

Comprehensive Education Data and Research System (CEDARS) Data Manual

**Data Manual for the 2012-2013 School
Year**



Randy Dorn
State Superintendent of
Public Instruction

June 2012 – Version 5.2

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Comprehensive Education Data and Research System (CEDARS)

**Data Manual
for the
2012-2013 School Year**

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Superintendent of Public Instruction

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Director
Student Information

Publication History

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

			<p>Responsible for the Student</p> <p>Element C12 – Cumulative Days Present This Enrollment Period</p> <p>Element C13 – Cumulative Number of Unexcused Absences Enrollment Period</p> <p>Element D07 – Course Designation Code</p> <p>Element D09 – AP and IB Code</p> <p>Element D11 – CTE Direct Transcription Available</p> <p>Student Schedule File I – Description</p> <p>Staff File (F) – Description</p> <p>Staff Schedule File (–) - Description</p> <p>Element F06 – Last Name</p> <p>Element F07 – First Name</p> <p>Student Grade History File (H) – Description</p> <p>Element H05 – Location ID</p> <p>Element H09 – Grade Level Code</p> <p>Element H13 – Course Designation Code</p> <p>Element H14 – Content Area Code</p> <p>Element H15 – State Course Code</p> <p>Element H16 – AP and IB Code</p> <p>Element H17 – Classification of Instructional Program (CIP) Code Number</p> <p>Element I08 – Program Exit Date</p> <p>Element I09 – Exit Reason Code</p> <p>Element J08 – Program Exit Date</p> <p>Element J09 – Exit Reason Code</p> <p>Element K06 – Least Restrictive Environment (LRE) Code</p> <p>Element K08 – Program Exit Date</p> <p>Element K09 – Exit Reason Code</p>
4.0	Lisa Ireland – OSPI	April 2011	<p>Element B10 – Birth Country</p> <p>Element B16 – Disability Code</p> <p>Element B17 – Student Primary Language Code</p> <p>Element B18 – Student Language Spoken at Home</p> <p>Element B21 – Is Student Homeless</p> <p>Element B25 – Is Student in Foster Care</p> <p>Element B29 – Credits Attempted</p> <p>Element B30 – Credits Earned</p> <p>Element B31 – Is Student Identified as Immigrant</p> <p>Element B32 – Initial USA School Enrollment Date</p> <p>Element B33 – Number Months US Attendance in School</p> <p>Element B34 – Number of Months Non US Attendance in School</p> <p>Element C06 – Date Student Enrolled in School</p> <p>Element D08 – State Course Code</p> <p>Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code</p> <p>Element D10 – Classification of Instructional (CIP) Code Number</p> <p>Element D11 – Is Direct Transcription Available (no longer active element)</p> <p>Element E06 – Course ID</p> <p>Element E08 – Term</p> <p>Element F04 – Staff Type Code</p> <p>Element F05 – Certification Number</p> <p>Element F07 – Legal First Name</p> <p>Element F08 – Legal Middle Name</p> <p>Element G03 – Location ID</p> <p>Element G05 – Course ID</p> <p>Element G06 – Section ID</p> <p>Element G07 – Term</p> <p>Student Grade History File (H)</p> <p>Element H06 – Staff ID</p> <p>Element H09 – Grade Level Code</p> <p>Element H10 – Letter Grade</p> <p>Element H11 – Credits Attempted</p>

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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
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)

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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

CEDARS Data Manual

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INTRODUCTION TO CEDARS

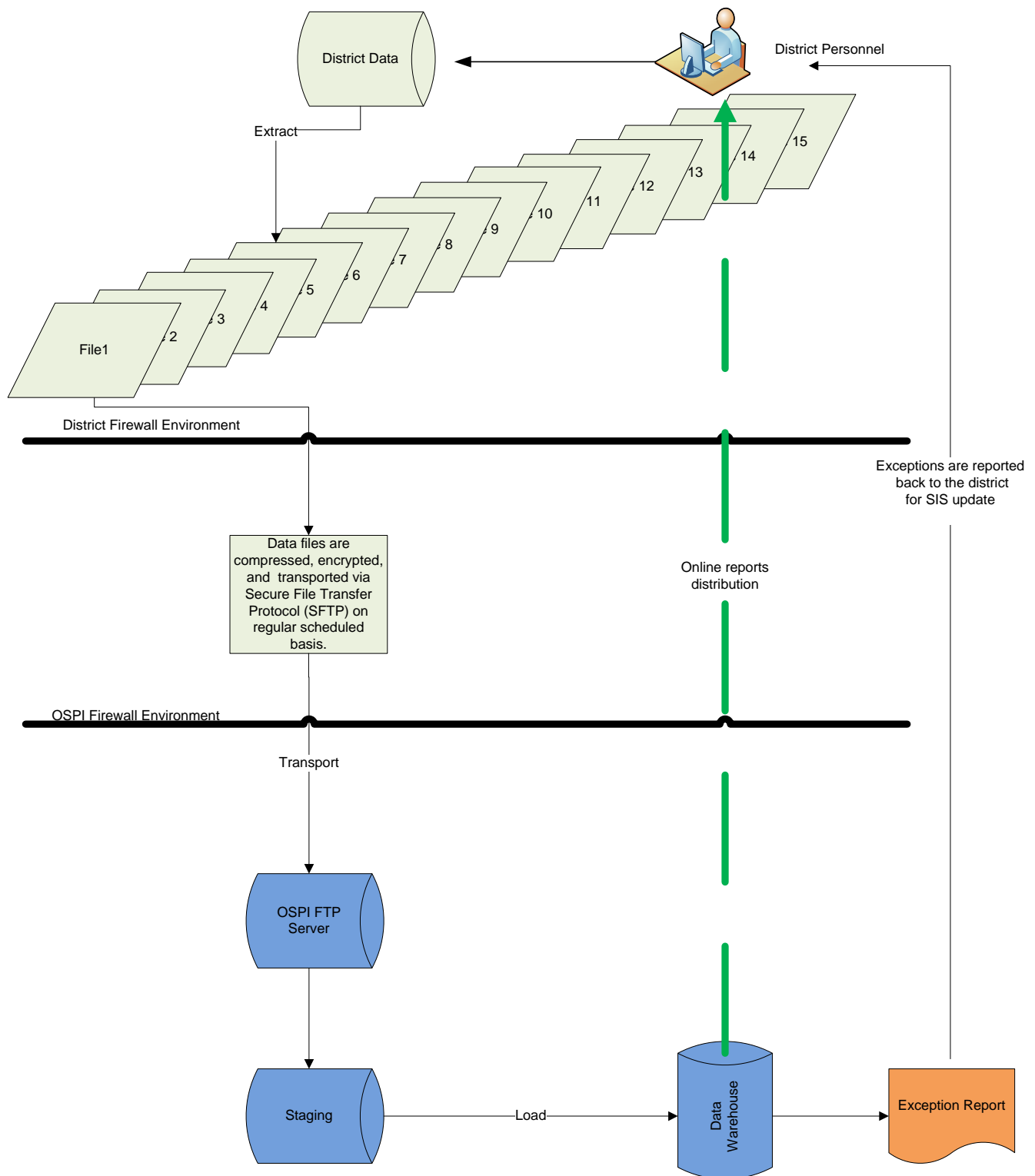
The Comprehensive Education Data and Research System (CEDARS) is a longitudinal data system that will allow Washington's Office of Superintendent of Public Instruction (OSPI) to collect, store and report data related to students, courses, and teachers in order to meet state and federal reporting requirements 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.

CEDARS DATA FLOW

Within this section is a visual display of how data flows from a district Student Information System (SIS) to OSPI via the CEDARS data collection process. Once the data reaches OSPI, the data is validated and moved to the CEDARS database.

Fifteen (15) files are to be submitted on a monthly basis, at a minimum. More frequent submissions are encouraged. A description of each of the 15 files is found in the Data File Definitions Section below.

CEDARS Data Flow Diagram



CEDARS DATA FILES

There are **fifteen (15)** files that will be submitted each time a district submits data. Each file is made up of data elements pertaining to students, staff, courses and locations. In this document, we have attempted to simplify the naming convention for files and/or data elements by assigning each file a letter (A-P) 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 **fifteen** files.

Data Files and Descriptions

1. [Location File \(A\)](#)
This file contains information about each district with an OSPI assigned County-District Code and each school within the district. Each of the District's schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between the **fifteen (15)** CEDARS files. Placeholder records that districts may use for programs or sub-sets of schools should not be reported in this file.
2. [District Student File \(B\)](#)
This file consists of a record(s) for each student served in the district during the current school year. A student should have a record for each enrollment, along with the basic demographic data associated with the student (including those children aged birth through two receiving services through an Individualized Family Service plan). Multiple enrollment records within one district will be necessary if the student enters, exits, and re-enters a district. Entry and exit dates may not overlap for individual students.
3. [School Student File \(C\)](#)
This file consists of a record(s) for each student of the enrollment data associated with each entry and exit for every school that served the student within the current school year. A student should have a record for each enrollment. Multiple enrollment records within one school will be necessary if the student enters, exits, and re-enters a school. Entry and exit dates may not overlap for individual students.
4. [Course Catalog File \(D\)](#)
This file is a catalog of all courses for all grades in the current school year offered at each school in the district. There should be one record for each course offered at each school within the district. For example, if Eng101 is offered at two schools, there would be two records in this file for Eng101, one for each school in the district offering the course.
5. [Student Schedule File \(E\)](#)
Schedules for each student in grade PK through grade 12 will be provided in this file. Include all courses attempted for the student during the current school year up to point of data submission.
6. [Staff File \(F\)](#)
This file contains information about district staff teaching a course or assigned to a homeroom for the current school year in grades PK–12. There should be one entry for each staff type for each staff member. If a staff member serves more than one school, then that information is captured in the Staff Schedule File G.

