of 7
27 – Part 6 of 7
28 – Part 7 of 7
29 – Part 1 of 8
30 – Part 2 of 8
31 – Part 3 of 8
32 – Part 4 of 8
33 – Part 5 of 8
34 – Part 6 of 8

35 – Part 7 of 8

36 – Part 8 of 8

Validations: 1144, 1145, 1146, 1149

Last Updated: January 2022

Element T20 – Sequence Group

Field Name: SequenceGroup

Data Type: varchar

Size: 20

Allow NULL? Yes. ~~Conditional.~~ This is an optional field.
(Business rule that requires data temporarily suspended until 2023-24)

Description: Identifies the sequence grouping of the course sequence reported in Element T19 – Sequence. Each grouping that indicates a specific sequence of courses must have a unique value reported in Element T20.

Business Rules: ~~Data is required if Element T19 – Sequence is not null.~~ Courses with the same sequence group value must have the same State Course Code reported in Element T11 – State Course Code.

Example: 12 or AB

Validations: 1148, 1149, 1151

Last Updated: January 2022

Initial Evaluation and Eligibility Timelines File (U)

File Name: InitialEvaluationEligibility

Description: This file captures information on all currently enrolled students referred for an initial evaluation to determine if a student is eligible for special education. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes.

Sample File Name: 12345_0000_InitialEvaluationEligibility_20210901_20212022.txt

Element U01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 1050, 1051

Last Updated: October 2020

Element U02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The serving county district code for the district submitting the data. This is the unique 5-digit number that combines the 2-digit county code and the 3-digit district code.

Business Rules: Report the code representing the district as assigned by OSPI in EDS. Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type.

Example: 12345

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

Validations: 1052, 1053, 1054

Last Updated: October 2020

Element U03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow NULL? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Validations: 1055, 1056, 1058

Last Updated: October 2020

Element U04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow NULL? No. Data is required.

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

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

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

Example: 1234567890

Validations: 1054

Last Updated: October 2020

Element U05 – Date of Initial Referral

Field Name: DateOfInitialReferral

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the district received a referral for evaluation to special education. For students transitioning from Part C to Part B, the date of referral would be the date the district was notified by Part C that the student is potentially eligible for Part B. A parent or guardian of the student, a school district, a public agency, or other persons knowledgeable about the student may initiate a request for an initial evaluation to determine if the student is eligible for special education per WAC 392-172A-03005. The request will be in writing, unless the person is unable to write. Refer to the CEDARS Reporting Guidance for additional information, examples and guidance for submitting this data: www.k12.wa.us/data-reporting/reporting/cedars.

Business Rules: Required for any student referred for initial evaluation to special education. Date should be formatted as MM/DD/YYYY.

Example: 01/01/2020

Validations: 1054, 1061, 1063

Last Updated: October 2020

Element U06 – Date District Received Consent

| | |
|------------------------|---|
| Field Name: | DateDistrictReceivedConsent |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The date the district receives consent from the parent or guardian to proceed with initial evaluation for eligibility of special education services. Prior to conducting the evaluation to determine if a student is eligible for special education services, the school district proposing to conduct the evaluation to must provide written notice consistent with <u>WAC 392-172A-05010</u> and must obtain consent from the parent before conducting the evaluation. This is not the date the parent signed the consent, but rather the date the district received the consent. |
| Business Rules: | Date is required. Date should be formatted as MM/DD/YYYY. Element U06 must be on or after <u>Element U05 – Date of Initial Referral</u> . |
| Example: | 01/01/2020 |
| Validations: | 1062, 1063, 1065 |
| Last Updated: | October 2020 |

Element U07 – Date of Initial Evaluation/Eligibility Determination

| | |
|------------------------|---|
| Field Name: | DateOfInitialEvaluationEligibilityDetermination |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | The date the evaluation team has completed the initial evaluation and determined if the student is eligible to receive special education services. If the student is determined eligible then the team must move forward to develop an IEP. |
| Business Rules: | Date is required. Date should be formatted as MM/DD/YYYY. Element U07 must occur on or after <u>Element U06 – Date District Received Consent</u> . |
| Example: | 01/01/2020 |
| Validations: | 1064, 1065 , 1111, 1112 , 1156 |
| Last Updated: | October 2020 |

Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility

| | |
|------------------------|---|
| Field Name: | SchoolDaysToCompleetInitialEvaluation |
| Data Type: | int |
| Allow NULL? | No. Data is required. |
| Description: | Enter the number of school days from when the district received parent consent (<u>Element U06 – Date District Received Consent</u>) to when the Initial Evaluation/Eligibility was completed. The day the district receives parent consent is considered to be day zero. School day means any day, including a partial day that students are in attendance at school for instructional purposes, including students with and without disabilities. Do not count days in which the district is not in session due to inclement weather. |
| Business Rules: | May not be null. Must be zero or greater. Must be less than or equal to 180. |
| Example: | 10 |

Validations: ~~1066, 1067~~, 1070, 1154

Last Updated: January 2022

Element U09 – Reason for Late Initial Evaluation/Eligibility

Field Name: ReasonForLateInitialEvaluation

Data Type: int

Allow NULL? Yes. Conditional.

Description: Districts must provide a reason if the initial evaluation/eligibility was not completed within the 35 school day timeline. School day means any day, including a partial day that students are in attendance at school for instructional purposes, including students with and without disabilities. Do not count days in which the district is not in session due to inclement weather.

Business Rules: Required if Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility is greater than 35.

Example: 1

Valid Values: Refer to valid values in Appendix AF, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars

Validations: 1068, 1069, 1070

Last Updated: October 2020

Element U10 – Outcome of Initial Evaluation/Eligibility

Field Name: OutcomeOfInitialEvaluationEligibility

Data Type: int

Allow NULL? No. Data is required.

Description: The outcome determined by the evaluation team as to whether the student is found eligible for special education services. Upon completion of the initial evaluation, a determination is made as to whether a student is eligible for special education as per WAC 392-172A-03040.

Business Rules: Report the outcome from the list of valid values. *Report 3 – Determined Eligible for Special Education Services* if the evaluation/eligibility process was completed and the student is found eligible, but the process did not continue. For example, the student's evaluation/eligibility is complete, but the student moves out of the district before initial IEP is developed or the parent refuses to provide consent for the initial provision of special education/related services.

