

# *Educator Equity Data Collection Issues and Solutions*

## **Educator Equity Data Collection (EEDC) Overview**

- The EEDC is an annual requirement. The Every Student Succeeds Act ([ESSA](#)) Sections 1111 and 1112 requires all teachers . . . meet applicable state requirements and licensure requirements, and that state education agencies (SEAs) monitor and review of data to ensure students have equitable access to qualified educations across multiple contexts.
- The terms Educator Equity Data Collection (EEDC) and EE Tool are used synonymously. The terms out-of-field (OTF) and out-of-endorsement are also interchangeable.
- The EE Tool pulls data from multiple data sources including E-Certification, Comprehensive Education Data and Research System (CEDARS updates nightly based on an LEA's weekly upload), S-275 (updates in real time based on an LEA's October 1 counts), and PESB Assignment Table (updates twice annually).
- It is recommended that Local Education Agencies (LEAs) first look at the Course Definition tab. A teacher will not show as out-of-field (OTF) until after the codes are added to CEDARS and the Course Definition tab is completed. Also, this will avoid a teacher being miscoded which could lead to an OTF issue.
- The EE Tool landing page updates overnight. Until that time, only the building pages will show updates.

Issue	Action	Additional Considerations
Alternative learning experiences (ALE)	Whenever possible, enter the course codes for ALE teachers in your student information system. There are no changes to the EE Tool process for ALE teachers.	ALE teachers must meet certification and endorsement requirements, even if contracted through an outside company.



Issue	Action	Additional Considerations
Certificate is expired	If the instructional start date is prior to the certificate issuance date, the LEA must upload either (a) a written complaint from the superintendent to OPP (unless another certificated teacher was attached to the course as a teacher of record), or (b) a memo from the superintendent detailing why the written complaint is not being sent. Contact Title IIA for an optional template that may be used to notify OPP.	An educator must hold a valid certificate, so a certification application must be submitted in E-Cert.
Co-teaching	Change the Teacher Indicator in CEDARS Element G10 from P (primary) to the correct option. For example, special education co-teachers should have a teacher indicator of I, with the properly endorsed content teacher having teacher indicator P for the course.	See <a href="#">CEDARS Reporting Guidance</a> (currently pages 78-80) for Teacher Indicator options.
Course definition tab is incomplete	Educators reported in CEDARS with a teacher indicator—and who are reported in the S-275—but do not have CEDARS course codes assigned will populate the Course Definition tab. Use the pull-down options to select the educator's role(s) or subject area(s).	Some roles populating the Course Definition tab need the course code(s) entered into the LEA's school information system (SIS). For example, core content and elementary homeroom teachers all need course codes, whereas librarians and TOSAs do not require course codes.

Issue	Action	Additional Considerations
Course definition tab is incorrect	Correct the <a href="#">S-275</a> to have the educator reported to the correct building(s).	If the Block State Course Code column has data, the code is approved by the state but does not meet federal requirements. This issue may be addressed by using the Block Course Code pull-down options. For example, block courses such as humanities will need the checkboxes marked for 01037 language arts and 04439 social studies.
CTE	The <a href="#">Classification of Instructional Programs (CIP) code</a> needs to be entered by the LEA's CTE Director. Note that CTE in our state is grades 7-12, so CIP codes should not be entered for grades 6 and under.	Teachers who hold only a CTE certificate with one or more vocational codes (V-code) must be reported in the LEA's student information system. CTE teachers must have a CIP code attached to the course code in order to pull CTE FTE. The CIP code may be viewed by selecting the teacher tab, then viewing the 4th column (to view this information from the building tab, select the magnifying glass next to the teacher's name).
Elementary education specialist	Use the pull-down menu to indicate the specialist's subject area.	Consider changing the course code from WA0007 to a specific specialist course code to avoid being reported as OTF. <a href="#">State course codes</a> are posted on the CEDARS webpage; the <a href="#">most common elementary course codes</a> are summarized on the Title IIA website.
English Learners (EL)/ Bilingual	EL/Bilingual teachers should have a teacher indicator of E if they are co-teaching with an educator holding an endorsement aligned to the course. While EL/Bilingual teachers are not required to have course codes assigned, an LEA may choose to assign course code 01008. Teachers out-of-endorsement may teach EL student with school board approval, but they may not be funded by Title III.	All students identified as English Learners must be reported in the CEDARS English Learners File J including: <ul style="list-style-type: none"> <li>• Students receiving services in State Transitional Bilingual Instruction Program</li> <li>• Native American students receiving English Language Development services under Title III</li> <li>• Students who took the State English Language Proficiency placement test but did not qualify for services in State Transitional Bilingual Instruction Program</li> <li>• Native American students who took the State English Language Proficiency placement test but did not qualify for English Language Development services under Title III</li> </ul>