7. [Staff Schedule File \(G\)](#)
Schedules for each staff member in all grades PK–12 teaching a course or assigned to a homeroom will be detailed in this file. The Staff Schedule File will include all teachers and the courses taught by teachers in the current school year.
8. [Student Grade History File \(H\)](#)
This file contains all high school credit courses where credit was attempted for every student served during the current school year, including those who exit the school. Final grade and credit information for each course must match what will appear on the student's transcript. Each student's entire grade history must be submitted. Grade history records for courses the student received from schools outside the serving district should be reported using a LocationID of 9999 within [Element H05](#) – Location ID.
9. [Student Programs File \(I\)](#)
This file details student participation in various programs, per enrollment, for the current school year and Free-Reduced Meals eligibility/participation. There should be one record per student per program for the current school year. For example, if a student enters, exits and re-enters a program, there should be two records to reflect these two separate enrollments into the program. If a student is participating in or received services from more than one program, there should be a record for each program. **Information for the State Transitional Bilingual Instruction Program and Native American students receiving, under Title III, English Language Development services are not included in this file.** They are reported separately in the **Student Limited English Proficiency File J**. Information for the Special Education Program is not included in this file. It is reported separately in the Student Special Education Programs [File K](#).
10. [Student Limited English Proficiency File \(J\)](#)
This file captures information unique to those students who tested but did not qualify or who are receiving State Transitional Bilingual Instruction Program (STBIP) services and Native American students receiving, under Title III, English Language Development services. There should be one entry for each student identified for the current school year. For example, if a student enters, exits and re-enters the State Transitional Bilingual Instruction Program (STBIP), there should be two entries to reflect these two separate enrollments into the Program.
11. [Student Special Education Programs File \(K\)](#)
This file captures program information unique to the Special Education Program. There should be one entry for each student per enrollment into the program for the current school year per location. For example, if a student enters, exits and re-enters the Special Education Program, there should be two entries to reflect these two separate enrollments into the Program.
12. [Ethnicity File \(L\)](#)
This file captures ethnicity information unique to each student. There must be at least one record for each student. If Ethnicity Code equals '10' (Non-Hispanic), there cannot be other records in this file for the same student. If the student is Hispanic, there can be multiple records for the student identifying all sub-categories of Hispanic with which the student identifies.
13. [Race File \(M\)](#)
This file captures race information unique to each student. This file consists of at least one record for each student served in the district during the current school year along with race data associated with the student. For students who are multiracial, individual records will be submitted; one for each race.
14. [Student Absence File \(N\)](#) **NEW**
This file captures daily absence information for each student who is absent from seat-time classes. Absences from Alternative Learning and Online classes that don't require regular seat-time attendance do not have to be reported in this file. All absences from the seat-time

instruction should be reported, even if the absence is due to the participation in a district or school approved activity or instructional program.

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

15. Student Discipline File (P) NEW

This file captures information regarding discipline, incidents and interventions unique to those students involved in incidences during school or school related activities. This file consists of one record for each student and incident during the current school year. If multiple offenders are associated with the same incident, then one record must be submitted for each student.

An incident results in either the removal of one or more students from their regular school setting or disciplinary action. A single incident may result in the discipline of more than one student.

This file is only intended to collect information related to offenders and is not to include information regarding victims. Students reported in this file must also be reported in District Student File (B) and School Student File (C).

Data File Submission Format

Fifteen (15) files are to be submitted at least monthly; weekly submissions are encouraged. Submissions will eventually be increased to more frequent intervals as the process of submitting and processing files is refined. All **fifteen** files are to be placed in a Zip File for transfer to the OSPI FTP Server.

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

COUNTY-DISTRICT CODE_SCHOOL CODE_FileName_YYYYMMDD_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 would be reflected here. Contact OSPI Customer Support at 1-800-725-4311 or CustomerSupport@k12.wa.us for assistance.

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

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

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

For example, each of the **fifteen** files submitted for September 2012 enrollments would appear as follows:

12345_0000_Location_20120906_20122013.txt
12345_0000_DistrictStudent_20120906_20122013.txt
12345_0000_SchoolStudent_20120906_20122013.txt
12345_0000_CourseCatalog_20120906_20122013.txt
12345_0000_StudentSchedule_20120906_20122013.txt
12345_0000_Staff_20120906_20122013.txt
12345_0000_StaffSchedule_20120906_20122013.txt
12345_0000_StudentGradeHistory_20120906_20122013.txt
12345_0000_StudentPrograms_20120906_20122013.txt
12345_0000_BilingualPrograms_20120906_20122013.txt
12345_0000_SpecEdPrograms_20120906_20122013.txt
12345_0000_StudentEthnicity_20120906_20122013.txt
12345_0000_StudentRace_20120906_20122013.txt
12345_0000_StudentAbsence_20120906_20122013.txt
12345_0000_StudentDiscipline_20120906_20122013.txt



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

The naming convention for the Zip file containing the **fifteen** data files, for a 201**2-13** school year submission is as follows:

12345_0000_CEDARS_**2012**0906_**20122013**.zip

File Formats and Layouts

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

Data Type Definitions

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

Integers

int

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

Decimal and numeric

decimal

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

numeric

Functionally equivalent to decimal.

- Decimal (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 Decimal (3, 2).

Date and Smalldatetime

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.

smalldatetime

Date and time data from January 1, 1900, through June 6, 2079, with an accuracy of one minute.

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

Character Strings

char

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

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 white-space will be removed when OSPI processes the CEDARS data submitted.

Data Security

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

DATA COLLECTION INFORMATION

Data Collection Changes Effective Date

The specifications in this data manual become effective for the 2012-2013 school year.

Data Collection Due Date

The first submission for the 2012-13 school year is due no later than October 15, 2012. Districts may begin their 2012-13 submissions on or after August 1, 2012.

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

State Student ID (SSID) Assignment

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

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.

You can also obtain SSIDs for students by simply including them in your CEDARS submission with the SSID data element left blank. As part of the CEDARS submission process, students with blank SSIDs will be compared to the state-wide database of students to locate students who are possible matches. Again, those matches will be returned to you to determine if they are truly matches or if new SSIDs need to be generated.

The data that is provided in the District Student File (B) will be the parent data source for generating SSIDs. Once an SSID is generated, the other files where SSIDs are required (School Student, Student Schedule, Student Grade History, Student Programs, Student Bilingual Programs, and Student Special Education) will be populated using the Location Code and District Student ID as the key values.

Reports and Processes Generated from CEDARS

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

- October 1st Public School Enrollment Count
- Special Education Federal Allocations based on October 1st Public School Enrollment Count
- Public Middle and High School Enrollment Status from prior school year data (P-210)
- Vocational End of Year Enrollment from prior school year data (P-210VOC)
- November 1st IDEA Child Count
- November 1st IDEA Ethnicity Child Count
- November 1st Implementation of Least Restrictive Environment Requirement IDEA, Part B
- Medicaid Eligibility Rate
- Assessment Test Booklet Pre-ID
- Adequate Yearly Progress for No Child Left Behind
- Direct Certification Free Lunch
- Transitional Bilingual reports
- McKinney-Vento reports
- Title I Program reports
- Certificate of Academic Achievement/Certificate of Individual Achievement Status Listing
- High Poverty School determination for National Board Certification salary bonus
- Eligibility for State-funded Full Day Kindergarten programs
- Enrollment information used in the allocation of applicable Federal programs
- Title III Immigrant student eligibility for federal funding
- **Annual Student Absence & Discipline reporting**
- **Highly Qualified Teacher report**
- **Safety Net Application**

DATA ELEMENT SUMMARY

Each box below represents one of the **fifteen (15)** 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)	Yes
Yes	A04	Location ID	varchar(4)	Yes
Yes	A05	School Code	char(4)	Yes
	A06	School Name	varchar(250)	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	Resident County District Code	char(5)	Yes
	B04	District Student ID	varchar(50)	Yes
Yes	B05	SSID	char(10)	Conditional. If blank an SSID will be generated.
	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)	Conditional. If Element B31 Valid Value is Yes, a valid Birth Country must be reported.
	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	int	Yes
	B17	Primary Language Code	int	Yes
	B18	Language Spoken at Home	int	Yes
	B19	SSN	char(9)	No
	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	Is F1 Visa Foreign Exchange Student	char(1)	Yes
	B25	Is Student in Foster Care	char(1)	Yes
	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	char(1)	Yes
	B32	Initial USA Public School Enrollment	date	Conditional. If Element B31, Valid Value is Yes, then data must be entered.
	B33	Number Months US Attendance in School	numeric	Conditional. If Element B31, Valid Value is Yes, then data must be entered.
	B34	Number of Months Non US Attendance in School	numeric	Optional

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)	Conditional. If blank an SSID will be generated.
Yes	C05	Location ID	varchar(4)	Yes
Yes	C06	School Enrollment Date	date	Yes
	C07	School Entry Code	varchar(60)	No
	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	numeric	Yes
	C12	Cumulative Days Present	numeric	Yes
	C13	Num Unexcused Absence		Element is inactive.

Course Catalog File (D)				
Key		Column Name	Data Type	Required?
Yes	D01	School Year	char(4)	Yes
Yes	D02	Serving County District Code	char(5)	Yes
Yes	D03	Location ID	varchar(4)	Yes
Yes	D04	Course ID	varchar(20)	Yes
	D05	Course Title	varchar(50)	Yes
	D06	Content Area Code	varchar(3)	Yes
	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

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)	Conditional. If blank an SSID will be generated.
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

Staff File (F)				
Key		Column Name	Data Type	Required?
Yes	F01	School Year	char(4)	Yes
Yes	F02	Serving County District Code	char(5)	Yes
Yes	F03	Staff ID	varchar(20)	Yes
Yes	F04	Staff Type Code	varchar(8)	Yes
	F05	Certification Number	char(7)	Conditional. Data must be entered for all educators who teach classes in Washington State schools.
	F06	Last Name	varchar(60)	Yes
	F07	First Name	varchar(60)	Conditional. May only be left blank if staff member has no first name.
	F08	Middle Name	varchar(60)	No.
	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

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)	Conditional. If blank an SSID will be generated.
	H05	Location ID	varchar(4)	Yes
	H06	Staff ID	varchar(20)	No
	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. Courses taken during 2011-12 school year, Content Area Code must be valid value from Appendix O.
	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 A04 matches H05 then data must be entered.
	H21	HasIndustryCertification	char(1)	Conditional. If Element H17 is not NULL then data must be entered.
	H22	Is Direct Transcription Available		Element is inactive.
	H23	Is Tech Prep Completer	char(1)	Conditional. If Element H13, Valid Value is T then data must be entered.
	H24	CTE Assessment	char(1)	Conditional. If H17 is not NULL then data must be entered

Student 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)	Conditional. If blank an SSID will be generated.
Yes	I05	Location ID	varchar(4)	Yes
Yes	I06	Program Code	int	Yes. If student is eligible for or being served by the program.
	I07	Start Date	date	Conditional. Must be greater or equal to the date enrolled reported in Element B14. If multiple districts enrollment dates this value must be later than or equal to the oldest (first) district enrollment date.
	I08	Exit Date	date	No
	I09	Exit Reason Code	char(1)	Conditional
	I10	Qualification Code	varchar(60)	Conditional