Example: 1

Valid Values: Develop IEP

1 – Determined Eligible for Special Education Services (Develop IEP)

Process Complete, No IEP to Develop

2 – Determined NOT Eligible for Special Education Services (Process Complete, no IEP to develop)

3 – Determined Eligible for Special Education Services (Process Complete, no IEP to develop)

Validations: 1071, 1072, 1074, 1101

Last Updated: January 2022

Element U11– Date of Initial IEP Meeting

| | |
|------------------------|--|
| Field Name: | DateOfInitialIEPMeeting |
| Data Type: | date |
| Allow NULL? | Yes. Conditional. |
| Description: | The meeting date when the Initial IEP was completed, in accordance with <u>WAC 392-172A-03090</u> through <u>392-172A-03135</u> . |
| Business Rules: | <p>U11 is <i>required</i> if a determination is made that a student is eligible for special education (<u>Element U10</u> – Outcome of Initial Evaluation/Eligibility is 7).</p> <ul style="list-style-type: none">• If <u>Element U10</u> is equal to 1, but the parent refused to provide consent for the initial provision of special education and related services to the student, U11 should identify the date of the district's decision to not develop an IEP.• If <u>Element U10</u> is equal to 1, but the student moves out of the district before the initial IEP is developed, U11 should identify the date the student left the district. <p>U11 must be null if a determination is made that a student is not eligible for special education services (<u>Element U10</u> – Outcome of Initial Evaluation/Eligibility is 2 – <i>Determined NOT Eligible for Special Education Services</i> or 3 – <i>Determined Eligible for Special Education Services</i>).</p> |
| Example: | 01/01/2020 |
| Validations: | 1073, 1074, 1101, 1107 , 1108, 1111, 1112 , 1155, 1156 |
| Last Updated: | January 2022 |

Element U12 – Reason for ~~IEP Developed After Third Birthday~~ Late Transition from Part C

| | |
|------------------------|---|
| Field Name: | ReasonForIEPDevelopedAfterThirdBirthday ReasonforLateTransitionFromPartC |
| Data Type: | int |
| Allow NULL? | Yes. Conditional. |
| Description: | Districts must provide a reason if the initial IEP for a student is <u>not</u> completed on or before the student's third birthday. If the student was found not eligible then the eligibility determination must be completed on or before the student's third birthday. |
| Business Rules: | <p>For students that are not transitioning from the State Part C Birth to Three program, report a valid value of 12 - <i>Student not transitioning from State Part C Birth to Three Program</i>. U12 is required if <u>Element U11</u> – Date of Initial IEP Meeting is not null and is after the student's third birthday, but before the student's fifth birthday. U12 is required if <u>Element U11</u> is null and <u>Element U07</u> – Date of Initial Evaluation/Eligibility Determination is after the student's third birthday, but before the student's fifth birthday. U12 must be null if <u>Element U11</u> is not null and is on or before the student's third birthday. U12 must be null if <u>Element U11</u> is null and <u>Element U07</u> is on or before the student's third birthday.</p> |
| Example: | 1 |
| Valid Values: | Refer to valid values in Appendix AG, found in the CEDARS Appendices, located at: www.k12.wa.us/data-reporting/reporting/cedars |
| Validations: | 1075, 1076, 1107 , 1108, 1111, 1112 , 1155, 1156 |
| Last Updated: | January 2022 |

Student Supports File (V)

File Name: StudentSupports

Description: This file captures information regarding students screened for state-assigned support (Element V06 – Support Code) eligibility. ~~with an assessment or identified as at risk using another allowable option for various supports. Students should be reported in this file in the year they are screened or identified as at risk and any subsequent years in which they receive interventions. All instances of screening or identification for supports identified in this collection should be reported.~~ Local education agencies (LEAs) must report any student screened for state-assigned support eligibility in this file. Students reported in this file must also be reported in District Student File (B) and School Student File (C).

LEAs are required to report to OSPI the ~~screener~~ identification methods used. And the interventions ~~used for~~ provided to at-risk students with indicators of weakness in skill development. ~~If a student is screened multiple times for a single support type, report the most recent instance.*~~ A record in this file represents the *screening process* for each student. Do not report growth or progress monitoring in this file.*

***Due to prior ambiguity in the description about reporting the “most recent instance”, there is no expectation to update a 2021-2022 school year record if the data already reflects an assessment other than the first in the screening process.**

When the file was introduced in the 2020-2021 school year, districts were not required to ~~screen~~ identify students and report the data to CEDARS, but some districts adopted this process early. **Reporting screening to CEDARS is required beginning with the 2021-2022 school year.**

Sample File Name: 12345_0000_ StudentSupports _20210901_20212022.txt

Element V01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The four-digit year in which the school year ends. The school year in which the screening occurred.

Business Rules: For the 2021-22 school year, report 2022.

Example: 2022

Valid Values: 2022

Validations: 1077, 1078

Last Updated: October 2020

Element V02 – Serving County District Code

| | |
|------------------------|---|
| Field Name: | ServingCountyDistrictCode |
| Data Type: | char |
| Size: | 5 |
| Allow NULL? | No. Data is required. |
| Description: | The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2–digit county code and the 3–digit district code. |
| Business Rules: | Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A. |
| Example: | 12345 |
| Valid Values: | Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at www.k12.wa.us/data-reporting/reporting/cedars . |
| Validations: | 1079, 1080, 1081 |
| Last Updated: | October 2020 |

Element V03 – District Student ID

| | |
|------------------------|--|
| Field Name: | DistrictStudentId |
| Data Type: | varchar |
| Size: | 50 |
| Allow NULL? | No. Data is required. |
| Description: | This is the student identifier assigned by the local education agency to the student. This data element is used in the matching of district data with records in CEDARS. |
| Business Rules: | The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student. |
| Example: | 123456789012 or 124 or TG096 |
| Validations: | 1082, 1083, 1084, 1085, 1086 |
| Last Updated: | October 2020 |

Element V04 – State Student ID (SSID)

| | |
|------------------------|---|
| Field Name: | SSID |
| Data Type: | char |
| Size: | 10 |
| Allow NULL? | No. Data is required |
| Description: | Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. |
| Business Rules: | SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. |

Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.