Issue	Action	Additional Considerations
First Peoples' language, culture and oral traditions certificate	A First Peoples' certificate allows the certificate holder to teach the language, culture and oral traditions of the tribe. If the First Peoples' certificate holder is co-teaching a content area with a properly endorsed content teacher, use teacher indicator H for the First Peoples' certificate holder and teacher indicator P for the properly endorsed content teacher.	The <a href="#">First Peoples' certificate</a> is for individuals who have completed a sovereign tribal government's language/culture certification program. First Peoples' certificate holders are not eligible for OTF placement even with school board or tribal governance approval. To teach an OTF course, the LEA will need to assure another certificate is held such as an emergency substitute teacher or conditional teacher.

Issue	Action	Additional Considerations
General education teacher with more than one student coded as receiving special education services	<p>When the teacher is a content match to the OTF course, then checking one of the two special education attestation boxes is all that's required; no school board approval is necessary. When the teacher is not a content match to the OTF course, then the Develop Plan checkbox should also be marked along with one of two special education attestation checkboxes. In these cases, the LEA also needs to upload the school board minutes.</p> <ul style="list-style-type: none"> <li>• The first special education checkbox should be marked if the students' curriculum, instruction, and Individualized Education Plan (IEP) are overseen by a special education teacher.</li> <li>• The second special education checkbox should be marked if the students are not receiving special education services in the course, e.g., electives.</li> </ul>	<ul style="list-style-type: none"> <li>• If a general education teacher has a special education student count of 1 (teacher aide), the teacher will be considered in-field.</li> <li>• A substitute teacher certificate holder may teach any subject including special education, but special education law must still be followed (in addition to limited teacher certificate checkbox, check 1 of 2 special education checkboxes).</li> <li>• The <a href="#">requirements for a temporary out-of-endorsement assignment or pre-endorsement waiver</a> will apply to teachers holding general education endorsement(s) and to limited certificate holders who are placed in special education assignments.</li> </ul>
Instructional start date for teachers hired after beginning of school year	Change the start date in the LEA's student information system (uploads to CEDARS Element G08).	Teachers hired after the start of the school year need to have the instructional start date match the actual start date, not the first day of the term. The instructional start date must be on or after the certificate issue date in order to not flag as OPP.

Issue	Action	Additional Considerations
Limited teacher certificate	Select the "Limited Teacher Certificate" checkbox. Also, teachers in Title I, Part A funded schools for four (4) consecutive weeks who hold an emergency substitute or intern substitute certificate trigger the Parents Right-To-Know requirement ( <a href="#">template</a> is available in ten languages).	<ul style="list-style-type: none"> <li>• A conditional certificate is valid for only the subject(s) listed and is not eligible for OTF school board approval.</li> <li>• An emergency substitute certificate must specifically list the LEA.</li> <li>• A substitute teacher certificate holder may teach any subject including special education, but <a href="#">special education law must still be followed</a> (in addition to limited teacher certificate checkbox, check 1 of 2 special education checkboxes).</li> <li>• While a substitute teacher certificate holder may teach Career and Technical Education (CTE) courses, those courses will not qualify for CTE funding.</li> </ul>
Long-term substitute teacher	A long-term substitute teacher will show as OTF if the endorsement is not aligned to the course. If the teacher holds a limited or substitute certificate, select the Limited Teacher Certificate checkbox. Conditional, Transitional, and Substitute certificate holders need a mutually agreed upon plan of support/professional learning on file in their personnel file.	Long term substitutes (teacher indicator L in CEDARS) report into the EE tool after 20 consecutive school days in the assignment. At that time, they are subject to PESB assignment policy or other certification requirements, along with any Title IA limited certificate notification requirements (if applicable). Board approval is not necessary for lifetime substitute certificate holders.
Middle level	Use the <a href="#">Assignment Tool</a> or <a href="#">CEDARS Appendix V</a> to determine course and grade specific course codes.	WA0006 is not a match in the <a href="#">Assignment Tool</a> to middle level and secondary level endorsements. WA0006 will not be accepted during or after the 2021-22 school year; instead, use grade/subject specific course codes.
Non-classroom roles	Check the Course Definition tab to see if any educators are reported in S-275, but not attached to any courses.	Use the drop-down options in the course definition tab to indicate the educator role, e.g., librarian. Itinerant teachers who are correctly coded will also appear in the course definition tab; simply select the appropriate role(s).