Student Limited English Proficiency File (J)				
Key		Column Name	Data Type	Required?
Yes	J01	School Year	char(4)	Yes
Yes	J02	Serving County District Code	char(5)	Yes
	J03	District Student ID	varchar(50)	Yes
Yes	J04	SSID	char(10)	Conditional. If blank an SSID will be generated.
Yes	J05	Location ID	varchar(4)	Yes
	J06	Instructional Model Code	char(1)	Conditional
Yes	J07	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/Eligibility Designation	int	Yes
	J18	Placement Test Code	int	Yes
	J19	Grade Level at Placement	varchar(2)	Yes
	J20	Placement Test Scale Score	numeric(3)	Conditional
	J21	Placement Test Level Score	char(2)	Conditional
	J22	Placement Test Date	date	Yes

Student Special Ed 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)	Conditional. If blank an SSID will be generated.
Yes	K05	Location ID	varchar(4)	Yes
	K06	LRE Code	numeric	Yes. If Element K07 is not NULL, then data must be entered.
Yes	K07	Start Date	date	Yes
	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	date	No
	K11	Initial Eligibility Date	date	No
	K12	Last IEP Review Date	date	No
	K13	Last Evaluation Date	date	No

Student Ethnicity File (L)				
Key		Column Name	Data Type	Required?
Yes	L01	School Year	char(4)	Yes
Yes	L02	Serving County District Code	char(5)	Yes
	L03	District Student ID	varchar(50)	Yes
Yes	L04	SSID	char(10)	Conditional. If blank an SSID will be generated.
	L05	Ethnicity Code	char(1)	Yes

Student Race File (M)				
Key		Column Name	Data Type	Required?
Yes	M01	School Year	char(4)	Yes
Yes	M02	Serving County District Code	char(5)	Yes
	M03	District Student ID	varchar(50)	Yes
Yes	M04	SSID	char(10)	Conditional. If blank an SSID will be generated.
	M05	Race Code	char(3)	Yes

Student Absence File (N)				
Key		Column Name	Data Type	Required?
Yes	N01	School Year	char(4)	Yes
Yes	N02	Serving County District Code	char(5)	Yes
	N03	District Student ID	varchar(50)	Yes
Yes	N04	SSID	char(10)	Conditional. If blank an SSID will be generated.
Yes	N05	Location ID	varchar(4)	Yes
Yes	N06	Absence Date	date	Yes
Yes	N07	Absence Code	varchar (2)	Yes

Student Discipline File (P)				
Key		Column Name	Data Type	Required?
Yes	P01	School Year	char(4)	Yes
Yes	P02	Serving County District Code	char(5)	Yes
	P03	District Student ID	varchar(50)	Yes
Yes	P04	SSID	char(10)	Conditional. If blank an SSID will be generated.
Yes	P05	Location ID	varchar(4)	Yes
Yes	P06	Incident Date	date	Yes
	P07	Behavior Code	int	Yes
	P08	Intervention Date	date	Conditional. If data is provided in P09, then data must be entered.
	P09	Intervention Applied	varchar(2)	Yes
	P10	Number of Intervention Days	numeric(3,1)	Conditional. If data is provided in P09, then data must be entered.
Yes	P11	Incident ID	varchar(20)	Yes
	P12	Weapon Type	varchar(2)	Conditional. If Element P07 valid value is 8, then data is requested.

DATA FILE AND ELEMENT DEFINITIONS

Location File (A)

File Name: Location

Description: This file contains information about each district with an OSPI assigned County-District Code and each school within the district. Each of the District's schools with enrolled students will be reported in this file using the OSPI assigned school code. Additional district and school information will continue to be collected through the Education Data System (EDS) Profile. This CEDARS file is necessary to link data between the **fifteen (15)** 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_20120906_20122013.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 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

Element A02 – County District Code

Field Name: CountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The county district code for the district submitting the data.

Business Rules: Must be a valid value from the County District Codes in Appendix A. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: April 2010

Element A03 – District Name

Field Name: DistrictName

Data Type: varchar

Size: 250

Allow NULL? No. Data is required.

Description: The school district name assigned to the county district code.

Business Rules: Report the name of the school district as assigned by OSPI in Appendix A.

Example: ABC School District

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

Last Updated: September 2007

Element A04 – Location ID

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

Element A05 – School Code

Field Name: SchoolCode
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: This is a four-digit code assigned to the school by OSPI.
Business Rules: 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>
Last Updated: September 2007

Element A06 – School Name

Field Name: SchoolName
Data Type: varchar
Size: 250
Allow Null? No. Data is required.
Description: The name of the school.
Business Rules: Include the school name as maintained by the district.
Example: ABC Elementary School
Last Updated: September 2007

District Student File (B)

File Name: DistrictStudent
Description: This file consists of a record(s) for each student served in the district during the current school year. A student should have a record for each enrollment, along with the basic demographic data associated with the student (including those children aged birth through two receiving services through an Individualized Family Service plan). Multiple enrollment records within one district will be necessary if the student enters, exits, and re-enters a district. Entry and exit dates may not overlap for individual students.

Sample File Name: 12345_0000_DistrictStudent_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

Element B03 – Resident 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.
Business Rules: Must be a valid value from the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district where the student physically resides as assigned by OSPI in Appendix A.
Example: 02345

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

Last Updated: April 2010

Element B04 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element B05 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? Yes. Conditional.

A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.

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

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

Example: 1234567890

Last Updated: April 2010

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 are Social Security Card, Passport, F-1 Visa, and Birth Certificate.

Example: Smith

Last Updated: September 2007

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 are Social Security Card, Passport, F-1 Visa, and Birth Certificate.
Example: John
Last Updated: January 2009

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 are Social Security Card, Passport, F-1 Visa, and Birth Certificate.
Example: Ray
Last Updated: September 2007

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 current 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 current school year are eligible to be served.
Date should be formatted as MM/DD/YYYY
Example: 01/02/2003
Last Updated: February 2012

Element B10 – Birth Country

Field Name: BirthCountry
Data Type: char
Size: 3
Allow Null? Yes. Conditional.
Description: The country where the student was born.
Business Rules: Required for students identified as Immigrant.
If [Element B31](#) - Is Student Identified as Immigrant, Valid Value is Yes, a valid birth country must be reported.
Must be a valid national origin country code.
Example: MEX
Valid Values: Refer to the valid values table in Appendix C, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

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.

Business Rules: Beginning with the 2011-2012 school year all Ethnicity and Race information for students must be reported within [Element L05](#) – Ethnicity Code and [Element M05](#) – Race Code.

Valid Values: No Valid Values. This was a CSRS Transitional Element. It became inactive effective September 2010.

Last Updated: September 2010

Element B12 – Gender

Field Name: Gender

Data Type: char

Size: 1

Allow Null? No. Data is required.

Description: The student's gender.

Business Rules: All students must have a gender of male or female assigned.

Example: M

Valid Values: F – Female
M – Male

Last Updated: September 2007

Element B13 – Grade Level

Field Name: GradeLevel

Data Type: varchar

Size: 2

Allow NULL? No. Data is required.

Description: The grade level in which the student is enrolled.

Business Rules: All students must have a grade level assigned based on district policy and consistent with the Grade Level Codes defined in Appendix E.

Example: 1 or 01

Valid Values: Refer to the valid values table in Appendix E, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>. A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices.

Last Updated: September 2007

Element B14 – Date Enrolled in District

Field Name: DistrictEnrollmentDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date on which the student began school in the district.

Business Rules: This date must be the same as, or earlier than, the date contained in [Element C06](#) - Date Student Enrolled in School.

If the student has been enrolled in the district for many years, but the district's Student Information System is not able to track historical data because it re-enrolls students each year, you may use the date in [Element C06](#) - Date Student Enrolled in School, which is the date enrolled for the current school year.

If, during the current school year, the student exits the district and then returns, the date the student returned to the district and resumed participation in class becomes the district enrollment date. The district enrollment date shall be reported in the current school year in which the enrollment occurred.

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

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

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

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

Example: 01/01/2000

Last Updated: July 2011

Element B15 – Date Exited from District

Field Name: DistrictExitDate

Data Type: date

Allow NULL? Yes. Conditional.

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

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

If the student enters and exits on the same date, the same date is used in Elements [B14](#) - District Enrollment Date, [B15](#) - District Exit Date, [C06](#) - School Enrollment Date and [C08](#) - School Exit Date.

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

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

Continuously enrolled status for the district will be calculated for AYP purposes based on this element and [Element B14](#) - Date Enrolled District.

Example: 01/01/2000

Last Updated: February 2011

Element B16 – Disability Code

Field Name: DisabilityCode

Data Type: int

Allow NULL? No. Data is required

Description: Indicates the student's disabling condition.

Business Rules: If a student is identified as having one of the 14 disability categories listed in Disability Codes in Appendix I, regardless of whether or not they are receiving special education program services, the disability should be reported here.

If the value in this data element is (1), then the student must be under the age of 9. The value must be changed from (1) to another valid value prior to the student's ninth birthday.

If the student has an active record in the Student Special Education Programs File K, the student must have a value of 1–14 in this element. Students who have 0, no disability reported, should not have a record in the Special Education Table (Table K). Reporting a disability code for a student does not imply that the student is being served by Special Education.

Example: 1

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

Last Updated: February 2012

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. Student's reported as receiving State Transitional Bilingual Instruction Program (STBIP) services may not have a Valid Value of 639 (English). Native American student's receiving, under Title III, English Language Development Services, reported in STBIP File (J), must have a Valid Value of 639 (English). Upon exiting the State Transitional Bilingual Instruction Program, this element should remain the student's native or first language spoken.
Example: 015
Valid Values: Refer to valid values table in Appendix K, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2012

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: This language may change over time. 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. **This data element is mandatory beginning with the 2012-13 school year.**
Example: 15
Valid Values: Refer to valid values table in Appendix K found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2012

Element B19 – Social Security Number (SSN)

Field Name: SSN
Data Type: char
Size: 9
Allow Null? Yes. This is an optional field.
Description: The student's Social Security number.
Business Rules: Must be a 9 digit numeric value only. Do not include hyphens. Social Security numbers may begin with a zero and if they do, the leading zero must be included.
Example: 123456789
Last Updated: January 2007

Element B20 – Residential Zip Code + 4

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

Last Updated: January 2007

Element B21 – Is Student Homeless?