Example: 1234567890
Validations: 1081, 1087, 1088
Last Updated: October 2020

Element V05 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school as generated by the district's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05 – School Code](#). The ID reported in Element V05, must be included in [Location File A](#). The ID reported should be the enrolled Location ID of the student at the time of enrollment.
Example: 1234
Validations: 1081, 1088, 1089, 1090, 1091
Last Updated: October 2020

Element V06 – Support Code

Field Name: Support
Data Type: int
Allow NULL? No. Data is required.
Description: The support category that a student was screened for [or identified as at-risk](#). [RCW 28A.320.260](#) requires districts screen students in kindergarten through second grade for indicators of, or areas associated, with dyslexia.
Business Rules: Report a record in this file using an assigned support category from the list of valid values below. Required if the student was screened [with an assessment](#) to determine eligibility [or identified as at-risk using another allowable option](#) for any of the support categories listed below at any point in the current school year. [May only be 1 – Dyslexia if Element B13 – Grade Level is K1, K2, 1, or 2.](#) [Students participating in Transitional Kindergarten \(Element I06 – Attribute or Program Code is 67-Transitional Kindergarten\) can be screened, but they should not be reported to CEDARS.](#)
Example: 1
Valid Values: 1 – Dyslexia
Validations: 1081, 1092, 1093, [1121](#)
Last Updated: April 2022

Element V07 – Identification Assessment

Field Name: IdentificationAssessment
Data Type: int

| | |
|------------------------|---|
| Allow NULL? | No. Data is required. |
| Description: | Indicates the initial* assessment screener used to determine eligibility for the state-assigned support reported in Element V06 – Support Code . |
| Business Rules: | Identify the initial* assessment used to determine eligibility from the list of valid values below. If the screening process includes multiple assessments, report the first assessment in the series.* <i>*Due to prior ambiguity in the File V description about reporting the “most recent instance”, there is no expectation to update a 2021-2022 school year record if your data already reflects an assessment other than the first in the screening process.</i> |
| Example: | 1 |
| Valid Values: | 1 – Rapid Automatized Naming Skills 2 – FAST earlyReading 3 – FAST CBMReading 4 – Phonological Awareness Literacy Screener Illuminate – PALS 5 – I-Station’s Indicators of Progress (ISIP) 6 – STAR Early Literacy 7 – STAR Reading 8 – University of Oregon – DIBELS 8 th edition 9 – Other Assessment 10 – Acadience – Reading K-6 11 – aimswebPlus 12 – Amira 13 – Fastbridge Learning 14 – Gander 15 – i-Ready 16 – MAP Reading 17 – mCLASS 18 – Renaissance 19 – Not screened with an assessment |
| Validations: | 1094, 1095 |
| Last Updated: | April 2022 |

Element V08 – Identification Assessment Date

| | |
|---------------------|---|
| Field Name: | IdentificationAssessmentDate |
| Data Type: | date |
| Allow NULL? | No. Data is required. |
| Description: | Indicates the date the student’s screening process began . screener assessment, or identification with another allowable method, as reported This should be the date of the initial screener assessment reported in Element V07 – Identification Assessment . If the student has taken more than one identification assessment in Washington for the reported support type, indicate the date of the most recent assessment.* <i>*The reporting expectations for transfer students is moving to the CEDARS Reporting Guidance and will be added in a future publication.</i> |

Business Rules: The month, day and year the student's ~~screening process began*~~ ~~placement test, or identification using another allowable method,~~ must be in the MM/DD/YYYY format. ~~Enter the most recent date the student took the identification assessment.*~~ If the screening process includes multiple assessments, report the date the student took the first assessment in the series.*
**Due to prior ambiguity in the File V description about reporting the "most recent instance", there is no expectation to update a 2021-2022 school year record if your data already reflects an assessment other than the first in the screening process.*

Example: 01/02/2020
Validations: 1096
Last Updated: April 2022

Element V09 – Support Determination

Field Name: SupportDetermination
Data Type: int
Allow NULL? No. Data is required.
Description: Indicates the outcome of the ~~screener or other allowable identification method~~ screening process used to determine eligibility for the state-assigned support reported in Element V06 – Support Code.

Business Rules: If the ~~screener or other allowable identification method~~ screening process includes multiple assessments, report the of overall outcome of the completed process.

Example: 1
Valid Values: 1 – Screened, not at risk
 2 – Screened, at risk
 3 – Not screened, at risk

Validations: 1097, 1098
Last Updated: April 2022

Element V10 – Interventions Used

Field Name: InterventionsUsed
Data Type: varchar
Size: 40
Allow NULL? No. Data is required.
Description: Indicates the interventions provided to the student based on the results of the outcome reported in Element V09 – Support Determination.

Business Rules: If the student received interventions, identify all of the interventions offered from the list of valid values.

Example: 1, 11, 17
Valid Values: Refer to valid values table in Appendix AH, found in the CEDARS Appendices.
Validations: 1099, 1100
Last Updated: Appendix AH

PUBLICATION HISTORY

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

| Revision | Authors | Date | Description |
|----------|---------------------|-----------|--|
| 3.1 | Lisa Ireland – OSPI | Sept 2010 | Data File Submission Format District Student File (B) Description Element B11 – CSRS Ethnicity Code Element B26 – Graduation Requirements Year Element B27 – Student Expected Year of Graduation Element C08 – Date Student Exited from School Element C09 – School Withdrawal Code Element C10 – Is This The School That Is Primarily Responsible for the Student Element C12 – Cumulative Days Present This Enrollment Period Element C13 – Cumulative Number of Unexcused Absences Enrollment Period Element D07 – Course Designation Code Element D09 – AP and IB Code Element D11 – CTE Direct Transcription Available Student Schedule File I – Description Staff File (F) – Description Staff Schedule File (G) – Description Element F06 – Last Name Element F07 – First Name Student Grade History File (H) – Description Element H05 – Location ID Element H09 – Grade Level Code Element H13 – Course Designation Code Element H14 – Content Area Code Element H15 – State Course Code Element H16 – AP and IB Code Element H17 – Classification of Instructional Program (CIP) Code Number Element I08 – Program Exit Date Element I09 – Exit Reason Code Element J08 – Program Exit Date Element J09 – Exit Reason Code Element K06 – Least Restrictive Environment (LRE) Code Element K08 – Program Exit Date Element K09 – Exit Reason Code |

| | | | |
|-----|---------------------|------------|--|
| 4.0 | Lisa Ireland – OSPI | April 2011 | <p> Element B10 – Birth Country Element B16 – Disability Code Element B17 – Student Primary Language Code Element B18 – Student Language Spoken at Home Element B21 – Is Student Homeless Element B25 – Is Student in Foster Care Element B29 – Credits Attempted Element B30 – Credits Earned Element B31 – Is Student Identified as Immigrant Element B32 – Initial USA School Enrollment Date Element B33 – Number Months US Attendance in School Element B34 – Number of Months Non US Attendance in School Element C06 – Date Student Enrolled in School Element D08 – State Course Code Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code Element D10 – Classification of Instructional (CIP) Code Number Element D11 – Is Direct Transcription Available (no longer active element) Element E06 – Course ID Element E08 – Term Element F04 – Staff Type Code Element F05 – Certification Number Element F07 – Legal First Name Element F08 – Legal Middle Name Element G03 – Location ID Element G05 – Course ID Element G06 – Section ID Element G07 – Term Student Grade History File (H) Element H06 – Staff ID Element H09 – Grade Level Code Element H10 – Letter Grade Element H11 – Credits Attempted Element H12 – Credits Earned Element H15 – State Course Code Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code Element H19 – Term Element H20 – Is the Student a Career and Technical Education (CTE) Program Completer Student Programs File (I) Element I06 – Program Code Element I09 – Exit Reason Code Student Bilingual Programs File (J) Element J06 – Instructional Model Code Element J07 – Program Start Date Element J08 – Program Exit Date Element J09 – Exit Reason Code Element J10 – Placement Test Scale Score Element J11 – Placement Test Level Score Element J12 – Placement Test Date </p> |
|-----|---------------------|------------|--|