Issue	Action	Additional Considerations
Online teachers	Enter as usual into the S-275 and enter course codes in CEDARS. There are no changes to the EEDC process for online teachers.	Online teachers are coded based on the grade/subject taught. There is no additional or different coding. Online teachers must meet certification and endorsement requirements, even if contracted through an outside company.
OTF issues not mentioned elsewhere in this document	Mark the "Develop Plan" checkbox and upload school board meeting minutes showing approval.	The dated school board minutes must include each teacher's name (first and last) and OTF course titles/subject areas. Include the consent agenda document if this information is not already included in the minutes. Note that these minutes must be signed when uploaded to meet the requirements in CPR section 6.1.
Permits	School board approval will be needed for courses not aligned to the endorsement(s) on the permit.	The endorsement(s) on the permit must align to the course codes; if not, the educator will show as OTF.
Physical education (PE)	PE up to grade 8 may be taught with an elementary education endorsement. Code to a specific PE grade level rather than the PE general 08001 or 08039 codes. For example, grade 1 PE should be coded 08031.	If offering multiple grades in the same course, the LEA should update to a specific course code that aligns with one of the grade levels, e.g., 08032 Grade 2 PE. This does not change the local course title (what parents see on report cards).

Issue	Action	Additional Considerations
Special education endorsed teacher	If students are showing as general education rather than special education, have the CEDARS administrator check your student information system (which uploads to CEDARS file K) to be sure all students are in the file, and that the IEP start and exit dates are correct and align with enrollment entry/exit dates. If the special education teacher is in a co-teaching/push-in model, be sure the Teacher Indicator is "I" (the content teacher is marked as "P"); the content teacher must be properly endorsed or both teachers will show as OTF.	Special education teachers are considered in-field when teaching only students eligible for special education services. They are considered OTF when assigned to teach students who are not receiving special education services. In other words, special education endorsements do not match to course codes. Instead, their in-field status is determined by the course enrollment. So, any course code will work as long as the class has only students receiving special education services enrolled for the duration of the course.
Student teachers	Student teachers should not be reported in CEDARS Staff File (F) nor in Staff Schedule File (G).	An LEA may grant a student teacher attendance access via the miscellaneous course code 22999.
Teacher indicators	The teacher indicator needs to be reported accurately in CEDARS element G10.	Common teacher indicators are P (primary) and A (alternate); the educator needs to be properly endorsed with either of these indicators or will flag as OTF. The ELL co-teaching indicator E and the special education co-teaching indicator I both require the teacher marked as P to be properly endorsed for the course or both teachers will flag as OTF. See the <a href="#">CEDARS Reporting Guidance</a> (currently pages 99-101) for additional information regarding teacher indicators.
Teacher reported to incorrect building	Correct reporting in CEDARS and/or S-275 to reflect the correct building(s).	The LEA may also select the "Reporting Error" pull-down option in the course definition tab.



## Certification/Endorsements

- The [Assignment Tool](#) posted on the Professional Educator Standards Board (PESB) webpage will show (1) which endorsements may be used to teach a specific course and (2) which courses may be taught with a specific endorsement.
- All teachers holding a “full” endorsement, e.g., continuing, residency, professional, may apply for the substitute teacher certificate. Continuing CTE certificate holders may also apply for a substitute teacher certificate. School Board approval is not required for teachers holding a Substitute Teacher certificate.
- When a teacher holds a limited certificate and the LEA marks that checkbox, keep in mind that the educator will be included in the limited certificate count in the Teacher Certification section of the [Report Card](#). If the LEA chooses to take the educator to the school board for approval and marks the plan of support option with school board minutes uploaded, then the educator in the out-of-field count on the Report Card.

## Course Codes

- 2020-21 was the last year to use N to designate non-rigor courses. The N needs to be removed for all course codes beginning with the 2021-22 school year.
- Electives must be coded; they may not be coded as miscellaneous courses.
- [State course codes](#) are posted on the CEDARS webpage; see appendix V.

## Contacts

### EEDC Questions

- Title II, Part A: [Title2A@k12.wa.us](mailto:Title2A@k12.wa.us), 360-725-6340
- Schedule [Office Hours](#) (30- and 60-minute appointments available)

### CEDARS Questions

- CEDARS reporting guidance: 360-725-6358, [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us)
- CEDARS technical assistance: 1-800-725-4311, [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us)
- [CEDARS training and materials](#)

### Certification Questions

- Professional Certification: [cert@k12.wa.us](mailto:cert@k12.wa.us)