Field Name: IsHomeless
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether or not the student was homeless at any time during the current school year as defined in McKinney-Vento Act, Section 725(2).
Business Rules: Section 725 of the McKinney-Vento Act defines the terms used within the valid values. If the students housing situation changes during the year, the Valid Value should not be updated. If the student finds permanent housing during the year, the initial reported homeless situation/status should be reported for the remainder of the school year, i.e., do not update to a Valid Value of N until the next school year.
Example: A
Valid Values: N – Student has not been identified as homeless during this school year.
A – Shelters: **Defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations.** Examples include (but are not limited to) children and youth who are living in homeless shelters, domestic violence shelters, transitional housing **or awaiting foster care.**
B – Doubled-Up: **Defined as children and youth (including runaway and unaccompanied youth) who are “sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason” [725(2)(B)]. This classification particularly requires a case-by-case determination, keeping in mind the determining factor is whether the accommodation is a “fixed, regular and adequate nighttime residence”.** (The term "similar" is not defined in law, but is generally understood to include (but not be limited to) such circumstances as family turmoil, domestic violence, incarceration, hospitalization, drug / alcohol treatment, etc.)
C – Unsheltered: Examples include (but are not limited to) children and youth who live in abandoned buildings, campgrounds, vehicles, trailer parks, FEMA shelters, bus/train stations, abandoned in the hospital, living in substandard or inadequate housing, or on the "streets".
D – Hotels/Motels: Children and youth residing in hotels/motels due to lack of alternative housing.

Last Updated: **February 2012**

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.**
Business Rules: A student is defined as Approved Private School Attending Class Part Time when they are attending a private school but are also enrolled in a public school for the purpose of **taking any course or courses.**
Example: 3
Valid Values: 0 – No

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

Last Updated: June 2012

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.

Business Rules: A student is defined as Home-Schooled Attending Class Part Time when they are participating in home-based instruction and also are enrolled in a public school for the purpose of taking any course or courses.

Example: 2

Valid Values: 0 – No
 1 – Yes, student is/was a home-schooled student participating in public school courses and has not claimed any ALE funding in any month through the January count date.
 2 – Yes, student is/was a home-schooled student participating in public school ALE courses. The students ALE Enrollment was claimed for at least one month through the January count date but never for more than 0.8 FTE.
 3 – Yes, student is/was a home-schooled student participating in public school courses and in at least one month through the January count date, the students ALE Enrollment was claimed as greater than 0.8 FTE.

Last Updated: June 2012

Element B24 – Is Student from a Foreign Country with an F-1 Visa?

Field Name: IsF1VisaForeignExchangeStudent
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicate whether or not the student is a foreigner with an F-1 Visa. Only F-1 Visa students are to be marked 'Y' in this field. Foreign exchange students are to be marked 'N' in this field.

Business Rules: This data element pertains to students on an F-1 Visa. Students on F-1 Visas do not generate apportionment because someone is paying tuition to the district to enable their enrollment.
 In contrast, foreign exchange students (e.g., J-1 Visa) 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.

Example: Y

Valid Values: N – No
 Y – Yes

Last Updated: September 2007

Element B25 – Is Student In Foster Care?

Field Name: IsStudentInFosterCare
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates if student is currently in the State's foster care system. Attorneys and other advocates who work in the child welfare field are most likely aware that regulations of the U.S. Department of Health and Human Services (USHHS) define the term foster care very broadly. USHHS regulations define "foster care" as follows:
"24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and preadoptive homes." 45 C.F.R. §1355.20.
Business Rules: If the student is known to be currently enrolled in the State's foster care system, then a Valid Value of Y - Yes is required. Otherwise provide a Valid Value of N – No.
Example: Y
Valid Values: N – No
Y – Yes
Last Updated: February 2011

Element B26 – Graduation Requirements Year

Field Name: GradRequirementsYear
Data Type: char
Size: 4
Allow NULL? Yes. Conditional.
Description: The year for which the student is held accountable for meeting the requirements of graduation.
Business Rules: Data is required if the student is in grades 9–12.
The year to be assigned is four years after the year the student enters 9th grade. This year is not to be changed due to IEP or State Transitional Bilingual Instruction plans. If an IEP or State Transitional Bilingual Instruction plan indicates the student may have additional years to meet the requirements of graduation, then [Element B27](#) - Expected Year of Graduation will reflect this extension. Regardless of the information reported within [Element B27](#), the student is still held to the graduation requirements that are defined for the year recorded within this element.
Example: For the school year 2012–2013, you would enter 2016
Student Graduation Requirements:

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

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

Last Updated: February 2011

Element B27 – Expected Year of Graduation

Field Name: ExpectedGradYear

Data Type: char

Size: 4

Allow NULL? Yes. Conditional.

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

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

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

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

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

Example: 2015

Last Updated: February 2011

Element B28 – Cumulative Grade Point Average

Field Name: GPA

Data Type: numeric

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

Allow NULL? Yes. Conditional

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

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

Data is required if the student has earned a GPA.

Report using a numerical range from 0.000 to 4.000

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

The GPA must be a “positive” number.

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

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

Example: 3.256

Valid Values: 0.000 to 4.000
Last Updated: April 2010

Element B29 – Credits Attempted

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

Element B30 – Credits Earned

Field Name: CreditsEarned
Data Type: numeric
Size: 6,2 (Seven characters including the decimal point)
Allow NULL? Yes. Conditional.
Description: The total cumulative number of credits the student has earned for high school credit courses.
Business Rules: This data element is reported for all credits earned by the student for courses earning high school credit.
If a student has zero credits earned because of failure in all classes, the credits earned would be reported as 0.00.
Incoming freshmen may have high school credits for courses taken in an earlier grade level.
The Credits Earned reported within Element B30 must be less than or equal to the Credits Attempted reported within [Element B29](#) – Credits Attempted.
Example: 1234.56
Valid Values: 0.00 to 9999.99
Last Updated: February 2011

Element B31 – Is Student Identified as Immigrant?

Field Name: IsStudentImmigrant
Data Type: char
Size: 1
Allow NULL? No. Data is required.
Description: Indicates whether or not the student meets the definition of Immigrant.
Business Rules: A student meets the definition of Immigrant if they are between the ages of 3 and 21 and were born outside of the United States.
Students born in any of the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico (Section 3301(6) of ESEA) cannot be reported as Immigrant. Students enrolled in school through an international student exchange program cannot be reported as Immigrant.
If the student meets the definition of Immigrant as described above, the Valid Value must be Y – Yes.
Example: Y
Valid Values: N – No
Y – Yes
Last Updated: February 2011

Element B32 – Initial USA Public School Enrollment

Field Name: InitialUSAPlacementDate
Data Type: date
Allow NULL? Yes. Conditional.
Description: The date the student first enrolled in public education anywhere in the United States.
Business Rules: If the student has a Valid Value of Yes in [Element B31](#) – Is Student Identified as Immigrant this element may not be Null, data must be provided. Date should be formatted as MM/DD/YYYY.
Example: 09/25/2001
Last Updated: February 2011

Element B33 – Number of Months US Attendance in School

Field Name: NumMonthsUSAttendance
Data Type: numeric
Size: 3
Allow NULL? Yes. Conditional.
Description: Number of months the student attended public school in the US (grades K–12) prior to enrolling in this district.
Business Rules: If the student has a Valid Value of Yes in [Element B31](#) – Is Student Identified as Immigrant this element may not be Null, data must be provided. Report the number of months. This number should reflect the school months in a year and exclude summer months.
Example: 24
Last Updated: October 2011

Element B34 – Number of Months Non US Attendance in School

Field Name: NumMonthsNonUSFormalEducation
Data Type: numeric
Size: 3
Allow NULL? Yes. This is an optional field.
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: If the student has a Valid Value of Yes in [Element B31](#) – Is Student Identified as Immigrant, it is requested that data be provided. Report the number of months. This number should reflect the school months in a year and exclude summer months.
Example: 24
Last Updated: October 2011

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_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2010

Element C03 – District Student ID

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

Element C04 – State Student ID (SSID)

Field Name:	SSID
Data Type:	char
Size:	10
Allow Null?	Yes. Conditional. A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.
Description:	Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules:	SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example:	1234567890
Last Updated:	April 2010

Element C05 – Location ID

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

Element C06 – Date Student Enrolled in School

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

based on this element and [Element C08](#) - Date Student Exited from School.
Date should be formatted as MM/DD/YYYY

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

Element C07 – School Entry Code

Field Name: SchoolEntryCode
Data Type: varchar
Size: 60
Allow NULL? Yes. This is an optional field.
Description: Student entry code from the District's Student Information System (SIS), if captured.
Business Rules: Free Form. Must be equal to or less than 60 characters.
Example: Basic Enrollment
Last Updated: April 2010

Element C08 – Date Student Exited from School

Field Name: SchoolExitDate
Data Type: date
Allow Null? Yes. Conditional.
Description: The date on which the student withdraws from the school. The last day the student attended or received services from the school. This date will change each time a student leaves the school.
Business Rules: This date must be equal to or greater than the date in [Element C06](#) - Date Student Enrolled in School.
If the student exits during the summer, use the actual date on which the student left the school.
If the student enters and exits the school on the same date, the same date is used in [Element C06](#) - School Enrollment Date and [C08](#) - School Exit Date. If [C08](#) - School Exit Date is reported for student, information must be provided for [Element C09](#) - School Withdrawal Code.
If the student is also leaving the district [Element B15](#) - Date Exited from District must also be provided.
Continuously enrolled status for the school will be calculated for AYP purposes based on this element and [Element C06](#) - Date Student Enrolled in School.
Date should be formatted as MM/DD/YYYY.
Example: 01/01/2000
Last Updated: February 2011

Element C09 – School Withdrawal Code

Field Name: SchoolWithdrawalCode
Data Type: varchar
Size: 2
Allow Null? Yes. Conditional.
Description: When a student has withdrawn from the school, this element contains the code identifying the type/reason for the withdrawal.
Business Rules: If the student has withdrawn from the school, the valid value reported must be a valid value from School Withdrawal Codes, Appendix M. Use the numeric character 0 for zero, not the letter O.
If the value in Element C09 is C2 then the value for [Element B16](#) - Disability Code, must be greater than 0 (zero) 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

Example: Exited from District, is also required and must contain the same date as that reported in [Element C08](#).
Valid Values: G0
Refer to the valid values in Appendix M, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: August 2010

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 the student's sending high school is reported as the student's school of primary responsibility. Note: a student cannot attend only a skill center; they must be assigned to a high school.
- If a student is enrolled in an online school, defined as a school in which more than half of both the course content and teaching are conducted online, this data element is coded 'Y' only when the online school is, in fact, the student's school of primary responsibility.
- If a student participates in Running Start full time, the school s/he is enrolled in, and would attend if not participating in Running Start, is the school of primary responsibility.