| Revision | Authors | Date | Description |
|----------|--------------|--------------|--|
| | | | Element J13 – Initial WA Placement Test Date Element J14 – Initial USA School Enrollment (no longer active element) Element J15 – Number of Months US Attendance (no longer active element) Element J16 – Number of Months Non US Formal Education (no longer active element) Element J17 – Program /Eligibility Designation Element K06 – Least Restrictive Environment (LRE) Code Element K08 – Exit Date Element K10 – Initial Referral Date Element K11 – Initial Eligibility Date Element K12 – Last IEP Review Date Element K13 – Last Evaluation Date |
| 4.1 | Lisa Ireland | July 2011 | Staff Schedule File Descriptor Data Collection Information – Data Collection Changes Effective Date Data Collection Due Date Data Element Summary Element B14 – Date Enrolled in District Element B17 – Student Primary Language Code Element B21 – Is Student Homeless Element D04 – Course ID Element D07 – Course Designation Code Element E08 – Term Element F05 – Certification Number Element G07 – Term Element I06 – Program Code Element J09 – Exit Reason Code |
| 4.2 | Lisa Ireland | October 2011 | Element B33 – Number Months US Attendance in School Element B34 – Number of Months Non US Attendance in School |

| Revision | Authors | Date | Description |
|----------|--------------|--------------|---|
| 5.0 | Lisa Ireland | January 2012 | Element B09 – Birth Date Element B16 – Disability Code Element B17 – Primary Language Code Element B18 – Language Spoken at Home Element B21 – Is Student Homeless Element B22 – Is Student an Approved Private–School Student Attending Class Part Time Element B23 – Is Student a Home–Schooled Student Attending Class Part Time Element C11 – School Choice Code Element C13 – Cumulative Number of Unexcused Absences Element F03 – Staff ID Element F05 – Certification Number Element H22 – Is Direct Transcription Available Student Programs File (I) Element I06 – Program Code Element I08 – Program Exit Date English Learners (Student Limited English Proficiency) File (J) – name change Element J10 – Placement Test Scale Score Element J11 – Placement Test Level Score Element J12 – Placement Test Date Element J13 – Initial Placement Test Date Element J17 – Program Designation Element J18 – Placement Test Code Element J19 – Grade Level at Placement Element J20 – Placement Test Scale Score Element J21 – Placement Test Level Score Element J22 – Placement Test Date Element K06 – LRE Code Student Absence File (N) NEW Student Discipline File (P) NEW |
| 5.1 | Lisa Ireland | March 2012 | Element D07 – Course Designation Code Element H09 – Grade Level Code Element H13 – Course Designation Code |
| 5.2 | | June 2012 | Reports and Processes Generated from CEDARS 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 Student Programs File (I) N07 – Absence Code P10 – Number of Intervention Days |

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| 6.0 | Lisa Ireland | January 2013 | <p> Successful CEDARS Submission Data Files and Descriptions File Formats and Layouts Data Type and Definitions Reports and Processes Generated from CEDARS Element A05 – School Code District Student File (B) Element B03 – Home County District Code Element B17 – Student Primary Language Code Element B22 – Is Student an Approved Private–School Student Attending Class Part Time Element B23 – Is Student a Home–Schooled Student Attending Class Part Time Element B25 – Is Student in Foster Care (no longer active element) Element B33 – Number Months US Attendance in School Element B34 – Number of Months Non US Attendance in School Element C12 – Cumulative Days Present this Enrollment Period Element D05 – Course Title Element D07 – Course Designation Code Element D08 – State Course Code Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code Element D10 – Classification of Instructional Program (CIP) Code Number Student Schedule File (E) Element E07 – Section ID Element E09 – ALE Funded Element F05 – Certification Number Element F09 – Birth Date Element G06 – Section ID Element H05 – Location ID Element H06 – Staff ID Element H13 – Course Designation Code Element H15 – State Course Code Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code Element H17 – Classification of Instructional Program (CIP) Code Number Element H24 – Did the Student Take or Pass a Nationally Recognized Assessment of Technical Skill and Knowledge Element H25 – Certification Number Element H26 – School Code Element H27 – ALE Funded Student Attributes and Programs File (I) Element I05 – Location ID Element I06 – Attribute or Program Code Element I07 – Start Date Element I08 – Exit Date Element I09 – Exit Reason Code Element I10 – Qualification Code Element J06 – Instructional Model Code Element J07 – Program Start Date </p> |
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| Revision | Authors | Date | Description |
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| | | | <u>Element J09</u> – Exit Reason Code <u>Element J17</u> – Program Designation <u>Element J18</u> – Placement Test Code <u>Element J20</u> – Placement Test Score <u>Element J21</u> – Placement Level <u>Element K06</u> – Least Restrictive Environment (LRE) Code <u>Element K07</u> – Initial Washington Service Date <u>Element K09</u> – Exit Reason Code <u>Element K10</u> – Initial Referral Date <u>Element K11</u> – Initial Eligibility Date <u>Element K12</u> – Last IEP Review Date (no longer active element) <u>Element K13</u> – Last Evaluation Date (no longer active element) <u>Element K14</u> – Program Start Date <u>Element N06</u> – Absence Date <u>Element P07</u> – Behavior Code <u>Element P09</u> – Intervention Applied <u>Element P10</u> – Number of Intervention Days <u>Element P13</u> – Interim Alternative Education Setting |
| 6.2 | Lisa Ireland | June 2013 | <u>Element D05</u> – Course Title <u>Element D07</u> – Course Designation Code <u>Element D09</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code <u>Staff File (F)</u> <u>Element F05</u> – Certification Number <u>Staff Schedule File (G)</u> <u>Element H08</u> – Course Title <u>Element H13</u> – Course Designation Code <u>Element H25</u> – Certification Number <u>Element I06</u> – Attribute or Program Code <u>Element I09</u> – Exit Reason Code <u>Element J06</u> – Instructional Model Code <u>Element J09</u> – Exit Reason Code <u>Element J17</u> – Program Designation <u>Element K10</u> – Initial Referral Date <u>Element K11</u> – Initial Eligibility Date |
| 6.3 | Lisa Ireland | July 2013 | <u>Data Files and Descriptions</u> – Student Grade History File (H) <u>Student Grade History File (H)</u> <u>Element H17</u> – Classification of Instructional Program (CIP) Code Number <u>Element H19</u> – Term <u>Element H20</u> – Is the Student a Career and Technical Education (CTE) Program Completer? <u>Element K08</u> – Exit Date |
| 6.4 | Lisa Ireland | January 2014 | <u>Successful CEDARS Submission</u> <u>Element D08</u> – State Course Code <u>Element D10</u> – Classification of Instructional Program (CIP) Code Number <u>Element E09</u> – ALE Funded <u>Element P09</u> – Intervention Applied |