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

Element C11 – School Choice Code

Field Name: SchoolChoiceCode
Data Type: int

Size:	2
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 in NCLB, either because their prior school did not meet AYP or is deemed “persistently dangerous”. Any child who has been the victim of a violent crime on the grounds of his or her school is also eligible for school choice (Title IX, section 9532 of ESEA). Note: Students enrolled based on an inter-district agreement should not be reported as “school choice”.
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 - NCLB). Parents have selected this school because the student's school has failed to meet AYP requirements as defined in NCLB. 2 – Persistently Dangerous Schools (Federal requirement - NCLB). Parents have selected this school because the student's school of geographic residence has been identified as “Persistently Dangerous” as defined in NCLB. 3 – Student Enrollment Options (State Law) Parents have selected this district and school because the student/parents choose to have the student attend school in another district based on the provisions of RCW 28A.225.310
Last Updated:	February 2012

Element C12 – Cumulative Days Present this Enrollment Period

Field Name:	CumulativeDaysPresent
Data Type:	numeric
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 5 th and continued the enrollment through the end of November. There are 30 school days between October 5 th and November 30 th , and the student was absent 6 days. This element should then reflect 24 (30 school days – 6 days absent). The student enrolled on October 1 st and continued enrollment through the end of the school year. The first submission including the student was done October 7 th , 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 27, would show a larger number of school days.
Last Updated:	September 2010

Element C13 – No Longer An Active Data Element

Field Name: NumUnexcusedAbsence

Description: Beginning with the 2012-13 school year this element is no longer an active data element.

Last Updated: February 2012

Course Catalog File (D)

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

Sample File Name: 12345_0000_CourseCatalog_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: February 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2010

Element D03 – Location ID

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

Element D04 – Course ID

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

Element D05 – Course Title

Field Name: CourseTitle
Data Type: varchar
Size: 50
Allow NULL? No. Data is required
Description: Course title given to the course in this school and district.
Business Rules: Include the Course Title for grades PK–12.
Example: Pre AP English 11
Last Updated: August 2008

Element D06 – Content Area Code

Field Name: ContentAreaCode
Data Type: varchar
Size: 3
Allow NULL? No. Data is required.
Description: Primary content area of the course. This data, in addition to other uses, is utilized to identify and pre-populate OSPI's Teacher Quality Data Collection tool to make Highly Qualified Teacher determinations.
Business Rules: Must be a valid Content Area Code from the Content Area Codes found in Appendix O. Include the Content Area Code for grades 7–12 and grade 6 students with scheduled courses and various teachers (middle school). Content Area Codes for grade PK–5 should be submitted using "1 - Elementary Curriculum".
Example: 7
Valid Values: Refer to the valid values table in Appendix O, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

Element D07 – Course Designation Code

Field Name: CourseDesignationCode
Data Type: varchar
Size: 10
Allow Null? Yes. Conditional.
Description: The Course Designation Code outlined in WAC 392-415-070, courses included in the Cambridge Program or courses identified as Online.
Business Rules: Include Course Designation Codes for grades 7–12 for all courses that receive high school credit and for which a Course Designation Code is appropriate.
Example: IC
Valid Values: I – International Baccalaureate
C – College in the High School
T – Tech Prep
H – Honors

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

Last Updated: March 2012

Element D08 – State Course Code

Field Name: StateCourseCode
Data Type: char
Size: 6
Allow Null? No. Data is required.
Description: The course code used by the State to represent the unique course.
Business Rules: Must be a valid State Course Code. State Course Codes must be provided for all courses. Districts must use the High School Rigor Course Codes for all high school rigor courses. Districts are encouraged to use the Non High School Rigor State Course Codes that identify non high courses but may still use the generic Middle/Jr High (40000) and Elementary (80000) codes.
Example: 02154 (Business Math).
Valid Values: Refer to the valid values table in Appendix V, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

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

Field Name: APIBCourseCode
Data Type: Num
Size: Decimal (4,2)
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 AP or IB code is provided, it must be a valid value from the Advanced Placement and International Baccalaureate Codes table.
Example: 1234.56
Valid Values: Refer to the valid table in Appendix Q, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

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

Field Name: CIPCode
Data Type: char
Size: 6
Allow NULL? Yes. Conditional.
Description: The Classification of Instructional Program (CIP) Code Number assigned by OSPI to the approved Career and Technical Education (CTE) course.
Business Rules: Data is required for Career and Technical Education (CTE) courses. If [Element D07](#) - Course Designation Code, contains a T - Tech Prep and the course is an approved CTE Course, 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) Code valid values table in Appendix S, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

Element D11 – No Longer An Active Data Element

Field Name: IsDirectTranscriptionAvailable
Description: This data element is no longer used in CEDARS Course Catalog file D, but is still needed for historic courses reported in file H, Grade History.
Valid Values: No Valid Values
Last Updated: February 2011

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.

Sample File Name: 12345_0000_StudentSchedule_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: February 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2010

Element E03 – District Student ID

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

Element E04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10

Allow Null?	Yes. Conditional. A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.
Description:	Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules:	SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example:	1234567890
Last Updated:	April 2010

Element E05 – Location ID

Field Name:	LocationId
Data Type:	varchar
Size:	4
Allow NULL?	No. Data is required.
Description:	The Location ID for the school where the student completed or is attending the course as generated by the District's Student Information System (SIS).
Business Rules:	This is an internal number generated by the district and is required. If you do not have an ID assigned to this field, report OSPI school code reported in Element A05 - School Code. The ID reported in Element E05 must be included in the Location File A .
Example:	1234
Last Updated:	September 2007

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) .
Example:	Hist101A16
Last Updated:	April 2011

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.
Business Rules:	Include the Section ID for all courses attempted or completed during the current school year for students in grades PK–12.
Example:	7
Last Updated:	September 2007

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:	<p>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.</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>
Example:	Sem1 or TRI3
Valid Values:	Refer to the valid values in Appendix P, found in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx .
Last Updated:	January 2012

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.

Sample File Name: 12345_0000_Staff_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2010

Element F03 – Staff ID

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

Element F04 – Staff Type Code

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

Element F05 – Certification Number

Field Name: CertificationNumber
Data Type: char
Size: 7
Allow NULL? Yes. Conditional.
Description: The State Certification number assigned to this staff member's certificate.
Business Rules: Data must be entered for all educators who teach classes in Washington State schools. The certification must be a valid Washington State Certification number, a Z number, or temporary certificate number.
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. In some extraordinary cases the teacher certificate may not yet exist (either the record does not exist in the Certification database or the Certificate number field is blank). If this is the case please enter UNK until a valid certificate number becomes available. 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
Last Updated: February 2012

Element F06 – Legal Last Name

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

Element F07 – Legal First Name

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

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

Example: Lilly

Last Updated: April 2011

Element F08 – Legal Middle Name

Field Name: MiddleName

Data Type: varchar

Size: 60

Allow NULL? Yes. This is an optional field.

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. If the staff member has no middle name, this data element may be blank.

Example: Leone

Last Updated: April 2011

Element F09 – Birth Date

Field Name: BirthDate

Data Type: date

Allow NULL? Yes. Conditional.

Description: The staff member's birthday.

Business Rules: If [Element F05](#) – Certification Number is not UNK (Unknown), then Element F09 may not be NULL and date of birth must be provided.

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

Example: 03/24/1955

Last Updated: February 2011

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.

Sample File Name: 12345_0000_StaffSchedule_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2010

Element G03 – Location ID

Field Name: LocationId
Data Type: varchar
Size: 4
Allow NULL? No. Data is required.
Description: The Location ID for the school where the staff member is currently teaching or has taught the course as generated by the District's Student Information System (SIS).
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05](#) - School Code. The ID reported in Element G03 must be included in the [Location File A](#).
Example: 1234
Last Updated: April 2011

Element G04 – Staff ID

Field Name: StaffId

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

Element G05 – Course ID

Field Name: CourseId
Data Type: varchar
Size: 20
Allow NULL? No. Data is required.
Description: The course ID used by the district or school to represent the unique course number.
Business Rules: Include course ID for all courses the staff member is currently teaching or has taught during the current school year for grades PK–12.
This course ID must be included in the [Course Catalog File D](#).
Example: Hist101A16
Last Updated: April 2011

Element G06 – Section ID

Field Name: SectionId
Data Type: varchar
Size: 20
Allow Null? No. Data is required.
Description: Section number used for the identification of a unique occurrence of a class/staff/location.
Business Rules: Include the section ID for all courses the staff member is currently teaching or has taught during the current school year.
Example: 7
Last Updated: April 2011

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

Last Updated: January 2012

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 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 H05](#) – Location ID.

Sample File Name: 12345_0000_StudentGradeHistory_20120906_20122013.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 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: April 2010

Element H03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element H04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? Yes. Conditional.

A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.

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

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

Example: 1234567890

Last Updated: April 2010

Element H05 – 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 attempted high school credit for a 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. If credits were attempted at another school outside your district, enter 9999.

The ID in Element H05 must be included in the [Location File A](#).

Example: 1234 or 9999 (if credit attempted in school outside of your district)

Last Updated: February 2011

Element H06 – Staff ID

Field Name: StaffId

Data Type: varchar

Size: 20

Allow NULL? Yes. Conditional.

Description: The unique staff code as generated by the district where the student attempted high school credit.

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. If you are using placeholder values, do not submit records with placeholder StaffIDs. 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. The Staff ID may be blank for any high school transfer credits taken outside the submitting district. Staff ID for credits earned prior to 2009-2010 school year may be entered if available.

If the Staff ID reported is not blank, then the ID in Element H06 must be included in the [Staff File F](#).

Example: 123456789101112 or 123 or 315502E.

Last Updated: April 2011

Element H07 – Course ID

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

Element H08 – Course Title

Field Name: CourseTitle
Data Type: varchar
Size: 50
Allow NULL? No. Data is required
Description: Course title given to the course.
Business Rules: Only course titles where high school credit was attempted should be reported.
Example: Pre AP English 11
Last Updated: September 2007

Element H09 – Grade Level Code

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

Element H10 – Letter Grade

Field Name: LetterGrade
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: The letter grade earned by the student for this course.
Business Rules: The final letter grade the student received upon completion or withdrawal from the course as displayed below.
Example: B+
Valid Values:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
E	0.0
F	0.0

P Pass
 N No Pass
 CR Credit
 NC No Credit
 S Satisfactory
 U Unsatisfactory
 W Withdraw

Last Updated: February 2011

Element H11 – Credits Attempted

Field Name: CreditsAttempted
Data Type: numeric
Size: 4,2 (Five characters including the decimal point)
Allow NULL? No. Data is required.
Description: Credits attempted by the student for the course that was taken.
Business Rules: The valid range of values is 00.00 to 99.99. Multiple records may be required to report each final grading period in the academic year.
 The Credits Attempted reported within Element H11 must be equal to or greater than the Credits Earned reported within [Element H12 – Credits Earned](#).
Example: 1.50
Last Updated: February 2011

Element H12 – Credits Earned

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

Element H13 – Course Designation Code

Field Name: CourseDesignationCode
Data Type: varchar
Size: 10
Allow Null? Yes. Conditional.
Description: The Course Designation Code per the Washington State High School Transcript.
Business Rule: More than one Valid Value may be entered; do not use spacing or punctuation to separate the values. If the course falls under one of the listed values it must be reported.
Example: IC
Valid Values: I – International Baccalaureate
 C – College in the High School
 T – Tech Prep
 H – Honors
 A – Advanced Placement
 R – Running Start
 B – College Academic Distribution Requirements (CADR)
 K – Cambridge Program
 O – Online (does not print on the transcript)

L – Local Competency Test
N – National Competency Test
Q – Quantitative
S – Science Lab
March 2012

Last Updated:

Element H14 – Content Area Code

Field Name: ContentAreaCode
Data Type: varchar
Size: 3
Allow NULL? Yes. Conditional.
Description: Primary content area of the course.
Business Rules: Must be a valid Content Area Code from the Content Area Codes found in [Appendix O](#). Include the Content Area Code for grades 7–12 and grade 6 students with scheduled courses and various teachers (middle school). Content Area Codes for grade PK–5 should be submitted using “1- Elementary Curriculum”.
Example: 7
Valid Values: Refer to the valid values table in Appendix O, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: September 2010

Element H15 – State Course Code

Field Name: StateCourseCode
Data Type: char
Size: 6
Allow Null? Yes. Conditional.
Description: The course code used by the State to represent the unique course.
Business Rules: Must be a valid State Course Code. State Course Codes must be provided for all courses of High School Rigor.
This element must be entered for transfer or historical courses if known.
Example: 02154 (Business Math)
Valid Values: Refer to the valid values table in Appendix V, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

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

Field Name: APIBCourseCode
Data Type: numeric
Size: Decimal (4,2)
Allow Null? Yes. Conditional.
Description: The Advanced Placement (AP) course code or International Baccalaureate (IB) course code associated with this course.
Business Rules: If [Element H13](#) - Course Designation Code, contains an I – International Baccalaureate or an A – Advanced Placement, then Element H16 must have a valid code.
If AP or IB code is provided, it must be a valid value Course Code from the Advanced Placement Course Codes found in Appendix Q.
Only courses where high school credit was attempted should be reported.
Example: 12.56
Valid Values: Refer to valid values in Appendix Q, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: February 2011

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. If the course being reported is from the current school year, the CIP Code Number reported in H17 must be a valid value from Appendix S. If the course being reported 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 being reported is not a transfer credit, and Element A04 – Location ID matches Element H05 – Location ID, 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 H05 – Location ID valid value = 9999). This element must be entered for transfer or historical courses if known.
Example:	010103
Valid Values:	CIP Code reported must currently, or previously, be recognized as an approved CIP Code Number through Washington's CTE/Vocational Education department at OSPI.
Last Updated:	August 2010

Element H18 – Term End Date

Field Name:	TermEndDate
Data Type:	char
Size:	7
Allow NULL?	No. Data is required.
Description:	Month/Year of the final grading period for the course or courses completed.
Business Rules:	The term end date should be formatted as MM/YYYY.
Example:	12/2007
Last Updated:	May 2010

Element H19 – Term

Field Name:	Term
Data Type:	varchar
Size:	12
Allow NULL?	Yes. Conditional.
Description:	Term in which course was taken.
Business Rules:	<p>Include the Term for all courses attempted. If Element A04 - Location ID matches Element H05 - Location ID (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 http://www.k12.wa.us/CEDARS/Manuals.aspx.</p>
Example:	Sem1 or TR13

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

Last Updated: January 2012

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

Field Name: IsVocationalCompleter

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

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

Business Rules: If data is entered in [Element H17](#) - Classification of Instruction Program (CIP) Code Number AND If [Element A04](#) - Location ID matches [Element H05](#) - Location ID (indicating this is not a transfer credit), then data is required in Element H20. This element is not required for students who transferred into the reporting district.

Example: Y

Valid Values: N – No
Y – Yes

Last Updated: February 2011

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

Field Name: HasIndustryCertification

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: Indicates whether, as a result of taking the CTE course identified in [Element H17](#), Classification of Instruction Program (CIP) Code Number, the student received a state or nationally recognized industry certification or successfully passed a certification exam as part of a state or nationally recognized industry certification program during the reporting period. Industry certification is based on the student's ability to demonstrate skills and knowledge to industry standards. Some industry certifications may be earned in fewer than 360 hours of instruction. Therefore, the student may not be a "CTE program completer" at the time the industry certification is earned. For a list of approved state and nationally recognized industry certifications, please contact OSPI's CTE office or visit: <http://www.k12.wa.us/careerTechEd/courseapproval.aspx>.

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

Example: Y

Valid Values: N – No
Y – Yes

Last Updated: April 2010

Element H22 – No Longer An Active Data Element

Field Name: IsDirectTranscriptionAvailable

Description: This data element is no longer used in CEDARS

Last Updated: January 2012

Element H23 – Is the Student a Tech Prep Completer?

Field Name: IsTechPrepCompleter

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: Indicates whether the student completed a sequence of courses in accordance with the definition of Tech Prep Completer. A Tech Prep Completer is any student who completes all courses, with a B grade or better, that are the high school's portion of the Tech Prep Articulation Agreement for that program area.

Business Rules: If [Element H13](#), Course Designation Code, contains a T -Tech Prep, then data is required in Element H23. CEDARS will not accept NULL values. This element is not required when entering transfer information.

If [Element H13](#), Course Designation Code, does not contain a T -Tech Prep, then Element H23 must be N.

Example: Y

Valid Values: N – No

Y – Yes

Last Updated: April 2010

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

Field Name: CTEAssessment

Data Type: char

Size: 1

Allow Null? Yes. Conditional.

Description: Indicates whether the student has taken and/or passed a state or nationally recognized assessment in the approved CTE course identified in [Element H17](#), Classification of Instruction Program (CIP) Code Number.

An assessment based on the necessary training to prove knowledge and demonstrate skill level to obtain employment and/or recognition in an industry; a tool that demonstrates skill level and knowledge. Not limited to practicum.

Business Rules: If data is entered in [Element H17](#), Classification of Instruction Program (CIP) Code Number, then data is required in Element H24 and NULL values will not be accepted.

Example: 2

Valid Values: 0 = no, did not take an assessment

1 = yes, took the test but did not pass

2 = yes, took the test and passed

Last Updated: April 2010

Student Programs File (I)

File Name: StudentPrograms

Description: This file details information for students participating in/receiving services from specific programs, eligibility for Free/Reduced Meal participation and individual student attributes. There should be one record per student per program/service/eligibility/attribute for the current school year. For example, if a student enters, exits and re-enters a program, there should be two records to reflect these two separate enrollments into the program. If a student is participating in or received services from more than one program, there should be a record for each program. Information for the State Transitional Bilingual Instruction Program and Native American students receiving, under Title III, English Language Development services are not included in this file. They are reported separately in the Student Limited English Proficiency File J. Information for the Special Education Program is not included in this file. It is reported separately in the Student Special Education Programs File K.

Sample File Name: 12345_0000_StudentPrograms_20120906_20122013.txt

Element I01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The fourdigit year in which the school year ends.

Business Rules: For the 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: April 2010

Element I03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element I04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? Yes. Conditional.
A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.

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

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

Example: 1234567890

Last Updated: April 2010

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) where the student participates or receives services for the Program.

Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05](#) - School Code.
The ID reported in Element I05 must be included in the [Location File A](#). The ID reported in Element I05 must be included in the [Location File A](#).

Example: 1234

Last Updated: November 2007

Element I06 – Program Code

Field Name: ProgramCode

Data Type: int

Size: 2

Allow NULL? No. Data is required.

Description: The State assigned Program Code in which the student is receiving services at any point during the current school year.

Business Rules: If the student received services or participated in a program listed in the valid values table below at any point in the current school year, then that participation should be reported here.

Example: 2

Valid Values: 1 – 21st Century Community Learning Program
2 – *No longer used*

- 3 – Gifted – services or program funded by state Highly Capable Program funds
- 28 – Gifted – services or program funded by district or other local funds
- 29 – Gifted – services or program funded by combination of state, district and/or local funds
- 4 – LAP Reading
- 5 – LAP Language Arts
- 6 – LAP Math
- 7 – LAP Readiness
- 11 –LAP Graduation Assistance
- 8 – Title I Targeted Assistance Reading
- 9 – Title I Targeted Assistance Language Arts
- 10 – Title I Targeted Assistance Math
- 12 –Title I Targeted Assistance Science
- 13 – *No longer used*
- 21 –Title I Schoolwide – Additional Program Assistance in Reading
- 22 –Title I Schoolwide – Additional Program Assistance in Math
- 26 – Title I Schoolwide – Additional Program Assistance in Language Arts
- 27 – Title I Schoolwide – Additional Program Assistance in Science
- 14 – *No longer used - Native American students receiving State Transitional Bilingual Services are now reported in Student **Limited English Proficiency** File (J)*
- 15 – *No longer used – students identified as Immigrant are now reported in District Student File (B)*
- 16 – 504 Plan (student identified as currently having 504 plan on file)
- 17 – *No longer used*
- 18 – NCLB Supplemental Services
- 19 – Free Reduced Meals Participation/Eligibility
- 20 – Title I Neglected/Delinquent Supplemental Services
- 23 –Title VII Indian Education Supplemental Services
- 24 – Unaccompanied youth (a student who is not in the physical custody of a parent or guardian)
- 25 – College Bound Scholarship **Application** (student has **applied** for College Bound Scholarship)

Last Updated: **January 2012**

Element I07 – Program Start Date

Field Name: StartDate

Data Type: date

Allow NULL? Yes. Conditional.