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

| Revision | Authors | Date | Description |
|----------|--------------|----------------|---|
| 7.1 | Lisa Ireland | April 2014 | <u>Element G11</u> – Term Start Date <u>Element I06</u> – Attribute or Program Code <u>Element I09</u> – Exit Reason Code <u>Element K06</u> – Least Restrictive Environment <u>Element K14</u> – Program Start Date <u>Element P15</u> – Emergency Expulsion Days to Conversion |
| 7.2 | Lisa Ireland | July 2014 | <u>Element H21</u> – Did Student Receive a State or Nationally Recognized Industry Certification <u>Element I10</u> – Qualification Code <u>Element J07</u> – Program Status Start Date <u>Element P13</u> – Interim Alternative Education Setting |
| 7.3 | Lisa Ireland | September 2014 | <u>Element D07</u> – Course Designation Code <u>Element H13</u> – Course Designation Code <u>Element J17</u> – Program Designation |
| 7.4 | Lisa Ireland | October 2014 | <u>Element B32</u> – Initial USA Public School Enrollment <u>Element B34</u> – Number of Months Non US Enrollment in School |

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| 8.0 | Lisa Ireland | January 2015 | <p>Sample file names and corresponding dates updated throughout document to reflect current school year</p> <p><u>Data Files and Descriptions</u></p> <p><u>State Student SSID Assignment</u></p> <p><u>Element A02</u> – County District Code</p> <p><u>Element A03</u> – District Name</p> <p><u>District Student File (B)</u></p> <p><u>Element B02</u> – Serving Country District Code</p> <p><u>Element B03</u> – Home County District Code</p> <p><u>Element B05</u> – State Student ID (SSID)</p> <p><u>Element B18</u> – Student Language Spoken at Home</p> <p><u>Element B32</u> – Initial USA School Enrollment</p> <p><u>Element C02</u> – Serving County District Code</p> <p><u>Element C04</u> – State Student ID (SSID)</p> <p><u>Element D02</u> – Serving County District Code</p> <p><u>Element D06</u> – Content Area Code</p> <p><u>Element D08</u> – State Course Code</p> <p><u>Element D09</u> – Advanced Placement (AP) and International Baccalaureate (IB) Code</p> <p><u>Element E02</u> – Serving Country District Code</p> <p><u>Element E04</u> – State Student ID (SSID)</p> <p><u>Element F02</u> – Serving County District Code</p> <p><u>Element G02</u> – Serving County District Code</p> <p><u>Element H02</u> – Serving County District Code</p> <p><u>Element H04</u> – State Student ID (SSID)</p> <p><u>Element H14</u> – Content Area Code</p> <p><u>Student Attributes and Programs File (I)</u></p> <p><u>Element I02</u> – Serving County District Code</p> <p><u>Element I04</u> – State Student ID (SSID)</p> <p><u>Element I06</u> – Attribute or Program Code</p> <p><u>Element I07</u> – Start Date</p> <p><u>Element I08</u> – Exit Date</p> <p><u>Element I09</u> – Exit Reason Code</p> <p><u>Element I10</u> – Qualification Code</p> <p><u>Element J02</u> – Serving County District Code</p> <p><u>Element J04</u> – State Student ID (SSID)</p> <p><u>Element J07</u> – Program Status Start Date</p> <p><u>Element J09</u> – Exit Reason Code</p> <p><u>Element K02</u> – Serving County District Code</p> <p><u>Element K04</u> – State Student ID (SSID)</p> <p><u>Element K09</u> – Exit Reason Code</p> <p><u>Element L02</u> – Serving County District Code</p> <p><u>Element L04</u> – State Student ID (SSID)</p> <p><u>Element M02</u> – Serving County District Code</p> <p><u>Element M04</u> – State Student ID (SSID)</p> <p><u>Element N02</u> – Serving County District Code</p> <p><u>Element N04</u> – State Student ID (SSID)</p> <p><u>Student Discipline File (P)</u></p> <p><u>Element P02</u> – Serving County District Code</p> <p><u>Element P04</u> – State Student ID (SSID)</p> <p><u>Element P07</u> – Behavior Code</p> <p><u>Element P08</u> – Corrective or Disciplinary Action Date</p> <p><u>Element P09</u> – Corrective or Disciplinary Action Applied</p> <p><u>Element P10</u> – Number of Corrective Action or Disciplinary Days</p> <p><u>Element P13</u> – Interim Alternative Education Setting</p> |
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| Revision | Authors | Date | Description |
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| | | | <u>Element P14</u> – Emergency Expulsion <u>Element P15</u> – Emergency Expulsion Days to Conversion <u>Element P16</u> – Other Behaviors <u>Element P17</u> – Academic Services <u>Element P18</u> – Behavior Services <u>Element P19</u> – Date Petition for Readmission Submitted <u>Element P20</u> – Date Petition for Readmission Granted <u>Element P21</u> – Petition to Exceed More Than One Year Code <u>Element P22</u> – Date Reengagement Meeting Held <u>Element P23</u> – Reengagement Plan <u>Element P24</u> – Appeal Code |
| 8.1 | Lisa Ireland | March 2015 | <u>Element B32</u> – Initial USA School Enrollment <u>Element P07</u> – Behavior Code <u>Element P16</u> – Other Behaviors <u>Element P17</u> – Academic Services <u>Element P18</u> – Behavior Services <u>Element P19</u> – Date Petition for Readmission Submitted <u>Element P20</u> – Date Petition for Readmission Granted <u>Element P21</u> – Petition to Exceed More Than One Year Code <u>Element P22</u> – Date Readmission Meeting Held <u>Element P23</u> – Reengagement Plan <u>Element P24</u> – Appeal Code |
| 8.2 | Lisa Ireland | September 2015 | <u>Element D06</u> – Content Area Code <u>Element D08</u> – State Course Code <u>Element H15</u> – State Course Code <u>Element I10</u> – Qualification Code <u>Element J17</u> – Program Designation <u>Element P09</u> – Corrective or Disciplinary Action Applied <u>Element P10</u> – Number of Corrective or Disciplinary Action Days <u>Element P15</u> – Emergency Expulsion Days <u>Element P19</u> – Date Petition for Readmission Submitted <u>Element P20</u> – Date Petition for Readmission Granted |
| 8.3 | Lisa Ireland | November 2015 | <u>Element P10</u> – Number of Corrective or Disciplinary Action Days |