Description: The date the student enrolled in the program.

Business Rules: This is the first day the student attends or receives services from the program. This date must be equal to or greater than, the date contained in [Element B14](#) - Date Enrolled in District.

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 during this current school year the student exits the program and then returns, the date the student returned to the program and resumed participation in the program becomes the program start date for the new record. The program start date shall be reported in the current school year in which the enrollment occurred.

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

The program start date must be on or after [Element B09](#) - Birth Date. Date should be formatted as MM/DD/YYYY.

Example: 01/01/2007
Last Updated: April 2010

Element I08 – Program Exit Date

Field Name: ExitDate
Data Type: date
Allow NULL? Yes. This is an optional field.
Description: The date the student exited the Program.
Business Rules: This is the last day the student attends or receives services from program. This date must be equal to or greater than the date in [Element I07](#) - Program Start Date. If the student exits during the summer use the actual date on which the student left the program. If the student enters and exits on the same date, the same date is used in [Elements I07](#) - Program Start Date and this Element, I08. If I08 - Program 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.
Example: 02/15/2007
Last Updated: January 2012

If a student exits the school or district but the program or student attribute reported in this file is still valid for the student should they return to the school or district, it is not necessary to end the program or attribute. If the the program or attribute is no longer valid for the student because they exited the district or school and will be reevaluated upon reenrollment, then this record should have an exit date submitted and a new record created upon the student reenrolling and being reevaluated. If the student exits the program reported here 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.

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](#) - Program Exit Date is submitted.
Example: B
Valid Values: A – Program no longer needed
B – Graduated
C – No longer enrolled
D – Opted out of program
E – *No longer used.* Inactive valid value.
F– Other
Last Updated: February 2011

Element I10 – Qualification Code

Field Name: QualificationCode
Data Type: varchar
Size: 60
Allow NULL? Yes. Conditional.
Description: The reason the student qualifies for program services.

Business Rules: Free Form. Must be equal to or less than 60 characters. If [Element I06](#) - Program Code Valid Value is equal to 19 - Free and Reduced Meals then a program code from Appendix X must be entered.

Example: 7 - Free via Head Start.

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

Last Updated: April 2010

Student **Limited English Proficiency** File (J)

File Name: BilingualPrograms

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

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

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

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

Sample File Name: 12345_0000_BilingualPrograms_20120906_20122013.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 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

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 from the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: February 2011

Element J03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element J04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? Yes. Conditional.
A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.

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

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

Example: 1234567890

Last Updated: April 2010

Element J05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required.

Description: The Location ID for the school as generated by the District's Student Information System (SIS) where the student is tested for, participates in or receives services for the program.

Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05](#) - School Code.
The ID reported in Element J05, must be included in the [Location File A](#).

Example: 1234

Last Updated: February 2011

Element J06 – Instructional Model Code

Field Name: InstructionalModelCode

Data Type: char

Size: 1

Allow NULL? Yes. Conditional.

Description: The assigned Instructional Model Code associated with the student eligible for or receiving services.

Business Rules: If [Element J17](#) – Program Eligibility/Designation, valid value contains a 1 – State Transitional Bilingual Program or a 3 - Native American Student receiving, under Title III, English Language Development Services then an Instructional Model Code must be provided.

Example: C

Valid Values: A – Dual Language
B – Transitional Bilingual – Late Exit

C – Transitional Bilingual – Early Exit
D – Content ESL (sheltered instruction)
E – Pull out model
N – Newcomer Program
P – Waiver (Parent Waiver from Program Services)

Last Updated: February 2011

Element J07 – Program Start Date

Field Name: StartDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date the student begins receiving services or tested but did not qualify for services.

Business Rules: This is the first day the student begins receiving services or tested but did not qualify.

If during this current school year the student exits and then returns, the date the student returned and resumed participation becomes the Program Start Date. The Start Date shall be reported in the current school year in which the enrollment occurred.

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

The Program Start Date must be on or after [Element B09](#) - Birth Date. Date should be formatted as MM/DD/YYYY.

Example: 01/01/2007

Last Updated: February 2011

Element J08 – Program Exit Date

Field Name: ExitDate

Data Type: date

Allow NULL? Yes. Conditional.

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

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

This date must be equal to or greater than the date in [Element J07](#), Program Start Date.

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

If the student enters and exits on the same date, the same date is used in [Elements J07 – Program Start Date](#) and in this Element, J08.

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

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

Example: 02/15/2007

Last Updated: February 2011

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.
Example: B
Valid Values: A – Re-designated/Transitioned
B – Graduated
C – Drop-out
D – Left for other Reasons (left district for unknown reasons)
E – Transferred/Moved out of district
F – Parent Waiver
G – Primary LEP factors attributed to Special Education
H – Deceased
I – Expulsion, Long Term
T – Transfer within district or between models
O - Student Tested but did not Qualify
Last Updated: July 2011

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 Scale 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 Test Level Score.
Last Updated: January 2012

Element J12 – No Longer An Active Data Element

Field Name: PlacementTestDate
Business Rules: Beginning with the 2012-2013 school year, Placement Test Scale Score will be collected through Element J22 – Placement Test Date.
Last Updated: January 2012

Element J13 – Initial WA Placement Test Date

Field Name: InitialWAPlacementDate
Data Type: date
Allow NULL? No. Data is required.
Description: The date the student first took the placement test in any district in Washington.
This date, once reported, will never change.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 09/25/2001
Last Updated: January 2012

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 = 3, the student must have [Element M05](#) - Race Code (American Indian/Alaskan Native). In addition, [Element B17](#) - Primary Language Code, must equal 639 - English.
Example: 3
Valid Values: 1 – State Transitional Bilingual Instructional Program
2 – No longer an active valid value
3 – Native American Student, Title III, English Language Development services
Last Updated: January 2012

Element J18 – Placement Test Code

Field Name: PlacementTestCode
Data Type: int
Allow NULL? No. Data is required.
Description: Enter the code that represents the most recent placement test the student took in Washington as described in Element J22 – Placement Test Date. This element only refers to the most recent placement test, and is not for reporting of annual assessment information.
Business Rules: Must be a valid value contained in the list below.
Example: 1
Valid Values: 1 - LASO
2 - LPTS
3 - PLAS
4 - WLPT
5 - WELPA
Last Updated: January 2012

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 Scale Score, J21 – Placement Test Level Score and J22 – Placement Test Date.
Business Rules: Report the grade level the student was enrolled in at the time of the most recent placement test. Students enrolled in Kindergarten who took the

placement test prior to enrollment should use Kindergarten (K1 or K2) as their grade level at placement.

Example: 04

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

Last Updated: January 2012

Element J20 – Placement Test Scale Score

Field Name: PlacementTestScaleScore

Data Type: numeric

Size: 3.

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 999.

Example: 431

Valid Values: 0 to 999

Last Updated: January 2012

Element J21 – Placement Test Level Score

Field Name: PlacementTestLevelScore

Data Type: char

Size: 2

Allow NULL? Yes. Conditional.

Description: The level score, as defined below in the valid values section, associated with the scale score the student earned upon taking the most recent placement test for the State Transitional Bilingual Instruction Program or English Language Development services. Enter the level score the student earned upon taking the most recent placement test. This element only refers to the most recent placement test, and is not for reporting of annual assessment information. If Element J22 – Placement Test Date is 05/01/2006 or earlier, Element J21 may be null if data is not available

Business Rules: A Valid Value of 4 indicates a student tested but did not qualify for State Transitional Bilingual Instruction Program or English Language Development services.

Example: L2

Valid Values: L1 – Beginning/Advanced Beginning

L2 – Intermediate

L3 – Advanced

L4 – Tested But Did Not Qualify

L5 – Tested But Did Not Qualify

Last Updated: January 2012

Element J22 – Placement Test Date

Field Name: PlacementTestDate

Data Type: date

Allow NULL? No. Data is required.

Description: The date of the most recent placement test taken by the student in Washington. This element only refers to the most recent placement test, and is not for reporting of annual assessment information.

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

Example: 09/25/2001

Last Updated: January 2012

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.

Sample File Name: 12345_0000_SpecEdPrograms_20120906_20122013.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 2012–2013 school year, report 2013.
Example: 2013
Valid Values: 2013
Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.
Example: 12345
Valid Values: Refer to valid values table in Appendix A, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: April 2010

Element K03 – District Student ID

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

Element K04 – State Student ID (SSID)

Field Name: SSID

Data Type: char
Size: 10
Allow Null? Yes. Conditional.
 A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
 Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: April 2010

Element K05 – 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 participates or receives services from the Special Education Program.
Business Rules: This is an internal number generated by the District and is required. If you do not have an ID assigned to this field, report the OSPI School Code reported in [Element A05](#) - School Code.
 The ID reported in Element K05, must be included in the [Location File A](#).
Example: 1234
Last Updated: November 2007

Element K06 – Least Restrictive Environment (LRE) Code

Field Name: LRECode
Data Type: int
Size: 2
Allow NULL? No. Data is required.
Description: Least Restrictive Environment (LRE) Code.
Business Rules: If [Element K07](#) – Start Date is not NULL, then data must be entered. Students currently enrolled in and receiving special education services, **or who were receiving but exited special education during the current school year**, must have a valid LRE code. LRE codes reported must be appropriate to current age of student.
Example: 2
Valid Values: Refer to the valid values in Appendix W, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Last Updated: January 2012

Element K07 – 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.

Business Rules: This is the first day the student attends or receives services from a Special Education Program, regardless of the date the student enrolled in the district (Element B14). If you do not know the earliest date the child began receiving special education services, please provide the earliest known date for receiving services.
 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.
 The Special Education Program start date must be on or after [Element B09](#) - Birth Date. Date should be formatted as MM/DD/YYYY.