| Revision | Authors | Date | Description |
|----------|--------------|---------------|---|
| 9.0 | Lisa Ireland | February 2016 | <p> CEDARS Data Files Data Files and Descriptions Data File Submission Format Data Element Summary Element A03 – District Name Element A06 – School Name Element B06 – Legal Last Name Element B07 – Legal First Name Element B08 – Legal Middle Name(s) Element B17 – Student Primary Language Code Element B18 – Student Language Spoken at Home Element B32 – Initial USA School Enrollment Element B35 – Military Parent or Guardian Element D06 – Content Area Code Element D12 – CTE Course Equivalency Identification Element H28 – CTE Course Equivalency Identification Element H29 – CTE Credit Equivalency Element H30 – Course School Year Element I06 – Attribute or Program Code Element I09 – Exit Reason Code Element I10 – Qualification Code Element J06 – Instructional Model Code Element J09 – Exit Reason Code Element J18 – Placement Test Code Element N07 – Absence Code Discipline File (P) Element P09 – Corrective or Disciplinary Action Applied Element P10 – Number of Corrective or Disciplinary Action Days Element P14 – Emergency Expulsion Element P15 – Emergency Expulsion Days Learning Assistance Program Student Growth File (Q) Element Q01 – School Year Element Q02 – Serving County District Code Element Q03 – District Student Id Element Q04 – State Student ID (SSID) Element Q05 – Location ID Element Q06 – Program Code Element Q07 – Start Date Element Q08 – Identification Assessment Element Q09 – Amount of Academic Growth Element Q10 – Progress Monitoring Assessment Element Q11 – Beginning Score Element Q12 – Date of Beginning Score Element Q13 – End Score Element Q14 – Date of End Score Element Q15 – Extended Learning Time Intervention Element Q16 – Tutoring Intervention Element Q17 – Student Met Learning Goal </p> |

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| 10.0 | Lisa Ireland | February 2017 | <u>Data Files and Descriptions</u> <u>Data File Submission Format</u> <u>Data Element Summary</u> <u>Publication Process</u> <u>Element A07</u> – Initial School Start Date <u>Element A08</u> – Last School End Date <u>Element B17</u> – Student Primary Language Code <u>Element B18</u> – Student Language Spoken at Home <u>Element B19</u> – Social Security Number (no longer an active data element) <u>Element B21</u> – Is Student Homeless <u>Element B36</u> – Preferred Last Name <u>Element B37</u> – Preferred First Name <u>Element C07</u> – School Entry Code (no longer an active data element) <u>Element D12</u> – CTE Course Equivalency Identification <u>Element D13</u> – CTE Equivalency <u>Student Schedule File (E)</u> <u>Element E05</u> – Location ID <u>Element E06</u> – Location ID <u>Element F08</u> – Legal Middle Name <u>Staff Schedule File (G)</u> <u>Element G03</u> – Location ID <u>Element G05</u> – Course ID <u>Element H05</u> – Location ID (no longer an active data element) <u>Element H06</u> – Staff ID (no longer an active data element) <u>Element H28</u> – CTE Course Equivalency Identification (no longer an active data element) <u>Element H29</u> – CTE Credit Equivalency (no longer an active data element) <u>Student Attributes and Programs File (I)</u> <u>Element I05</u> – Location ID <u>Element I06</u> – Attributes or Programs Code <u>Element I07</u> – Start Date <u>Element I08</u> – Exit Date <u>Element I10</u> – Qualification Code <u>English Learners Student Limited English Proficiency File (J)</u> <u>Element J06</u> – Instructional Model Code <u>Element J07</u> – Program Status Start Date <u>Element J08</u> – Program Exit Date <u>Element J09</u> – Exit Reason Code <u>Element J13</u> – Initial WA Placement Date <u>Element J18</u> – Placement Test Code <u>Element J20</u> – Placement Test Score <u>Element J21</u> – Placement Status Level <u>Element J22</u> – Placement Test Date <u>Element K10</u> – Referral Date (no longer an active data element) <u>Element K11</u> – Initial Eligibility Date (no longer an active data element) <u>Student Growth Learning Assistance Program File (Q)</u> <u>Element Q05</u> – Location ID <u>Element Q06</u> – Program Code <u>Element Q07</u> – Start Date |
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| Revision | Authors | Date | Description |
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| | | | <u>Element Q08</u> – Identification Assessment <u>Element Q09</u> – Amount of Academic Growth <u>Element Q11</u> – Beginning Score <u>Element Q13</u> – End Score <u>Element Q14</u> – Date of End Score <u>Element Q15</u> – Extended Learning Time Intervention Outside of the Regular School Day <u>Element Q16</u> – Tutoring Intervention During Regular School Day <u>Element Q17</u> – At Grade Level Student Met Learning Goal |
| 10.1 | Lisa Ireland | August 2017 | <u>Element B37</u> – Preferred First Name <u>Element J06</u> – Instructional Model Code <u>Element J09</u> – Exit Reason Code <u>Element J21</u> – Placement Status Level <u>Student Absence File (N)</u> <u>Element N07</u> – Absence Code <u>Element P15</u> – Emergency Expulsion Days <u>Data Element Summary</u> |
| 10.2 | Lisa Ireland | January 2018 | <u>Element J07</u> – Placement Test Date <u>Element P22</u> – Date Reengagement Meeting Held <u>Element Q15</u> – Extended Learning Time Intervention Outside of Regular School Year/Day |

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| 11.0 | Lisa Ireland | February 2018 | <u>Data Files and Descriptions</u> <u>Data File Submission Format</u> <u>Data Element Summary</u> <u>Validation IDs</u> <u>Element B12 – Gender</u> <u>Element B38 – Preferred Middle Name(s)</u> <u>Element C14 – Confirmed Transfer In</u> <u>Element D07 – Course Designation Code</u> <u>Element E09 – ALE Course Type</u> <u>Element G10 – Teacher Indicator</u> <u>Element H13 – Course Designation Code</u> <u>Element H23 – Is the Student a CTE Dual Credit (Tech Prep) Completer</u> <u>Element H27 – ALE Course Type</u> <u>Element I10 – Qualification Code</u> <u>Element J06 – Instructional Model Code</u> <u>Element J22 – Placement Test Date</u> <u>Element L06 – Ethnicity Collection Method</u> <u>Element M06 – Race Collection Method</u> <u>Student Discipline File (P) (no longer an active data file)</u> <u>Element P01 – School Year (no longer an active data element)</u> <u>Element P02 – Serving County District Code (no longer an active data element)</u> <u>Element P03 – District Student ID (no longer an active data element)</u> <u>Element P04 – State Student ID (SSID) (no longer an active data element)</u> <u>Element P05 – Location ID (no longer an active data element)</u> <u>Element P06 – Incident Date (no longer an active data element)</u> <u>Element P07 – Behavior Code (no longer an active data element)</u> <u>Element P08 – Corrective or Disciplinary Action Date (no longer an active data element)</u> <u>Element P09 – Corrective or Disciplinary Action Applied (no longer an active data element)</u> <u>Element P10 – Number of Corrective or Disciplinary Action Days (no longer an active data element)</u> <u>Element P11 – Incident ID (no longer an active data element)</u> <u>Element P12 – Weapon Type (no longer an active data element)</u> <u>Element P13 – Interim Alternative Education Setting (no longer an active data element)</u> <u>Element P14 – Emergency Expulsion (no longer an active data element)</u> <u>Element P15 – Emergency Expulsion Days (no longer an active data element)</u> <u>Element P16 – Other Behaviors (no longer an active data element)</u> <u>Element P17 – Academic Services (no longer an active data element)</u> <u>Element P18 – Behavior Services (no longer an active data element)</u> |
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| Revision | Authors | Date | Description |
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| | | | <u>Element P19 – Date Petition for Readmission Submitted (no longer an active data element)</u> <u>Element P20 – Date Petition for Readmission Granted (no longer an active data element)</u> <u>Element P21 – Petition for Extension of an Expulsion (no longer an active data element)</u> <u>Element P22 – Date Reengagement Meeting Held (no longer an active data element)</u> <u>Element P23 – Reengagement Plan (no longer an active data element)</u> <u>Element P24 – Appeal Code (no longer an active data element)</u> <u>Element Q09 – Amount of Academic Growth</u> <u>Element Q16 – Intervention During Regular School Day</u> <u>Element R01 – School Year</u> <u>Element R02 – Serving County District Code</u> <u>Element R03 – District Student ID</u> <u>Element R04 – SSID</u> <u>Element R05 – Location ID</u> <u>Element R06 – Incident ID</u> <u>Element R07 – Incident Date</u> <u>Element R08 – Behavior Code</u> <u>Element R09 – Other Behaviors</u> <u>Element R10 – Weapon Type</u> <u>Element R11 – Exclusionary Action Applied</u> <u>Element R12 – Exclusionary Action Date</u> <u>Element R13 – Duration of Exclusionary Action Days</u> <u>Element R14 – Total Amount of Exclusionary Time</u> <u>Element R15 – Interim Alternative Education Setting</u> <u>Element R16 – Academic Services</u> <u>Element R17 – Behavior Services</u> <u>Element R18 – Date Petition for Readmission Submitted</u> <u>Element R19 – Date Petition for Readmission Granted</u> <u>Element R20 – Petition for Extension of an Expulsion</u> <u>Element R21 – Reengagement Plan</u> <u>Element R22 – Date Reengagement Meeting Held</u> <u>Element R23 – Appeal Code</u> |
| 11.1 | Lisa Ireland | September 2018 | <u>Element B12 - Gender</u> <u>Element B38 – Preferred Middle Name(s)</u> <u>Element D07 – Course Designation Code</u> <u>Element D08 – State Course Code</u> <u>Element H13 – Course Designation Code</u> <u>Element H15 – State Course Code</u> <u>Element J21 – Placement Status</u> <u>File N – Student Absence File</u> <u>Element N07 – Absence Code</u> <u>Validation IDs – CEDARS Validations inline</u> |
| 11.2 | Kyla Vetter | January 2019 | <u>Element H18 – Term End Date</u> <u>Element E02 – Serving County District Code</u> <u>Element E03 – District Student ID</u> <u>Element E05 – Location ID</u> <u>Element E06 – Course ID</u> <u>Element E07 – Section ID</u> <u>Element E08 - Term combination must be distinct</u> |

| Revision | Authors | Date | Description |
|---------------|---------------|---------------|--|
| 11.3 | Kyla Vetter | April 2019 | <u>Element R12 – Exclusionary Action Date</u> |
| 12.0 | Kyla Vetter | March 2019 | Element B09 – Birth Date Element D07 – Course Designation Code Element D14 – Dual Language Instruction Type Element D15 – Dual Language Instruction Language Element E10 – Approved Online Provider Element E11 – Approved Online Program Element E12 – Letter Grade Element E13 – Credits Attempted Element E14 – Credits Earned Element G10 - Teacher Indicator Element J09 – Exit Reason Code Element J17 – Program Designation Element R11 – Exclusionary Action Applied Data Files and Descriptions Data Element Summary Element S01 – School Year Element S02 – County District Code Element S03 – District Student ID Element S04 – State Student ID (SSID) Element S05 – Location ID Element S06 - Action ID Element S07 - Action Date Element S08 - Action Duration Element S09 - Type of Restraint or Isolation Element S10 - Was the student injured during the action? Element S11 - How many staff were injured during the action? Data Files and Descriptions Data Element Summary Element T01 - School Year Element T02 - Serving County District Code Element T03 - District Student ID Element T04 - State Student ID (SSID) Element T05 - Location ID Element T06 - Attempt ID Element T07 - Course ID Element T08 – Attempt Title Element T09 - Content Area Code Element T10 - Course Designation Code Element T11 - State Course Code Element T12 - ALE Course Type Element T13 - Approved Online Provider Element T14 - Approved Online Program |
| <i>cont'd</i> | <i>cont'd</i> | <i>cont'd</i> | Element T15 - Letter Grade Element T16 - Credits Attempted Element T17 – Credits Earned |

| Revision | Authors | Date | Description |
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| 12.1 | Kyla Vetter | September 2019 | Element E10 – Approved Online Provider Element E11 – Approved Online Program Element I09 – Exit Reason Code Element M05 – Race Code Element Q16 – Intervention During Regular School Day Element R17 – Behavior Services Element T13 - Approved Online Provider Element T14 - Approved Online Program |
| 12.2 | Kyla Vetter | January 2020 | Element B09 – Birth Date Element E14 – Credits Earned Element I06 - Attribute or Program Code |
| 12.3 | Kyla Vetter | April 2020 | Element R13 – Duration of Exclusionary Action Days Element R14 - Total Amount of Exclusionary Time |