Example: 01/01/2007
Last Updated: April 2010

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.
Business Rules: This is the last day the student attends or receives services from the Special Education Program. An exit date is not provided for students who are moving out of the district or school.
 This date must be equal to or greater than the date in [Element K07](#) - Start Date.
 If the student exits during the summer, use the actual date on which the student received their final services from the Special Education Program.
 If the student enters and exits on the same date, the same date is used in [Elements K07](#) - Start Date and in this Element, K08.
 If K08 - Program Exit Date is reported for student, information must be provided within [Element K09](#) – Exit Reason Code. An exit date must be entered if [Element K09](#) - Exit Reason Code is submitted.
 If the student exits and returns within the same current school year, all of the entry/exit dates shall be reported (requires multiple entries for the student).
 Date should be formatted as MM/DD/YYYY.

Example: 02/15/2007
Last Updated: February 2011

Element K09 – Exit Reason Code

Field Name: ExitReasonCode
Data Type: char
Size: 1
Allow NULL? Yes. Conditional.
Description: The reason the student is no longer receiving (exited) Special Education services.
Business Rules: An Exit Reason Code must be entered if [Element K08](#) - Program Exit Date is submitted. An Exit Reason Code is not to be submitted unless the reason for exit matches one of the Valid Values listed below.

Example: 2
Valid Values: 1 – Re-evaluated and no longer needs Special Education Services
 2 – Aged Out
 3 – Graduated with High School Diploma
 4 – Parent Revokes Consent for Special Education Services

Last Updated: February 2011

Element K10 – Initial Referral Date

Field Name: ReferralDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? Yes. This is an optional field.
Description: The date the student was initially referred to the Special Education Program.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 09/25/2004
Last Updated: April 2011

Element K11 – Initial Eligibility Date

Field Name: InitialEligibilityDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? Yes. This is an optional field.
Description: The date the student was initially eligible for the Special Education Program.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 09/25/2004
Last Updated: April 2011

Element K12 – Last IEP Review Date

Field Name: LastIEPReviewDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? Yes. This is an optional field.
Description: The date of the student's Last IEP Review for the Special Education Program.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 09/25/2004
Last Updated: April 2011

Element K13 – Last Evaluation Date

Field Name: LastEvaluationDate
Data Type: date
Size: See Data Type Definitions.
Allow NULL? Yes. This is an optional field.
Description: The date the student was last evaluated for placement in the Special Education Program.
Business Rules: Date should be formatted as MM/DD/YYYY.
Example: 09/25/2004
Last Updated: April 2011

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_20120906_20122013.txt

Element L01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

Description: The fourdigit year in which the school year ends.

Business Rules: For the 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: April 2010

Element L03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element L04 – State Student ID (SSID)

Field Name: SSID

Data Type: char
Size: 10
Allow Null? Yes. Conditional.
 A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
 Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: April 2010

Element L05 – Ethnicity Code

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

Race File (M)

File Name: StudentRace

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

Sample File Name: 12345_0000_StudentRace_20120906_20122013.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 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: April 2010

Element M03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: September 2007

Element M04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? Yes. Conditional.
A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.

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

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

Example: 1234567890

Last Updated: April 2010

Element M05 – Race Code

Field Name: RaceCode

Data Type: char

Size: 3

Allow Null? No. Data is required.

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

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

Example: 123

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

Last Updated: February 2011

Student Absence File (N) NEW

File Name: StudentAbsence

Description: This file captures daily absence information for each student who is absent from seat-time classes. Absences from Alternative Learning and Online classes that don't require regular seat-time attendance do not have to be reported in this file. All absences from the seat-time instruction should be reported, even if the absence is due to the participation in a district or school approved activity or instructional program.

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_20120906_20122013.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 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

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 the County District Codes in Appendix A. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type. Report the code representing the district as assigned by OSPI in Appendix A.

Example: 12345

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

Last Updated: January 2012

Element N03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

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

Example: 123456789012 or 124 or TG096

Last Updated: January 2012

Element N04 – State Student ID (SSID)

Field Name: SSID

Data Type: char

Size: 10

Allow Null? Yes. Conditional.
A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.

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

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

Example: 1234567890

Last Updated: January 2012

Element N05 – Location ID

Field Name: LocationId

Data Type: varchar

Size: 4

Allow NULL? No. Data is required.

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

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

Example: 1234

Last Updated: January 2012

Element N06 –Absence Date

Field Name: AbsenceDate

Data Type: date

Size: See Data Type Definitions.

Allow NULL? No. Data is required.

Description: The date the absence occurred.

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

Example: 09/25/2012

Last Updated: January 2012

Element N07 – Absence Code

Field Name: AbsenceCode

Data Type: varchar

Size: 2

Allow Null? No. Data is required.

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

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

Excused Absences

Valid excused absences from school:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010
- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity **provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student educational progress consistent with RCW 28A.225.010.**

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

Unexcused Absences

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

Part Day Absence

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

Full Day Absence

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

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

Example:

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

Last Updated:

June 2012

Student Discipline File (P) NEW

File Name: StudentDiscipline

Description: This file captures information regarding discipline, incidents and interventions unique to those students involved in incidences during school or school related activities. This file is only intended to collect information related to offenders and is not to include information regarding victims.

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

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

Sample File Name: 12345_0000_StudentDiscipline_20120906_20122013.txt

Element P01 – School Year

Field Name: SchoolYear

Data Type: char

Size: 4

Allow NULL? No. Data is required.

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

Business Rules: For the 2012–2013 school year, report 2013.

Example: 2013

Valid Values: 2013

Last Updated: January 2012

Element P02 – Serving County District Code

Field Name: ServingCountyDistrictCode

Data Type: char

Size: 5

Allow NULL? No. Data is required.

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

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

Example: 12345

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

Last Updated: January 2012

Element P03 – District Student ID

Field Name: DistrictStudentId

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

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

Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This

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

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

Element P04 – State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow Null? Yes. Conditional.
A Null value indicates a new student with no previously issued SSID and will trigger the SSID assignment/matching process.
Description: Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Example: 1234567890
Last Updated: January 2012

Element P05 – Location ID

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

Element P06 – Incident Date

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

Element P07 – Behavior Code

Field Name: BehaviorCode
Data Type: int
Size: 2

Allow Null?	No. Data is required.
Description:	This element indicates the behavior for the student as it relates to the incident being reported. If more than one behavior occurs within an incident, school districts are to report the most serious behavior, as determined by the district. 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:	Definitions for the valid values below can be found in Appendix B. Every attempt should be made to record each incident with in a behavior code of 1-8 as those are required for federal reporting. Only use code 9 if the specific behavior of the student cannot be covered by codes 1-8. Valid Value of 9 will not be used to pre-populate data in the Federal report.
Example:	2 or 6
Valid Values:	1 – Bullying 2 – Tobacco 3 – Alcohol 4 – Illicit Drug 5 – Fighting Without Major Injury 6 – Violence Without Major Injury 7 – Violence With Major Injury 8 – Possession of a Weapon 9 – Other behavior resulting in a short term suspension (SS), long term suspension (LS), expulsion (EX) or interim alternative education setting (IA) intervention as reported in P09 – Intervention Applied
Last Updated:	January 2012

Element P08 –Intervention Date

Field Name:	InterventionDate
Data Type:	date
Size:	See Data Type Definitions.
Allow NULL?	Yes. Conditional.
Description:	Date Intervention began.
Business Rules:	This element may only be null if Element P09 – Intervention Applied has a valid value of “NA”. Date should be formatted as MM/DD/YYYY.
Example:	09/25/2012
Last Updated:	January 2012

Element P09 – Intervention Applied

Field Name:	InterventionApplied
Data Type:	varchar
Size:	2
Allow Null?	No. Data is required.
Description:	This element indicates the intervention applied for the behavior reported in Element P07 – Behavior Code.
Business Rules:	Report the final intervention applied. Only use “OT – Other” if other interventions not found on this valid value list are applied for this incident.
Example:	SS or EX
Valid Values:	EX – Expulsion LS – Long-term Suspension (greater than 10 consecutive school days) SS – Short-term Suspension (10 or fewer consecutive school days) IA – Interim Alternative Education Settings (IAES) NA – No Intervention Applied OT – Other (any intervention applied that is not described in the above codes)
Last Updated:	January 2012

Element P10 – Number of Intervention Days

Field Name: NumInterventionDays
Data Type: numeric
Size: 3,1
Allow Null? Yes. Conditional.
Description: The consecutive number of school days the student has been expelled, suspended or had other intervention(s) applied. **This must be reported in half (0.5) or full day increments.**
Business Rules: Only report the consecutive number of school days for the final intervention reported in Element P09 – Intervention Applied. If a student received an additional intervention not reported in P09 – Intervention Applied, the days of the additional intervention are not to be included in this element. For example, if a student is suspended and received detention upon return to school, the suspension should be reported in Element P09 – Intervention Applied, and only the days of the suspension should be reported in this element.
Example: 2.5 or 105
Last Updated: June 2012

Element P11 – Incident ID

Field Name: IncidentID
Data Type: varchar
Size: 20
Allow Null? No. Data is required.
Description: The unique ID that identifies the incident, regardless of the number of students associated with it.
Business Rules: This ID will be used to tie multiple students to the same incident, and it will be used to identify the unduplicated number of incidents when completing federal reporting. Multiple students could be involved in an incident and should be reported with the same incident ID.
Example: HS412 or Bully01HS
Last Updated: January 2012

Element P12 – Weapon Type

Field Name: WeaponType
Data Type: varchar
Size: 2
Allow Null? Yes. Conditional.
Description: If the incident reported involved a weapon, this element provides the type of weapon involved.
Business Rules: If Element P07 – Behavior Code reports a valid value of 8 – Possession of a Weapon, this element may not be null. If Element P07 is a valid value other than 8 – Possession of a Weapon, this element is requested but not required. Definitions for the valid values below can be found in Appendix D, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.
Example: HG or KD
Valid Values: HG - Handgun
RS – Rifle or Shotgun
MF – Multiple Firearms
OF – Other Firearms
KD – Knife or Dagger
OW – Other Weapon
FO – Firearm and Other Weapon
Last Updated: January 2012

RESOURCES

U.S. Department of Education Resources

U.S. Department of Education

<http://www.ed.gov>

No Child Left Behind (NCLB)

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

Office of Superintendent of Public Instruction Resources

Comprehensive Education Data and Research System (CEDARS)

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

Special Education

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

K12 Website

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

Bulletins and Memos

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

School Apportionment and Financial Services

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

Enrollment Reporting Handbook

<http://www.k12.wa.us/safs/INS/ENR/0506/eh.asp>

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[End of CEDARS Data Manual]