| Version | Date | Location |
|---------|------------|--|
| 13.0 | March 2020 | Element B39 – ASVAB (Armed Services Vocational Aptitude Battery) Test Status |
| 13.0 | March 2020 | Element B40 – ASVAB (Armed Services Vocational Aptitude Battery) Test Score |
| 13.0 | March 2020 | Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration Year |
| 13.0 | March 2020 | Element B42– Credit Waiver |
| 13.0 | March 2020 | Element D07 – Course Designation Code |
| 13.0 | March 2020 | Element D08 – State Course Code |
| 13.0 | March 2020 | Element D16 – Course Level |
| 13.0 | March 2020 | Element D17 – Industry Recognized Certifications Offered |
| 13.0 | March 2020 | Element E15 – Industry Recognized Certifications Earned |
| 13.0 | March 2020 | Element G10 – Teacher Indicator |
| 13.0 | March 2020 | Element H13 – Course Designation Code |
| 13.0 | March 2020 | Element H31 – Industry Recognized Certifications Earned |
| 13.0 | March 2020 | Element K06 – Least Restrictive Environment (LRE) Code |
| 13.0 | March 2020 | Element K15 – Non-Public Agency |
| 13.0 | March 2020 | Element K16 – PreK Positive Social-Emotional Skills - Entry |
| 13.0 | March 2020 | Element K17 – PreK Acquisition and Use of Knowledge/Skills - Entry |
| 13.0 | March 2020 | Element K18 – PreK Appropriate Behaviors and Skills - Entry |
| 13.0 | March 2020 | Element K19 – PreK Positive Social-Emotional Skills - Exit |
| 13.0 | March 2020 | Element K20 – PreK Positive Social-Emotional Skills - Progress |
| 13.0 | March 2020 | Element K21 – PreK Acquisition and Use of Knowledge/Skills - Exit |
| 13.0 | March 2020 | Element K22 – PreK Acquisition and Use of Knowledge/Skills - Progress |
| 13.0 | March 2020 | Element K23 – PreK Appropriate Behaviors and Skills - Exit |

| Version | Date | Location |
|---------|--------------|---|
| 13.0 | March 2020 | Element K24 – PreK Appropriate Behaviors and Skills - Progress |
| 13.0 | March 2020 | Element K25 – Date of Annual IEP Meeting |
| 13.0 | March 2020 | Element T10 – Course Designation Code |
| 13.0 | March 2020 | Element T18 – Course Level |
| 13.0 | March 2020 | File U – Initial Evaluation and Eligibility Timelines Element U01 – School Year Element U02 – Serving County District Code Element U03 – District Student ID Element U04 – State Student ID (SSID) Element U05 – Date of Initial Referral Element U06 – Date District Received Consent Element U07– Date of Initial Evaluation/Eligibility Determination Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility Element U09 – Reason for Late Initial Evaluation/Eligibility Element U10 – Outcome of Initial Evaluation/Eligibility Element U11– Date of Initial IEP Meeting Element U12 – Reason for IEP Developed After Third Birthday |
| 13.0 | March 2020 | File V – Student Supports Element V01 – School Year Element V02 – Serving County District Code Element V03 – District Student ID Element V04 – State Student ID (SSID) Element V05 – Location ID Element V06 – Support Code Element V07 – Identification Assessment Element V08 – Identification Assessment Date Element V09 – Support Determination Element V10 – Interventions Used |
| 13.1 | October 2020 | Data File Submission Format – Initial Evaluation Timelines Eligibility File |
| 13.1 | October 2020 | Reports Generated from CEDARS |
| 13.1 | October 2020 | Element B41 – ASVAB (Armed Services Vocational Aptitude Battery) Administration School Year |
| 13.1 | October 2020 | Element D07 – Course Designation Code |
| 13.1 | October 2020 | Element D14 - – Dual Language Instruction Type |
| 13.1 | October 2020 | Element E15 – Industry Recognized Certifications Earned |
| 13.1 | October 2020 | Element H13 – Course Designation Code |
| 13.1 | October 2020 | Element H19 – Term |
| 13.1 | October 2020 | Element H31 – Industry Recognized Certifications Earned |
| 13.1 | October 2020 | Element I06 – Attribute or Program Code |
| 13.1 | October 2020 | Element K06 – Least Restrictive Environment (LRE) Code |
| 13.1 | October 2020 | Element K15 – Non-Public Agency |

| Version | Date | Location |
|---------|----------------|---|
| 13.1 | October 2020 | File S |
| 13.1 | October 2020 | Element T10 – Course Designation Code |
| 13.1 | October 2020 | Element T18 – Course Level |
| 13.1 | October 2020 | Element U07 – Date of Initial Evaluation/Eligibility Determination |
| 13.1 | October 2020 | Element U11 – Date of Initial IEP Meeting |
| 13.1 | October 2020 | File V – Student Supports |
| 13.1 | October 2020 | Element V10 – Interventions Used |
| 13.1 | October 2020 | Resources |
| 13.2 | January 2021 | Data Element Summary Element L03 – District Student ID Element M03 – District Student ID Element T03 – District Student ID Element U03 – District Student ID Element V03 – District Student ID |
| 13.2 | January 2021 | Element D08 – State Course Code |
| 13.2 | January 2021 | Element H31 – Industry Recognized Certifications Earned |
| 13.2 | January 2021 | Element I10 – Qualification Code |
| 13.2 | January 2021 | Element J22 – Placement Test Date |
| 13.2 | January 2021 | Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility |
| 13.2 | January 2021 | Element U11 – Date of Initial IEP Meeting |
| 13.2 | January 2021 | Element U12 – Reason for IEP Developed After Third Birthday |
| 13.2.1 | March 2021 | Element E12 – Letter Grade |
| 13.2.1 | March 2021 | Element H10 – Letter Grade |
| 13.2.1 | March 2021 | Element T15 – Letter Grade |
| 13.3 | April 2021 | Element E12 – Letter Grad |
| 13.3 | April 2021 | Element H10 – Letter Grade |
| 13.3 | April 2021 | Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day |
| 13.3 | April 2021 | Element Q16 – Intervention During Regular School Day |
| 13.3 | April 2021 | Element T15 – Letter Grade |
| 13.3 | April 2021 | Element U12 – Reason for IEP Developed After Third Birthday |
| 13.3 | April 2021 | Element V09 – Support Determination |
| 13.3 | April 2021 | Student Supports File (V) |
| v13.3.1 | September 2021 | Element I06 – Attribute or Program Code |

RESOURCES

U.S. Department of Education Resources

U.S. Department of Education

<http://www.ed.gov>

Every Student Succeeds Act (ESSA)

<https://www.ed.gov/essa?src=rn>

Office of Superintendent of Public Instruction Resources

Bulletins

www.k12.wa.us/about-ospi/bulletinsmemos

Comprehensive Education Data And Research System (CEDARS)

www.k12.wa.us/data-reporting/reporting/cedars

Education Units and Directory Data

<https://www.k12.wa.us/data-reporting/reporting>

Enrollment Reporting

www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting

School Apportionment and Financial Services

www.k12.wa.us/policy-funding/school-apportionment

[End of CEDARS Data Manual]